COUNCIL

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

EMBARGOED UNTIL 4pm WEDNESDAY 31 MAY 2017

Agenda

Date **Wednesday 31 May 2017**
Time 4.00pm
Venue Council Chamber, Matariki

		Refer to Page No.
1.	APOLOGIES:	
2.	CONFLICTS OF INTEREST *Every Member has an obligation to declare any material interests relevant to any University of Canterbury activities and to ensure that any conflict arising from the material interests is noted and managed appropriately*	
3.	MINUTES (26 April 2017)	x
4.	MATTERS ARISING	
	PART ONE: REPORTS	
5.	FROM THE CHANCELLOR	
	5.1 Chancellor's Meetings	x
	5.2 2017 Council Work Plan (to be tabled)	
	5.3 Meeting Dates 2018	x
	5.4 NZTA Kaikoura Challenge update (Professor Sonia Mazey, PVC Business and Law, Rachel Wright, Operations Director and Michelle Panzer, Incubator Manager at the UC Centre for Entrepreneurship, in attendance)	
6.	FROM THE VICE-CHANCELLOR	
	6.1 Monthly Report	x
7.	FROM THE FINANCE PLANNING AND RESOURCES COMMITTEE	x
	7.1 Mickle Fund	x
	7.2 CAPEX Quarterly Report	x
8.	FROM THE AUDIT AND RISK COMMITTEE	x
	8.1 Internal Audit Plan for 2017 – verbal update	
	8.2 Health and Safety Report	x
	8.3 UC Trust Funds Financial Statements 2016	x
9.	FROM THE ACADEMIC BOARD	x

10. PUBLIC EXCLUDED MEETING

Motion by the Chancellor for Resolution to Exclude the Public Pursuant to s48 of the Local Government Official Information and Meetings Act 1987:

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4	Minutes of the meeting held on 26 April 2017 with the public excluded	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	
5	Matters arising from those minutes		
6	**From the Chancellor**		
6.1	Executive Committee Resolutions	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
6.2	Nominations for Emeritus Professor	To protect the privacy of natural persons.	7(a)
6.3	2017 Teaching Medal	To protect the privacy of natural persons	7(a)
7.	**From the Vice-Chancellor**		
7.1	Risk Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To avoid prejudice to measures protecting the health or safety of members of the public.	7(f)(i) 7(d)
8.	**From the Finance, Planning and Resources Committee**		
8.1	UC Futures Update		
8.1.1	- UC Futures Summary	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8.1.1.1	- Health and Safety on CETF sites	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
8.1.2	- GOG Agenda papers	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
8.2	CETF Fixed Price Lump Sum Offer Terms and Conditions	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8.3	Student First Programme Business Case	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8.4	Financial Forecast Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.	**From the Audit & Risk Committee**		
9.1	Draft Minutes 15 May 2017	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.2	Audit NZ Final Management Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.3	Draft Ministerial letter	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
10.	**Project Ben**	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)

I also move that the Deputy Registrar, UC Directors and the University Council Co-ordinator be permitted to remain at this meeting because of their knowledge of the various matters being discussed. This knowledge will be of assistance in relation to the matters

discussed, and is relevant because of their involvement in the development of the reports to Council on these matters.

11. REPORT FROM THE PUBLIC EXCLUDED SESSION

12. GENERAL BUSINESS

13. NEXT MEETING –Wednesday 28 June 2017

COUNCIL

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Minutes

Date	**Wednesday 26 April 2017**
Time	4.00pm
Venue	Council Chamber, Level 6 Matariki
Present	Dr John Wood (Chancellor), Ms Sue McCormack (Pro-Chancellor), Dr Rod Carr (Vice-Chancellor), Mr Peter Ballantyne, Ms Catherine Drayton, Mr Warren Poh, Mr Malcolm Peterson Scott, Mr Shayne Te Aika.
Apologies	Mr James Addington, Professor Roger Nokes
In Attendance	Mr Jeff Field, Registrar and University Council Secretary Dr Hamish Cochrane, DVC (Academic) Professor Ian Wright, DVC (Research and Innovation) Ms Alex Hanlon, Executive Director, Learning Resources Dr Andrew Bainbridge-Smith, Academic Registrar Mr Adrian Hayes, Financial Controller Ms Robyn Nuthall, UC Futures Programme Manager Mr Bruce White, Deputy Registrar Mrs Raewyn Crowther, University Council Coordinator

CONFLICTS OF INTEREST

There were no conflicts of interest identified.

MINUTES

The minutes of the meeting held on 29 March 2017 were approved and signed as a correct record.

MATTERS ARISING

There were no matters arising.

FROM THE CHANCELLOR

Chancellor's Meetings

The schedule of meetings was noted for information. Of particular note was the Chancellor's involvement in the UCSA's ANZAC Day Memorial Service which had been very well organised. Recent developments such as the memorial lawn and morning tea by the Gallipoli lone pine were well received. The event was also attended by the Minister for Tertiary Education, Hon Paul Goldsmith, and his family which afforded the opportunity for discussion.

Moved

That Council commends the University of Canterbury Students Association for its ANZAC Day Memorial Service.

Carried

Council Work Plan 2017

An updated copy of the Work Plan was tabled and Mr Field noted the changes since the plan was last tabled. This was a dynamic document that provided information on the programme of work for Council in the coming year.

FROM THE VICE-CHANCELLOR

Monthly Report

Dr Carr took his report as read and provided an update on a number of matters:

- The Graduation ceremonies had gone well
- Media coverage of contractor treatment in campus cafes by UC had generated some interest. UC had made its position clear that there was no ban on contractors in campus eateries but that a small number of instances of overcrowding, noise near teaching spaces, and dirty footwear had required action. Priority would always be given to students and contractors were aware of appropriate gathering spaces and the need to stagger their breaks.
- College House had been approached by Heritage New Zealand to be listed as a Heritage One site in return for a contribution toward the chapel renovations. UC had some concerns on the possible limitations of use of the buildings if listed.
- Eriksens had not expressed concern with the Council decision to limit its investment in fossil fuels to 1%.

Moved

That: The Vice Chancellor's Report be received.

Carried

FROM THE FINANCE, PLANNING AND RESOURCES COMMITTEE

The Chair of the Finance, Planning and Resources Committee, Ms Drayton, advised that there had been no meeting of the committee in April, but a number of papers had been circulated to members which would be discussed with the public excluded.

FROM THE ACADEMIC BOARD

Dr Hamish Cochrane presented the report from the meeting of the Academic Board and discussed the items that would need to be referred to CUAP for approval. In discussion it was noted:

- The introduction of human-animal studies was justified in a statement read by Dr Cochrane from the College of Arts.
- Dr Cochrane advised that all proposals were considered in light of the College Plans and the Teaching and Learning Plan. Ms Drayton suggested a longer-term strategy should be developed to ensure any qualification developments fitted with the university's long term strategic plan.

- The IELTS proposal was to formalise an agreement that had already been reached to bring UC into alignment with other universities.

Moved

<u>That</u> Council approve the introduction of the following qualifications and forward them to CUAP and TEC for their approval and funding:

i) Master of Writing
ii) Doctor of Philosophy: Human-Animal Studies
iii) Postgraduate Certificate in Business
iv) Master of Sport Science, Postgraduate Diploma in Sport Science and Postgraduate Certificate in Sport Science
v) Graduate Diploma in Education and Learning
vi) Data Science as a subject in Bachelor of Science, Bachelor of Science with Honours, Postgraduate Diploma in Science, and Master of Science

Carried

Moved

<u>That</u> Council approve the removal of the following qualifications from the New Zealand Qualification Framework and report these to CUAP:

i) Graduate Certificate in Clinical Teaching
ii) Diploma in Teaching and Learning (Early Childhood)

Carried

Moved

<u>That</u> Council approve the revision of the following qualifications and forward them to CUAP for their approval:

i) Postgraduate Diploma in Business Administration
ii) Master of Laws
iii) Master of Computer-Assisted Language Learning
iv) Bachelor of Speech and Language Pathology with Honours
v) Master of Speech and Language Pathology
vi) Bachelor of Science: Computer Science
vii) University Admission IELTS requirements

Carried

Dr Cochrane also reported on the Academic Board review of academic regulations for 86 qualifications, the detail of which had been provided to Council on the Sharepoint website. A further 50-plus qualifications were still to be reviewed.

Moved

<u>That</u> Council:

i) note the summary memorandum from the Academic Registrar and summaries from the College of Arts, College of Business and Law, College of Education,

Health and Human Development and the College of Science.

ii) note the revision of 86 qualifications

iii) forward to CUAP for approval those changes to qualifications related to timeframe; distinction, merit and honours; and progression.

Carried

Dr Cochrane then reported on the meeting of the Academic Board noting in particular the amount of work that had gone into the review of regulations. Discussion included the sharing of information with the Halls of Residence and the assurance that privacy issues had been addressed was provided.

Moved

That Council receive the Academic Board Report and commend the team involved in the comprehensive and significant review of regulations.

Carried

PUBLIC EXCLUDED MEETING

Moved

That: the public be excluded from the following parts of the proceedings of this meeting, namely:

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4	Minutes of the meeting held on 1 March 2017 with the public excluded	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	
5	Matters arising from those minutes		
6 6.1	**From the Chancellor** Letter of resignation	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To protect the privacy of natural persons.	7(f)(i) 7(a)
7. 7.1	**From the Vice-Chancellor** Risk Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To avoid prejudice to measures protecting the health or safety of members of the public.	7(f)(i) 7(d)
8. 8.1 8.1.1 8.1.2 8.1.3 8.1.4	**From the Finance, Planning and Resources Committee** UC Futures Update - UC Futures Summary and verbal updates - Draft GOG Agenda for May - GOG Quarterly Scorecard - 2017 Enrolment Update for GOG	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i) 7(f)(i) 7(f)(i)

8.2	2018 International Fees	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8.3	Financial Report – March 31 2017	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8.4	Financial Forecast Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)

and that staff identified by the Chancellor and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge will be of assistance in relation to the matters discussed, and is relevant because of their involvement in the development of the reports to Council on these matters.

Carried

RETURN TO PUBLIC MEETING Members returned to public meeting at 5.49pm and confirmed the International Fees for 2018.

GENERAL BUSINESS There were no items of general business.

The meeting closed at 5.50pm.

NEXT MEETING The next meeting is scheduled for 4.00pm on Wednesday 31 May 2017.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

Memorandum

Vice-Chancellor's Office
Email: chancellor@canterbury.ac.nz

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	Council Members
From:	Dr John Wood, Chancellor
Date:	24 May 2017
Subject:	**CHANCELLOR'S MEETINGS**

I outline for you the key events I have attended on behalf of UC since the last Council meeting:

- Attended Canterbury Museum presentation of the first Platinum Investors in People Standard in Australasia and lunch with the Prime Minister
- Delivered a lecture to POLS308
- Hosted an Alumni group at the Crusaders/Hurricanes rugby match at AMI Stadium
- Lead the University New Zealand Chancellors' Group delegation to a meeting of the Australian University Chancellors Council in Sydney, Australia
- Gave the welcoming address for the opening of the UC Arts complex at the Arts Centre
- Hosted a table at the gala dinner to celebrate the opening of the UC Arts complex at the Arts Centre
- Lunch meeting with Felicity Price, Chair of the Arts Centre Trust Board
- Informal meeting with Ministers Brownlee and Bridges
- Spoke at the launch of the catalogue for the opening exhibition at the Teece Museum of Antiquities
- Supported UC Centre for Entrepreneurship students throughout the weekend of the NZTA Kaikoura Challenge
- Presided over a function for life members of the Canterbury History Foundation at UC Arts at the Arts Centre
- Participated in a GOG meeting via teleconference
- Attended a farewell function for out-going Lincoln University Chancellor, Tony Hall

J. J. Wood

Dr John Wood
Chancellor

Memorandum

Vice-Chancellor's Office
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UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	University Council
From:	Jeff Field, University Registrar/Assistant Vice-Chancellor
Date:	23 May 2017
Subject:	**2018 Meeting Dates**
Purpose:	For approval

Attached is the draft Schedule of proposed meeting dates for 2018.

Council agreed at its meeting of 26 August 2015 to continue to follow established practice, confirming the pattern of Finance Planning and Resources Committee (FPRC) and Audit and Risk Committee (A&R) meetings on the third Monday of the month and Council meetings on the last Wednesday of the month. The time of Council meetings was confirmed at 3pm for workshops and 4pm for meetings. It was also agreed at that meeting to adjust the start times of FPRC and A&R meetings to the end of the business day, so that A&R would commence at 2pm and FPRC at 4pm.

The meetings in 2017 are therefore proposed as follows:

- Meetings of the FPRC on the third Monday of each month at 4.00pm
- Meetings of the A&R on the same days as FPRC meetings in February, March, May, August and October at 2.00pm
- An extra meeting of A&R in February to manage the Annual Reporting process
- Council meetings on the last Wednesday of the month at 4.00pm (with workshops at 3.00pm).

However, due to the timing of the Waitangi Day public holiday and ANZAC Day a number of variations to the usual pattern are recommended:

1. <u>February meetings</u>
   Waitangi Day falls on Tuesday 6 February, the day after A&R would normally meet to review the first draft of the Annual Report. Staff and Council members will be likely to want to take the opportunity of an extended weekend by taking that Monday as leave.

   It is therefore proposed to hold the first A&R meeting on **Wednesday 7 February at 4.00pm** and the second A&R meeting two weeks later on **Monday 19 February at 2.00pm**.

   The FPRC meeting would naturally follow A&R on **Monday 19 February at 4.00pm**.

2. <u>ANZAC Day</u>
   In 2018 ANZAC Day falls on the last Wednesday of the month so it will not be possible to have the Council meeting on that day. Rather than move the meeting forward or back a whole week, it is proposed to hold the meeting on **THURSDAY 26 April at 4.00pm**, with a workshop that day at 3.00pm

3. December meetings
   If deemed necessary, a date has been established for an extra meeting of **FPRC at noon on Monday 10 December**. There is the possibility for this meeting to then convene as a **Council meeting at 2.00pm that day** should this be required.

Recommendation:
That Council adopt the meeting schedule for 2018.

Bruce White
Acting University Registrar

Meeting Schedule – 2018

Statutory Dates		
6 February – Waitangi Day	30 March - 2 April – Easter	3 April – University closed
25 April – ANZAC Day	4 June – Queen's Birthday	22 October – Labour Day
16 November – Show Day	24 December to 2 January (inclusive) - University closed	

Graduation Ceremonies		
Wednesday 18 April 2018	10.00am	Colleges TBC
Wednesday 18 April 2018	2.00pm	Colleges TBC
TBC	10.00am	Celebration for Maori Graduates
Friday 20 April 2017	10.00am	Colleges TBC
December TBC	1.30pm	Rotorua Graduation
Wednesday 19 December 2018	10.00am	Colleges TBC
Wednesday 19 December 2018	2.00pm	Colleges TBC
Friday 21 December 2018	10.00am	Colleges TBC
Friday 21 December 2018	2.00pm	Colleges TBC

Note: **The UC Council/SMT Graduation dinners will be held on the evenings of Thursday 19 April and Thursday 20 December**

Council Meetings

- Normally last Wednesday of the month, 4.00pm, Council Chambers, Level 6, Matariki; Workshops at 3pm (unless otherwise specified)
- Papers required by: 5.00pm the Wednesday prior to meeting
- Agendas: distributed the Thursday prior to meeting

31 January	28 February	28 March
THURSDAY 26 April	30 May	27 June
25 July	29 August	26 September
31 October	28 November	Monday 10 December (if needed) at 2.00pm

Finance, Planning and Resources Committee Meetings

- Normally 3rd Monday of the month, 4pm (unless otherwise indicated), Council Chamber, Level 6, Matariki
- Papers required by: 5.00pm the Tuesday prior to meeting
- Agendas: distributed the Thursday prior to meeting

	19 February	19 March
16 April	21 May	18 June
16 July	20 August	17 September
15 October	19 November	10 December (if needed) at noon

Audit and Risk Committee Meetings

- Normally 3rd Monday of the month, 2.00pm (unless otherwise indicated), Council Chamber, Level 6, Matariki
- Papers required by: 5.00pm the Tuesday prior to meeting
- Agendas: distributed the Thursday prior to meeting

WEDNESDAY 7 and Monday 19 February	19 March	21 May	20 August	15 October

Revised: May 2017

DRAFT

Dr Rod Carr
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UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

VICE-CHANCELLOR'S REPORT TO UNIVERSITY OF CANTERBURY COUNCIL MAY 2017

1. INTRODUCTION 4
2. STRATEGIC MATTERS 4
2.1 UC Futures 4
2.2 Rutherford Regional Science and Innovation Centre (RRSIC) 4
2.3 Canterbury Engineering the Future (CETF) 4
2.4 The move of the College of Education, Health and Human Development to Ilam, the construction of the Rehua Building, and the move of the Centre for Entrepreneurship and the Executive Development Programme 5
2.5 International Relations Office 7
2.6 Study Abroad and UC Exchange 7
2.7 International Partnerships 7
2.8 International 8
3. CHALLENGE 9
3.1 Marketing 9
3.2 Liaison 9
3.3 Admissions 10
3.4 Contact Centre and Shared Services Admin 10
3.5 Enrolment 10
3.6 Scholarships 10
3.7 Accommodation and Campus Life 10
3.8 Academic Skills 11
3.9 Careers, Internships and Employment 11
3.10 Disability Resource Service 11
3.11 UniLife 12
3.12 Pacific Development 12
3.13 UC Sport 12
4. CONCENTRATE 13
4.1 DVC Research and Innovation 13
4.2 Research Funding 13
4.3 Research Development 13
4.4 Research Infrastructure 14
4.5 Research Reputation 14

4.6 Postgraduate Research 14
4.7 Innovation 15
4.8 DVC Academic 15
5. Office of the AVC Maori 16
5.1 Graduate Pillar – Bicultural Competence and Confidence (BICC) 16
5.2 Te Tari o te Amokapua Māori - Office of the AVC Māori 16
5.3 Tangata Tū, Tangata Ora staff professional development programme: 16
5.4 Te reo in the Workplace professional development programme: 16
5.5 Kaihautū Ako Māori 16
5.6 Kaiārahi Colleges 16
5.7 Kaiārahi Service Units 16
5.8 Visits from indigenous scholars 17
5.9 Waiata tautoko 17
5.10 Te Ratonga Ākonga Māori - Māori Student Development Team 17
6. CONNECT 18
6.1 Project Communications 18
6.2 Media 18
6.3 External Engagement 19
6.4 Stakeholder Relations 19
6.5 Events and Partnerships 19
6.6 UC Foundation 20
6.7 UCFA (US) 20
6.8 NZ Trust (UK) 20
6.9 UC Foundation 20
6.10 Fundraising 20
6.11 Stewardship 20
6.12 Alumni 20
7. ENABLERS 21
7.1 Staff Matters 21
7.2 Infrastructure 21
8. Financial Outcomes: (Management Accounts to 30 April 2017) 21
8.1 Cash Flow 22
8.2 Working Capital 22
9. COLLEGE SUMMARIES 22
9.1 College of Business and Law (Te Rāngai Umanga me te Ture) 23
9.2 College of Engineering (Te Rāngai Pūkaha) 24
9.3 College of Education, Health and Human Development (Te Rāngai Ako me te Hauora) 24
9.4 College of Science (Te Rāngai Pūtaiao) 25

10. Conclusion: **26**
11. Appendices **27**
11.1 Appendix 1: Building Update **27**
11.2 Appendix 2: Upcoming Events Calendar: **31**
11.3 Appendix 3: VC Activities **32**
11.1 Appendix 4: UC Function Chart **33**

1. INTRODUCTION

Slippage in the delivery of UC's key building programmes became apparent, with the impact of their adjusted completion dates against the timing of the academic year meaning that RRSIC and Rehua are unlikely to be completed in time to be used for teaching in 2017. There is pressure on the delivery dates of two remaining elements of CETF, but UC has not been advised of any further delays in that project. The elements of the College of Engineering that are complete are being well-utilised by staff and students and receiving fantastic feedback, which bodes well for the remaining CETF developments and indeed the RRSIC and Rehua developments, once they are available.

The interest apparent in the College of Engineering's new Product Design degree offered from 2018 is heartening, with more than 400 expressions of interest already received. Also heartening is the great progress that has been made on the business case for the Student First programme, which FPRC has recommended to Council. Also positive is the recent reaccreditation of the MBA by AMBA.

The opening of the UC Arts at the Arts Centre on 17 May met with significant acclaim, with great feedback from donors, stakeholders and positive media coverage. Looking further forward, the upcoming Teaching Week from 6-9 June promises to be a highlight, and an opportunity for staff to share and further develop their teaching practice, and for the Graduate Attributes to be further embedded and the new Learning and Teaching Strategy to be developed.

My congratulations to the recipients of University Teaching Awards which will be presented during Teaching Week - Professor Philippa Martin, Dr Pieter Pelser and Dr Jenny Clarke.

2. STRATEGIC MATTERS

2.1 UC Futures

April saw Tertiary Education Commission and Treasury officials visiting UC to be updated on our campus transformation and enrolment recovery progress. The group were updated on the increase in enrolments in 2017 and progress on the three large construction projects, CETF, RRSIC and Rehua.

2.2 Rutherford Regional Science and Innovation Centre (RRSIC)

This project is a complex build, not unlike the construction of a hospital, and has been on tight timelines with about 300 workers on site each day. UC was alerted to possible delays in the completion of the construction of the Stage One laboratory building in April. These delays are now confirmed. The project team and the College of Science are working together with the construction firm to develop plans to mitigate the impact of the revised date for practical completion, which is now set at 28 September.

2.3 Canterbury Engineering the Future (CETF)

The completion of CETF Stage One means that the majority of the buildings in the Engineering Precinct have been either demolished, remediated, rebuilt or built – the John Britten building, the Structural Engineering Laboratory, Civil Mechanical building, the Chemical and Process Engineering building, the Electrical and Computer Engineering building, and the new CORE are all complete. This leaves the rebuilding of the Civil and Natural Resources and the Mechanical Engineering wings to be rebuilt and the Electrical Link building to be re-clad. While there is pressure on programme delivery dates – of 30 June for the structure and fluids labs and 30 September practical completion date for the laboratory wings – we have not been advised of anticipated delays in these dates.

The patterns of use of the new CORE learning spaces can now be observed after a term of use. The spaces offer considerably more options for student social and informal learning activities than have been seen at UC and consistent utilisation of these spaces has been very high. The new dividable flat floor drawing office space is in very high demand from the timetabling team due to its flexibility for a number of teaching styles. The new peer learning spaces are ideal for a variety of student learning, from flipped classroom work to project team work.

2.4 The move of the College of Education, Health and Human Development to Ilam, the construction of the Rehua Building, and the move of the Centre for Entrepreneurship and the Executive Development Programme

Both Colleges intending to move into this rebuilt building have shown growth in enrolments this year. The College of Business and Law is forecast to grow 9% on last year and the College of Education, Health and Human Development is forecast to grow 6% on last year, with teacher education showing an increase of 65 EFTS from last year (by the end of March 2017). This growth will ensure the new Rehua building will be well utilised, including its audio-visual fit-out, which will allow both synchronous and asynchronous distance learning options.

A possible delay in the opening of this building has now been confirmed. Practical completion is forecast for early November but the building cannot be reliably available for teaching until the New Year. The Colleges are working alongside decanting, space planning and timetabling teams to mitigate the impacts of that delay.

2.4.1 Graduate Attributes

Core Attribute: Critically competent in a core academic discipline of their degree

Learning Objective: Students know and can critically evaluate and, where applicable, apply this knowledge to topics/issues within their majoring subject.

New course proposals are regularly being reviewed by Colleges, Deans, and leaders of the Graduate Attribute hubs as part of course development processes. A collaboration between academics developing the courses alongside the Kaiārahi and others involved in the graduate profile has resulted in more explicit embedding of the attributes within the core discipline. In addition, courses being updated are being received by Kaiārahi and hub leaders who are providing feedback, sometimes resulting in changes to assessment and delivery of subject material in a way that aligns with the Graduate Profile.

For example, a recent course proposal for a course being revised included the following statement from the proposer "*To improve our coverage of the UC graduate attributes across the programme, we have slightly altered the content to be delivered into Protein Science, such that two new lectures have been introduced to provide the students with an appreciation of commercialisation in science and a new tutorial (and in-term assessment) has been designed to provide the students with an appreciation of how to communicate with iwi."*

Attribute 1: Employable, innovative and enterprising

Learning Objective: Students will develop key skills and attributes sought by employers that can be used in a range of applications.

The employable, innovative, and enterprising attribute (EIE) is being woven through new and re-developing courses. The Director of the University Centre for Entrepreneurship (UCE) has been liaising with academics and programme directors as part of the course-consultation process in order to support the embedding of the EIE attribute. In addition to course development the UCE has been providing students with opportunities to link with employers and be involved in innovative and enterprising activities. One notable activity has been the NZTA Kaikōura Challenge for students and two events with visiting Silicon Valley entrepreneur Bill Reichert that was open to both staff and students. Students also have opportunities to engage in activities that support EIE through the Co-Curricular Record.

Attribute 2: Biculturally Competent and Confident (BiCC)

Learning Objective: Students will be aware of, and understand the nature of biculturalism in Aotearoa New Zealand, and its relevance to their area of study and/or their degree.

The BiCC attribute continues to advance both in terms of curriculum development, and staff and student engagement. An update from the Deans was received by the Academic Administration Committee outlining the inclusion of courses and/or content within courses across programmes. The focus of the academic update was to understand where students will encounter the BiCC kaupapa at 100-level in particular while considering 200-level offerings. The Kaiārahi are engaging with Departments and academics across Colleges to support the inclusion of the kaupapa in new and existing courses which is resulting in changes in activities and assessments as outlined in the core discipline section. In support of UC's Bicultural Competence and Confidence goals, the Office of the AVC (Māori) is offering Culturally Responsive Pedagogy: From Theory to Practice . This course aims to equip academic staff members with the knowledge to embed culturally responsive pedagogy in their teaching. It is facilitated by Liz Brown (Kaiārahi Matua) and is scheduled to run in June, August, and September, along with a 'taster' course as part of UC Teaching Week. Student engagement includes the Tuākana Māori mentorship programme. This programme can also receive endorsement through the Co-Curricular Record.

