



# agenda

## Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2024-02-08
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

### SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

1. Karakia Tīmatanga | Opening Prayer
2. Mihi Whakatau | Welcome from the Chair
3. Membership
4. Terms of Reference

### SECTION 2 STANDING ITEMS

1. Ngā Whakapāha | Attendance, Apologies & Quorate Status
2. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings
3. Mahia Atu | Matters Arising

### SECTION 3 MEA HEI WHAKAAE | ITEMS TO APPROVE

1. Nomination for Appointment of an Honorary Research Fellow – Joanne Low, School of Environmental and Animal Sciences
2. Nomination for Appointment of an Honorary Research Fellow – Shannon Wallis, School of Environmental and Animal Sciences
3. Research Centres Update – Centre of Research in Education for Healthcare Professionals and Environmental Solutions Research Centre

### SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

N/A

## SECTION 5 NGĀ TUKUNGA | ITEMS TO RECEIVE

1. 2024 Unitec Early Career Researcher Contestable Fund Outcomes
2. Update on Unitec Research Ethics Committee

## SECTION 6 KUPU WHAKAMUTUNGA | CLOSING

1. Ētahi Kaupapa Anō | Any Other Business
2. Komiti Self-Assessment
3. Karakia Whakamutunga | Closing Karakia

## SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

### Item 1.1 Karakia Tīmatanga | Opening Prayer

KARAKIA TĪMATANGA	OPENING PRAYER
<i>Manawa mai te mauri nuku</i>	<i>Embrace the power of the earth</i>
<i>Manawa mai te mauri rangi</i>	<i>Embrace the power of the sky</i>
<i>Ko te mauri kai au</i>	<i>The power I have</i>
<i>He mauri tipua</i>	<i>Is mystical</i>
<i>Ka pakaru mai te pō</i>	<i>And shatters all darkness</i>
<i>Tau mai te mauri</i>	<i>Cometh the light</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>Join it, gather it, it is done!</i>

### Item 1.2 Mihi Whakatau | Welcome from the Chair

### Item 1.3 Te Komiti Rangahau o Unitec Membership

Marcus Williams (Associate Professor)	Chair and Director Research and Enterprise
Daisy Bentley-Gray (Emerging)	Nominee of Director, Pacific Success
Tanya White (Early Career)	Nominee of Director, Māori Success
Dr Helen Gremillion (Professor)	Healthcare and Social Practice
Dr Yusef Patel (Early Career)	Architecture
Vacant	Building Construction
Dr Lian Wu (Associate Professor)	Healthcare and Social Practice
Dr Hamid Sharifzadeh (Professor)	Computing and Information Technology
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Kristie Cameron (Associate Professor/ Early Career)	Environmental & Animal Sciences
Vacant	Applied Business
Carly Van Winkel (Emerging)	Bridgepoint
Dr Norasieh Md Amin (Subject Librarian)	Library
Kate Zeng (Student Rep)	Nominee of Student Council
Arun Deo (Research Advisor)	Tūāpapa Rangahau

**In attendance:** Brenda Massey (Acting Secretary)      Tūāpapa Rangahau

#### **Item 1.4                      Te Komiti Rangahau o Unitec Terms of Reference**

The powers and functions of Te Komiti Rangahau o Unitec (URC) shall be to:

- a. Foster the conduct of research, and support the achievement of Unitec’s strategic research, enterprise and innovation priorities.
- b. Propose and advise on strategic directions and priorities for research, enterprise, and innovation.
- c. Provide expert advice on institutional policy.
- d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise, and innovation.
- e. Oversee the Grants Advisory Committee and the reporting of funded projects.
- f. Encourage and enhance the development of the research, enterprise, and innovation culture along with student and staff research capability, with emphasis on the development of Māori and Pacific research capability.
- g. Oversee the monitoring of research outputs and research reporting.
- h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise, and innovation.

### **SECTION 2                      STANDING ITEMS**

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#### **Section 2.1                      Ngā Whakapāha | Attendance, Apologies & Quorate Status**

##### **RECOMMENDATION**

That the committee accepts the apologies of today’s meeting.

#### **Section 2.2                      Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings**

*refer to [pg5](#)*

##### **RECOMMENDATION**

That the committee approves the minutes of the meeting of 2023-11-09.