Attribute 3: Engaged with the community

Learning Objective: Students will have observed and understood a culture within a community by reflecting on their own performance and experiences within that community.

The Engaged with the Community (CE) attribute framework has now circulated through all Colleges and feedback is being collated for preparation of presentation to the Academic Board. Following approval of the framework, the attribute will be mapped against existing offerings. Students have had extensive co-curricular opportunities to community engagement through the Student Volunteer Army and a number of other activities through the Co-Curricular Record (CCR). Over 2,000 hours of Community Engagement activities and experiences were validated for students over the past two years.

Attribute 4: Globally aware

Learning Objective: Students will comprehend the influence of global conditions on their discipline and will be competent in engaging with global and multicultural contexts.

The Global Awareness Framework has been revised following feedback from all Colleges and will proceed to Academic Board. The next stage for the Globally Aware attribute will see it mapped against current offerings. While the Globally Aware attribute will be delivered through the curriculum, students can enhance their experience with a range of activities offered as part of the Co-Curricular Record.

2.5 International Relations Office

Recruitment for the new Director of International Growth Strategies has been completed. Dr Ian MacDonald is an alumnus of UC (Postgradute Certificate in Tertiary Teaching), with a PhD in Economics from Simon Fraser University, Canada. He is currently Senior Lecturer in Economics at Lincoln University, where he has undertaken research, teaching and academic management since 2000. He is also Director of the Joint Education Programme between Lincoln and Yunnan Agricultural University.

Ian has a wide range of experience in international student recruitment and support, from development of joint degree programmes, partnership negotiations, creation of pathway and transitional programmes, programme development for international markets, stakeholder engagement and frontline student recruitment. He will bring experience in engaging and collaborating with academic colleagues, while driving our recruitment targets and leading our experienced IRO team.

2.6 Study Abroad and UC Exchange

April has seen a focus on in-country development in the US, with visits undertaken at several prospective and existing US partner institutions, as well as Study Abroad provider partner headquarters. UC also attended the Forum on Education Abroad in Seattle, a key industry event providing the opportunity to connect with Study Abroad advisors from across the US. A new Study Abroad agreement has been signed this month with LeTourneau University in Texas, with the first student due to commence at UC in July.

On campus, the team has been busy with the Semester Two application period, processing inbound Study Abroad and Exchange applications and assisting students for the July intake. Visits have been hosted for a delegation from Shantou University, China (a Study Abroad partner university) and the University of Southampton, for Exchange.

The annual outbound Exchange fair was held in the first week of May, and the team will also be hosting a staff member from the University of Leicester (also an exchange partner) for a week, for a staff exchange focused on best practice in student mobility and general familiarisation.

2.7 International Partnerships

A delegation from MARA, a Malaysian government agency that sponsors students to study overseas, visited UC to discuss the possibility of developing a range of new pathways for MARA-funded students to come to UC. The International Partnerships Coordinator also recently met with representatives from the University of Kuala Lumpur (UniKL) to investigate possible new pathways. UniKL is a Malaysian institution that has a particular focus on Engineering.

2.8 International

2.8.1 International growth strategy

UC is working to further develop its access to and success in its three key markets – China, the USA and India – to ensure the international enrolments continue to grow. We are also working to develop new markets to ensure that all our emphasis is not on these three markets only. A full-time staff member has been reallocated to the Japanese and South Korean markets. UC continues to work with Malaysian, Colombian, and European universities and agents to further develop these markets.

The effect of UCIC on growing undergraduate full-fee enrolments is now clearly visible with 255 EFTS enrolled at UC from UCIC in April, up from 144 in 2016.

Under our agreement with Navitas, our partner in UCIC, UC is responsible for quality assurance in respect to programmes designed and delivered by UCIC. Staff in Colleges have this responsibility and UCIC funds UC which passes a share of revenue to Colleges to fulfil this obligation. Increasing attention needs to be paid to quality assurance in programme delivery and learning outcomes. Further support for English language developments is required, both during the UCIC period and after transfer to UC.

2.8.2 Recruitment

Recruitment activities have also been under way in India, Japan and Korea with a number of onshore recruiters overseas to optimise UC's opportunities in these markets.

UC hosted a number of delegations, including the Royal Education agency (Indonesia), ASK Education (Moscow) and the Paris School of Business.

The International Student Guide will be available in Chinese soon.

2.8.3 Pre-assessment

A new continuing staff member has been appointed to the Pre-assessment team, just in time for July application processing. The team processed over 500 new applications during April: about 100 for Mobility (Study Abroad and Exchange) students, another 45 for new PhD applicants, and the remainder for other applicants with international qualifications. Despite the challenges posed by the Easter and ANZAC Day breaks which meant there were only 17 business days in April compared to a usual 22, the team got through about 60 more applications than in the preceding month.

UC's key agency in India, Edwise, continues to use the new CRM agent application portal with excellent results. Feedback from JJL agency in China has also been very positive. Another six agencies, five of which are based in New Zealand, have also been given access and training to use the portal. A major advantage of the portal is that it now offers a quick and simple way for agents to apply on behalf of applicants with New Zealand high school qualifications, which had been a gap. This development is expected to significantly improve UC's relationship with New Zealand-based agents.

3. CHALLENGE

Promote an inspirational and innovative learning and teaching environment, recruiting and retaining students, raising standards and enhancing student success.

3.1 Marketing

Social media activity continues to be high with UC either first or second for engagement across Facebook, Instagram and Twitter within the New Zealand university sector. The Online WCMS phase III project continues with the College of Education, Health and Human Development and College of Science the current focus. Google AdWords has seen good growth through the January-April period. Total online results (clicks, likes and video views) are up 156% year-on-year.

The UCME campaign has been launched with significant visibility nationwide. Outdoor opportunities are being utilised with adshels outside many secondary schools, billboards in Wellington and Christchurch, and street posters in Nelson. The campaign is also being promoted through social media (Facebook) and on high visibility websites (banner advertising). Radio will also be utilised and the campaign is being promoted on our homepage.

The undergraduate scholarship campaign has been in market utilising online and outdoor properties. A local Semester Two campaign utilising newspaper and online opportunities will launch in late May. The Auckland-Wellington offer branded as GO Canterbury will be launched in July utilising outdoor, online and radio channels. Open Day and Information Evening advertising campaigns have been in market and will run until early July.

Work is complete in regard to developing a specific ‘brand story’ for the School of Business. This has involved interviews with students, staff and alumni. This process is now under way with the College of Education, Health and Human Development. The annual ‘active learning’ photography for each of the college disciplines has been completed. A suite of videos will be implemented progressively over the year – the College of Arts is the first in this initiative.

Seven discipline publications and the undergraduate prospectus have been printed and were launched at the Christchurch Careers Expo in May.

3.2 Liaison

The Year 12 Discovery Day event was held on campus on 11 April with 993 students attending from 27 Canterbury schools. The day contributes to the local market recruitment pipeline providing an opportunity for Year 12 students to experience being a university student.

April saw first round school visits nearing completion with the focus now shifting to preparing for the upcoming Information Evenings and Careers Expos which kick off in early May.

The team saw a total of 32 student appointments in April of which 14 were from adult students.

UC Possibilities was held for three days beginning on 26 April and saw 89 Year 13 Canterbury students experience lectures on Science and Arts subjects.

The partnership agreement between UC and the Student Volunteer Army saw the second national Serve for New Zealand event held in late April, with over 9,000 hours pledged by more than 2,600 individuals.

3.3 Admissions

During April, Admissions staff processed final international applications for the July intake. The focus now moves to the October and February intakes. Work has been completed on Phase One of the Programme Specific Entry Requirements for India and China, with the next phase extending the country requirements to primary and secondary growth countries such as Malaysia, Japan, and Korea. The Admissions team has been involved in the early collaboration sessions for the Easy Enrolment project within the Student First Programme.

3.4 Contact Centre and Shared Services Admin

Training was completed in preparation for the release of the new Contact Centre Management software, which successfully went live on 28 April.

3.5 Enrolment

A review of Enrolments 2017 has now been completed with a number of strengths and areas for improvement being highlighted. An action plan is currently being drafted to ensure we improve the enrolments process for future years.

3.6 Scholarships

During April offers were issued and payments made to eligible recipients for the 2017 UC Undergraduate Entrance Scholarship, two months earlier than in previous years. This was positively received by recipients.

The 2018 ‘Fund your studies’ brochure, aimed at Year 13 students, was prepared and finalised for printing ahead of Liaison’s school visits and expos. Applications for the range of Undergraduate scholarships which closed on 31 March were prepared for sending to selection committees.

3.7 Accommodation and Campus Life

Accommodation tours have started for students looking at 2018 options. Eleven different groups have been on campus so far this year.

Promotion for Semester Two accommodation has started with the assistance of the Marketing and Web teams. Offers for accommodation at Ilam Apartments in Semester Two have been sent to 149 Study Abroad Students. Airport Pickups requests are anticipated, with most students likely to start arriving around 8-10 July.

A Homestay Guide to comply with the International under 18’s code of conduct is being progressed.

A Flatting Video is being developed for use at the flatting expo and for the UC website. It is targeted at first years looking to flat in 2018 and will give advice on related issues and costs.

Affiliated Housing is at 100% occupancy, the first time since 2014. However there are empty beds in Waitakiri, Ilam apartments and University Hall.

3.8 Academic Skills

UC students are showing strong initiative by engaging with the Academic Skills Centre's (ASC) services early in their study. This is a significant change from the post-earthquake period, when many students sought assistance at the last minute before a due date or exam. In previous years there were peaks and troughs with student demand. Now, even during term break, students are proactive in seeking assistance and upskilling themselves in advance.

In addition to the ASC working with students who come for assistance through 1-1 appointments, on-calls and generic workshops and seminars, ASC also goes out to departments. Embedded teaching is a strong component of the service. Teaching takes place in levels ranging from large first-year courses to PhD students, and into all Colleges. Research shows that this type of discipline-specific teaching of academic skills – the result of collaboration with academics – is a highly effective way of learning.

The ASC also continues to provide teaching into Halls of Residence.

The ASC is once again working to capacity. The first day of Term Two saw the busiest day ever for the first day of a new term and the demand has not decreased since. To date, the ASC has provided services to 3,750 unique individuals, representing some 25% of the student population.

3.9 Careers, Internships and Employment

Career events and activities facilitated by Careers Internships and Employment (CIE) continue to attract both high levels of student engagement and satisfaction. In the first quarter, over 430 students attended individual consultations with career consultants, nearly 400 students attended careers seminars and presentations, and over 1,300 students attended the 32 Employer recruitment/ information sessions hosted by CIE. The Law and Commerce Careers Fairs have seen nearly 1000 students attend 45 employer exhibits.

The Co-Curricular Record (CCR) Programme has now registered nearly 900 students in total, with 40 programme activities. Student registrations are likely to increase in coming months with increased promotional activity.

The review of the UC Careers Kit is now well under way with feedback from stakeholders informing both possible content emphasis and design. The Careers Kit, including brochures on all UC major subjects, continues to attract very favourable stakeholder comment.

3.10 Disability Resource Service

To date, 423 students have been have reregistered with the Disability Resource Service (DRS) and are engaged with their advisors and staff from the Alternative Format Centre to access support and assistance with their studies. This time last year the DRS had 337 registered students, meaning an increase in demand for the service of 25% for the year-to-date.

In the last two weeks of Term One, staff supervised 119 tests, 59 of which also needed a reader or a reader/writer. Additionally, the DRS continues to offer its very popular short courses in New Zealand Sign Language (NZSL) held in Terms Two, Three and Four.

This is a short course designed for students and staff to learn basic phrases in New Zealand Sign Language, the finger-spelling alphabet, some university specific vocabulary, basic grammar and knowledge about Deaf culture. The course is particularly popular with students studying Sociology, Education, Psychology, and Health Sciences.

Re-registering with the DRS ensures that students receive the appropriate learning support they require. Currently, the DRS supports students in about 180 courses of study. The number of registered students is expected to increase as the academic year continues.

3.11 UniLife

UniLife celebrated the end of Term One with a Kiwiana Party, a collaboration between UniLife and Language and Cultural Exchange (LACE) programmes. This programme is designed to engage both commuter students and international students, all of whom have indicated an interest in connecting with fellow students.

3.12 Pacific Development

Graduation

The April Pasifika Graduation Celebration saw 16 Pasifika students celebrating their graduation, including seven postgraduates. The event was well attended by the community and University staff.

Recruitment/Outreach

The Pacific Development Team hosted a 'Pasifika' session at the UC Discovery day and attracted 20 potential Pasifika UC students who are still Year 12 high school students.

Retention

Student advisors were busy with the usual end of term increase in enquiries and requests for assistance. A workshop for staff was held on 26 April to share information about Pasifika cultural contexts and support needs, in order to enhance UC's understanding and ability to support Pasifika student success.

3.13 UC Sport

Sport competitions are in full swing for Semester One with excellent numbers participating across all competitions and programmes. The Inter-hall sport competition especially has had significant growth, through stronger engagement with Hall of Residence student reps, and the introduction of new accommodation venues – Sonoda, Ilam apartments, Kirkwood, Waimairi and Waitakiri.

Four UC teams participated at the University and Tertiary Sport New Zealand events for Futsal and 3v3 Basketball.

The UC Sport Athlete development programme is currently at a maximum 125 student/athletes. We currently provide over 20 supervised gym sessions per week, and facilitate workshops on athlete support such as recovery, mental skills, nutrition and time management.

The Sport Science Centre has seen strong growth in April, with revenue figures showing a 37% increase against the same month last year. This could be attributed to the recent community engagement via the Frontrunner talk series, which staff members presented at, showcasing available services to a wider community group.

UC Student-athletes have been achieving very high honours recently: New Zealand U23 Rowing team to World Championships – George Howat, Tom MacKintosh, Matthew Mesman (All UC Engineering students)

New Zealand U20 rugby team to World Championships – Tom Christie, Braydon Ennor, Will Jordan

New Zealand Universities Rugby – Sam Godwin and Nigel Gibb
New Zealand Black Ferns trialists – Kendra Cocksedge, Jessie Hansen, Olivia McGoverne
New Zealand U20 Football team to FIFA U20 World Cup – Sean Liddicoat
New Zealand U20 Volleyball team – Matthew Butterfield
New Zealand Touch team – Maisie Evison, Cassandra Engler (Womens), Ben Anderson (Mixed)
New Zealand Bowls team – Taylor Bruce

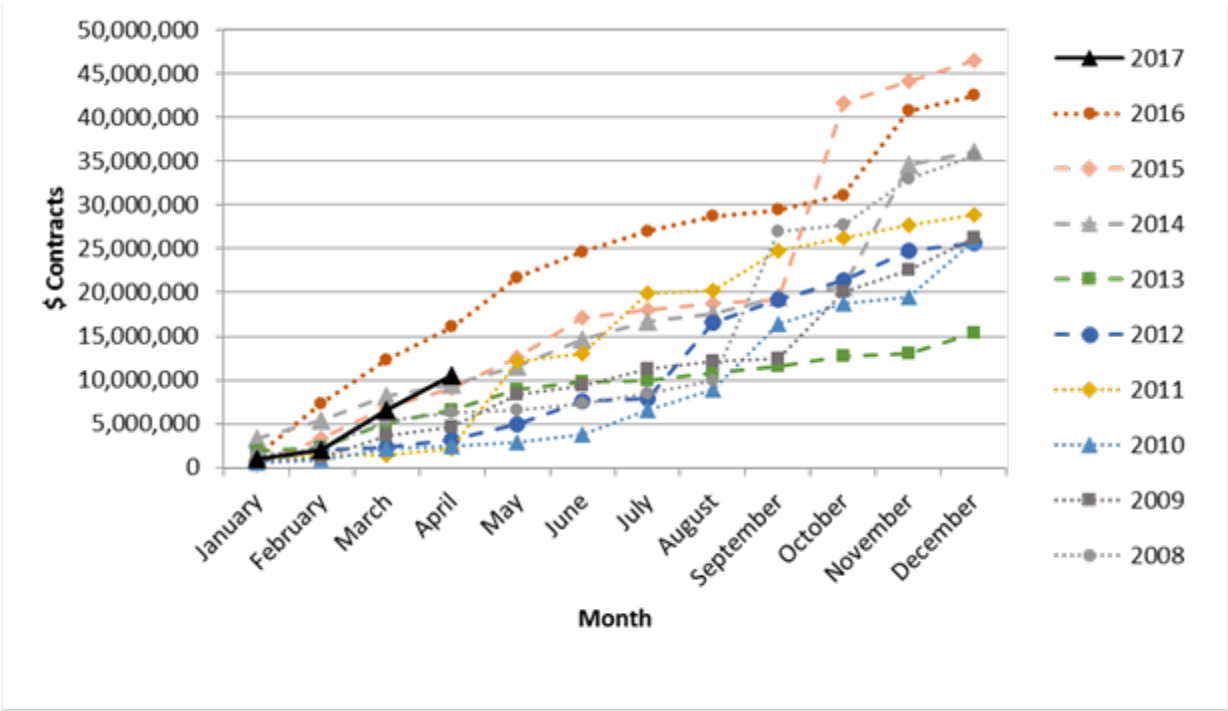
4. CONCENTRATE

Enhance research and creative work in chosen areas of endeavour; increasing efficiency, especially in the use of time in teaching and related activities per EFT; raising quality in teaching effectiveness and research outputs; and increasing focus and concentration of effort.

4.1 DVC Research and Innovation

4.2 Research Funding

Research & Innovation is managing 394 research contracts, worth a total value of $135.7m. In the 2017 year-to-date, 85 contracts worth a total value of $11.3m have been executed, and 24 contracts worth at least $6.7m are pending (in the process of being executed). UC holds 48 National Science Challenges contracts worth $18.9m (with five contracts worth $1.7m pending), and 68 CoRE contracts worth $27.6m (with one contract worth $0.8m pending).



4.3 Research Development

UC has received initial results from MBIE on the first phase of Smart Ideas funding. UC submitted 14 concept outlines, and has been invited to submit six full proposals. The overall success rate for all proposals submitted to MBIE to be invited to full proposal was 26%, versus the 43% for UC. Typically, funded Smart Ideas are three-year projects worth $1m. In 2016, five UC proposals were funded.

UC received the outcome of the first phase of 2018 Marsden bidding on 22 May, where the number of Expressions of Interest (EOI's) being invited to full proposal was advised. A total of 92 EOI's were submitted by UC earlier in the year with 22 now invited for full proposal.

4.4 Research Infrastructure

Australia has recently published a research infrastructure roadmap of proposed future investment in existing and new research facilities. New Zealand invests in, and has access to a number of these existing facilities, including the Australia Synchrotron, in which UC is a New Zealand consortium partner. MBIE has an ongoing process of assessing future New Zealand research infrastructure through the National Strategic Science Investment process and will likely complement Australia's roadmap given the recent Prime Ministerial signing of the Australia – New Zealand Research Treaty. UC is a partner in a new genomics research platform led by the University of Otago, and will submit a full business case to MBIE in the coming months.

UC continues to work with other New Zealand universities about assessing the future of REANNZ given the ongoing discussion on whether central Government funding will continue.

4.5 Research Reputation

Research Report: Change the World, our annual celebration of UC research, has been published and is available in hard copy and in electronic form online. The theme of the 2016 report is *Collaborative Partnerships – Local, Regional and International*. The collaborative theme was chosen to illustrate our deliberate approach to partner with peer international and Aotearoa New Zealand researchers to make the most significant research advances, and with non-university stakeholders to maximise the benefit for the nation. The report also celebrates the achievements and national and international recognition of our leading researchers. The report has been distributed to key stakeholders, including government, funders and local industry.

The TEC has commenced the 2018 Performance Based Research Framework (PBRF) assessment process of university research excellence by writing to all New Zealand universities informing them of the audit process used for ensuring a rigorous process. Research & Innovation and Financial Services are engaged in this process, including finalising a declaration of External Research Income (ERI) for the most recent reporting period, which is one of the three components of the overall PBRF outcome – the other components are academic research excellence and research degree completions.

4.6 Postgraduate Research

Postgraduate research student numbers continue to increase as enrolments exceed submissions. Current PhD numbers are 978 (at the end of April), although a number of students may still not have paid fees for 2017.

Highlights for the month include:

- 16 new PhD students enrolled in April, bringing the total new PhDs enrolled this year to 114.
- PhD submissions in April were 16, bringing the total for the year to 65.
- Autumn Gradfest was held from 15-19 April with 34 lectures, seminars and workshops. Gradfest is hosted by the Academic Skills Centre, the Library and the Dean of Postgraduate Research.
- Review of PhD and Higher Doctorate Regulations: A review and update of the regulations is progressing. The review is reducing the length of the regulations and addressing inconsistencies.

- The eight prestigious PhD Scholars are being celebrated with posters in the Library and other communications activity.
- The latest Masters and PhD Scholarship round has closed and determination of scholarship winners will occur this month.

4.7 Innovation

From now on Research & Innovation will be running its Tech Jumpstart program on an annual basis. This program offers a cash prize of $30,000 to each of three separate winners, who have each developed a research proposal with high potential for significant commercial returns. The prizemoney will be funded by Kiwinet and Technology Incubator, WNT Ventures.

Previously, four programs have been run biannually, resulting in a total of 65 proposals being submitted by researchers at UC. Several of these have gone on to attract further funding from the Pre Seed Accelerator Fund (PSAF), which is designed to advance research concepts to the point where they are “investor ready”. Two projects emanating from the program have already progressed into start-up companies. One of them, COLAR Ltd, is now based in Japan after successfully raising $US 1.5 million in capital. The other, Flow Holdings Ltd, has been formed with shareholders including Technology Incubator, Astrolab Ltd, UC, inventor Dr Deb Crittenden, and serial high-tech Investor, Dennis Chapman. The company, which intends to design and build redox flow batteries, will be based at the soon-to-be-formed Foundation Incubator at UC.

4.8 DVC Academic

As we reach the middle of the year the review of academic regulations will soon start to switch from presenting the changes to qualification regulations to those of the general regulations of the University. Round one of the CUAP proposals is now in full swing, with our new and modified qualification proposals being critiqued. UC is also fulfilling the requirement of reviewing proposals from the other New Zealand universities. This vital piece of work helps to maintain and enhance the educational value of qualifications for students both here at UC, and other universities around New Zealand.

With Semester One drawing to a close, the majority of academic staff are involved in setting and marking examinations with students preparing for and participating in them. This is a high-pressure process for all concerned.

I would like to acknowledge the following recipients of University Teaching Awards: Professor Philippa Martin, Dr Pieter Pelser and Dr Jenny Clarke. The awards will be presented at the beginning of Teaching Week (6-9 June). Staff are strongly encouraged to participate in this important opportunity for teaching development and the sharing of teaching practice.

There will be some interesting workshops held, including embedding the Graduate Attributes and the development of the new Learning and Teaching Strategy.

The Timetable Team has shifted focus to the 2018 timetable and has been working closely with Capital Works to identify space that can be added to the central teaching stock for the 2018 teaching year. This process is advancing well and both teams have confidence that sufficient space will be able to be provided. The data collection process for the 2018 timetable is expected to commence on 10 July.

The Student First Programme Team held a workshop with Council on 28 April to present the Business Case in more detail. This interactive workshop provided Council members with the opportunity to gain a greater understanding of the Student First Programme. FPRC considered the Programme Business Case on 15 May and have recommended the programme to Council.

5. Office of the AVC Maori

5.1 Graduate Pillar – Bicultural Competence and Confidence (BICC)

Meeting dates have been arranged for the 2017 BICC hui, with the second 2017 hui planned for 15 June. There are notable efforts and developments from many Deans and Colleges to succeed in ensuring undergraduate courses can be offered in 2018. Many CUAP proposals have been received by our Office, for advice and commentary.

5.2 Te Tari o te Amokapua Māori - Office of the AVC Māori

Culturally Responsive Pedagogy: From Theory to Practice is a new staff professional development programme provided by the Office of the Assistant Vice-Chancellor Māori. This programme is designed for academic staff as an opportunity to develop and thus contribute to Te Rautaki Whakawhanake Kaupapa Māori: Strategy for Māori Development. Those interested in this programme can enrol via the Learning and Development intranet.

5.3 Tangata Tū, Tangata Ora staff professional development programme:

General programmes and tailored programmes are being provided in 2017. The general programmes for 2017 are booked out and we continue to receive requests for additional tailored workshops to be provided. We are looking for opportunities for additional general sessions later in the year.

5.4 Te reo in the Workplace professional development programme:

This staff professional development programme is continuing in 2017, with dates in March to November. The programme is now facilitated by the Māori Education Support Coordinator in the College of Education, Health and Human Development. Those wishing to participate can enrol via the Learning and Development site on the intranet.

5.5 Kaihautū Ako Māori

Dr Mary Boyce has completed a significant project, the te reo naming of the activities and disciplines in the RRSIC. This project has highlighted the need for te reo technical terms in the tertiary sector and may require a national and collaborative effort across the sector. Dr Boyce presented at Gradfest on bicultural competence and confidence and what this means for researchers and effective research.

5.6 Kaiārahi Colleges

The Kaiārahi continue to teach the Tangata Tū, Tangata Ora programme and to receive requests from many departments for tailored sessions. We endeavour to find times for these sessions where possible. An additional Kaiārahi Māori was recently appointed, and once her induction is completed, her areas of responsibility will be finalised.