#### **Section 2.3                      Mahia Atu | Matters Arising**

*refer to [pg10](#)*

### **SECTION 3                      MEI HEI WHAKAAE | ITEMS TO APPROVE**

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#### **Section 3.1                      Nomination for Appointment of an Honorary Research Fellow – Joanne Low, School of Environmental and Animal Sciences**

refer to [pg11](#)

**Section 3.2                      Nomination for Appointment of an Honorary Research Fellow – Shannon Wallis, School of Environmental and Animal Sciences**

refer to [pg14](#)

**Section 3.3                      Research Centres Update – Centre of Research in Education for Healthcare Professionals and Environmental Solutions Research Centre**

refer to [pg20](#)

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**SECTION 4                      WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION**

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**N/A**

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**SECTION 5                      NGĀ TUKUNGA | ITEMS TO RECEIVE**

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**Section 5.1                      2024 Unitec Early Career Researcher Contestable Fund Outcomes**

refer to [pg21](#)

**Section 5.2                      Update on Unitec Research Ethics Committee**

refer to [pg24](#)

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**SECTION 6                      KUPU WHAKAMUTUNGA | CLOSING**

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**Section 6.1                      Ētahi Kaupapa Anō | Any Other Business**

**Section 6.2                      Komiti Self-Assessment**

refer to [pg29](#)

**Section 6.3                      Karakia Whakamutunga | Closing Karakia**

TE KARAKIA WHAKAMUTUNGA	CLOSING PRAYER
<i>Ka wehe atu tātou</i>	<i>We are departing</i>
<i>I raro i te rangimārie</i>	<i>Peacefully</i>
<i>Te harikoa</i>	<i>Joyfully</i>
<i>Me te manawanui</i>	<i>And resolute</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>We are united, progressing forward!</i>



# minutes

## Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2023-11-09
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

<b>MEETING OPENED:</b>	1300h
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### SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

#### Item 1.1 Karakia Tīmatanga | Opening Prayer

#### Item 1.2 Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting.

### SECTION 2 – STANDING ITEMS

#### Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

##### **Members Present**

1. Marcus Williams (Chair)
2. Arun Deo
3. Nora Md Amin
4. Tanya White
5. Helen Gremillion
6. Yusef Patel
7. Lian Wu
8. Hamid Sharifzadeh
9. Daisy Bentley-Gray
10. Leon Tan

Total members represented: 10 members

##### **Apologies**

1. Carly Van Winkel
2. Kate Zeng

## 3. Kristie Cameron

Total apologies:

3 members

**MOTION****That the committee accepts the apologies for today's meeting.****Moved: Tanya White****Seconded: Helen Gremillion****MOTION CARRIED****Quorate Status**

A minimum of seven representatives is required; the meeting was quorate.

**Hunga Mahi | Staff in Attendance**

1. Brenda Massey, Acting Secretary

**Item 2.2 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting****MOTION****That the committee approves the minutes of the 2023-10-12 meeting as a true and accurate record.****Moved: Hamid Sharifzadeh****Seconded: Lian Wu****MOTION CARRIED****Item 2.3 Mahia Atu | Matters Arising**

<b>Agenda Item(s)</b>	<b>Action</b>	<b>Responsible</b>	<b>Outcome</b>
4.1	Forward any feedback on the draft Panel-Specific Guidelines for the PBRF Quality Evaluation 2026 to Brenda Massey before COB Wednesday, 1 November.	All	Complete
	Convey the committee's collated feedback to the Rangahau Research Forum via Megan Allardice (EIT).	Brenda Massey	N/A – no feedback was received
5.2	Communicate the new process for obtaining NVivo software licences and the installation instructions to Research Leaders.	Penny Thomson	Complete
	Determine how Tūāpapa Rangahau can support staff to install the software, if required, and include that in the communication.	Marcus Williams / Arun Deo / Penny Thomson	Complete

**SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE****Section 3.1 2024 Unitec Research Committee Work Plan**

A draft work plan for 2024 was presented for the committee's review and approval.

It was acknowledged that recruitment of a national Rangahau and Research Director is currently underway, and that person will progress a change proposal for the structure of management and administration of research nationally. The change proposal will impact the sub-committees of Te Komiti Mātauranga, including this one, and similar academic boards across the motu. There is already a national committee for research and postgraduate in Te Pūkenga and that committee will also influence this committee's operations going forward. In the meantime, the URC will continue to function in accordance with its current ToR.

Agenda items 4.1 and 5.1 were discussed at this point of the meeting.

#### 2024 Unitec Research Committee Membership

**Action:** Marcus Williams to attend to filling the current vacancies on the committee.

The committee's current composition requirements assert that one member must be the "Nominee of Director, Pacific Success". There is not currently a director in place. It was decided that this composition requirement be amended to "Nominee of Interim Manager, Pacific Success".