5.7 Kaiārahi Service Units

The Kaiārahi continues to work with service units and some significant outcomes this year have been Kia Ngaringari, naming projects for specific departments, advice and training for many

campus teams including the UCSA Executive and UC Careers. A tailored version of Tangata Tū, Tangata Ora was provided for CUP students. There are many long-term projects across the university which involve the Kaiārahi Service Units. The Kaiārahi also presented at the recent South Island Tertiary Forum.

5.8 Visits from indigenous scholars

Office of AVC Māori recently hosted Ms Shannon Toriki (Manager, Community Investing Strategy and Innovation Group, Kamehameha Schools, Hawai'i). Ms Toriki was in Aotearoa for the Philanthropy New Zealand Summit and was able to spend time in Ōtautahi with both university staff and colleagues from Te Rūnanga o Ngāi Tahu.

5.9 Waiata tautoko

Office of AVC Māori organises a weekly waiata Māori session and all staff are welcome to participate. Waiata sessions are held from 11am-12pm each Wednesday in room 208 of the Te Ao Mārama building. If you wish to be added to the mailing list for these sessions, please contact lisa.beardsley@canterbury.ac.nz

5.10 Te Ratonga Ākonga Māori - Māori Student Development Team

The first term has been a very busy one for the Māori Student Development Team, with many students calling on their advice and support. Engagements with students have continued to increase since moving downstairs in Te Ao Mārama, and many students have commented on the improved visibility of the Māori Student Development Team in the new location. Tuākana have been trained and are now mentoring new students. There were eighty students eligible to graduate in April, (including nine Masters students and one PhD), many of whom participated in the Celebration for Māori Graduates, as well as the UC graduation ceremonies. The Māori Student Development Team is receiving early alerts from 28 100-level courses across Engineering, Science, Arts and Business and we are continuing to engage with other Departments to increase this number. All early alerts are followed up by Māori student advisors in collaboration with teaching staff, and with the relevant student.

Please see below the April 2017 statistics:

Head Count	Domestic												
	APRIL												
	2013	2014	2015	2016	2017	Headcount change from last year				% Change from last year			
						2014	2015	2016	2017	2014	2015	2016	2017
Academic College (course based teaching splits)													
College of Arts	332	340	354	410	457	8	14	56	47	2.4%	4.1%	15.8%	11.5%
College of Business and Law	201	200	243	284	324	(1)	43	41	40	(0.5%)	21.5%	16.9%	14.1%
College of Education, Health and Human Development less Ed Plus	301	294	301	272	270	(7)	7	(29)	(2)	(2.3%)	2.4%	(9.6%)	(0.7%)
College of Engineering	208	230	254	341	360	22	24	87	19	10.6%	10.4%	34.3%	5.6%
College of Science	252	279	311	354	361	27	32	43	7	10.7%	11.5%	13.8%	2.0%
Service Units	24	30	22	40	50	6	(8)	18	10	25.0%	(26.7%)	81.8%	25.0%
Total	**898**	**917**	**961**	**1,042**	**1,133**	**19**	**44**	**81**	**91**	**2.1%**	**4.8%**	**8.4%**	**8.7%**

6. CONNECT

Engagement Data	
Intercom	Open rate 45 % (International benchmark = 21.8%)
Insider's Guide (student newsletter)	Open rate 55.3% (International benchmark = 21.8%)
Twitter	5,060 followers (76 new followers in April) We ranked first for Engagement/Fan ratio with seven tweets in the top 10.
Stakeholder Newsletter	721 Subscribers Open rate 44% (industry average = 17%) Clicks 12.5% (industry average = 2.2%)

6.1 Project Communications

A major upgrade of the Capital Works web pages has been undertaken in preparation for moving the site across to the new Web Content Management System (WCMS).

A search of historic photos and other resources is under way to provide materials for the RRSIC and CETF openings to visually tell the stories of Science and Engineering at UC.

A UC Key Facts intranet page has been drafted to provide a single source of truth for publicity, publications and communication and promotional purposes. Communications including speeches, slideshow materials and a Chronicle magazine article were prepared for the Arts Centre facility opening on 17 May. The opening of the building by Hon Chris Finlayson and the opening of the Teece Museum of Classical Antiquities by Professor David Teece and his wife Leigh Teece was well covered in the media and appreciated by staff and donors.

A series of articles are being prepared for the UC Foundation Annual Report.

6.2 Media

April media coverage of UC-related topics was mostly positive, much of it generated proactively. Highlights included a successful pitch to Radio New Zealand of visiting Erskine Fellow Frederik Stjernfelt, who was interviewed by Kim Hill on the Martin Luther King myth. College of Education, Health and Human Development academics featured in a discussion on the change to modern learning environments in schools, and whether teacher training is changing to support that. China Southern Airline's sponsorship of UC's Mt John observatory was well covered, with a charter flight taking media and VIPs to the event. Also highlighted was UC student Wesley Mauafu earning a 2017 New Zealand Youth Award, and the award of honorary doctorates at the April Graduation ceremonies.

A US journalist in New Zealand with Education New Zealand was hosted on campus, meeting five academics and sitting in on a CHCH101 class.

An analysis of coverage produced in the 30 days between 1 and 30 April (Broadcast, Internet, and Print) found 573 items. This coverage reached a cumulative audience of 9,727,324 and had an advertising space rate of $2,748,211.

6.3 External Engagement

The April UC Connect public lecture on 'Why matter still matters for digital-age workers' was well attended with subsequent contact with the lecturer from four companies enquiring about the research discussed. Twelve UC Connect lectures are planned so far this year, with the performance music lecture at the new UC Music Recital Room in the Arts Centre sold out.

6.4 Stakeholder Relations

Some complaints have been received about student disruption in Ilam and Riccarton neighbourhoods. These are being managed in in close collaboration with the UCSA, the Police and the Christchurch City Council. Meetings were held in early April with residents and students living near the new Dovedale townhouse construction site to share the plans and address any queries. The next UC Community Meeting is scheduled for 7 August.

6.5 Events and Partnerships

The Events and Partnerships team was heavily involved in the planning and delivery of Year 12 Discovery Day for students from the Canterbury region. The 993 students who attended is a 5% increase on last year.

Engagement with corporate stakeholders, local secondary students and the community through the Crusaders and Tactix partnerships continued with hosting at the games – Christchurch Girls' High, Christchurch schools Careers Advisors, St Andrew's College, Marian College, Cashmere High School, Ngāi Tahu, Lincoln High School and Lincoln University staff.

The month also saw in-school sessions with Marian College and Lincoln High School, alongside home game activations and giveaways.

The secondary schoolboy rugby competition, the UC Championship, has commenced, with all players receiving UC-branded sports bags. The secondary schoolgirl competition, the UC Cup, commences in May with all players also receiving UC-branded sports bags. Player profiles are being created and will be promoted and shared with schools and on the Crusaders website from next month.

The Year 12 UCan programme run in conjunction with the Student Volunteer Army concluded, with 40 students from Riccarton, Middleton Grange, St Margaret's, Cashmere, Marian, Darfield, Papanui, Haeata, Linwood and St Andrew's attending. Students participating have created mini-SVAs and volunteer projects for their schools.

May through to the beginning of August involves a large number of recruitment activities. Planning is under way for Christchurch information evening, Careers Advisors Update Day, Open Day, Ekea Year 12, Women in Leadership Breakfast Christchurch, the Year 10 UCan programme and more engagement opportunities through our sponsorships with the Crusaders, Tactix and Christchurch School of Music.

The opening of the UC Arts facility at The Arts Centre is the first building celebration of the year, to be followed later this year by the new UCSA building ground breaking ceremony and the grand opening of the Rutherford Regional Science and Innovation Centre (RRSIC) and CETF complex.

6.6 UC Foundation

	Income	Distribution
2016 Year End	$8.6m	$4.1m
2017 Target	$9.5m	$4.5m
2017 YTD (April)	$2.3m	$3.2m

April	Donors	Gifts
2001 to date	7,400	23,407
2017 to date	441	680

6.7 UCFA (US)

A new US Bank Account was secured in early May after lengthy negotiations.

6.8 NZ Trust (UK)

Alumni events in London (135 registrants), Oxford (30 registrants) and Cambridge (19 registrants) took place. 1-1 meetings and business lunches occurred during the week of 8-12 May involving the Director of Alumni and UC Foundation, the University Registrar and the Deputy Vice-Chancellor (Research and Innovation).

6.9 UC Foundation

The Foundation's AGM took place in April with record public turnout from three members of the public. The Board approved the commissioning of a review of SIPO and investment procedures with Bradley Nuthall and for Price Waterhouse Coopers to conduct an internal audit of UCF polices and processes.

6.10 Fundraising

Annual Fund mailing has raised over $25k with telephone calling due to start in May. $300,000 has been raised for the UCSA campaign for the year-to-date. A series of events to be held on innovation and entrepreneurship in Auckland is planned for May to support a visit by the Pro-Vice-Chancellor of Business and Law and the UC Centre for Entrepreneurship Operations Director. The signing ceremony with China Southern Airlines, Christchurch International Airport Limited and the College of Science at Mt John has already been noted elsewhere.

A draft of a legacy strategy has been completed, including a proposal for naming and a full cleanse of database records on legacies received and pledged.

6.11 Stewardship

The Registrar, the UC Foundation, the College of Arts and the MacMillan Brown Library hosted a legacy pledger. April also saw significant involvement with other UC departments on the recognition of donors for the UC Arts Centre facility.

6.12 Alumni

The Golden Grads event on 5 April had over 160 people attend despite inclement weather. The UC Alumni Facebook page now has over 4,500 followers and remains the second largest of New Zealand university alumni pages. An email newsletter to alumni in April achieved a 31% readership.

The International Graduation afternoon tea in Matariki with the Chancellor, Vice-Chancellor and Registrar was as ever very much appreciated by the International graduands and their families.

7. ENABLERS

Efficient, effective and sustainable use of the human, physical and financial resources available to the University

7.1 Staff Matters

There remains a continuing focus on actively managing excess (over 25 days) accrued annual leave. Staff are required to load annual leave plans or seek SMT approval to ensure only approved excess leave will be covered into 2018.

7.2 Infrastructure

The Christchurch City Council has reassessed the required number of car parks on campus under the District Plan and confirmed that UC complies but is short of around 800 bike stations.

Campus Living Villages has concluded its attempt to find a buyer for its business and is engaged with UC in plans to address water-tightness, seismic strengthening and deferred maintenance in respect of properties in the UC portfolio.

UC and College House representatives met with Heritage New Zealand to discuss a proposal to list College House as a Class One complex of buildings.

To date UC has not been adversely impacted by the ransomware attacks reported in the media. Further risk mitigation work is under way.

8. Financial Outcomes: (Management Accounts to 30 April 2017)

April 2017	Actual Year to Date $000	Budget Year to Date $000	Budget Variance Year to Date $000 Fav/(Unfav)*	Budget Full Year $000	Forecast Full Year $000	Full Year Forecast to Budget Variance $000 Fav/(Unfav)*
Total Operating Income	114,275	116,275	*(2,000)*	351,050	347,735	*(3,315)*
Total Operating Expenditure	111,273	114,125	*2,852*	360,170	358,967	*1,203*
Net Surplus/(Deficit)	**3,002**	**2,150**	***852***	**(9,120)**	**(11,232)**	***(2,112)***
Net Surplus/(Deficit) as a % of Total Operating Income	2.6%	1.8%		(2.6%)	(3.2%)	
Capital Expenditure	**62,243**	**95,914**	***33,671***	**205,980**	**205,980**	***0***
Cash/ Short Term Investments/ Short Term Government Stock	**282,812**	**260,930**	***21,882***	**138,268**	**200,007**	***61,739***
Working Capital	**185,114**	**174,604**	***10,510***	**107,074**	**154,222**	***47,148***

* A variance enclosed in brackets indicates an UNFAVOURABLE financial variance e.g. income is less than budgeted income OR expenditure is greater than budgeted expenditure.

Actual Total Operating Income is unfavourable to budget as at April 2017. This overall unfavourable position is due mainly to unfavourable variances in sundry income (mainly income from UCF/ Trusts), and tuition fees. Actual Total Operating Expenditure is favourable to budget.

This favourable variance relates to total personnel expenses (the most significant variances relating to leave provision adjustment, academic continuing expense, and general staff temporary expense), and building depreciation. At this time of the year, the majority of the difference is mostly phasing.

We had been budgeting for an operating **surplus** as at the end of April 2017 of $2.150m, but have returned an operating **surplus** of $3.002m. This is a favourable variance to budget of $0.852m.

Capital expenditure is currently $33.671m below budget. $53.317m of the expenditure incurred to date is UC Futures related (CETF, RRSIC, and Rehua) against a year-to-date budget of $75.688m. At this stage of the year the remaining capital spend (excluding UC Futures), against budget, is favourable by $11.300m.

8.1 Cash Flow

The April 2017 cash position of $282.812m is higher than budget by $21.882m due largely to higher than expected balances at 31 December 2016, maturing term deposits, and failure to meet budgeted capital expenditure expectations. We are holding adequate short-term cash reserves to meet expected capital costs for the CETF, RRSIC and Rehua projects.

Forecast cash flows including the Government's financial support now show no immediate requirement to borrow in the next three years. However, careful husbandry of balances will be required in 2018 and 2019, with capital and operating expenditure needing to be closely managed.

TEC, which must approve all borrowing under the Education Act 1989, has provided a borrowing consent, of which a key condition is that once UC is required to borrow more than $65 million, an independent advisor will be appointed who will advise on the financial risk to the Crown and assist the UC Council in managing financial risk.

There are no specific additional MOE covenants, but the Funding Agreement with the Government sets out certain financial targets to be reported to the Governance Oversight Group (GOG) appointed under the Funding Agreement. The University's achievement for 2016 was within the ranges set.

8.2 Working Capital

Working capital[1] of $185.114m at 30 April 2017 is $10.510m more than budget, mostly due to the higher cash balance explained above offset by lower other current assets.

9. COLLEGE SUMMARIES

College of Arts (Te Rāngai Toi Tangata)

In May the principal focus for the College has been the formal opening of UC Arts - our new location in the Old Chemistry building at the Christchurch Arts Centre. This has included formal opening functions, including that of the Teece Museum of Classical Antiquities and its inaugural exhibition, "We Could be Heroes: The gods and heroes of the ancient Greeks and Romans" which will run until October. The opening hours of the Museum have been set from Wednesday to Sunday, 11am-3pm, with Mondays and Tuesdays reserved for learning groups.

[1] assets due to become cash or be consumed within 12 months less liabilities due to be paid in cash within 12 months

The School of Music is already running two regular concert series at the site, a lunchtime series on Fridays at 1pm, and evening series (New Music Central) on Mondays at 7pm, in addition a public composition workshop at 3.30pm Mondays.

The many seminars, publications, performances and other events delivered from the College of Arts are advertised in our weekly newsletter *Arts Update*, and many recent events are included in the following link: *http://www.canterbury.ac.nz/arts/arts-news/* .

Recent papers by Arts Staff, presented nationally and internationally, or publications include Garrick Cooper's "Reflections on Palestine and Zionism" (Maori and Indigenous Studies), Henrietta Mondry (English and Global, Cultural and Language Studies) on "Intimate spaces: Jewess in the Boudoir in Russian Modernist Literature", and David Monger (History) on '"Patriotic Pence" and "Can You Use a Spade?": British propaganda and tangible patriotism in 1917'.

Amongst our research centres, the National Centre for Research on Europe has been celebrating Europe Day, and has recently been in Belgium attending the fourth Research Workshop relating to the international project "Crisis, conflict and critical diplomacy: EU perceptions in Ukraine and Israel/Palestine", and the New Zealand Centre for Human-Animal Studies has been showcased in a special section on "De-extinction" in the the latest issue of *Animal Studies Journal.*

9.1 College of Business and Law (Te Rāngai Umanga me te Ture)

Research news from the School of Law: Dr Rhonda Powell and her team ran a very successful symposium on the law of surrogacy on 7 May, supporting a major multidisciplinary project funded by the New Zealand Law Foundation. Lynne Taylor and her research team have just been awarded $11,800 from Ako Aotearoa to continue the fourth phase of their longitudinal study of law students who began their studies in 2014 at the Universities of Auckland, Waikato and Canterbury, and the Victoria University of Wellington Law School will be joining the study this year.

Congratulations also to Professors Jeremy Finn and Liz Toomey, who recently completed their major research project, which culminated in a 300-page report entitled '*Revised Legal Frameworks for Ownership and use of Multi-dwelling Units*' containing over 40 recommendations for changes to legislation. This three-year project was supported by funding of around $130,000 from the Building Research Association of New Zealand (BRANZ) and the New Zealand Law Foundation.

UC Wahine Week 15-19 April: Wahine Week was developed by five UC student law societies to celebrate the achievements of women in the law. The week's events include morning teas and panels of female graduates and practitioners, a Q&A with Justice Rachael Dunningham, a quiz night, a family violence law lunch with Justice Minister Amy Adams (also a Canterbury law graduate), a presentation by Law Faculty members about their involvement in the Feminist Judgments project and the *Women's Law Journal*, a discussion session with Lady Heeni Phillips-Williams, and a workshop involving women working in the criminal justice area. The clubs organising the event are Te Pūtairiki Māori Law Students' Society, the Pasifika Law Students' Society, UC Women in Law, Law for Change and UC Crimsoc. All profits from the week will be donated to Aviva Family Violence Services.

UC Centre for Entrepreneurship (UCE): ran another, successful innovation bootcamp for 30 students on 27-28 April, which was sponsored by Tradestaff. Teams worked on various start-up ideas including an app to help people deal with anxiety in real time, a science TV show, and a venture that provides wellbeing and logistical support to International students at UC. Some 25 industry representatives engaged with the students over the course of the two days as speakers, speed mentors and judges.

The winning idea was from Zoe Haws (Science postgraduate) who is developing an app game to help young New Zealanders with hearing impairments become more socially engaged. The judges were so impressed with her idea that she was invited to present at the recent Canterbury TechWeek event where she received great support to help make her app a reality.

UCE has also joined forces with the New Zealand Transport Agency (NZTA) to deliver the NZTA Kaikōura Challenge in Kaikōura, from the 19-21May. The challenge aimed to assist businesses in the region that are struggling due to the large decline in visitor numbers following the 2016 earthquakes. UCE sent 24 students with a team of mentors and NZTA supporters to undertake the challenge to identify innovative solutions. Subject to feasibility, the winning concepts will be implemented in the coming months.

9.2 College of Engineering (Te Rāngai Pūkaha)

There has been increasing interest from schools in the new Product Design degree. We have already visited many schools, with more visits scheduled. We have also given our first Dean's Award to a full-fee student living in South Africa who has accepted an offer to enrol in the new degree next year.

In 2016 the College Leadership Team (CLT) completed a first round of Health and Safety (H&S) visits to departments and research units. The CLT will be continuing followup H&S visits throughout this year. The visiting teams were very detailed in their assessments, but we found only minor areas where even more care could be taken over H&S messaging. All departments have put these recommendations in place since our first visit. The visits have also provided exposure to members of the CLT on areas of H&S with which they may not be familiar, so it is an exercise we will continue indefinitely. The new ECE and CAPE wings will have formal H&S audits later this year.

Reports on the new CORE continue to be very favourable from staff and students. We are going to use Google Street View inside buildings to promote our new facilities, which will begin once the Eng Café work is completed.

We continue to develop overseas partnerships for exchange and research collaborations and have had a number of recent expressions of interest from various overseas universities related to either study abroad, exchanges or articulation pathways with the College of Engineering. This included a visiting delegation from ChangZhou University arrived to explore the possibility of both academic and student exchange, and conversations with an exchange co-ordinator from the University of New Hampshire. A memorandum of understanding that would facilitate student exchanges between UC and the Technical University of Delft is also under way.

9.3 College of Education, Health and Human Development (Te Rāngai Ako me te Hauora)

As part of our relocation plan to Rehua the College is making very good progress in changing practices in our teaching and learning to embrace the advantages of the new digital technologies and innovative spaces in the new location. The changes we are advancing will better prepare our graduates for adapting to the rapidly changing digital world in which they will work. In particular, we believe our graduating teachers will be leading the field in their preparation for working in innovative teaching environments within our primary and secondary schools.

All of our courses offered through the College now utilise UC's online learning management system referred to as LEARN. LEARN replaces the previous paper based course outlines and reading materials or paper based handouts and assessment details given to students in lectures and also enables students to participate in online discussion forums relevant to the course.

Our recent review of 122 first semester course LEARN sites for 2017, revealed that 88.5% of our courses now require students to submit their assignments online and lecturers provide online feedback and reporting to students (again eliminating the need for any paper-based assignments to be handled). The remaining courses not using online assessment are mostly practice-based courses where we are working towards online e-portfolios for their assessments.

The review showed that 96.7% of our courses make use of "Gradebook." This is an online system for lecturers to record student grades and for students to access their assessment results. Gradebook also facilitates the electronic processing of final course grades. The use of the online Gradebook system reduces administration time, improves accuracy and overall efficiency of handling students' marks compared to previous paper-based system for grade recording.

We are in the process of moving practice-based courses to using e- portfolios (as opposed to submitting paper based copies of work portfolios). E-portfolios enable students to collect, curate, and submit electronically examples of their work from teaching or clinical placements. The work submitted and examined electronically may be short video clips, written work online, or reports from education or health professionals who have supervised the students during placements. Currently our Masters of Teaching and Learning programme has successfully adopted e- portfolios of students' work from teaching practices and we will support staff and students in other practice-based courses to adopt this technology over the next 12 months.

The inaugural online UC Kiwi English, mathematics and science competitions for primary, intermediate and secondary school students (developed by our Centre for Evaluation and Monitoring, CEM,) will run 19 June to 7 July. To date 15,000 students from across the country have registered for the competitions. Given the IT implications this interest has generated, a company called Catalyst has been engaged to host the competitions in the cloud.

Sat 20 May was CEM's first day for IELTS testing. We successfully assessed 25 students. We have trained new examiners and invigilators who were being supervised by a representative from IDP Australia. A new webpage with online registration and payment has been established and we have also implemented new software including fingerprint and passport scanning technology. We are in the process of scaling up the number of slots available for subsequent sessions to 75 candidates per session.

9.4 College of Science (Te Rāngai Pūtaiao)

This month has been a busy one for a range of outwards-facing partnership-based activity. On 21 April the College finalised the sponsorship arrangement between UC and China Southern Airlines to support the University of Canterbury Mt John Observatory in Tekapo. This opportunity is a fabulous new development, supported by Christchurch International Airport Limited, and brokered by the Director of Alumni and UC Foundation. The College was also invited to a mihi whakatau at Ngāi Tahu Tourism (NTT), as a result of its new partnership in astro-tourism with Earth and Sky Limited at Tekapo. We are looking into other potential opportunities to collaborate NTT, including those related to Kaikoura and Franz Josef.

During the last month, we have continued to work hard on a variety of planning and initiatives around EFTS recovery and growth. We now have three new taught postgraduate Masters degrees in the approvals pipeline for first teaching y in 2018. A particular area of focus in planning this month has been understanding trends, patterns and influences on our BSc enrolments. During that process it has become clear that BSc enrolments – except in ICT-related areas – are flat nationally. As indicated previously, a key strategy for the BSc in our marketing is to ensure that we profile the diversity and excitement of career pathways that are possible with a BSc, and this month we took delivery of a range of new collateral reinforcing these opportunities.

On research, we are very pleased that four of our proposals for MBIE Smart Ideas research grants have been successful in progressing to the second round. Of these four proposals, which have a total value of $3.9m, three are Biomolecular Interaction Centre collaborations lead by Ren Dobson, Paul Gardener (both from Biological Sciences) and Fez Fairbanks (from Chemistry). The fourth is lead by Andy Nicol from Geological Sciences. The timeframe for submission of the full proposals is very tight, and so these PIs are now into full proposal writing mode.

On RRSIC matters, detailed planning continues for the decant and subsequent operations in the new environment. A focus for this month has been on detailed H&S matters. We have also made more progress on planning for the consolidation of the specialist science workshops on the ground floor of the Rutherford building.

10. Conclusion:

Managing and mitigating the impact of expected delays in completion of the RRSIC (end of September) and Rehua (8 November) which now converges with the expected completion of CETF (30 September) has become critical. Knock on effects on decommissioning the temporary villages, resourcing new projects for 2018 and maintaining momentum are being assessed.

Positive news and events have created optimism including the UC Arts opening, re-accreditation of the MBA by AMBA, and over 400 expressions of interest in the new Bachelor of Product Design degree and a successful half-day seminar on changing pedagogy attended by SMT, academic and general staff.

The coming month should see confirmation of growth in student numbers through mid-year enrolments and interest by prospective students, as well as progress in selecting a contractor for the UCSA building – Haera roa.

11. Appendices

11.1 Appendix 1: Building Update

Overall

All campus projects continue to be very busy with the number of tradespeople on campus presently exceeding 500. Work is continuing safely on sites with no major injuries reported for the last period.

Campus Construction Safety Group

The Campus Construction Safety Group continues to meet focussing on the construction projects and their Health & Safety implications on the University's day-to-day business and reputation.

In addition the Contractor Round Table Forum continues to meet having expanded representation to include the Early Works contractor on the UCSA site and the Dovedale Campus Residential Accommodation project and links its function and initiatives to the Campus Construction Safety Group agenda.

Current Building Status

Key Progress this month:

Major work
Rutherford Regional Science and Innovation Centre (RRSIC)
RRSIC Stage One
The Construction Programme status as follows:
Baseline Practical Completion date – 10 April 2017
Contract completion date 2 May 2017

Programme delay is mainly due to delays in starting landscaping works, and commissioning of services, FCCL has continually committed to providing access to the teaching areas for 17 July 2017. However, as this will likely be compromised by late commissioning to HVAC systems, UC is working on plans to mitigate delays that might compromise delivery of teaching at the commencement of Semester Two and working on a "Plan B" in the event that delays cannot be mitigated.

On site works are as follows:

Second fix installation is in progress on all levels.

The installation of the chilled beams is nearing completion.