Additionally, there is not currently a "Nominee of Director, Māori Success" so this should be changed to "Nominee of Director (Acting), Māori Success" – Brenda Massey to **action**.

It was queried whether the Tārata te anamata | Creating our futures decision will necessitate a shift in the composition requirements of the committee. It was agreed that the committee should add a reassessment of its membership to its 2024 Work Plan (for March) – Brenda Massey to **action**.

#### 2024 Unitec Research Committee Meeting Dates

Meetings are currently scheduled to take place online on the second Thursday of each month from 13:00 to 15:00. The committee was supportive of this continuing next year.

#### **MOTIONS**

**That the committee's current membership and composition requirements continue into 2024, subject to "Nominee of Director Pacific Success" being changed to "Nominee of Interim Manager Pacific Success" and "Nominee of Director Māori Success" being changed to "Nominee of Director (Acting) Māori Success."**

**That the committee approves its Work Plan for 2024, subject to the inclusion of a reassessment of the committee's membership requirements in March.**

**That the committee approves the proposed schedule of 2024 meetings.**

**Moved: Daisy Bentley-Gray**

**Seconded: Hamid Sharifzadeh**

**MOTION CARRIED**

### **SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION**

#### **Section 4.1                      2024 Unitec Research Committee Membership**

Discussed under matter 3.1.

## SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

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### **Section 5.1                      2024 Unitec Research Committee Meeting Dates**

Discussed under matter 3.1.

### **Section 5.2                      Classification of the URC's 2023 Agenda Items**

The committee noted the classifications assigned to its 2023 agenda items according to which of the committee's Terms of Reference each item responded to and whether they were strategically or review oriented.

It was good to see that the majority of items considered by the committee were strategic (65%), although it was noted that the work the committee takes to review items (35%), such as reports on internally funded projects, the annual RPTL report etc is no less important. The Principal Investigators of internally funded projects value the committee's acknowledgement of the impacts their projects have had and of the outputs that have been produced, and it is important that there is accountability for the use of institutional funding. The committee's oversight of the RPTL is vital in ensuring Unitec is in compliance with NZQA and TEC requirements.

## SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

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### **Section 6.1                      Ētahi Kaupapa Anō | Any Other Business**

The December committee meeting is slated to occur the day before the Unitec Christmas shutdown, and there are no items of business scheduled in the committee's work plan. It was agreed that instead of a formal meeting, committee members can utilise the scheduled time to discuss any updates on research in Te Pūkenga, particularly if at that time the new national director of research and rangahau has been appointed. The meeting will not have an agenda, and minutes will not be taken. Attendance will be optional.

The organisation of the Pacific Symposium is progressing well. A good number of abstracts and registrations are being received. Dr Megan Gibbons is scheduled to provide the keynote address, and it will be good to hear Te Pūkenga's vision for Pacific and research.

### **Section 6.2                      Komiti Self-Assessment**

An opportunity was given for the committee to reflect on their self-assessment provocations. The committee is reminded that feedback on any aspect of the committee's operation can be emailed to the Chair or the Secretary at any time (in confidence if requested).

### **Section 6.3                      Karakia Whakamutunga | Closing Karakia**

<b>MEETING CLOSED:</b>	1335 h
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### SUMMARY OF ACTIONS

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Agenda Item(s)	Action	Responsible	Outcome
3.1	Attend to filling the current vacancies on the committee.	Marcus Williams	
3.1	Amend the committee's composition requirements as follows: <ul style="list-style-type: none"> <li>Change "Nominee of Director Pacific Success" to "Nominee of Interim Manager Pacific Success".</li> <li>Change "Nominee of Director Māori Success" to "Nominee of Director (Acting) Māori Success".</li> </ul>	Brenda Massey	
3.1	Add a reassessment of the committee's membership the 2024 Work Plan (for March).	Brenda Massey	

### MATTERS ARISING

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Agenda Item(s)	Action	Responsible	Outcome
3.1	Attend to filling the current vacancies on the committee.	Marcus Williams	In progress
3.1	Amend the committee's composition requirements as follows: <ul style="list-style-type: none"> <li>Change "Nominee of Director Pacific Success" to "Nominee of Interim Manager Pacific Success".</li> <li>Change "Nominee of Director Māori Success" to "Nominee of Director (Acting) Māori Success".</li> </ul>	Brenda Massey	Complete
3.1	Add a reassessment of the committee's membership the 2024 Work Plan (for March).	Brenda Massey	Complete



# memo

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To	Unitec Research Committee	Date	November 21, 2023
From	Professor Terri-Ann Berry Director of Environmental Solutions Research Centre		
Subject	Nominations for Appointment of an Honorary Research Fellow		

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I am requesting that the Unitec Research Committee approves the appointment of Joanne Low as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

Joanne Low is an Environmental Scientist with expertise in environmental monitoring, specifically in the fields of waste minimisation and air quality. Joanne is very well connected with Construction, and Aged Care sectors, as well as with major suppliers, manufacturers and government agencies.