Suspended ceiling framing is nearing completion on levels two to five and works on Level one commenced.

Internal wall framing is complete to all levels with plasterboard stopping and painting progressing to the remaining areas of level one.

Installation of flooring continues to areas as and when they are available, this is being installed prior to joinery installation.

Services installations, fire, electrical, HVAC, lab gasses, AV, security and hydraulics continue on all available floors. As sections are completed the services are tested to confirm installation.

External works are progressing slowly.

The Café fit-out tender has now moved to negotiations commencing with the successful operator with a view to completing fit-out and opening no later than the mid-Semester break. The implications of the potential delay in commencement of teaching and the logistics involved now make it impractical for this to be any earlier.

RRSIC Stage Two

The contract for Stage Two has been executed, and the first two levels of the von Haast building handed over to Dominion.

Testing for contaminants and asbestos is under way.

Canterbury Engineering the Future (CETF)

Tranche One

Practical completion has been awarded for both ECE and CAPE.

CORE was handed over to UC on 15 February and as planned teaching commenced from the start of Semester One. The CORE area is very well used and has received many compliments. However, Practical Completion will not be provided until Plant Room 12 is fully commissioned due to co-dependencies with CORE. It is anticipated this will be completed by the end of May.

The CORE UCSA Café fit-out is under way but has been subject to delays incurred by suppliers with the fit-out now expected to be completed by the end of June. A temporary coffee cart has been provided within CORE and food trucks are supplementing cuisine offerings adjacent to the building.

Tranche Two

Under the conversion of the Hawkins contract to a Fixed Price Lump Sum (FPLS) the University elected to pursue a staged occupancy strategy for the Civil and Natural Resources (CNRE) wing. The following practical completion dates were agreed within the FPLS terms and conditions:

Fluids and Structures labs – 30 June 2017

Whole of the contract works (balance of CNRE and all of the Mechanical wing) – 30 September 2017.

Hawkins have raised an early warning of a 3-5 day delay to practical completion of the Fluids and Structures laboratories. The programme is under review by Hawkins who will confirm the validity of the early warning and any mitigation options at the mid-May CETF Collaborative Management meeting.

Aside from this specific early warning, works are generally progressing well on site and neither the External Project Manager or Independent Programme Expert are reporting any significant issues in respect of the 30 September practical completion dates for either Tranche Two wing.

Electrical Link Reclad

Demolition of all façades is progressing well and scaffolding is now completed.

Trial rain screen panels have been tested and the shop drawing process for these and the alucobond cladding are well advanced.

As a result of finding considerable roof guttering decay and lower falls than the building code requires the gutter will be demolished and replaced.

As the colour steel roofing is nearing 30 years of age it has been recommended and approved by the PCG to replace it with new iron ensuring the roof is subject to new warrantees.

Some program delay has been experienced but the budget position remains strong.

Relocation of the College of Education Health and Human Development – Rehua (NEB)

The project is currently on budget with the major budget risk at present being continued programme delay.

Cash flow to complete the project remains achievable at circa $4m per month if there are no further major delays.

Hawkins are preparing a new programme Rev L (due late May) that will make every attempt to deliver the whole building complete, allow UC to occupy and have ready for teaching on 8 January 2018. The UC team is working alongside them in this endeavour.

A weathertight shell will be achieved by mid-May with the internal façade panels now fitted to 90% of the building elevations and external glazing is well under way.

Completion of the external façade also remains a significant programme risk although this risk is reducing as progress is being made with shop drawings, QA is implemented and Hawkins implement Last Planner for the production phase.

Fit-out works are proceeding on track in the North building and have now commenced in the South building including internal partition installation on the first four levels.

Gib fix and install is the key trade on the programme critical path. Gib installation commences on 15 May and Hawkins has confirmed their subcontractor capability to maintain high production rates.

AV and FF&E estimates are on budget and procurement will proceed as per the programme dates.

The Café fit-out tender was issued on 12 May 2017 with tenders closing 16 June 2017.

Planning for UC works and decant is well under way with stakeholders providing input to a master programme managed by the external project managers.

Design work for the cultural narrative is complete for the cultural centre (formerly Coppertop). This work was ably facilitated by Athfield Architects and has been well received by Māori and Pasifika groups.

Other Buildings/ Projects

UCSA

The Early Enabling Ground works will be completed by June 2017 before handover to the main contractor. The soil cement stabilisation works have been completed, with only the gravel raft to be completed.

The building documentation is currently being processed by the various consenting authorities.

The final tender documentation is currently being priced by the shortlisted contractors.

The project is still on track for the building to be operational by February 2019 and remains within the total approved Business Case budget.

Residential (Student) Accommodation

Demand and supply of beds

Capital Works continues to work with Student Services and the PCG on developing a high level strategy, and has reviewed the demand forecasts updated provided by PriceWaterhouseCoopers in April. This has informed the timing of future developments with the next development indicated to be required for 2020.

Postgraduate apartments at Dovedale

Works have commenced on site with initial site stabilisation and creation of the gravel raft under way. Review of the services technical design continues.

Resource Consent has been received by the Design Build contractor as well as initial building consents.

Fortnightly communications are being provided to CLV for the Sonoda residents, and a broader communication plan has been initiated for Dovedale-based UC staff.

Head leases and standalone houses

The Accommodation PCG continue to monitor the situation.

Upgrade of Existing Residential Halls

The design solutions in order to achieve Council policy of 67%+ NBS strengthening have been completed and final costings and an associated program of works have been presented to the Residential Accommodation PCG.

Discussions with CLV have commenced on when these works can be undertaken as it requires CLV to manage occupancy to provide access over a summer.

Projects in planning this month include:

- Kaikoura Field Station replacement
- Logie and Locke refurbishment
- Innovative Teaching Environments
- New Teaching spaces
- Vacating Dovedale and Kirkwood Villages

11.2 Appendix 2: Upcoming Events Calendar:

Date (day/date/month)	Event name	Key goal
Tuesday 23 May	College of Science – A Future in Science Careers Event	Recruit
Wednesday 24 May - Wednesday 2 August	UC Cup	Promote
Wednesday 24 May	UC Connect public lecture: To fall or not to fall: The Science of Rock-climbing. Presented by Professor Nick Draper	Promote
Thursday 25 May	Crusaders In-Schools Training session	Promote
Tuesday 30 May	UC Cup Training session	Promote
Wednesday 31 May	UC Connect public lecture: Life in conflict: Notes and afterthoughts from a performer/composer. Presented by Professor Mark Menzies	Promote
Saturday 3 & Sunday 4 June	Small states and the changing global order: NZ faces the future	Conference
Saturday 3 June	Crusaders v Highlanders	Promote
Wednesday 7 June	Tactix In-Schools Training session	Promote
Wednesday 7 June	Information Evening (Christchurch)	Recruit
11 - 12 June	Careers Expo (Hamilton)	Recruit
Wednesday 14 June	Tactix v Southern Steel	Promote
16 - 17 June	Careers Expo (Wellington)	Recruit
Tuesday 20 June	UCF Christchurch Donor Thank you	Promote
26 & 27 June	Update Day	Recruit
Tuesday 27 June - Saturday 1 July	World Marketing Congress 2017	Conference
Friday 30 June	Crusaders In-Schools Training session	Promote

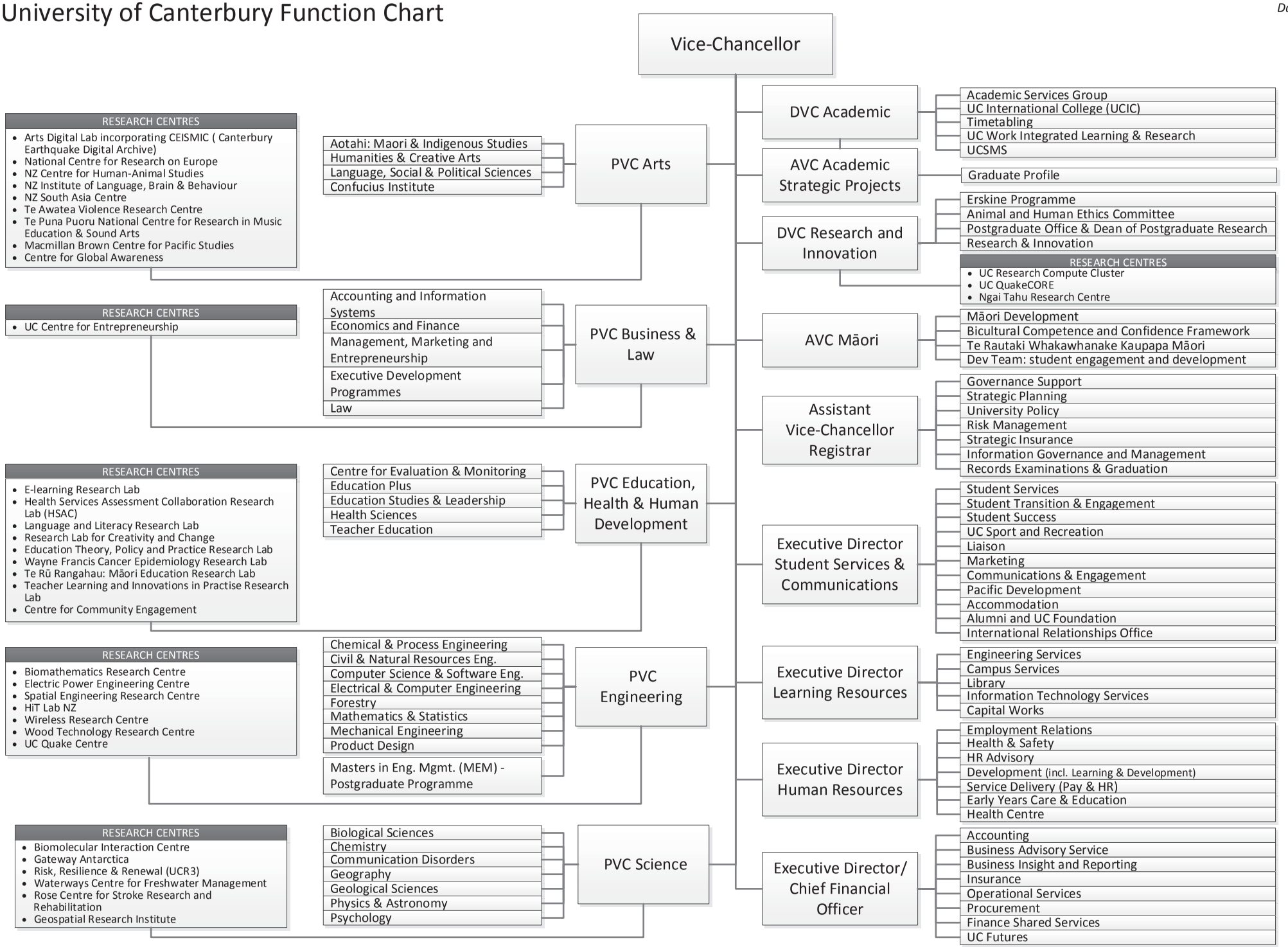
11.3 Appendix 3: VC Activities

Past	
27 April 2017	• Attended an event to thank people who Supported UC's Centres of Asia Pacific Excellence (CAPE) Bid
28 April 2017	• Attended the closing of the Air New Zealand Exhibition at the Canterbury Museum
01 May – 06 May 2017	• Travelled to China on UC alumni and recruitment business
10 May 2017	• Met with Ms. Priya Peter, Principal of the Mussorie International School in India, with Lynn McClelland
11 May 2017	• Hosted a VC's Welcome to New Staff • Attended the New Zealand Federation of Graduate Women Awards Evening
16 May 2017	• Attended an SMT Development Day • Hosted a Dinner for Christchurch CEO's at the Arts Centre
17 May 2017	• Attended the Official Opening of the Arts Centre
19 May 2017	• Hosted the Committee on International Policy from Universities New Zealand at UC
22 May 2017	• Attended the Ilam School Board of Trustees Meeting
23 May 2017	• Hosted a forum alongside the UCSA • Spoke at a College of Science Recruitment Event
24 May 2017	• Participated in a teleconference of the Governance Oversight Group
25 May 2017	• Presented a lecture to the Masters of Policy and Governance Course
27 May 2017	• Attended an Early Childhood Learning Centre 30th Anniversary Event
30 May 2017	• Hosted the Committee for Canterbury Steering Group Meeting at UC
Future	
01 June 2017	• Attending the Early and Emerging Career Researchers Certificate Presentation
02 June 2017	• Attending an SMT Development Day Hosted at Tuahiwi Marae • Speaking at the Student Run Club Global China Connection Awards
06 June 2017	• Attending the Teaching Week Opening Ceremony
07 June 2017	• Attending the CDC Winter Economic Update
08 June 2017	• Attending a Universities New Zealand Meeting
09 June 2017	• Attending a Universities New Zealand Meeting
12 June 2017	• Visiting Burnside High School and Hornby High School on Engagement and recruitment business
16 June 2017	• Attending the Chief Executives Forum in Hanmer
20 June 2017	• Attending a Christchurch Donor thankyou event hosted by the University of Canterbury Foundation
21 June 2017	• Speaking at a new staff induction • Meeting with the Auditor General, Martin Matthews at UC
22 June 2017	• Participating in Teleconference for the University of Canterbury Foundation in America
27 June 2017	• Speaking at the Christchurch Update Day hosted at UC

11.1 Appendix 4: UC Function Chart

University of Canterbury Function Chart

Dated: Feb 17



UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Report to the Council from a meeting of the Finance, Planning and Resources Committee held on Monday 15 May 2017

The Committee recommends:

1. Mickle Fund

   THAT: Council approve the proposal to reduce the application requirement for loans of up to $1000 from the Mickle Fund.

2. CAPEX Quarterly Report to 31 March 2017

   THAT: Council note the CAPEX report to 31 March 2017.

Ms Catherine Drayton
Chair
Finance, Planning and Resources Committee

24 May 2017

Memorandum | Pukapuka

Financial Services | Te Ratonga Ahumoni
Office: 6th Floor, Matariki
Extension: 93454
Email: keith.longden@canterbury.ac.nz

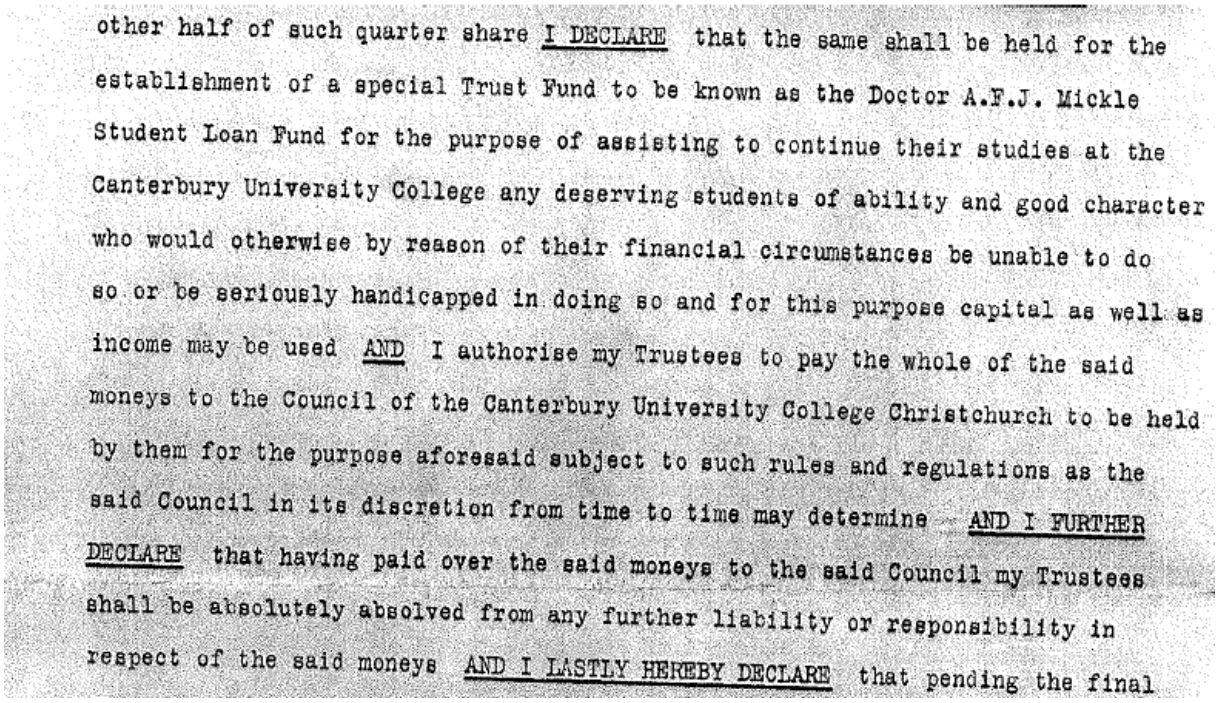
UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	Ki:	Council
From:	Nā:	Keith Longden
Date:	Rā:	22 May 2017
Subject:	Kaupapa:	Proposal for reduced application requirements for smaller loans from the Dr Mickle Fund
Purpose:	Aronga:	Approve reduced application requirements for smaller loans from the Dr Mickle Fund

This memorandum is a proposal to amend application criteria for small loans of up to $1,000 from the Dr Mickle Fund. The key change proposed is to reduce the evidence requirements in applications for small, short term loans to support an easier application process for students who have an identified need for short term financial support, where the burden of proof in the current criteria may be a deterrent to applications. This proposal is supported by the UCSA.

Background
The Dr Mickle Fund is a recoverable loan to students of ability and good character who by reason of their financial circumstances are unable to pursue their studies or are seriously handicapped in doing so because they cannot meet their daily living expenses.

The exact wording copied from the certified will authorises the University Council to make amendments to the rules and regulations at its discretion.



other half of such quarter share I DECLARE that the same shall be held for the establishment of a special Trust Fund to be known as the Doctor A.F.J. Mickle Student Loan Fund for the purpose of assisting to continue their studies at the Canterbury University College any deserving students of ability and good character who would otherwise by reason of their financial circumstances be unable to do so or be seriously handicapped in doing so and for this purpose capital as well as income may be used AND I authorise my Trustees to pay the whole of the said moneys to the Council of the Canterbury University College Christchurch to be held by them for the purpose aforesaid subject to such rules and regulations as the said Council in its discretion from time to time may determine AND I FURTHER DECLARE that having paid over the said moneys to the said Council my Trustees shall be absolutely absolved from any further liability or responsibility in respect of the said moneys AND I LASTLY HEREBY DECLARE that pending the final

On 31 July 2013, the Council ratified updated terms and conditions for this fund. A summary of this is included in Attachment 1, together with the proposed terms and conditions for the smaller loans.

Hardship support currently available
Other than the Dr Mickle Fund, the following summarises support available for students with financial hardship:

- **UCSA hardship grant** (link to: policy)
  Hardship Grants may be granted to students who have had something unforeseen or unexpected arise and have exhausted their options in finding a means of payment. The maximum grant to any one student should not exceed $300 but in exceptional circumstances may be approved up to $800. Students are eligible to apply for the Hardship Grant once per calendar year.
  Criteria:
    - Circumstances truly unforeseen or unexpected
    - Student being willing and able to succeed in their studies
    - Having less than $1,000 across all their bank accounts

- **International Student Welfare Fund**
  For international students experiencing financial hardship.

- **Scholarships**
  For students identifying that financial hardship may prevent them from beginning or continuing with university studies. Generally, applications are received once a year with varied criteria for individual scholarships.

Proposal
The proposal for 'light' criteria/requirements would apply for:

- Loans of up to the value of $1,000 to an individual student.
- The loan term will reflect the financial circumstances of the student but will not exceed the student's enrolment period (i.e. up to one year).
- There will be no interest payable for these short-term loans.

The proposed evidence requirements as part of the application process for short-term loans of up to $1,000 are:

- Student ID verified & photocopied by UCSA staff. Confirmation of enrolment period.
- Letter outlining current circumstances
- Internal academic transcript
- Evidence support of why financial assistance is required – summary of all bank balances (bank printout) as at application date, and what the loan is required for.
- Letter of reference from person of good community standing may support an application but it is not essential.

No change is proposed around the administration processes for this loan. UCSA staff will continue to support the administration processes by vetting suitable students for accessing this loan fund. Financial Services will be responsible for approving, making payment and collecting all loan fund repayments and can also receive direct approaches for loans.

Recommendation:

Council to approve reduced application requirements for smaller loans from the Dr Mickle Fund.

Ngā mihi,

Keith Longden
Executive Director / Chief Financial Officer | Kaihautū Matua Ahumoni

Attachment 1: Comparison of existing criteria and proposed criteria

Current criteria/requirements *(extracts)*	**Proposed 'light' criteria/requirements**
Regulations ratified by Council on 31 July 2013	**Proposed regulations for smaller loans**
(1) The Doctor AFJ Mickle Student Loan Fund shall consist of all monies received by the University under the will of the late Mrs AME Mickle in pursuance of her bequest to the University together with an interest on loans to students and interest on the principal fund.	Same
(2) Loans shall be made only to those students of ability and good character who by reason of their financial circumstances are unable to pursue their studies or who are seriously handicapped in doing so.	Same
(3) Loans shall be granted only to those students who are currently enrolled at the University of Canterbury and who are attending lectures or otherwise pursuing a formal course of study.	Same
(4) The maximum amount on loan to any one student shall not exceed $15,000 but normally should not exceed $5,000.	(4) The maximum amount on loan to any one student under the 'light' criteria should not exceed $1,000.
(5) Loans will be authorised by the CFO under delegation from the Vice Chancellor, or such other person or persons as may be formally approved by the Vice Chancellor and the Vice Chancellor shall be informed about the terms of all loans made. Also a half-yearly report to Council will be provided showing the details of all loans made.	Same
(6) Loans terms will reflect the financial circumstances of the student but will not exceed 10 years.	(6) Loans terms will reflect the financial circumstances of the student but will not exceed the student's enrolment period (i.e. up to one year).
(7) There will be no interest payable while the student is studying but Interest may be charged, depending on the students financial circumstances, in a range between 0% and the annualised CPI as per the RBNZ applying as at the date of approval of the loan , calculated on a daily basis from the date of course completion.	(7) There will be no interest payable.
(8) If any interest is payable, Interest shall be paid at a minimum of six-monthly intervals from the date of course completion but the actual payment terms will be negotiated with the student as part of the loan approval process and will be able to be amended with CFO approval if the financial circumstances of the student change. The borrower may repay the loan at any time within the term of	Same

Current criteria/requirements *(extracts)*	**Proposed 'light' criteria/requirements**
the loan.	
(9) Each student to whom a loan is granted will be required to offer an appropriate collateral security or a reputable guarantor.	(9) No guarantor is required.
(10) All applications for loans shall be made on the prescribed form. Application may be made at any time during the year from the date of commencement of the first term to the end of the third term.	(10) All applications for loans shall be made on the prescribed form. Application may be made at any time during the year.
(11) Any student who has abandoned his course of studies or has otherwise formally or informally ceased to be a student at the University of Canterbury is required to repay the loan (and any interest payable) in full or, by agreement with the CFO amend the loan conditions to repay the loan as promptly as possible.	(11) Any student who has abandoned his course of studies or has otherwise formally or informally ceased to be a student at the University of Canterbury is required to repay the loan (and any interest payable) in full, unless new terms of agreement is made with the CFO.
(12) If at any time the CFO shall receive from the Registrar an unfavourable report on the conduct or progress of the student or if the student be in default of any performance of the terms of the loan, the CFO may at their discretion, call up the whole of the loan or any unpaid balance thereof together with all interest accrued and the same shall thereupon immediately become due and payable.	Same.
Required evidence	**Required evidence**
• Student ID verified & photocopied by UCSA staff	• Student ID verified & photocopied by UCSA staff. Confirmation of enrolment period.
• Letter outlining current circumstances	• Letter outlining current circumstances
• Internal academic transcript	• Internal academic transcript
• Financial budget worksheet	• Evidence/support of why financial assistance is required – summary of all bank balances (bank printout) as at application date, and what the loan is required for.
• Last three months of bank statements for all accounts	
• Last three credit card statements	
• Last three payslips	
• Evidence of any financial assistance (i.e. scholarships/grants)	
• Letter of reference from person of good community standing *(external, non-UC, reference expected)*	• Letter of reference from person of good community standing may support an application but it is not essential. An internal reference (UC staff member) may be accepted.

Memorandum| Pukapuka

Learning Resources
Te Ratonga Rauemi Ako

To:	Ki:	Council
From:	Nā:	Alex Hanlon, Director of Learning Resources
Date:	Rā	1st May 2017
Subject:	Kaupapa	**Quarter 1 (ending 31st March) 2017 CAPEX Report**
Purpose:	Aronga:	To provide information

Issue
The CAPEX quarterly report

Background

The Quarter 1 2017 report on the progress of all capital funded projects is attached for your information.

Note adjustments were made to the report in the previous quarter to remove the UC Futures' project pages to streamline reporting.

Following feedback from CAM and FPRC on the proposed changes in format of this report, Financial Services and Learning Resources are engaging with the project management teams to implement the requested improvements. This stakeholder engagement will result in further changes to be put in place and seen in the Quarter 2 2017 report.

Recommendation

For information.

Ngā mihi,

Alex Hanlon
Executive Director Learning Resources
Kaihautū Matua Te Ratonga Rauemi Ako

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

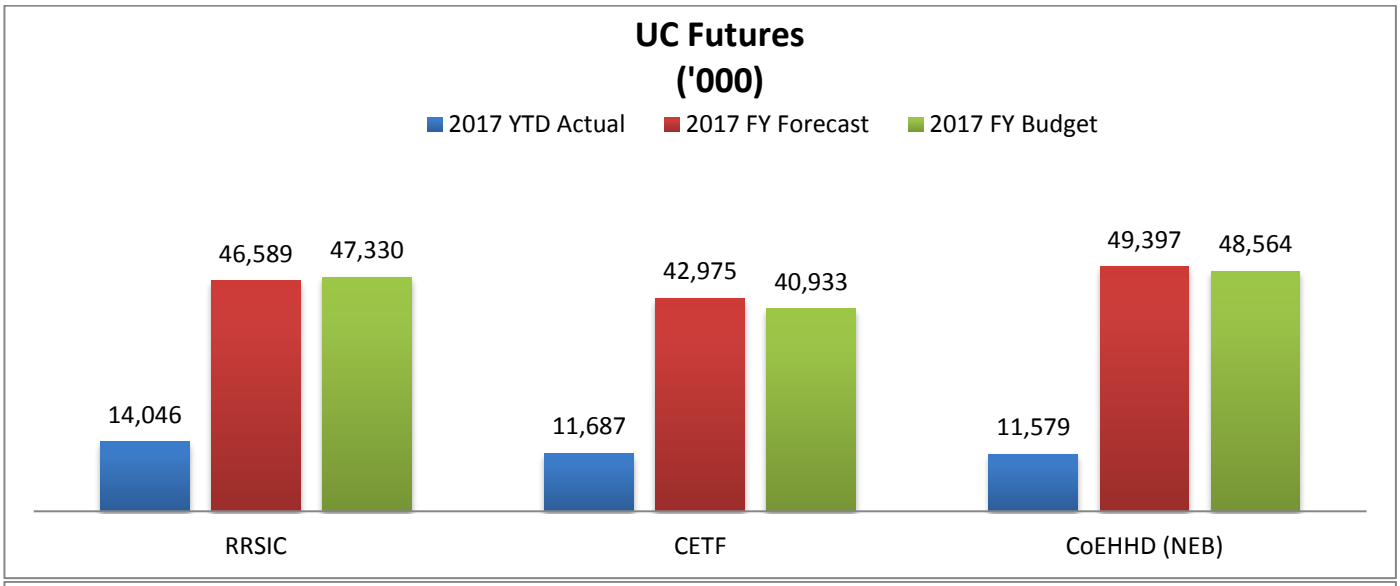
Quarterly Capital Projects Report
LEARNING RESOURCES
March 2017

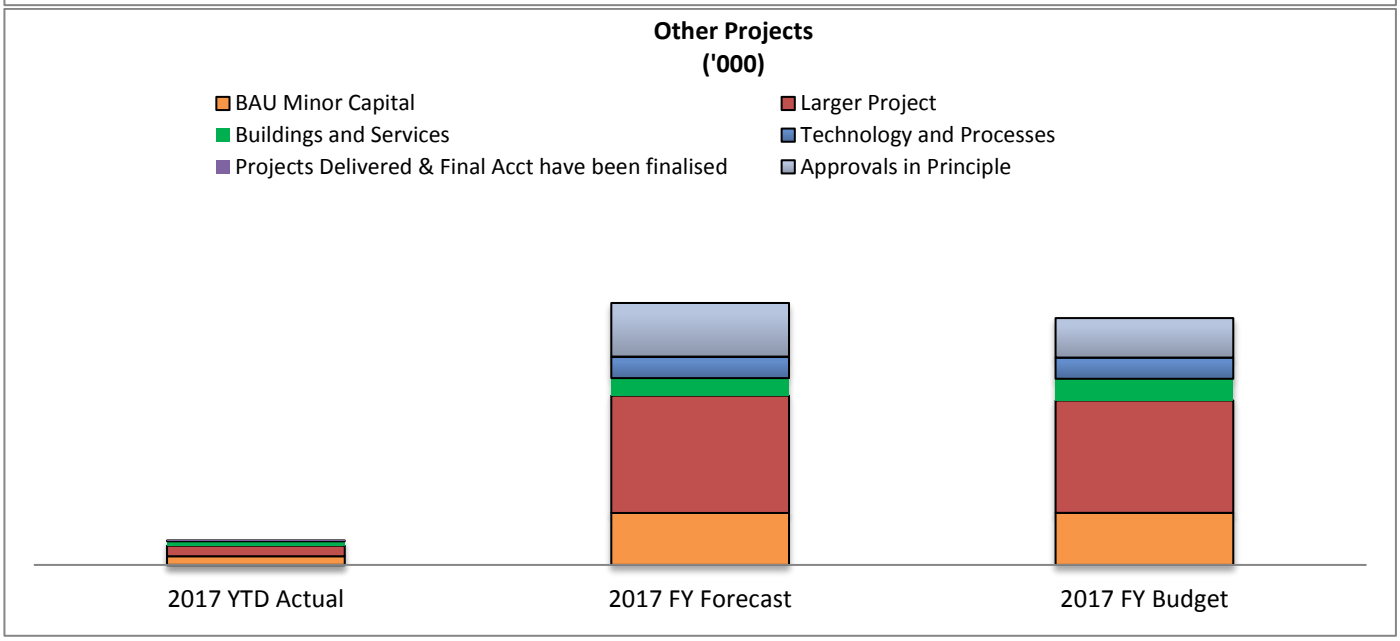
Prepared by:	Sarah Guo, Genevieve Thornley & LR Project Managers
Prepared for:	Alex Hanlon
Date:	1st May 2017
Version:	6.0

Contents

EXECUTIVE SUMMARY 4
CAPITAL PROJECTS – IN FLIGHT (EXCLUDING UC FUTURES PROJECTS) 6
5 YEAR FORECAST 6
CLOSED PROJECTS 7
POST IMPLEMENTATION REVIEWS 7
UC FUTURES 7
ANNEX 1 – DETAILED PROJECT FINANCIALS 9

Executive Summary





[1]

	2017 YTD Actual	2017 FY Forecast	2017 FY Budget
BAU Minor Capital	2,092	12,521	12,548
Larger Project	2,555	28,261	27,072
Buildings and Services	1,053	4,235	5,237
Technology and Processes	217	5,079	5,065
Projects Delivered & Final Acct have been finalised	7	103	44
Approvals in Principle	-28	12,912	9,514
TOTAL	**5,895**	**63,111**	**59,479**

*** Approvals in Principle – incurred feasibility costs by projects which have been prioritised according to the Long Term Capital Plan, but have yet to be formally approved following the submission of a formal business case.**

[1] *2016 FY Budget figures are as per the 2016 Capital budget as approved by UC Council in Nov 15. Project budgets would have been set based on the project/QS forecasts available at that time.*

Overall position – Capital Projects

	2017 YTD Total Project Actual a = b+c	2017 YTD Opex Actual b	2017 YTD Capex Actual c	2017 YTD Capex Budget d	2017 YTD Capex Variance e = d-c	2017 Budget f	% of Budget Spent	% of Yr elapsed	Notes
UC Futures	37,678,131	365,952	37,312,179	55,599,236	18,287,057	139,093,026	67.1%	25.0%	1
Other Projects	6,774,424	879,007	5,895,417	13,381,829	7,486,412	57,212,601	44.1%	25.0%	2
Total	**44,452,555**	**1,244,959**	**43,207,595**	**68,981,065**	**25,773,469**	**196,305,627**			

	2017 Total Project Forecast A = B + C	2017 Opex Forecast B	2017 Capex Forecast C	2017 Budget D	2017 Variance E = D-C	2017 Forecast % of Budget	Notes
UC Futures	145,435,428	6,475,000	138,960,428	139,093,026	132,598	99.9%	3
Other projects	67,581,017	4,469,806	63,111,211	57,212,601	- 5,898,610	110.3%	4
Total	**213,016,445**	**10,944,806**	**202,071,639**	**196,305,627**	**- 5,766,012**		

Notes:

1. At the end of Quarter one, the three UC Futures Projects are $18.3M behind budget due to low activities on site. RSIC had an average monthly spend of around $4.7M in Quarter one instead of the $8.3M that was expected. CETF had an average monthly spend of around $3.9M in Quarter one instead of the $4.7M that was budgeted. The Rehua had an average monthly spend of $3.9M in Quarter one instead of the $4.4M.
2. Quarter One spend on other projects have been $7.5M behind the budget. Some of the projects have not progressed as quickly as was anticipated during 2017 budget cycle, i.e.: Electrical Link Façade, Dovedale Student Accommodation – Stage 1, Skype for Business and Online Experience Phase 3.
3. There is, however, an increase in spend expected in the next three quarters for UC Futures projects as the projects progress towards completion.
4. Other projects' forecast for 2017 spend include some future projects (including the Locke and Logie Refurbishment) agreed by CAM during the 2016 reprioritisation of the Long Term Capital Plan which have placeholders in the 2017 Capex Budget. These projects still need to secure formal business case approval.
5. Minor capital sectors (ITS, Library, Engineering Services and Campus Services) are all confident in achieving annual capital spend budget.

Overall position – UC Capex

The reconciliation to the 31 March 2017 monthly report is as follows:

$M Capex	2017 YTD Capex Actual	2017 YTD Capex Budget	2017 FY Capex Budget as per SMT Report
UC Futures	37,312,179	55,599,236	139,093,026
Other Projects	5,895,417	13,381,829	57,212,601
Colleges + Services Units	705,137	2,040,974	9,674,261
Total	**43,912,733**	**71,022,038**	**205,979,888**

*** UC Futures includes RSIC, CETF and Rehua**

Capital Projects – In flight (excluding UC Futures projects)

Capital Projects Open $000's		YTD Capex	KPI*	Total Project					Full year (2017)		
				Project To Date	Forecast Total Project Cost	Project Budget	Variance	Contingency	Total Approved	Forecast Project Cost	Budget	Var
Top Projects												
1	Student First Programme	-		14,021	35,295	13,887	(21,408)	1,732	15,619	7,100	4,000	(3,100)
2	Electrical Link (EN17)	(7)		7,777	8,013	8,536	523	180	8,716	229	234	5
3	Electrical Link (EN17) - Recladding	715		1,205	5,491	4,634	(857)	857	5,491	5,001	4,891	(110)
4	Art Centre	793		4,258	4,802	4,389	(414)	163	4,552	1,362	842	(520)
5	UCSA Demo	4		1,735	1,849	2,009	160	183	2,193	228	64	(164)
6	UCSA Building	641		1,547	26,825	26,425	(400)	400	26,825	7,887	8,191	304
7	Dovedale Accommodation Stage 1 (Sononda Extension)	408		472	9,935	9,500	(435)	500	10,000	9,781	8,850	(931)
Buildings and services												
8	Kirkwood Hall (Student Accommodation)	1,010		2,815	2,836	2,567	(269)	384	2,951	1,054	1,664	610
9	EN18 Engineering Geotech Lab Upgrade	(106)		-	-	-	-	-	-	(106)	-	106
10	UCSA Early Works Permanent Infrastructure Relocations	-		193	193	193	(0)	20	213	-	-	-
11	CWRK UN00 Te Papa Hauora (Health Precinct)	4		139	1,725	1,558	(167)	53	1,611	82	-	(82)
12	UC Wellness Precinct Infrastructure	33		98	3,437	3,002	(435)	435	3,437	2,773	500	(2,273)
13	Other (Building Retentions and Accruals)	111		969	1,969	948	(1,021)	166	1,114	1,114	3,073	1,959
Technology and Business												
14	Skype for Business	57		1,093	1,584	1,500	(84)	84	1,584	581	547	(34)
15	RIMS - Symplectic Elements	34		381	393	518	125	73	591	46	251	205
16	PeopleSoft v9.2 Upgrade	6		119	1,850	1,525	(325)	325	1,850	1,555	783	(772)
17	Online Experience Phase 3	104		717	1,851	1,681	(170)	210	1,891	1,365	1,241	(125)
18	Lecture Capture	15		23	475	398	(76)	76	475	456	500	44
19	Identity Access Management (IDMS)	-		-	1,535	1,279	(256)	256	1,535	1,535	1,743	208
	Total Open Projects	3,824		37,563	110,060	84,550	(25,509)	6,097	90,647	42,045	37,374	(4,671)
20	Minor Capital	2,092		6,610						12,521	12,548	27
21	Closed Projects - Prior Years	7		195,743						103	44	(59)
22	Approvals in Principal	(28)		2,516						12,912	7,247	(5,665)
	Total Project	**5,895**		**242,431**						**67,581**	**57,213**	**(10,368)**

KPI - Traffic Light
Green: Below Total Approval
Amber: Within 5% of Total Approval
Red: 5% + above of Total Approval

5 Year Forecast

Capital Projects Open $000's		Total Project Forecast						
		Prior Years	2017	2018	2019	2020	2021	Total
Top Projects								
1	Student First Programme	13,495	7,100	7,700	7,000	-	-	35,295
2	Electrical Link (EN17)	7,784	229	-	-	-	-	8,013
3	Electrical Link (EN17) - Recladding	490	5,001	-	-	-	-	5,491
4	Art Centre	3,440	1,362	-	-	-	-	4,802
5	UCSA Demo	1,622	228	-	-	-	-	1,849
6	UCSA Building	904	7,887	16,955	1,078	-	-	26,825
7	Dovedale Accommodation Stage 1 (Sononda Extension)	54	9,781	100	-	-	-	9,935
Buildings and services								
8	Kirkwood Hall (Student Accommodation)	1,782	1,054	-	-	-	-	2,836
9	EN18 Engineering Geotech Lab Upgrade	106	(106)	-	-	-	-	-
10	UCSA Early Works Permanent Infrastructure Relocations	193	-	-	-	-	-	193
11	CWRK UN00 Te Papa Hauora (Health Precinct)	114	82	1,502	26	-	-	1,725
12	UC Wellness Precinct Infrastructure	64	2,773	599	-	-	-	3,437
13	Other (Building Retentions and Accruals)	855	1,114	-	-	-	-	1,969
Technology and Business								
14	Skype for Business	1,003	581	-	-	-	-	1,584
15	RIMS - Symplectic Elements	347	46	-	-	-	-	393
16	PeopleSoft v9.2 Upgrade	113	1,555	182	-	-	-	1,850
17	Online Experience Phase 3	486	1,365	-	-	-	-	1,851
18	Lecture Capture	8	456	10	-	-	-	475
19	Identity Access Management (IDMS)	-	1,535	-	-	-	-	1,535
	Total Open Projects	32,862	42,045	27,049	8,104	-	-	110,060
20	Minor Capital	33,119	12,521	-	-	-	-	45,641
21	Closed Projects - Prior Years	195,736	103	-	-	-	-	195,839
22	Approvals in Principal	2,542	12,912	63,921	75,165	92,473	49,725	296,738
	Total Project	**264,259**	**67,581**	**90,970**	**83,269**	**92,473**	**49,725**	**648,277**

Closed projects

Nil

More details on individual capital project costs are included in Annex 1.

Post Implementation Reviews

The following table summarises the progress of PIRs endorsed by the Audit and Risk Committee.

Review order	Code	Description	Reason for priority	PIR progress
1	IT031	UC FMIS refresh project	Diversity, timing, complex IT	PIR report provided to ARC in May
2	B1787	Forestry (EQ)	Size, risk	PIR report provided to ARC in May
3	B1794	Geography staff	Size, risk	Draft PIR Plan to ARC for approval in May
4	B1794	Electrical link (and recladding)	Size, risk	TBC – postponed to commence after completion of recladding

UC Futures

The original business case forecasts are shown below.

Cashflow $000's	2013	2014	2015	2016	2017	2018	2019	Total
RRSIC	4,890	19,710	65,433	54,635	32,881	28,433	6,517	212,500

** Detailed Business Case approved in January 2014*

Cashflow $000's	2013	2014	2015	2016	2017	Total
CETF	2,960	13,860	84,760	39,020	2,200	142,800

** Detailed Business Case approved in January 2014*

Cashflow $000's	2013	2014	2015	2016	2017	Total
Relocation of the College of Education -	-	27	21,209	27,903	5,861	55,000

** Stage 1 Business Case approved in December 2014*

UC Futures Projects Financial Summary

The UC Futures projects' budgets in the table below reflect the latest approved business case.

Capital Projects Open $000's		YTD Capex	Total Project					Full year (2017)		
			Project To Date	Expected Project Cost	Project Budget	Variance	Contingency	Forecast Project Cost	Budget	Var
RRSIC										
	Rutherford Regional Science and Innovation Centre	14,046	146,933	216,611	216,000	(611)	11,820	50,789	47,330	(3,459)
CETF										
	Canterbury Engineering the Future	11,687	130,743	163,500	163,500	-	5,350	44,675	40,933	(3,742)
Rehua										
	College of Education, Health and Human Development Relocation Project	11,579	40,417	78,698	79,332	635	4,400	49,972	48,564	(1,408)
	Total UC Futures	**37,312**	**318,092**	**458,809**	**458,832**	**24**	**21,570**	**145,435**	**136,826**	**(8,609)**

* Note: UC Council have approved a $2.27M for UCF programme contingency in 2017 Budget is hold in programme level instead of the project level.

Capital Projects Open $000's		Total Project Forecast						
		Prior Years	2017	2018	2019	2020	2021	Total
RRSIC								
	Rutherford Regional Science and Innovation Centre	132,863	50,789	29,764	2,893	302	-	216,611
CETF								
	Canterbury Engineering the Future	118,825	44,675	-	-	-	-	163,500
Rehua								
	College of Education, Health and Human Development Relocation Project	28,726	49,972	-	-	-	-	78,698
	Total UC Futures	**280,414**	**145,435**	**29,764**	**2,893**	**302**	**-**	**458,809**

Annex 1 – Detailed project financials

Capital Projects - Expenditure Schedule
as at: March 2017

	Project name	Project number	PM	Prior yrs CAPEX	Prior Yrs Opex	Costs to end of previous financial year	2017 Project costs from General Ledger: March 2017 YTD CapexCosts	March 2017 YTD OpexCosts	Life to date Actual costs	2017 Project $: 2017 Project Forecast spend	2017 Budget As per Oracle Does not change	2017 Expected Variance	Project Figures: Total Authorised Project $ Value	Authorised Project Contingency	Authorised Project Cost	Expected Project Cost	Variance	Project Cash Flow Forecast: Balance brought forward from previous years	2017	2018	2019	2020	2021	Oracle Budget Figures: 2017 Budget As per Oracle Does not change	2017 Variance
Summary																									
a	Project Capex - Open			25,155,893	7,705,695	32,861,588	3,824,432	876,767	37,562,787	42,045,035	37,373,810	(4,671,225)	90,646,758	6,096,699	84,550,059	110,059,536	(25,509,477)	32,861,588	42,045,035	27,048,664	8,104,248	-	-	37,373,810	(4,671,225)
b	Minor Capital			33,088,918	30,488	33,119,407	2,092,438	-	6,609,861	12,521,146	12,547,946	26,800	5,479,626	-	5,479,626	4,925,422	554,204	33,119,407	12,521,146	-	-	-	-	12,547,946	26,800
c	Approvals in Principle			1,236,612	1,305,500	2,542,112	(28,330)	2,240	2,516,022	12,912,048	7,247,100	(5,664,948)	-	-	1,105,500	-	-	2,542,112	12,912,048	63,921,118	75,165,207	92,473,135	49,724,601	7,247,100	(5,664,948)
d	Project Capex - Closed			188,489,215	7,246,550	195,735,765	6,876	-	195,742,641	102,788	43,742	(59,046)	144,658,431	4,498,417	140,160,014	195,708,155	(3,770,571)	195,735,765	102,788	-	-	-	-	43,742	(59,046)
	Total			**247,970,638**	**16,288,234**	**264,258,872**	**5,895,417**	**879,007**	**242,431,311**	**67,581,017**	**57,212,598**	**(10,368,419)**	**240,784,815**	**10,595,116**	**231,295,199**	**310,693,113**	**(28,725,844)**	**264,258,872**	**67,581,017**	**90,969,782**	**83,269,456**	**92,473,135**	**49,724,601**	**57,212,598**	**(10,368,419)**
	LR Budget (Total Excluding RSIC & CETF & NEB)						**5,895,417**	**879,007**	**242,431,311**	**67,581,017**	**57,212,598**	**(10,368,419)**	**240,784,815**	**10,595,116**	**231,295,199**	**310,693,113**	**(28,725,844)**	**264,258,872**	**67,581,017**	**90,969,782**	**83,269,456**	**92,473,135**	**49,724,601**	**57,212,598**	**(10,368,419)**
(a) Project Capex																									
	Largest Project Approvals																								
	My UC - DVSMS	L0098	Jenny C	8,514,364	4,980,430	13,494,794	-	526,036	14,020,830	7,100,000	4,000,000	(3,100,000)	15,619,000	1,732,000	13,887,000	35,294,794	(21,407,794)	13,494,794	7,100,000	7,700,000	7,000,000	-	-	4,000,000	(3,100,000)
	Electrical Link (EN17)	B1857	Ian S	7,699,806	84,093	7,783,899	(7,177)	-	7,776,722	229,351	234,111	4,760	8,715,685	179,731	8,535,954	8,013,250	522,704	7,783,899	229,351	-	-	-	-	234,111	4,760
	Electrical Link (EN17) - Recladding	B1857R	Ian S	487,920	2,260	490,180	714,851	-	1,205,031	5,000,820	4,891,041	(109,779)	5,491,000	857,000	4,634,000	5,491,000	(857,000)	490,180	5,000,820	-	-	-	-	4,891,041	(109,779)
	Art Centre	B1846	Richard G	3,416,149	23,730	3,439,879	793,441	25,066	4,258,386	1,362,409	842,009	(520,400)	4,551,588	162,850	4,388,738	4,802,289	(413,551)	3,439,879	1,362,409	-	-	-	-	842,009	(520,400)
	UCSA Demo	B1785D	David W	-	1,621,676	1,621,676	4,229	108,961	1,734,866	227,821	63,959	(163,862)	2,192,640	183,200	2,009,440	1,849,497	159,943	1,621,676	227,821	-	-	-	-	63,959	(163,862)
	UCSA Building	B1785	David W	838,001	66,224	904,225	640,959	1,952	1,547,136	7,887,440	8,191,012	303,572	26,825,000	400,000	26,425,000	26,825,000	(400,000)	904,225	7,887,440	16,955,437	1,077,898	-	-	8,191,012	303,572
	Dovedale Accommodation Stage 1 (Sononda Extension)	B1984	Sonia B	13,390	41,058	54,448	408,371	8,696	471,515	9,780,736	8,850,000	(930,736)	10,000,000	500,000	9,500,000	9,935,184	(435,184)	54,448	9,780,736	100,000	-	-	-	8,850,000	(930,736)
	Five Largest Project Approvals Total			**20,969,631**	**6,819,471**	**27,789,102**	**2,554,673**	**670,711**	**31,014,486**	**31,588,577**	**27,072,132**	**(4,516,445)**	**73,394,913**	**4,014,781**	**69,380,132**	**92,211,014**	**(22,830,882)**	**27,789,102**	**31,588,577**	**24,755,437**	**8,077,898**	**-**	**-**	**27,072,132**	**(4,516,445)**
	Buildings and services																								
	Kirkwood Hall (Student Accommodation)	B1848	Sonia B	1,619,051	162,984	1,782,035	1,010,360	22,647	2,815,042	1,054,017	1,664,318	610,301	2,951,000	384,000	2,567,000	2,836,052	(269,052)	1,782,035	1,054,017	-	-	-	-	1,664,318	610,301
	EN18 Engineering Geotech Lab Upgrade	B1980	Ian S	105,715	-	105,715	(105,715)	-	-	(105,715)	-	105,715	-	-	-	-	-	105,715	(105,715)	-	-	-	-	-	105,715
	UCSA Early Works Permanent Infrastructure Relocations	B1981	David W	193,479	-	193,479	-	-	193,479	-	-	-	213,000	20,000	193,000	193,479	(479)	193,479	-	-	-	-	-	-	-
	CWRK UN00 Te Papa Hauora	B1982	Alan P	53,504	60,830	114,334	4,072	20,928	139,333	82,100	-	(82,100)	1,610,540	52,700	1,557,840	1,724,874	(167,034)	114,334	82,100	1,502,090	26,350	-	-	-	(82,100)
	UC Wellness Precinct Infrastructure	B1983	David W	-	64,460	64,460	33,102	-	97,562	2,773,356	500,000	(2,273,356)	3,437,000	435,000	3,002,000	3,437,000	(435,000)	64,460	2,773,356	599,184	-	-	-	500,000	(2,273,356)
	CWRK UN00 Signal Project	B1987	David W	-	-	-	94,446	3,207	97,652	140,000	-	(140,000)	140,000	10,000	130,000	140,000	(10,000)	-	140,000	-	-	-	-	-	(140,000)
	Locke & Logie	B1989	Richard G	-	-	-	16,859	-	16,859	973,800	3,072,775	2,098,975	973,800	155,800	818,000	973,800	(155,800)	-	973,800	-	-	-	-	3,072,775	2,098,975
	Building Retentions	B9999	Annual	706,450	-	706,450	-	-	706,450	-	-	-	-	-	-	706,450	(706,450)	706,450	-	-	-	-	-	-	-
	CWRKs Accruals	B1829		148,359	-	148,359	-	-	148,359	-	-	-	-	-	-	148,359	(148,359)	148,359	-	-	-	-	-	-	-
	Buildings and services Total			**2,826,557**	**288,274**	**3,114,831**	**1,053,123**	**46,781**	**4,214,735**	**4,917,558**	**5,237,093**	**319,535**	**9,325,340**	**1,057,500**	**8,267,840**	**10,160,013**	**(1,892,173)**	**3,114,831**	**4,917,558**	**2,101,274**	**26,350**	**-**	**-**	**5,237,093**	**319,535**
	Technology and processes																								
	Skype for Business	L0180	Vincent J	731,983	271,409	1,003,392	56,887	32,750	1,093,030	580,678	546,752	(33,926)	1,584,461	84,410	1,500,051	1,584,070	(84,019)	1,003,392	580,678	-	-	-	-	546,752	(33,926)
	RIMS - Symplectic Elements	L0261	Elaine W	327,980	18,978	346,958	34,345	-	381,303	46,498	251,458	204,960	591,390	73,011	518,379	393,456	124,923	346,958	46,498	-	-	-	-	251,458	204,960
	PeopleSoft v9.2 Upgrade	L0262	Vincent J	22,083	90,672	112,754	6,451	-	119,206	1,555,245	782,903	(772,342)	1,850,000	324,716	1,525,284	1,850,000	(324,716)	112,754	1,555,245	182,000	-	-	-	782,903	(772,342)
	Online Experience Phase 3	L0264	Debbie J	277,659	208,410	486,069	104,337	126,525	716,931	1,365,228	1,240,655	(124,573)	1,890,967	210,033	1,680,934	1,851,297	(170,363)	486,069	1,365,228	-	-	-	-	1,240,655	(124,573)
	Lecture Capture	L0268	Emma dL	-	8,481	8,481	14,615	-	23,096	456,369	500,000	43,631	474,804	76,434	398,370	474,803	(76,433)	8,481	456,369	9,953	-	-	-	500,000	43,631
	Identity Access Management (IDMS)	L0275	Stephen S	-	-	-	-	-	-	1,534,883	1,742,817	207,934	1,534,883	255,814	1,279,069	1,534,883	(255,814)	-	1,534,883	-	-	-	-	1,742,817	207,934
	Technology and processes Total			**1,359,705**	**597,951**	**1,957,655**	**216,636**	**159,275**	**2,333,566**	**5,538,901**	**5,064,585**	**(474,316)**	**7,926,505**	**1,024,418**	**6,902,087**	**7,688,509**	**(786,422)**	**1,957,655**	**5,538,901**	**191,953**	**-**	**-**	**-**	**5,064,585**	**(474,316)**
	Project Capex - Open Total			**25,155,893**	**7,705,695**	**32,861,588**	**3,824,432**	**876,767**	**37,562,787**	**42,045,035**	**37,373,810**	**(4,671,225)**	**90,646,758**	**6,096,699**	**84,550,059**	**110,059,536**	**(25,509,477)**	**32,861,588**	**42,045,035**	**27,048,664**	**8,104,248**	**-**	**-**	**37,373,810**	**(4,671,225)**
(b) Minor Capital																									
	Library - Information Resources	LIBS	Anne S	10,038,967	-	10,038,967	840,090	-	840,090	3,810,443	3,810,443	-						10,038,967	3,810,443	-	-	-	-	3,810,443	-
	Library - Art Purchases	LIBA	Anne S	-	-	-	-	-	-	216,700	243,500	26,800						-	216,700	-	-	-	-	243,500	26,800
	Engineering Services - Minor Capital	ENGS	Rob O	9,691,203	-	9,691,203	866,091	-	866,091	4,461,193	4,461,193	-						9,691,203	4,461,193	-	-	-	-	4,461,193	-
	Engineering Services - H&S Campus Safety	ENG H&S	Rob O	-	-	-	-	-	-	-	-	-						-	-	-	-	-	-	-	-
	ITS - Equipment	ITSM	Andy K	6,331,003	11,988	6,342,991	234,457	-	234,457	2,976,310	2,976,310	-						6,342,991	2,976,310	-	-	-	-	2,976,310	-
	ITS - Network Storage	L0030	Completed	4,498,922	18,500	4,517,422	-	-	4,517,422	408,000	408,000	-	5,479,626	-	5,479,626	4,925,422	554,204	4,517,422	408,000	-	-	-	-	408,000	-
	Campus Services	CMPS	Michael O	2,152,768	-	2,152,768	128,634	-	128,633.74	240,000	240,000	-						2,152,768	240,000	-	-	-	-	240,000	-
	Campus Services - Supporting Remediation	DMED	Michael O	-	-	-	-	-	-	-	-	-						-	-	-	-	-	-	-	-
	Campus Services - Fleet	CMPS F	Michael O	359,465	-	359,465	23,166	-	23,166	408,500	408,500	-						359,465	408,500	-	-	-	-	408,500	-
	LRNR Director Learning Resources	DD		16,590	-	16,590	-	-	-	-	-	-						16,590	-	-	-	-	-	-	-
				33,088,918	**30,488**	**33,119,407**	**2,092,438**	**-**	**6,609,861**	**12,521,146**	**12,547,946**	**26,800**	**5,479,626**	**-**	**5,479,626**	**4,925,422**	**554,204**	**33,119,407**	**12,521,146**	**-**	**-**	**-**	**-**	**12,547,946**	**26,800**
(c) Approvals in Principle - Still to be Business cased																									
	LTCP Future Projects (yet to be formally approved)	LTCP		1,236,612	1,305,500	2,542,112	(28,330)	2,240	2,516,022	12,912,048	7,247,100	(5,664,948)	-	-	1,105,500	-	-	2,542,112	12,912,048	63,921,118	75,165,207	92,473,135	49,724,601	7,247,100	(5,664,948)
	Approvals in Principle - Still to be Business cased Total			**1,236,612**	**1,305,500**	**2,542,112**	**(28,330)**	**2,240**	**2,516,022**	**12,912,048**	**7,247,100**	**(5,664,948)**	**-**	**-**	**1,105,500**	**-**	**-**	**2,542,112**	**12,912,048**	**63,921,118**	**75,165,207**	**92,473,135**	**49,724,601**	**7,247,100**	**(5,664,948)**
(d) Project Capex - Closed																									
	Exam Manager	L0260	Jeremy F	114,304	3,724	118,028	-	-	118,028	-	7,831	7,831	187,900	31,317	156,583	118,028	38,556	118,028	-	-	-	-	-	7,831	7,831
	Copyright Compliance & Reporting	L0213	Emma dL	47,629	14,174	61,802	-	-	61,802	-	-	-	201,800	33,633	168,167	61,802	106,364	61,802	-	-	-	-	-	-	-
	EQR projects don't included in Capex Report	Quak3		(1,341,767)	1,282,300	(59,468)	-	-	(59,468)	-	-	-	-	-	-	(59,468)	59,468	(59,468)	-	-	-	-	-	-	-
	Infrastructure EQ Works 53711 - UN00	B1739	Sonia B	29,716	-	29,716	6,876	-	36,592	6,876	-	(6,876)	-	-	-	36,592	(36,592)	29,716	6,876	-	-	-	-	-	(6,876)
	Projects - Closed in Prior Years		Completed	189,639,333	5,946,353	195,585,687	-	-	195,585,687	95,912	35,911	(60,001)	144,268,731	4,433,467	139,835,264	195,551,201	(3,938,366)	195,585,687	95,912	-	-	-	-	35,911	(60,001)
	Project Capex - Closed Total			**188,489,215**	**7,246,550**	**195,735,765**	**6,876**	**-**	**195,742,641**	**102,788**	**43,742**	**(59,046)**	**144,658,431**	**4,498,417**	**140,160,014**	**195,708,155**	**(3,770,571)**	**195,735,765**	**102,788**	**-**	**-**	**-**	**-**	**43,742**	**(59,046)**