Joanne will be working as a consultant for the Environmental Innovations Centre (EIC) from January 2024 where she will continue to provide complex data analysis and reporting on environmental issues. She will be adding value to research at Unitec (and Te Pūkenga) via her advanced knowledge of the complexities of characterising waste from a variety of sectors and indoor air quality data capture and analysis.

Joanne has a network of colleagues across Te Pūkenga with whom she will continue to work and support.

Thanks and regards

Terri-Ann

# JOANNE LOW

 022 018 9128

 [joanne.low279@gmail.com](mailto:joanne.low279@gmail.com)

 57 Mapou Road, Hobsonville  
0618

## EDUCATION

### University of Auckland

Master of Science  
(Environmental Science)  
2022

Postgraduate Diploma  
(Environmental Science)  
2020

Bachelor of Science  
(Chemistry & Environmental  
Science)  
2019

### Rangitoto College

NCEA Level 3  
2010-2014

## SKILLS

Full NZ Driver's Licence

Languages: English, Mandarin,  
Chinese

Software: Microsoft Office,  
Rstudio, SPSS

## WORK EXPERIENCE

### Research Associate

Environmental Solutions Research Centre (ESRC, Unitec) 2019  
- present

- Lead a BRANZ-funded waste management project to reduce plastic waste on construction sites
- Collect indoor air quality measurements; manage and analyse large datasets
- Liaise with and bring together stakeholders from various industries

### Support Worker/Tutor

2018 - present (part-time)

- Tutoring a student with a learning disability
- Organizing lessons, activities, and resources
- Topics: literacy, numerical and life skills

### Intern

Urbz, Mumbai

Jan - March 2020

- Researched the structural importance of local mangroves
- Wrote about the significance of mangroves to local fisher-towns
- Collaborated with local air quality experts to investigate the air quality of Dharavi

### Checkout Assistant

New World Browns Bay

2016-2017

- Served customers at register
- Worked in a fast-paced, customer-facing environment

## ACHIEVEMENTS

**2022:** Smart Aotearoa  
Sustainable Development Award  
(3rd Place)

**2022:** Early Career Research  
Excellence Award (MIT/Unitec  
Research Symposium)

**2020:** Prime Minister's  
Scholarship for Asia and Latin  
America (PMSA) to Mumbai,  
India

**2019:** Kate Edger Educational  
Charitable Trust Postgraduate  
Diploma Award

**2015:** Recognised in Pro  
Vice-Chancellor's Merit List  
(College of Sciences, Massey  
University)

**2014:** Vice-Chancellor's Natural  
Science Excellence Award  
(Massey University)

## REFERENCES

**Terri-Ann Berry**  
(Director of ESRC)

**Jennifer Salmond**  
(MSc Supervisor)

**Judy Zhang**  
(Support Worker Employer)

## PERSONAL SKILLS

### Management

- Project lead for Construction Waste project at ESRC
- Collecting and managing data on waste audits
- Liaising with contractors and waste providers about waste targets and site management
- Recruited and organised the collection of household dust samples across Auckland for master's thesis
- Reporting on waste management progress and results

### Communication

- Tutor at Unitec for Sustainable Engineering course
- Preparation of lectures and teaching classes online and in-person
- Collaboration with a wide range of groups through ESRC, e.g. construction industry partners, recycling companies, councils, academics and schools.

### Organisation and Data Management

- Facilitated the production and calibration of 80 indoor air quality monitors (produced by ESRC)
- Sampling, managing and tidying indoor air quality data at ESRC
- Collecting and managing waste audit data at ESRC
- Processed and analysed household dust samples for MSc



# memo

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To	Unitec Research Committee	Date	November 21, 2023
From	Professor Terri-Ann Berry Director of Environmental Solutions Research Centre		
Subject	Nominations for Appointment of an Honorary Research Fellow		

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I am requesting that the Unitec Research Committee approves the appointment of Dr Shannon Wallis as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

Dr Wallis is a Civil Engineer with a PhD in the field of asbestos bioremediation and further knowledge and expertise in the fields of asbestos management, waste minimisation and air quality. Shannon is very well connected with Engineering and Construction industries, as well as with international Universities (e.g., University of Pennsylvania) and government agencies.