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Report to the Council from a meeting of the Audit and Risk Committee held on Monday 15 May 2017

The Committee recommends:

1. Internal Audit Plan for 2017

   ***That:** Council note the oral report on the Internal Audit Plan for 2017.*

2. Health and Safety Report

   ***That:** Council note the Health and Safety Report.*

3. UC Trust Funds Financial Statements 2016

   ***That:** Council*
   - ***i) Approve the signing of the representation letters.***
   - ***ii) Note the draft Independent Auditor's Report.***
   - ***iii) Note the draft management report.***
   - ***iv) Adopt the 2016 UC Trust Funds Financial Statements.***
   - ***v) Note:***
     - ***a) the letter from the Charities Commission***
     - ***b) the adverse opinion from the auditor***
     - ***c) that conversations would continue with the auditors as to the content of the Audit Report.***

Peter Ballantyne
Chair
Audit and Risk Committee

24 May 2017

Memorandum

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Human Resources

To:	Council
From:	Steve Hunter, Paul O'Flaherty
Date:	May 2017
Subject:	Health and Safety

Purpose

This paper informs the University of Canterbury Council of the recent developments in Health and Safety at the University of Canterbury.

As foreshadowed in the March report, which was a comprehensive update on Health and Safety issues, this report contains quantitative data only.

This is partly because, at the time of writing, there have been only about five working weeks since the March report, and partly because the new Health and Safety Manager, Steve Hunter started on April 3.

There was errors in the Construction Contractors KPI report in March. A corrected version is included, with amended data highlighted in blue – Appendix A.

As at 30 April 2017

	2014	2015	2016	2017	Notes
Total occurrences involving employees	238	256	172	56	Total occurrences do not include the Recreation Centre
Total occurrences involving non employees	103	62	73	12	Total occurrences do not include the Recreation Centre
Total occurrences	341	318	245	68	Injury/Illness/Near Miss/Discomfort & Pain/Serious Harm
Lost time occurrences (employees only)	8	9	8	2	Absence from work for WRI for more than 1 day
Days lost to OHS Incidents (Days)	148	99	167	20	
University of Canterbury Average Time Lost Rate (Days)	18.5	11.0	20.9	10.0	
KPI 1	**2014**	**2015**	**2016**	**2017**	**Notes**
Average Headcount	2468	2154	2506	2439	Number of Lost Time Occurrences ÷ University Employees (headcount) x100
University of Canterbury LTI Incidence Rate	0.32%	0.42%	0.32%	0.08%	
KPI 2	**2014**	**2015**	**2016**	**2017**	**Notes**
University of Canterbury Average Time Lost Rate (Days)	18.5	11.0	20.9	10.0	Days lost to OHS Incidents (Days) ÷ Number of Lost time occurrences

Lagging Performance Indicators (as of April 30 2017)	2017
Total Occurrences employees (excluding Rec Centre)	56 ↓
Total Occurrences non-employees (excluding Rec Centre)	12 ↓
Total Occurrences (excluding Rec Centre)	68 ↓
Total Occurrences from the Rec Centre	8 ↓
Lost time occurrences	2 ↓
Days lost	20 ↓
UC Average Time lost rate (days)	10.00 ↓
UC LTI Incident Rate	0.08% ↓
Illness reported	4 ↓
Incident reported	13 →
Injury reported	33 ↑
Near Miss reported	15 ↓
Discomfort & Pain reported	3 ↑
Notifiable Incident (Serious Harm)	2 ↑
Total Occurrences	76 ↓
Worksafe NZ Investigations	0 →
Leading Performance Indicators (as of April 30 2017)	**2017**
Health & Safety Tours completed by Council • Departments - 0 • Construction Sites - 1	1 →
Health & safety Tours completed by SMT • Departments - unknown • Construction Sites - 0	0 ↓
Health & Safety audits completed by external consultant • Departmental Assessments - 1 • Construction Site Audits – 3 • Machine Audits - 1	5 ↓
Health and Safety audits completed by internal auditors	1 ↑
Ergonomic Assessments Completed	40 ↓
# of Flu Vaccinations • Staff – 509 ↓ • Students –463 ↓ • Others (UCSA staff, Campus Living Staff etc.) - 14	986 ↓
# of Trainings completed	14 ↑
# of Health Monitoring completed	0 ↓
# of elected Health and Safety Representatives	80 ↓
# of Health and Safety Committee meetings held	10 ↓

Comparisons are for the same period in 2016

Key Performance Indicators: Main Construction Contractors Health and Safety Reporting

As at 28th April 2017. Arrows indicate comparison from previous A&R report

	Hawkins – CETF		Hawkins - NEB		Fletchers - RSIC	
KPI Description	**YTD**	**3 Month Average**	**YTD**	**3 Month Average**	**YTD**	**3 Month Average**
Hours worked						
Average number of people on site						
Total Number of People Inducted to Site						
Staff/Contractors RE-inducted post issues						
Incidents						
First aid treatment	6	1.67 ↓	32	2.67 ↑	11	2.33 ↓
Medical treatment injuries	4	1.33 ↑	5	.33 →	2	0.67 ↑
Near Misses	14	3 ↓	7	.33 →	12	2.33 ↓
Damage to property	2	0.33 →	0	0 ↓	0	0.00 →
Total Number of People Inducted to Site	26	6.33	44	2.33	25	5.33
Safety Observations;			17	2.33 →		
Good	7	2.33			111	27
Bad	6	2			49	9
H&S Incident Rate (IR)						
Number of Occurrences/No. of workers x 100	5.62	5.38 ↑	61.6	2.55 ↓	8.95	1.80 ↓

	Hawkins – CETF		Hawkins - NEB		Fletchers - RSIC	
	YTD	3 Month Average	YTD	3 Month Average	YTD	3 Month Average
Lost Time						
Number of lost time injuries (LTI)	0	0	2	0.33 →	1	0.33 ↑
Total number of LTI days lost	0	0	10	01.67 ↑	13	4.33 ↑
Lost Time Injury Frequency Rate (LTIFR)						
Number of occurrences/No. of hours worked x 1,000,000	0	0	10.45	14.06 ↓	5.04	6.73 ↑
Toolbox Meetings						
Site wide Tool Box Talk	167	43 ↓	57	4.33 ↑	7	2
Trade specific toolbox meetings held	116	38.67	358	42 ↑	144	34
Start-up Meetings held (Pre job start 1st) time)			21	1.33 ↓	8	2
Daily Meetings held	6	2	294	20 ↑	70	20
H&S Committee/co-ordination meeting			269	20 ↑	9	2.33

Appendix A – Corrected figures – March 2017 report

Key Performance Indicators: Main Construction Contractors Health and Safety Reporting

As at 28TH February 2017, arrows indicate comparison from previous A&R report

	Hawkins – CETF		Hawkins - NEB		Fletchers - RSIC	
KPI Description	**YTD**	**3 Month Average**	**YTD**	**3 Month Average**	**YTD**	**3 Month Average**
Hours worked	39, 083	23,391 ↓	37170	16,900 ↑	102,480	51,026.67 ↑
Average number of people on site	110	146.67 ↓	115	102 ↑	553	268.67 ↑
Total Number of People Inducted to Site	161	77.00 ↓	156	67 ↑	165	79.33 ↑
Staff/Contractors Re-inducted post issues	0	0	0	0	0	0
Incidents						
First aid treatment	3	2 ↓	26	2 ↑	6	2.67 ↓
Medical treatment injuries	2	0.67 ↑	5	.33 →	1	0.33 →
Near Misses	9	4.33 ↑	6	.33 ↓	7	4 ↓
Damage to property	1	.67 ↓	0	.00 ↓	0	0.00 ↓
Total	**15**	**7.67 ↓**	**37**	**2.66 ↑**	**14**	**7 ↓**
Safety Observations	Not Avail	Not Avail	13	2.33 ↑	99	55 ↑
H&S Incident Rate (IR)						
Number of Occurrences/No. of workers x 100	6.36	4.23 ↓	5.4	2.75 ↑	5.22	2.66 ↓
Lost Time						
Number of lost time injuries (LTI)	0	0 ↓	2	0.33 →	0	0.33 →
Total number of LTI days lost	0	0 ↓	5	1.67 →	0	1.67 ↑
Lost Time Injury Frequency Rate (LTIFR)						
Number of occurrences/No. of hours worked x 1,000,000	0	0 ↓	53.08	17.69 ↑	0	6.59 ↓
Toolbox Meetings						
Site Wide Toolbox Talk	81	47 ↑	48	3.33 ↓	3	1.67 ↓
Trade specific toolbox meetings held						
Start-up Meetings						
Daily Meetings						
H&S Committee/ Co-ordination meeting						

* Highlighted tabs indicate new additions to the data which will be presented in the next A&R Report

* Arrows indicate comparison to previous A&R report in August

Memorandum | Pukapuka

Financial Services | Te Ratonga Ahumoni
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UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	Ki:	Council
From:	Nā:	Keith Longden
Date:	Rā:	24 May 2017
Subject:	Kaupapa:	**UC Trust Funds Financial Statements 31 December 2016**
Purpose:	Aronga:	For Council to approve and sign on behalf of the University

Please find attached the following:

1) Financial Statements for the UC Trust Funds to 31 December 2016

Points to note:

i. Total revenue for the period is $4.668M, down from $10.150M for the same period in 2015. This is largely due to ($0.787M) of unrealised exchange losses on investments compared to $3.252M gains in 2015 (mainly coming from international equity fund manager securities). Unrealised losses on investments have increased to ($4.067M) in the period from ($1.892M) in the same period in 2015 (mainly coming from NZ equity fund manager securities). Sundry revenue is $0.512M less than 2015 due to additional income from adjusted rentals, and costs awarded in arbitration related to endowment lands (Craigieburn and Grassmere) not repeated this year.

ii. Total expenditure for the period is $4.983M, up from $4.380M in 2015. This is mainly due to an increase of $0.391M in expenditure via the Erskine Trust due to a larger number of visitors. Lump sum transfers from individual Trust Funds to the University to cover the cost of personnel and operating expenses were $0.224M higher than in the same period in 2015. The investment property purchased in April 2015 was revalued for the first time during the reporting period and this resulted in an asset loss of ($0.117M).

   There have been some areas of reduced expenditure in the period; $0.087M less investment management fee and $0.080M less legal expenses.

iii. The deficit for the year to 31 December 2016 is ($0.315M), down from a $5.770M surplus for the same period last year.

iv. The net investments are $102.629M, down from $106.914M in 2015. This is mainly as a result of a reduction in unrealised gains related to NZ and international equites.

v. The Trust Funds have land, forests, and investment property, also UC Trust Fund assets, which are carried at $5.670M, $0.451M, and $0.650M respectively. During the year, the forests asset was revalued, resulting in an increase in the net current value of $0.121M.

2) Management Representation Letter

As part of the standard audit process on the 2016 UCTF Financial Statements, Council (as Trustees) are required to make certain representations (as set out in the letter) to the Auditors,

Grant Thornton. Representations are made on the basis of "to the best of your knowledge and belief" and it is in this light that the letter requires sign off for and on behalf of the UCTF.

UC Management have prepared a 'back to back' representation letter to Council that mirrors the letter from Council to the Auditor. Both are presented here.

3) Draft Independent Auditor's Report

There are two key issues that affect the audit report:

i. Compliance with PBE IPSAS (NFP) 6: Consolidated and separate financial statements

Following changes in legislation, the UC Trust Funds are required to submit financial statements to the Charities Commission (CC) that comply with New Zealand Generally Accepted Accounting Practice (NZ GAAP). The CC observed that the "consolidated" financial statements incorporating the investments made on behalf of all the Trusts were not, in fact, "consolidated" from the point of view of PBE IPSAS 6, which requires one entity to be in control of another entity or entities in order for the consolidation of their financial statements to be permitted. The UC Trust Funds have no such entity in control. Accordingly, the financial statements are not in compliance with NZ GAAP.

While we were able to avoid the corollary of that decision, that the Trusts and Bequests prepare individual financial statements, and have been permitted to continue as we had before in preparing "collated" or "amalgamated" financial statements, the non-compliance with NZ GAAP remains an issue for the auditor.

The UC Trust Funds have presented consolidated financial statements of the various Trusts that have pooled their investments into a single managed investment fund. This is considered by the auditor to be non-compliant with accounting standards that is so pervasive and significant as to affect materially many elements of the financial statements. In this event, the adverse opinion is inevitable under the auditing standards.

Audit and Risk Committee raised some questions on the wording of the opinion, which management has followed up with Grant Thornton. The proposed changes to the original audit opinion, highlighted in yellow in the attached documents, include clarification of the key issues so that a reader of the opinion receives the same information as when reading the financial statements, including that the UCTF has acted consistently in preparing its financial statements. These proposed changes have been accepted by Grant Thornton and will be included in the final audit opinion.

While the Charities Act 2005 requires each Trust above a certain size to be audited, it does not require that the audit opinion be unqualified, nor does it suggest any penalty if it is.

A wider issue may be the impact on those enquiring after the UC Trust Funds financial performance, either those with funds donated or prospective donors, where an adverse audit opinion may be read critically.

ii. Endowment Land Valuations

The UC Trusts' accounting policy requires the revaluation of endowment land every 5 years. The last revaluation was for the year ended 31 December 2008, and so a revaluation was due for 2013. The basis of the valuation is a capitalisation of existing rents. The underlying rents are currently the subject of determination by arbitration, and while judgement has been received on certain properties, the final agreement remains outstanding. As in previous years, legal advice remains that a resolution is unlikely before these financials statements are signed off. The Trustees cannot therefore provide a firm

valuation for inclusion in these financial statements. This difference is unknown as the legal process continues, but is likely to be material and if adjusted for would pass through the revaluation reserve, and would not affect the reported surplus for the year.

As a result, Grant Thornton have qualified their audit opinion on the basis that there is insufficient evidence to determine the extent to which the endowment land should be revalued. The matter is fully explained in the notes to the financial statements.

4) Management Letter

The draft management letter from the auditors is attached. They explain the technical considerations behind their opinion, but there are no further matters to be addressed by management in respect of this or in relation to underlying systems and processes.

Recommendations

- These financial statements went to the Audit & Risk Committee on 15 May 2017 and are recommended to Council (for the University as Trustee) for approval and sign off by the Chancellor and the Pro-Chancellor.

- This Management Representation Letter went to the Audit & Risk Committee on 15 May 2017 and is recommended to Council (for the University as Trustee) for approval and sign off by the Chancellor and the Pro-Chancellor.

- Note the management representations to Council.

- Note the Independent Auditor's Report.

- Note the management letter from Grant Thornton.

Ngā mihi

Keith Longden
Executive Director/ Chief Financial Officer | Kaihautū Matua Ahumoni

UNIVERSITY OF CANTERBURY TRUST FUNDS

CONSOLIDATED FINANCIAL STATEMENTS

31 December 2016

TABLE OF CONTENTS

	Page
Statement of Accounting Policies	2-5
Consolidated Statement of Comprehensive Revenue and Expense	6
Consolidated Statement of Movements in Trust Capital	6
Consolidated Statement of Financial Position	7
Consolidated Statement of Cash Flows	8
Notes to the Financial Statements	9-11
Independent Auditor's Report	12-14

University of Canterbury Trust Funds

Statement Of Accounting Policies

31 December 2016

REPORTING ENTITY

The reporting entity is The University of Canterbury Trust Funds (the "Trust Funds"). The Trust Funds are registered under the Charitable Trusts Act 1957 and the Charities Act 2005.

The Trust Funds comprise approximately 160 individual Trusts governed variously by individual trust deed, will or bequest. The primary objective of the Trust Funds is to provide scholarships and grants. The University Council administers these funds as trustee and is bound by the requirements of the individual trusts.

These consolidated financial statements have been approved and were authorised for issue by the Board of Trustees on 29 March 2017.

BASIS OF PREPARATION

These Financial Statements have been prepared on a going concern basis, and the Accounting Policies have been applied consistently throughout the reporting period.

Statement of Compliance
These Financial Statements have not been prepared in accordance with Generally Accepted Accounting Practice in New Zealand ("NZ GAAP"), and they do not comply with the Public Benefit Entity International Public Sector Accounting Standards ("PBE IPSAS") and other applicable Financial Reporting Standards as appropriate that have been authorised for use by the External Reporting Board ("XRB") for Not-For-Profit entities, in so far that they do not comply with PBE IPSAS (NFP) 6 *Consolidated and separate financial statements* .

The Trust Funds have presented the consolidated financial statements of the underlying trusts that have pooled their investments into a single managed investment fund, whereas PBE IPSAS (NFP) 6 only permits consolidation of results where there is a controlling entity in control of other entities, where control is defined as the power to govern the financial and operating policies of another entity so as to benefit from its activities. A controlling entity for the Trust Funds does not exist.

The preparation of consolidated financial statements has been the practice of the Trust Funds for some years, as being an economic and efficient way of meeting the reporting to the Charities Commission of the financial results of the approximate 160 trusts and bequests represented by the Trust Funds. This approach was agreed with the Charities Commission in 2008 and was consistent with the legislation of the time.

Changes to the Charities Act 2005 (“the Act”) require the University of Canterbury Trust Funds to comply with generally accepted accounting practice in New Zealand (“NZ GAAP”) in preparing financial statements for the year ended 31 December 2016. Application of NZ GAAP would have meant the production of a set of individual financial statements for each of the individual underlying trusts. On application, the Department of Internal Affairs has exempted the University of Canterbury Trust Funds from preparing separate financial statements on the basis of economy and efficiency in the use of trust funds, consistent with section 3 of the Act. Accordingly, the University of Canterbury Trust Funds has continued to prepare consolidated financial statements, consistent with prior years. However, this preparation is not in accordance with generally accepted accounting practice in New Zealand (“NZ GAAP”). and they do not comply with Not For Profit Public Benefit Entity International Public Sector Accounting Standards Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board, in so far that they do not comply with PBE IPSAS (NFP) 6 *Consolidated and separate financial statements* (“PBE IPSAS (NFP) 6”).

All the contributing trusts and bequests are separately identified and included in the annual return for the Trusts Funds, which is recorded at the Charities Commission web site https://www.register.charities.govt.nz/CharitiesRegister/ under the grouping ‘University of Canterbury Trust Funds’, registration number CC45255.

For the purposes of complying with NZ GAAP, the Trust Funds has designated itself as a public benefit not-for-profit entity and is eligible to apply Tier 2 Not-For-Profit PBE IPSAS on the basis that it does not have public accountability and it is not defined as large.

The Trust Funds has elected to report in accordance with Tier 2 Not-For-Profit PBE Accounting Standards and in doing so has taken advantage of all applicable Reduced Disclosure Regime ("RDR") disclosure concessions available to them except for PBE IPSAS 2 on Cash Flows, with which they have complied fully.

Presentation and Functional Currency and Rounding
These Financial Statements are presented in New Zealand dollars, which is the Trust Funds' functional currency, and all values are rounded to the nearest thousand dollars ($'000).

Changes in Accounting Policies
All accounting policies have been applied on a consistent basis.