Shannon will be working as a consultant for the Environmental Innovations Centre (EIC) from January 2024 where she will continue to provide project management, environmental reporting, and data analysis. She will add value to research at Unitec/Te Pūkenga via her advanced knowledge of degradation of asbestos waste, indoor air quality analysis, and construction waste characterisation.

Shannon has a network of colleagues across Te Pūkenga with whom she will continue to work and support.

Thanks and regards

Terri-Ann Berry

# Curriculum Vitae

## Shannon Wallis

### Contact Details

Email:

- shannonleewallis@gmail.com

LinkedIn:

- <https://nz.linkedin.com/in/shannonwallis>

### Work history

**Research Associate**, Unitec Institute of Technology, July 2019 – January 2024

- **Asbestos Remediation & Awareness**  
Research focusing on the use of bioremediation on asbestos waste.
- **Asbestos Awareness Lectures**  
Creation and dissemination of a series of lectures to educate Construction, Trades, Engineering and Architecture students around the dangers of asbestos.
- **Effects of Building Design on Indoor Air Quality**  
Research focusing on the use of low-cost sensors in a variety of homes with home ventilation systems.
- **Waste Management**  
Research focusing on minimising and providing alternative solutions for construction waste with a specific focus on plastic waste.

**Civil Engineer**, Chester Consultants, August 2016 – November 2019

- **Civil Engineer**
  - Detailed design of infrastructure and flood modelling.
  - Producing engineering reports.
  - Client management.

**Research Associate**, Unitec Institute of Technology, November 2017 – November 2018

- **Asbestos Remediation**  
Research focusing on the use of bioremediation on asbestos waste.
  - To examine the potential to bio-remediate asbestos and asbestos containing building materials in varying geographic locations, varying soil types, using different plant and fungal species, using differing burial and storage methodologies (in ground and plastic bags).
  - To develop safe and sustainable protocols and specifications for disposal of asbestos containing materials.
- **Effects of Building Design on Indoor Air Quality**

Research focusing on the use of vapor control membranes in the home on indoor air quality.

- Analysing air quality differences between test home with a vapour check membrane and identical test home without a vapour check membrane in various scenarios.

**Part-Time Lecturer**, Unitec Institute of Technology, February 2017 – July 2017

- **Environmental Engineering**
  - Course Coordinator of Sensitive Environment – Semester 1 2017

**Research Assistant**, Unitec Institute of Technology, November 2015 – November 2017

- **Asbestos Remediation**
  - Research focusing on the use of bioremediation on asbestos waste.
- **Effects of Building Design on Indoor Air Quality**
  - Research focusing on the use of vapor control membranes in the home on indoor air quality.
- **Waste Management**  
Development and production of a Waste Management Plan for Unitec Building 108, responsibilities include:
  - Collating building pre-survey (desktop) information.
  - Carry out on-site 'Waste Survey'.
  - Quantify volume or tonnage of potential waste and deconstruction items.
  - Develop waste stream mapping.
  - Produce a developed Waste Management Plan with a comprehensive methodology.

## Publications

### Journal Articles

- Doyle, E., Blanchon, D., Wells, S., de Lange, P., Lockhart, P., Waipara, N., Manefield, M., **Wallis, S.**, & Berry, T-A. Internal Transcribed Spacer and 16S Amplicon Sequencing Identifies Microbial Species Associated with Asbestos in New Zealand. *Genes* 2023, 14(729), 1-12. (2023).
- Birchmore, R.C., Berry, T-A., **Wallis, S.L.**, Tsai, S., & Hernandez, G. Thermal Performance and Indoor Air Quality in New, Medium Density Houses – Auckland, New Zealand. *International Journal of Building Pathology and Adaptation*, 1, 1-22. (2022). doi:<https://www.emerald.com/insight/content/doi/10.1108/IJBPA-08-2021-0110/full/html>
- Hernandez, G., Low, J.K., Nand, A., Bu, A., **Wallis, S.L.**, Kestle, L., & Berry, T-A. Quantifying and Managing Plastic Waste Generated from Building Construction in Auckland, New Zealand. *Waste Management and Research*, 1, 1-9. doi:<https://doi.org/10.1177/0734242X221105425>
- Berry, T-A., Belluso, E., Vigliaturo, R., Giere, R., Emmett, E.A., Testa, J.R., Steinhorn, G., & **Wallis, S.L.** Asbestos and Other Hazardous Fibrous Minerals: Potential Exposure Pathways and Associated Health Risks. *International Journal of Environmental Research and Public Health*, 19(7), 1-17. (2022).