Standards issued and not yet effective and not early adopted
Standards issued and not yet effective include PBE IPSAS 34 to 39, and PBE IFRS 9. These are all effective for accounting periods beginning on or after 1 January 2019, except for PBE IFRS 9, which has an effective date of periods beginning on or after 1 January 2021. At this stage, the UC Trusts Funds have not assessed the full effect these new standards will have on the financial statements, but do not believe it will be significant. PBE IPSAS (NFP) 34 and 35 relate to the preparation of single and consolidated financial statements; PBE IPSAS (NFP) 36 and 37 relate to investments in associates and joint ventures and joint arrangements; PBE IPSAS (NFP) 38 relates to disclosures of interests in other entities; and PBE IFRS 9 relates to financial instruments.

ACCOUNTING POLICIES
The following are the particular accounting policies which have a material effect on the measurement of comprehensive revenue and expense and the financial position:-

Basis of Measurement
These financial statements have been prepared on the basis of historical cost adjusted by the revaluation of certain assets: investments, land asset, forest asset, and investment property asset.

Statement Of Accounting Policies (continued)

31 December 2016

Investments
All investments are stated at market value. Foreign investments have been translated to New Zealand currency at the ruling rates of exchange at balance date.

Accounts Receivable
Accounts receivable are recorded at expected realisable value and are all receivables from exchange contracts; where a debt is considered unrecoverable it is written off.

Financial Instruments
Financial assets and financial liabilities are recognised when the Trust Funds become party to the contractual provisions of the financial instrument.

The Trust Funds derecognise a financial asset or, where applicable, a part of a financial asset or part of a group of similar financial assets when the rights to receive cash flows from the asset have expired or are waived, or the Trust Funds have transferred the rights to receive cash flows from the asset or have assumed an obligation to pay the received cash flows in full without material delay to a third party; and either:
- the Trust Funds have transferred substantially all the risks and rewards of the asset: or
- the Trust Funds have neither transferred nor retained substantially all the risks and rewards of the asset, but have transferred control of the asset.

i. Financial Assets
Financial Assets within the scope of NFP PBE IPSAS 29 *Financial Instruments: Recognition and Measurement* are classified as financial assets at fair value through surplus or deficit, loans and receivables, held-to-maturity investments, or available-for-sale financial assets. The classifications of the financial assets are determined at initial recognition.

The category determines subsequent measurement and whether any resulting income and expense is recognised in surplus or deficit or in other comprehensive revenue and expense.

The Trust Funds' financial assets are classified as financial assets at fair value through surplus or deficit, or as loans and receivables. The Trust Funds' financial assets include: cash and cash equivalents, short-term deposits, receivables and investments.

All financial assets except for those at fair value through surplus or deficit are subject to review for impairment at least at each reporting date. Financial assets are impaired when there is any objective evidence that a financial asset or group of financial assets is impaired. Different criteria to determine impairment are applied for each category of financial assets, which are described as follows.

Financial assets at fair value through surplus or deficit
Financial assets at fair value through surplus or deficit include items that are either classified as held for trading or that meet certain conditions and are designated at fair value through surplus or deficit upon initial recognition. All derivative financial instruments fall into this category, except for those designated and effective as hedging instruments or a derivative that is a financial guarantee contract. The Trust Funds' investment in multi asset, fixed interest, and shares fall into this category of financial instruments. This also includes the AMP Capital NZ Cash Fund. This Fund is an actively managed portfolio of bank bills, floating rate notes and short term deposits and securities.

Loans and receivables
Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. The Trust Funds' receivables from exchange transactions, and cash and cash equivalents fall into this category of financial instruments.

Impairment of financial assets
The Trust Funds assess at the end of each reporting period whether there is objective evidence that a financial asset or a group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event has an impact on the estimated future cash flows of the financial asset or the group of financial assets that can be reliably estimated.

For financial assets carried at amortised cost, if there is objective evidence that an impairment loss on loans and receivables carried at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account and the amount of the loss is recognised in the surplus or deficit for the reporting period.

In determining whether there is any objective evidence of impairment, the Trust Funds first assess whether objective evidence of impairment exists individually for financial assets that are individually significant, and individually or collectively for financial assets that are not individually significant. If the Trust Funds determine that no objective evidence of impairment exists for an individually assessed financial asset, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is or continues to be recognised are not included in a collective assessment of impairment.

If in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after impairment was recognised, the previously recognised impairment loss is reversed by adjusting the allowance account. If the reversal results in the carrying amount exceeding its amortised cost, the amount of the reversal is recognised in surplus or deficit.

ii. Financial Liabilities
The Trust Funds' financial liabilities include trade and other creditors, and loans and borrowings. All financial liabilities are recognised initially at fair value and are measured subsequently at amortised cost using the effective interest rate method.

Statement Of Accounting Policies (continued)

31 December 2016

Cash and Cash Equivalents
Cash and cash equivalents include cash in hand, deposits held on call with banks and other short-term highly liquid investments with original maturities of three months or less, that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value.

Investment Properties
Investment properties are properties held either to earn rental income or for capital appreciation or for both, but not for sale in the ordinary course of business, for supply of goods or services or for administrative purposes. Investment properties are measured initially at cost, including transaction costs. Subsequent to initial recognition, investment properties are measured at fair value. Any gain or loss arising from a change in the fair value of the investment property is recognised in surplus or deficit in the period that it is incurred. The investment property is revalued annually, based on the market value (see Note 6 for further information).

Property, Plant and Equipment
The value of the interest in the Endowment Land is limited to the value of the "Land Exclusive of Improvements" (LEI). Endowment Lands and forests are normally revalued by an independent registered valuer at least every 5 years. There is no depreciation on the land or forest assets. See Note 5 for further information on the valuation of Endowment Land.

Equipment is stated at cost less accumulated depreciation. Depreciation on equipment has been provided on a straight-line basis using rates of 10-33%

Foreign Currencies
Foreign currency transactions throughout the reporting period have been translated to New Zealand currency at the ruling rates of exchange at date of payment. Realised and unrealised exchange gains or losses are accounted for in the Statement of Comprehensive Revenue and Expense.

Goods and Services Tax
Most GST is non-recoverable as the majority of the Trust Funds are not registered for GST. Where this applies, the amounts stated are inclusive of Goods and Services Tax.

Revenue
Revenue is recognised to the extent that it is probable that the economic benefit will flow to the Trust Funds and revenue can be reliably measured. Revenue is measured at the fair value of the consideration received. The Trust Funds classify its revenue into exchange and non-exchange transactions. The following specific recognition criteria must be met before revenue is recognised.

Revenue from Exchange Transactions
An exchange transaction is one in which the entity receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of goods, services, or use of assets) to the other party in exchange.

The Trust Funds' revenue from exchange transactions includes revenue from investments and rental revenue. Interest revenue is recognised as it accrues, using the effective interest method. Dividend revenue is recognised in the period the dividend is declared.

Revenue from Non-Exchange Transactions
Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, an entity either receives value from another entity without directly giving approximately equal value in exchange, or gives value to another entity without directly receiving approximately equal value in exchange.

The Trust Funds' revenue from non-exchange transactions includes donations and scholarship revenue. Donations of money are recognised immediately as revenue unless a condition is attached. If a condition is attached it would be recognised as a liability until the condition is met, at which time it is recognised as revenue.

Expenditure
Trust expenditure on scholarships, prizes and related travel is expensed/ accrued in the year that it is incurred.

Taxation
The Trust Funds are exempt from the payment of income tax as it is a not-for-profit organisation registered under the Charities Act 2005. Accordingly, there is no provision for income tax.

Statement of Cash Flows
The following are the definitions of the terms used in the statement of cash flows:

a) Operating activities include all transactions and other events that are not investing or financing activities.
b) Investing activities are those activities relating to the acquisition, holding and disposal of property, plant and equipment and of investments. Investments can relate to securities not falling within the definition of cash.
c) Financing activities are those activities that result in changes in the size and composition of the capital structure. This includes both equity and debt not falling within the definition of cash. Dividends paid in relation to the capital structure are included in financing activities.
d) Cash is considered to be cash on hand and current accounts in bank, net of bank overdrafts.

Basis of Consolidation
The Trust Funds financial statements are prepared on a consolidated basis, as detailed within the statement of compliance, adding together like items of assets, liabilities, equity, revenue, expenses, and cash flows on a line-by-line basis for all participating Trusts. All significant intra-Trust Funds balances, transactions, revenue, and expenses are eliminated on consolidation.

Statement Of Accounting Policies (continued)

31 December 2016

Critical Accounting Judgement, Estimates, and Assumptions
In preparing these financial statements the Trust Funds have made judgements on the application of accounting policies and made estimates and assumptions concerning the future. The estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fair Value of Investments
Financial assets are carried at fair value based on market values for publicly traded investments through independently managed funds, and net asset value calculated by the General Partners for private equities. The Trust Funds consider these valuations to be appropriate for the types of investments carried and in line with generally accepted accounting practice. The Trust Funds are relying on the expertise of individual fund managers in providing the valuations, particularly private equity investments, but have checked them carefully and have separate oversight by Eriksen & Associates Ltd on performance and data provision. Cash is recorded at face value.

Fair Value of Property, Land, and Forests
Property, land and forests are carried at fair value based on current values. The current value of land is determined by DTZ in accordance with New Zealand Institute of Valuers asset valuation standards. The current value of forests is determined by Owen Springford, who is a NZIF Registered Forestry Consultant, in accordance with NZ Institute of Forestry Guidelines for Forest Valuations. The market value of the investment property is valued by CB Richard Ellis Limited based on capitalised rental values. The Trust Funds consider these valuations to be appropriate for the types of asset carried and in line with generally accepted accounting practice.

Impairment
The UC Trust Funds reviews all assets for impairment at balance sheet date, in accordance with accounting standards. Cash and cash equivalents and liquid assets are carried at face value as being denominated in New Zealand Dollars and held in reputable banks and financial institutions with sound credit ratings. As noted above, equity and security investments are valued at market value, which takes into account publicised factors affecting individual investment values, including any potential impairment. The UC Trust Funds is not aware of any factors that would affect the market values provided by its investment managers. Forests were valued in 2016, where the valuation takes into account any factors that would indicate an impairment.

Endowment land is carried at an historic value based on the capitalised values of rents, where agreement is yet to be reached on rental values with all tenants. The UC Trust Funds are seeking an increase in rental values, and has achieved that with some tenants. While negotiations are continuing with the remaining tenants, no full valuation can be performed of the UC Trust Funds endowment land as the class of asset is valued as whole. Although the current carrying value is likely to be less than a full valuation based on re-negotiated rentals, there is no indication that re-negotiated rentals will be less than existing rentals, and those that have been re-negotiated are significantly more than those used in the current valuation. Accordingly, the UC Trust Funds conclude that there is no impairment of the endowment land carrying value.

The UC Trusts Funds are not aware of any event subsequent to year end that would affect the impairment assessments above.

University of Canterbury Trust Funds

Consolidated Statement of Comprehensive Revenue and Expense

For the Year Ended 31 December 2016	**NOTE**	**31-Dec-16 $000**	**31-Dec-15 $000**
REVENUE			
Realised Investment Gain		8,988	7,744
Unrealised Investment (Loss)/ Gain		(4,855)	1,359
Sundry Revenue		535	1,047
TOTAL REVENUE	1	4,668	10,150
EXPENDITURE			
Personnel Expenses		1	1
Transfer to the University of Canterbury/ Other	2	1,007	760
General Expenditure	3	1,919	1,732
Scholarships, Prizes and Awards		2,055	1,886
Depreciation - Equipment		1	1
TOTAL EXPENDITURE		4,983	4,380
NET (DEFICIT)/ SURPLUS		(315)	5,770
Other Comprehensive Revenue and Expense		121	-
TOTAL COMPREHENSIVE REVENUE AND EXPENSE		(194)	5,770

Consolidated Statement of Movements in Trust Capital

For the Year Ended 31 December 2016

Balance at Beginning of Reporting Period		114,968	109,198
Other Comprehensive Revenue and Expense		121	-
Net (Deficit)/ Surplus		(315)	5,770
Total Comprehensive Revenue and Expense		(194)	5,770
Balance at End of Reporting Period	8, 9	114,774	114,968

The accompanying policies and notes form an integral part of these financial statements.

University of Canterbury Trust Funds

Consolidated Statement of Financial Position

As at 31 December 2016	NOTE	31-Dec-16 $000	31-Dec-15 $000
CURRENT ASSETS			
Cash and Cash Equivalents	15	5,034	2,342
Accounts Receivable		567	355
TOTAL CURRENT ASSETS		5,601	2,697
CURRENT LIABILITIES			
Accounts Payable		54	49
Inter-Entity Balance	14	174	1,363
TOTAL CURRENT LIABILITIES		228	1,412
Working Capital		5,373	1,285
NON-CURRENT ASSETS			
PROPERTY, PLANT & EQUIPMENT			
Freehold Land at Valuation		5,670	5,670
Forests		451	330
Equipment		6	6
Accumulated Depreciation on Equipment		(5)	(4)
TOTAL PROPERTY, PLANT & EQUIPMENT	5	6,122	6,002
INVESTMENT PROPERTY	6	650	767
INVESTMENTS	7	102,629	106,914
TOTAL NON-CURRENT ASSETS		109,401	113,683
Total Net Assets		114,774	114,968
REPRESENTED BY:			
Trusts Equity	8	108,720	109,035
Revaluation Reserves	9	6,054	5,933
Total Equity		114,774	114,968

Dr John Wood
Chancellor | Tumu Kaunihera

Date : 31 May 2017

Sue McCormack
Pro Chancellor | Tumu Tuarua Kaunihera

Date : 31 May 2017

The accompanying policies and notes form an integral part of these financial statements.

University of Canterbury Trust Funds

Consolidated Statement of Cash Flows

For the Year Ended 31 December 2016	**NOTE**	**31-Dec-16 $000**	**31-Dec-15 $000**
OPERATING ACTIVITIES			
Cash Provided From:			
Sundry Revenue (including bequests)		36	320
Dividends		3,119	2,718
Donations		305	219
Interest		528	803
Rent		137	494
Dr Mickle Fund: loans repaid		47	21
		4,172	4,575
Cash Applied To:			
Personnel Expenses		1	1
Scholarships Prizes and Awards		2,097	1,919
General Expenses		2,041	1,612
Dr Mickle Fund: loans issued		120	87
		4,259	3,619
Net cash (applied to)/ provided from Operating Activities	4	(87)	956
INVESTING ACTIVITIES			
Cash Provided From:			
Multi Asset Revenue		3,427	33
Fixed Interest Investments		13,638	6,220
Shares		2,000	18,725
		19,065	24,978
Cash Applied To:			
Property		-	767
Multi Asset Revenue		4,192	15,879
Fixed Interest Investments		5,636	58
Shares		5,312	12,213
		15,140	28,917
Net cash provided from/ (applied to) Investing Activities		3,925	(3,939)
FINANCING ACTIVITIES			
Cash Provided From:			
Capital Contributions		-	-
Cash Provided From/ (Applied To):			
Movement in Inter-Entity Balance		(1,189)	1,599
Net cash (applied to)/ provided from Financing Activities		(1,189)	1,599
Net increase/ (decrease) in cash held		2,649	(1,384)
Cash and Cash Equivalent on hand at beginning of Reporting Period		2,342	3,688
Exchange differences on cash and cash equivalents		43	38
Cash and Cash Equivalent on hand at end of Reporting Period		5,034	2,342

The accompanying policies and notes form an integral part of these financial statements.

31 December 2016	31-Dec-16 $000	31-Dec-15 $000
1 Total Revenue		
Investment Revenue:		
Dividends	3,119	2,718
Investment Property Revenue	90	-
Gain on Disposal of Investments	5,257	6,701
Realised Exchange Gain/ (Loss) on Investments	43	(2,391)
Unrealised Loss on Investments	(4,067)	(1,892)
Unrealised Exchange (Loss)/ Gain on Investments	(787)	3,252
Interest	478	715
	4,133	9,103
Sundry Revenue:		
Donations	305	219
Rental Revenue	162	494
Interest (non-investment)	32	86
Scholarship Revenue	28	24
Other	8	224
	535	1,047
	4,668	10,150
Non exchange revenue included in total revenue	*333*	*243*

2 Transfer to the University of Canterbury/ Other

Transfers include lump sum transfers to the University to cover the cost of merit scholarships ($0.501M) and personnel and operating expenses ($0.410M), and withdrawal of funds from individual Trust Funds ($0.096M). (The comparative breakdown for 2015 was: lump sum transfers to the University to cover the cost of scholarships ($0.470M) and personnel and operating expenses ($0.186M), and withdrawal of funds from individual Trust Funds ($0.104M).)

3 General Expenses		
Auditor's Remuneration	16	18
Investment Advice	850	937
Travel	447	383
Legal expenses	269	349
Loss on Investment Property Revaluation	117	-
Other	220	45
	1,919	1,732

Trust expenditure on scholarships, prizes and related travel is expensed in the reporting period that it is incurred. At the balance sheet date, $1.256 million of Erskine bequest expenditure has been approved by the Vice-Chancellor under s.196 Education Act 1989 for spend in future years. As this expense relates to travel that will take place after the period end reporting date, this has not been accrued.

4 Reconciliation of Net (Deficit)/ Surplus with Net Cash (applied to)/ provided from Operating Activities		
Net (Deficit)/ Surplus	(315)	5,770
Add / (less) non-cash items:		
Depreciation	1	1
Investment Management Fees paid from within fund	830	904
Add / (less) movements in other working capital items:		
Accounts Payable	5	(24)
Accounts Receivable	(212)	(98)
Add /(less) items classified as investing activities:		
Net Realised (Gain) on Investments	(5,300)	(4,310)
Net Unrealised Loss/ (Gain) on Investments	4,787	(1,287)
Investment Property Revaluation Loss	117	-
NET CASH (APPLIED TO)/ PROVIDED FROM OPERATING ACTIVITIES	(87)	956

5 Property, Plant and Equipment

Endowment lands are stated at net current value as determined by DTZ in accordance with New Zealand Institute of Valuers asset valuation standards. The Endowment Lands were revalued as at 31 December 2008 and were due to be revalued in 2013. The valuation is based on capitalised rents. The underlying rents are currently the subject of determination by arbitration, and while judgement has been received on certain properties, the final agreement remains outstanding. As in previous years, legal advice remains that a resolution is unlikely before these financial statements are signed off. The Trustees cannot therefore provide a firm valuation for inclusion in these financial statements.

The Forests asset was revalued during the reporting period and is stated at net current value as determined by Owen Springford, who is a NZIF Registered Forestry Consultant, in accordance with NZ Institute of Forestry Guidelines for Forest Valuations. The asset will be due for revaluation again in 2021.

	Cost/ Valuation Dec-16 $000	*Accum Depn Dec-16 $000*	*Revaluation Dec-16 $000*	*Net Book Value Dec-16 $000*	*Cost/ Valuation Dec-15 $000*	*Accum Depn Dec-15 $000*	*Net Book Value Dec-15 $000*
Land	5,670	-	-	5,670	5,670	-	5,670
Forests	330	-	121	451	330	-	330
Equipment	6	(5)	-	1	6	(4)	2
	6,006	(5)	121	6,122	6,006	(4)	6,002

6 Investment Property

	31-Dec-16 $000	**31-Dec-15 $000**
The Investment Property (112 Waimairi Road, Christchurch) was purchased on the open market in April 2015. The asset was revalued for the first time during the reporting period by CB Richard Ellis Limited and is stated at market value.		
Opening Balance 1 January	767	-
Acquisitions	-	767
Change in market value	(117)	-
Closing Balance 31 December	650	767

7 Investments

Multi Asset	16,879	15,916
Fixed Interest	40,421	37,150
Shares	45,329	53,848
	102,629	106,914

All investments are stated at fair value using market value at 31 December.

8 Trusts Equity

Balance at Beginning of Reporting Period	109,035	103,265
Net Surplus	(315)	5,770
Balance at End of Reporting Period	108,720	109,035

9 Revaluation Reserves

Revaluation Reserve - Land	5,603	5,603
Revaluation Reserve - Forests	451	330
	6,054	5,933

10 Major Trust Balances

Erskine Trust	56,676	56,835
Endowment Trust	20,944	21,278
Lord Rutherford Memorial Fellowship	3,226	3,163
Judith Pownall Bequest	2,955	2,923
Roper Scholarship	2,220	2,226
Sims Empire Scholarship	1,884	1,852
Mason Trust	1,795	1,777
Ethel R. Overton Scholarship	1,561	1,546
Bickerton-Widdowson Memorial	1,319	1,319
Nelson Science Scholarship	1,195	1,165

11 Distribution

The distribution policy, as per the Statement of Investment Policy and Objectives (SIPO), is to distribute approximately 4.5% annually, in proportion to the interim closing balances of each trust, to the operating accounts of the individual trusts. The difference between the actual annual return and 4.5% is to be applied to inflation proofing the capital base and for capital growth. As a result of the actual result for 2016, the total distribution for the reporting period was 2.96% of the total average capital (2015 8.28%).

The total distribution allocated to eligible University of Canterbury Trust Fund entities was:

	3,054	8,112

31 December 2016	31-Dec-16 $000	31-Dec-15 $000

12 Commitments and Contingent Liabilities

At the reporting date, The University of Canterbury Trust Funds hold no drawdown commitments (2015 $nil) with partnership private equity investment vehicles.

Call on capital were made during the period to 31 December as follows:

Direct Capital IV	51	65
Direct Capital IV Delta LP	-	4
Pioneer Capital Partners II	416	532
Continuity Capital Partners	-	700
Pencarrow Bridge Fund LP	520	-

13 Subsequent Events

There are no events occurring subsequent to the reporting date that required disclosure in the financial statements. (2015 - nil)

14 Related Parties

The University of Canterbury administers the Trust Funds as Trustee of the University of Canterbury Trust Funds. Since the University of Canterbury Trust Funds do not operate a separate bank account, all payments and receipts are transacted through the University of Canterbury accounts and then recharged. These transactions include: donations, investment management fees, prizes and scholarships. The total amount of these transactions during the reporting period was $1.189 million cash applied to the University of Canterbury (2015 $1.599 million cash provided from the University of Canterbury). The balance payable to the University of Canterbury at the balance sheet date was $0.174 million (2015 $1.363 million). The balance is interest free and repayable on demand.

During the 2009 year the University of Canterbury Trust Funds invested NZ $2 million with the University of Canterbury Philanthropic Bond. The terms of the Bond issue constitute a 10 year Unsubordinated Unsecured Bond at an interest rate of 7.25% per annum fixed for 5 years; reset for a further 5 years at a 1.75% pa margin over the then prevailing 5 year swap rate. The rate was reset on 15 December 2014 to 5.77% for the next 5 years in line with the initial bond issue terms.

15 Cash and Cash Equivalents

NZD Cash	4,833	1,684
AUD Cash	8	8
International Cash	193	650
	5,034	2,342

Cash and cash equivalents include cash in hand and deposits held on call with banks that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value.

16 Categories of Financial Assets and Financial Liabilities

Financial assets

Financial assets at fair value through surplus of deficit		
Investments	102,629	106,914
Loans and receivables		
Cash and cash equivalents	5,034	2,342
Receivables from exchange transactions	567	355
	108,230	109,611

Financial liabilities

At amortised cost		
Trade and other creditors	54	49
Loans and borrowings	174	1,363
	228	1,412

Memorandum | Pukapuka

Financial Services | Te Ratonga Ahumoni
Office: Matariki Level 6 Nth
Extension: 6945
Email: keith.longden@canterbury.ac.nz

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	Ki:	Council
From:	Nā:	Rod Carr and Keith Longden
Date:	Rā:	27 April 2017
Subject:	Kaupapa:	**UC Trust Funds Financial Statements 31 December 2016 – management representations to Council**
Purpose:	Aronga:	Back to back support for the corresponding representations from Council to Grant Thornton

These written representations are provided to Council to provide back to back support for the corresponding representations from Council to Grant Thornton in connection with Grant Thornton's audit of the financial statements of University of Canterbury Trust Funds as at 31 December 2016 for the purpose of their expressing an opinion as to whether, in accordance with the External Reporting Board's ("XRB") reporting requirements, the financial statements present fairly, in all material respects, the financial performance for the year then ended and the financial position as at that date.

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of UC employees and officials of the Trust, the following representations:

1. The Department of Internal Affairs granted the Trust an exemption on 9 December 2016 so that the financial statements can continue to be reported on a consolidated basis as per previous years. As such the consolidated financial statements of the University of Canterbury Trust Funds have not been prepared in accordance with generally accepted accounting practice in New Zealand ("NZ GAAP"), and they do not comply with Not For Profit Public Benefit Entity International Public Sector Accounting Standards Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board, in so far that they do not comply with PBE IPSAS (NFP) 6 Consolidated and separate financial statements ("PBE IPSAS (NFP) 6"). We have disclosed our known non-compliance with PBE IPSAS 6 Consolidation and Separate Financial Statements and confirm that this has been adequately disclosed in the Financial Statements.

2. The exemption granted by the Department of Internal Affairs dated 9 December 2016 enables the University of Canterbury Trust Funds to submit consolidated financial statements that are non-compliant with Generally Accepted Accounting Practice in New Zealand to the Charities Commission.

3. The general accounting principles and particular accounting policies are appropriate, accurately described and have been consistently applied, with the exception of any changes which may be disclosed within the financial statements.

4. Significant assumptions used in making accounting estimates, including those measured at fair value are reasonable.

5. All statutory obligations have been fulfilled and all transactions are within the corporate powers and rules set out in the Trust documentation. Proper accounting records have been maintained.

6. A system of internal control has been designed, implemented, and maintained to provide reasonable assurance as to the integrity and reliability of financial reporting as well as to prevent and detect fraud. We confirm effective internal control systems during the reporting period have been maintained.

7. We have assessed the risk that the financial statements may be materially misstated as a result of fraud and the outcome was low.

8. We are not aware of any frauds or irregularities involving the Trustees, management or employees that have significant roles in internal control, or others that could have a material effect on the financial statements.

9. We are not aware of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.

10. We have made all explanations and information available to the auditor, including minutes of all Trustees, management and member meetings, access to accounting records and other documents and notified the auditor further of information including post audit date events which had or might have had a bearing on their audit responsibilities.

    We have also provided the auditor with unrestricted access to persons within the entity from whom you determined it was necessary to obtain audit evidence.

11. We confirm all transactions have been correctly recorded and explained in the financial statements.

12. We confirm the completeness of the information provided regarding the identification of related parties, and further confirm the completeness of information regarding any transactions with related parties.

13. The financial statements are free of material errors and omissions.

14. The Trust has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There have been no communications concerning non-compliance with requirements of regulatory authorities with respect to financial matters.

15. All known instances of non-compliance with laws and regulations whose effects should be considered when preparing financial statements have been disclosed to the Trustees and the auditor.

16. We have no plans or intentions that may materially affect the value or classification of assets and liabilities reflected in the financial statements.

17. We have made adequate provision for all known and anticipated losses at the date of this letter.

18. We have identified and provided for all possible bad and doubtful debts; all other accounts receivable are collectible in the ordinary course of business.

19. The following have been properly recorded and where appropriate, adequately disclosed in the financial statements:

- Balances and transactions with related parties;
- Assets pledged as collateral;
- Financial instruments.

20. The Trust Funds have satisfactory title to all assets and there are no liens or encumbrances on the Trust's assets.

21. We have recorded or disclosed all liabilities, both actual and contingent, and any guarantees given to third parties. We have also disclosed all material contingent assets in the financial statements.

22. We have provided the auditor with the names of all the solicitors who we have dealt with and to whom we have referred matters during the period covered by their audit.

23. The Trust Funds are adequately indemnified by insurers against all risks which are of an insurable nature, and which, having regard for the type of activities, the premium payable, and the risk involved, should be reasonably insured.

24. No events, other than those disclosed in the financial statements, have occurred subsequent to the reporting date or are pending that would require adjustment to, or disclosure in, the financial statements or amendments to significant assumptions used in the preparation of the accounting estimates.

25. Except as disclosed in the Trust Funds' financial statements there have been no changes in the accounting policies or application of those that would have a material effect on the Trust's financial statements in either the current or a subsequent reporting period.

26. There are no claims in connection with litigation which have been or are expected to be received other than those already brought to your attention.

27. We confirm that accounting records are being retained for seven years in accordance with the provisions of the Income Tax Act 2007, Tax Administration Act 1994 and the Goods and Services Tax Act 1985 and the regulations that accompany them.

28. There are no formal or informal compensating balance arrangements with any of our cash and investment accounts. Except as disclosed in the notes to the financial statements, we have no other line of credit arrangements, and no transactions and balances have been offset, except where a right of set-off is permitted within the accounting standards.

29. There are no known material commitments at the reporting date other than those disclosed in the financial statements.

30. The carrying amount of non-current assets measured at valuation has been reviewed to determine whether it is in excess of the assets' recoverable amount. Where an asset's estimated recoverable amount is lower than its carrying amount, it has been written down to that lower value.

31. Our considered view is that, after making enquiries, there are adequate resources to continue operations for the foreseeable future. We have considered forecast information relating to operational profitability and cash flow requirements and are satisfied there will be sufficient cash flows generated from operating activities and financing sources to meet the investing and financing cash flow requirements of the Trust. For these reasons we continue to adopt the going concern assumption in preparing the financial statements.

32. We reviewed as of the date of this letter, and approved, the financial statements of the Trust Funds for issue.

33. No events have occurred, and no facts have been discovered, since the reporting date that would make the financial statements materially inaccurate.

34. The Trust Funds are involved in a dispute with the tenants of its Endowment land property over the proposed rent review. The matter is currently under arbitration. Consequently, due to this arbitration, the Trust Funds have been unable to have a formal valuation of these properties undertaken. We do not anticipate significant liabilities to be incurred from this activity.

Rod Carr Vice-Chancellor | Tumu Whakarae	Keith Longden Executive Director/ Chief Financial Officer | Kaitautā Matua Ahumoni

Grant Thornton New Zealand Audit Partnership
P O Box 2099
Christchurch

Attention: Michael Stewart

Date: 31 May 2017

Dear Sir

REPRESENTATION LETTER

This representation letter is provided in connection with your audit of the financial statements of University of Canterbury Trust Funds as at 31 December 2016 for the purpose of expressing an opinion as to whether, in accordance with the External Reporting Board's ("XRB") reporting requirements, the financial statements presents fairly, in all material respects, the financial performance for the year then ended and the financial position as at that date.

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of other officials of the entity, the following representations:

1. We acknowledge our responsibility for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework. We confirm that the Department of Internal Affairs granted the Trust an exemption on 9 December 2016 so that the financial statements can continue to be reported on a consolidated basis as per previous years. As such we confirm that the consolidated financial statements of the University of Canterbury Trust Funds have not been prepared in accordance with generally accepted accounting practice in New Zealand ("NZ GAAP"), and they do not comply with Not For Profit Public Benefit Entity International Public Sector Accounting Standards Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board, in so far that they do not comply with PBE IPSAS (NFP) 6 Consolidated and separate financial statements ("PBE IPSAS (NFP) 6"). We have disclosed to you our known non-compliance with PBE IPSAS 6 Consolidation and Separate Financial Statements and confirm that this has been adequately disclosed in the Financial Statements.

2. We confirm that the exemption granted by the Department of Internal Affairs dated 9 December 2016 enables the University of Canterbury Trust Funds to submit consolidated financial statements that are non-compliant with Generally Accepted Accounting Practice in New Zealand to the Charities Commission.

3. The general accounting principles and particular accounting policies are appropriate, accurately described and have been consistently applied, with the exception of any changes which may be disclosed within the financial statements.

4. Significant assumptions used by us in making accounting estimates, including those measured at fair value are reasonable.

5. All statutory obligations have been fulfilled and all transactions are within the corporate powers and rules set out in the entity's constitution. Proper accounting records have been maintained.

6. We accept responsibility for designing, implementing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting as well as to prevent and detect fraud. We have maintained effective internal control systems during the reporting period.
7. We have assessed the risk that the financial statements may be materially misstated as a result of fraud and the outcome was low

8. We are not aware of any frauds, suspected fraud or irregularities involving Trustees, management or employees that have significant roles in internal control, or others that could have a material effect on the financial statements.

9. We are not aware of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.

10. We have made all explanations and information available to you, including minutes of all Trustees, management and member meetings, access to accounting records and other documents and notified you further of information including post audit date events which had or might have had a bearing on your audit responsibilities.

    We have also provided you with unrestricted access to persons within the entity from whom you determined it was necessary to obtain audit evidence.

11. We confirm all transactions have been correctly recorded and presented fairly in the financial statements.

12. We confirm the completeness of the information provided regarding the identification of related parties, and further confirm the completeness of information regarding any transactions with related parties.

13. The financial statements are free of material errors and omissions.

14. The entity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There have been no communications concerning non-compliance with requirements of regulatory authorities with respect to financial matters.

15. All known instances of non-compliance with laws and regulations whose effects should be considered when preparing the financial statements have been disclosed to you.

16. We have no plans or intentions that may materially affect the value or classification of assets and liabilities reflected in the financial statements.

17. We have made adequate provision for all known and anticipated losses at the date of this letter.

18. We have identified and provided for all possible bad and doubtful debts; all other accounts receivable are collectible in the ordinary course of business.

19. The following have been properly recorded and where appropriate, adequately disclosed in the financial statements:
    - Balances and transactions with related parties;
    - Assets pledged as collateral;
    - Financial instruments.

20. The entity has satisfactory title to all assets and there are no liens or encumbrances on the entity's assets.

21. We have recorded or disclosed all liabilities, both actual and contingent, and any guarantees given to third parties. We have also disclosed all material contingent assets in the financial statements.

22. We have provided you with the names of all the solicitors who we have dealt with and to whom we have referred matters during the period covered by your audit.

23. The entity is adequately indemnified by insurers against all risks which are of an insurable nature, and which, having regard for the type of business, the premium payable, and the risk involved, should be reasonably insured.

24. No events, other than those disclosed in the financial statements, have occurred subsequent to the reporting date or are pending that would require adjustment to, or disclosure in, the financial statements or amendments to significant assumptions used in the preparation of the accounting estimates.

25. Except as disclosed in the entity's financial statements there have been no changes in the accounting policies or application of those that would have a material effect on the entity's financial statements in either the current or a subsequent reporting periods.

26. There are no claims in connection with litigation which have been or are expected to be received other than those already brought to your attention.

27. We confirm that accounting records are being retained for seven years in accordance with the provisions of the Income Tax Act 2007, Tax Administration Act 1994 and the Goods and Services Tax Act 1985 and the regulations that accompany them.

28. There are no formal or informal compensating balance arrangements with any of our cash and investment accounts. Except as disclosed in the notes to the financial statements, there are no other line of credit arrangements, and no transactions and balances have been offset, except where a right of set-off is permitted by within the accounting standards.

29. There are no known material commitments at the reporting date other than those disclosed in the financial statements.

30. The carrying amount of all non-current assets measured at historical cost has been reviewed to determine whether it is in excess of the assets' recoverable amount. Where an asset's estimated recoverable amount is lower than its carrying amount, it has been written down to that lower value.

31. Our considered view is that, after making enquiries, there are adequate resources to continue operations for the foreseeable future. We have considered forecast information relating to operational profitability and cash flow requirements and are satisfied there will be sufficient cash flows generated from operating activities and financing sources to meet the investing and financing cash flow requirements of the entity. For these reasons we continue to adopt the going concern assumption in preparing the financial statements

32. We reviewed as of the date of this letter, and approved, the financial statements of the entity for issue.

Specific Representations:

33. No events have occurred, and no facts have been discovered, since the reporting date that would make the financial statements materially inaccurate.

34. The Trust is involved in a dispute with the tenants of its Endowment land property over the proposed rent review. The matter is currently under arbitration. Consequently, due to this arbitration, the Trust has been unable to have a formal valuation of these properties undertaken. We do not anticipate significant liabilities to be incurred from this activity.

Signed for and on behalf of University of Canterbury Trust Funds by:

_____ _____

Trustee Trustee

Independent Auditor's Report

Audit

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To the University Council acting as Trustee of the University of Canterbury Trust Funds

Report on the Audit of the Consolidated Financial Statements

Adverse Opinion

We have audited the consolidated financial statements of the University of Canterbury Trust Funds on pages 2 to 11 which comprise the consolidated statement of financial position as at 31 December 2016, and the consolidated statement of comprehensive revenue and expense, consolidated statement of changes in trust capital and consolidated statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, and as set out in the Statement of Compliance,, while the consolidated financial statements on pages 2 to 11 have been prepared consistent with prior years, because of the significance of the matters discussed in the *Basis for Adverse Opinion* section of our report, the accompanying financial statements on pages 2 to 11 do not present fairly the financial position of the University of Canterbury Trust Funds as at 31 December 2016 and its consolidated financial performance and its consolidated cash flows for the year then ended in accordance with Not For Profit Public Benefit Entity International Public Sector Accounting Standards Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board.

Basis for Adverse Opinion

Compliance with PBE IPSAS (NFP) 6: Consolidated and separate financial statements

As explained in the Statement of Compliance, changes to the Charities Act 2005 ("the Act") require the University of Canterbury Trust Funds to comply with generally accepted accounting practice in New Zealand ("NZ GAAP") in preparing financial statements for the year ended 31 December 2016. Application of NZ GAAP would have meant the production of a set of individual financial statements for each of the individual underlying trusts. On application, the Department of Internal Affairs has exempted the University of Canterbury Trust Funds from preparing separate financial statements on the basis of economy and efficiency in the use of trust funds, consistent with section 3 of the Act. Accordingly, the University of Canterbury Trust Funds has continued to prepare consolidated financial statements, consistent with prior years. However, this preparation is

not in accordance with generally accepted accounting practice in New Zealand ("NZ GAAP") and they do not comply with Not For Profit Public Benefit Entity International Public Sector Accounting Standards Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board, in so far that they do not comply with PBE IPSAS (NFP) 6 Consolidated and separate financial statements ("PBE IPSAS (NFP) 6").

The effects on the financial statements of consolidating the Trusts not controlled by the Trust have not been determined.

Endowment Land
As outlined in the Statement of Accounting Policies, the University of Canterbury Trust Funds holds Endowment Lands, and the Trust's policy is to have these revalued by an independent registered valuer at least every five years. The last independent valuation was performed on 31 December 2008. We have not been able to quantify the impact of the Trust Funds not revaluing its Endowment Land.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the University of Canterbury Trust Funds in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the University of Canterbury Trust Funds.

The University Council's Responsibility for the Consolidated Financial Statements

The University Council acts as trustee for the University of Canterbury Trust Funds and so is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Not For Profit Public Benefit Entities International Public Sector Accounting Standards Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board, and for such internal control as those charged with governance determine is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, those charged with governance are responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in

accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the External Reporting Board's website at: https://xrb.govt.nz/Site/Auditing_Assurance_Standards/Current_Standards/Description_Auditors_responsibilities.aspz

Restriction on use of our report

This report is made solely to the University Council acting as trustee for the University of Canterbury Trust Funds. Our audit work has been undertaken so that we might state to the University Council those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the University Council acting as trustee for the University of Canterbury Trust Funds, for our audit work, for this report or for the opinion we have formed.

Grant Thornton New Zealand Audit Partnership
Christchurch, New Zealand

{Date of audit report}

Grant Thornton

An instinct for growth™

To the Board of Trustees
The University of Canterbury Trust Funds
Private Bag 4800
Christchurch 8140P

Audit

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3 May 2017

Dear Trustees

The University of Canterbury Trust Funds – Audit management letter for the year ended 31 December 2016

In accordance with our engagement letter we confirm that our audit of University of Canterbury Trust Funds for the year ended 31 December 2016 is substantially complete, subject to finalisation of subsequent events testing.

This letter sets out the matters noted and conclusions reached by Grant Thornton during the course of the audit. We have communicated its contents with Pauline Stephens in order to ensure it is factually accurate.

Significant financial reporting matters

We set out below certain matters which came to our attention during the course of the audit.

Compliance with PBE IPSAS (NFP) 6: Consolidated and separate financial statements

The financial statements of the University of Canterbury Trust Funds have been prepared in accordance with generally accepted accounting practice in New Zealand ("NZ GAAP") and comply with Not For Profit Public Benefit Entities International Public Sector Accounting Standards Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board, with the exception of *PBE IPSAS (NFP) 6: Consolidated and separate financial statements.*

The University of Canterbury Trust Funds have presented the consolidated financial statements of the underlying Trusts that have pooled their investments into a single managed investment fund. PBE IPSAS (NFP) 6 only permits consolidation of results where there is a controlling entity in control of other entities, where control is defined as the power to govern the financial and operating policies of another entity so as to benefit from its activities. There is no such controlling entity in the Trust Funds.

While the preparation of consolidated financial statements has been the practice of the Trust Funds for some years, the legislation of the Charities Act 2005 was amended to require financial

reporting to the Charities Commission to be in compliance with NZ GAAP from the year ended 31 December 2016 onwards. The initial assessment by the Charities Commission was that this would require the preparation of separate financial statements for each of the 160 individual Trusts. In December 2016, the UCTF applied for, and were granted, exemption from this requirement by the Department of Internal Affairs on the basis that this would be consistent with the purposes of the Charities Act 2005 to encourage and promote the effective use of charitable resources. As a result UCTF continue to prepare consolidated financial statements, however these are non-compliant with NZ GAAP.

The implication of this on our audit opinion has been reviewed by our technical team, and given the non-compliance with NZ GAAP and further issue of Endowment Land discussed below; this is considered both material and pervasive. As such, an adverse audit opinion will be issued.

Endowment Land Valuations

As noted in the prior year, the Trust Funds' accounting policy is to revalue Endowment Lands using a registered valuer at least every five years. The last valuation was performed on 31 December 2008 and therefore the next valuation was due at 31 December 2013. Whilst judgement has been received on certain properties, given that the Trust Funds are still undergoing the arbitration process with certain tenants on rent and associated amenity renewal, we note that the valuers are not able to provide a formal valuation of the land to provide sufficient appropriate audit evidence. As we cannot quantify the impact of the Trust Funds not revaluing its Endowment Land in line with its policy, the impact of this on our audit opinion has been discussed above.

Control observations and recommendations

Due to the nature of the Trust Funds, as well as the inherent control limitations, our audit approach focused predominantly on detailed substantive testing as opposed to relying on the validation of the operation of internal controls. We did however obtain an understanding of, and evaluate the control environment.

We note that in planning and performing our audit, we considered internal controls in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements.

The purpose of our consideration of internal controls is not to provide assurance in its own right over internal controls, and therefore, our consideration of internal control would not necessarily disclose all matters in relation to internal controls that a more detailed special examination might reveal.

Based on the audit procedures undertaken, there were no matters we noted in respect to controls for reporting to management.

Summary of corrected and uncorrected misstatements

During our audit procedures we noted no misstatements. We have provided our recommended financial statement disclosure changes to Pauline Stephens.

Required communications

As auditors we believe it to be best practice that we communicate certain matters to those charged with the governance. These are set out in Appendix A.

We would like to take this opportunity to thank Pauline Stephens and Adrian Hayes for the co-operation and assistance afforded to us during the course of our audit.

Yours faithfully
Grant Thornton New Zealand Audit Partnership

Grant Thornton

Michael Stewart
Partner
T +64 (03) 379 9580
E Michael.Stewart@nz.gt.com

Appendix A – Communicating with Those Charged with Governance

In compliance with auditing standards there are certain statements of acknowledgement that should now be highlighted on an annual basis. These can be summarised as:

Matter to be communicated	Comments
Significant accounting policies adopted or changed	No changes to, or new, significant accounting policies adopted during the year.
Management judgements and estimates	Key judgements were required in relation to the valuation of investments by Trustee Executors Limited; and in relation to the valuation of forest and property by Owen Springford and Christopher Barraclough respectively.
Adjusted and unadjusted audit misstatements	There were no adjusted or unadjusted audit misstatements noted during our audit procedures. We have communicated our recommended financial statement disclosure amendments to Pauline.
Disagreements with management	There have been no disagreements with management during the audit.
Any instances of fraud or non-compliance with legislative, regulatory or contractual requirements	No instances of fraud or non-compliance were detected during the audit.
Matters affecting the governance of the committee	No matters were identified that affected the governance of the Board.
Type of audit opinion	As previously discussed, we will be issuing an adverse audit opinion.

Significant deficiencies in internal control systems	No significant deficiencies in internal controls were noted during our audit.
Non audit fees and our independence	Grant Thornton has not conducted any other services on behalf of University of Canterbury Trust Funds.

Prior year accounting and auditing issues

During the audit we discussed with management the prior year accounting and auditing issues and the progress made against these. The results were as follows. Items of significance that have not been resolved have been described in the main body of this report.

Issue	Result	Satisfactory
Rental – Lessors' Disclosures	We communicated in the prior year that in future the University of Canterbury Trust Funds will need to consider the disclosures required under *IPSAS 13 'Leases'*.	We recognize that due to the ongoing legal aspect of the leases that the Trust Funds decide not to disclose this information. Since the amounts are not material we have not required such disclosure, however we recommend that the Trust Funds consider the disclosure following the completion of the arbitration process.
High Country Lease arbitration process	We note that this process is still underway, but that the University of Canterbury Trust Funds are contributing to work through the arbitration process	The fact that this process is still ongoing is outlined in the financial statements and we consider this to be sufficient disclosure at this stage.

TE POARI AKORANGA

ACADEMIC BOARD

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

RECOMMENDATIONS TO THE COUNCIL

FROM A MEETING OF THE ACADEMIC BOARD

HELD ON FRIDAY 12 MAY 2017

The Academic Board met on Friday 12 May 2017 and recommends:

1. **That the Council note the report from the Academic Board**

As part of the normal curricula development of the University, the Academic Board recommends:

2. **That the Council note and approve the intention to discontinue the Bachelor of Education (Physical Education) and report this to CUAP.**

As part of the review of the academic regulations of the University, the Academic Board recommends:

3. **That the Council approve the revision of the following 4 qualification regulations:**

College of Science

Master of Audiology	Master of Speech and Language Pathology
Master of Urban Resilience and Renewal	Postgraduate Diploma in Geographic Information Science

(Regulations available on the Council Sharepoint site)

Dr Hamish Cochrane
Chair
Te Poari Akoranga – Academic Board
18 May 2017

UNIVERSITY OF CANTERBURY

REPORT OF THE ACADEMIC BOARD MEETING HELD ON

FRIDAY 12 MAY 2017

TE POARI AKORANGA

The Academic Board reports for information the following matters that have been considered since the April 2017 meeting of the Board:

1. MATTERS ARISING

The Chair commented on the continued work relating to the cycleway along University Drive and Ilam Road; this had been raised as a matter of health and safety concern at a prior meeting. The Vice-Chancellor also indicated that he had communicated to the Christchurch City Council his concerns including the length of time the project was taking. The member who raised the issue reminded Board that the new curbing did not include a dropped curb (for bikes, scooters, mobility scooters) near the intersection of University Drive and Ilam Road for pedestrians.

The Chair included a more extensive EFTS enrolment table in the agenda that extended prior to 2010 (now 2005) for members as requested.

The Executive Director of Learning Resources spoke to a prior request on teaching spaces for 2018. Learning Resources had almost completed its work on a comprehensive Space Audit and had identified some 20-60 potential spaces that could be converted into flat teaching rooms; that there would be adequate room availability for 2018 without looking to adjust the current daily teaching window.

It was noted, in the minutes of the last meeting, that a small number of CUAP proposals had been developed and approved by the University Council as a consequence of the academic regulations review.

2. CHAIR'S REPORT

The Chair noted the following:

- He informed the Board of the teaching award winners: Professor Philippa Martin, Dr Pieter Pelser and Dr Jenny Clarke.
- He has made a recommendation to the Chancellor on the award of the Teaching Medal.
- He reminded members of the upcoming teaching week and its importance for professional and collegial development.

3. THE VICE-CHANCELLOR'S REPORT

The Vice-Chancellor took his report as read and highlighted the following:

- He noted the movements in new to UC enrolment EFTS, noting that UC's growth in domestic students was better than the sector as a whole. He also noted that with growth would come some challenges in staff student ratios that would need to be managed.

- The Vice-Chancellor also noted current progress on the major building projects, including the plan for a business case to the University Council on the Locke & Logie Buildings for Q3.

Questions from the floor included:

- A member asked about the use of karakia, prayers and other religious activities within the classroom and more broadly in other University meetings and events, prompted by a statement in the Vice-Chancellor's report (p5). The question was about the appropriateness of these in a secular University and whether it was timely to have a debate on when and in what form such activities were used. The member was careful to note his question should not be seen as a lack of support for biculturalism or the University's adoption of the biculturally competent and confident graduate attribute. The Vice-Chancellor welcomed the question and the need for such a conversation.
- A member made an observation on the UCME campaign (p7) in that the marketing did not resonant towards a significant proportion of the student body who have mental health issues; the images and stories were always of happy successful students.
- The Vice-Chancellor agreed with the observation of mental health being of concern to the University. As an analogy, he also noted that the imagery was often of sunny days in summer which didn't necessarily correlate with much of the teaching days; that marketing always took a positive view of the world.
- The question was whether the campaign could be more inclusive of students who have been successful given other challenges.
- A member gave a cautionary note of the long-term impact on any student identified as having an issue, regardless of their ability to overcome these challenges.
- There was a discussion on mental health and quantifying those with significant issues that impact on their studies, it was noted that the numbers registered with DRS (p 11) is small.
- A further cautionary note from a member, that we don't really know our students as much as we sometimes think, and therefore we must be careful with the assumptions we make.
- The Dean of Law noted the longitudinal study they were doing into student wellbeing, which including looking at workload and referrals to other services.

4. STUDENT FIRST PROGRAMME UPDATE

The Deputy Vice-Chancellor (Academic) spoke to his brief memorandum on the Student First Programme, the programme looking at the Student Management System and associated business processes. He noted a workshop to the University Council and that the Finance, Planning and Resources Committee will be considering the business case at its next meeting. Under the programme there has been review of academic regulations and he noted that the University Council had written a letter of commendation on this. He also noted that the Easy Enrolment Project was making good progress in simplifying processes.

5. REPORT FROM THE ACADEMIC ADMINISTRATION COMMITTEE

1. College of Education, Health and Human Development:

Bachelor of Education (Physical Education)

The Dean of Education and Health Sciences foreshadowed the discontinuation of this qualification. Enrolments had been suspended in 2015 and it was expected that the last students will have been taught out by the end of 2018. Prospective students interested in this subject area have been directed to other similar qualifications, such as the Bachelor of

Sport Coaching. The proposal was endorsed to be sent to Council for approval and CUAP for noting.

2. Academic Regulations Review:

The Academic Registrar noted that a further 4 qualifications modified under the review process were being presented to the Board for endorsement, supplementing the 85 presented last month. A further 45 qualifications and the general regulations are yet to come to the Board. The proposed motion of endorsement was identical to the motion last month and made provision for specific CUAP proposals and minor editorial changes to occur after the meeting. The qualifications considered were the

- Master of Audiology
- Master of Speech and Language Pathology
- Master of Urban Resilience and Renewal
- Postgraduate Diploma in Geographic Information Systems

A question was raised about the lack of an exit pathway in the Master of Speech and Language Pathology for students who have largely completed the qualification but for some reason need to exit. It was noted that the regulations review process was not aimed at addressing such issues, but the question would be taken up by the Dean of Science for consideration at another time.

6. GENERAL BUSINESS

The Chair noted that a working party of Board to advise the University Council on the final report from the Productivity Commission on "New models of Tertiary Education" had been formed, the member being: Professor Catherine Moran (Chair), Dr David Monger, Associate Professor Venkataraman Nilikant, Professor Sonia Mazey, Ms Liz Brown, and Mrs Sue Holstein.

Dr Andrew Bainbridge-Smith
Secretary
Te Poari Akoranga – Academic Board
18 May 2017