- **Wallis, S.L.**, Emmett, E.A., Hardy, R., Casper, B.B., Blanchon, D.J., Testa, J.R., Menges, C.W., Gonneau, C., Jerolmack, D.J., Seiphoori, A., Steinhorn, G., & Berry, T-A. Challenging Global Waste Management – Bioremediation to Detoxify Asbestos. *Frontiers in Environmental Science*, 8, 20. (2020). doi:10.3389/fenvs.2020.00020
- Low, J.K., **Wallis, S.L.**, Hernandez, G., Cerqueira, I.S., Steinhorn, G., & Berry, T-A. Encouraging Circular Waste Economies for the New Zealand Construction Industry: Opportunities and Barriers. *Frontiers in Sustainable Cities - Open Access*, 2(35), 1-7. (2020). doi:10.3389/frsc.2020.00035
- Hernandez, G., **Wallis, S.L.**, Graves, I., Narain, S., Birchmore, R., & Berry, T-A. The Effect of Ventilation on Volatile Organic Compounds Produced in Residential Buildings Under Simulated Occupancy. *Atmospheric Environment X*, 6, 1-11. (2020).
- **Wallis, S.L.**, Hernandez, G., Poyner, D., Birchmore, R. & Berry, T-A. Particulate matter in residential buildings in New Zealand: Part I. Variability of particle transport into unoccupied spaces with mechanical ventilation. *Atmospheric Environment X*. 2, 1-10. (2019). doi:10.1016/j.aeaoa.2019.100024
- **Wallis, S.L.**, Hernandez, G., Poyner, D., Holmes, W., Birchmore, R. & Berry, T-A. Particulate matter in residential buildings in New Zealand: Part II. The impact of building airtightness, mechanical ventilation using simulated occupancy. *Atmospheric Environment X*. 2, 1-11. (2019). doi:10.1016/j.aeaoa.2019.100026
- Berry, T-A., Chiswell, J.H.D., **Wallis, S.L.**, & Birchmore, R. The effect of airtightness on indoor air quality in timber houses in New Zealand. *Unitec ePress Occasional and Discussion Paper Series*, 9, 1-13. (2017).

## Conference Proceedings

- Berry, T-A., Low, J.K., **Wallis, S.L.**, Kestle, L., Day, A., & Hernandez, G. Determining the Feasibility of a Circular Economy for Plastic Waste from the Construction Sector in New Zealand. In *IOP Publishing (Ed.), IOP Conf. Series: Earth and Environmental Science. SBEfin2022 Emerging Concepts for Sustainable Built Environment (SBEfin2022), International Council for Research and Innovation in Building and Construction*, 1-8. (2022). doi:10.1088/1755-1315/1122/1/012002
- Kestle, L., Hernandez, G., Berry, T-A., Low, J., & **Wallis, S.L.** Plastic Minimisation in Construction: A pilot study identifying and quantifying the composition of C&D plastic in construction Waste. In Deakin University (Ed.), *Proceedings of the 44th AUBEA conference, 27-29th October*, 1-10. (2021).
- **Wallis, S.L.**, Lemckert, C., Hardy, R., & Berry, T.-A. Disposal or Treatment: Future considerations for solid waste from the construction and demolition industry. *WIT Transactions on Ecology and the Environment. Wessex Waste Management*, 247, 171-183. (2020). doi:10.2495/WM200161
- Birchmore, R.C., **Wallis, S.L.**, Hernandez, G., Pivac, A., & Berry, T. Air Tightness, Friend or Foe?. In Wajiha Mohsin Shahzad, Eziaku Onyeizu Rasheed, James Olabode Bamidele Rotimi (Ed.), *Proceedings – New Zealand Built Environment Research Symposium*, 6, 119-128. (2020).
- Hernandez, G., Berry, T-A., **Wallis, S.L.**, & Poyner, D. Temperature and humidity effects on particulate matter concentrations in a sub-tropical climate during winter.

Lydia Liu (Ed.), *Proceedings of the International Conference of the Environment, Chemistry and Biology (ICECB)*, **102**, 41-49. (2017).

## Other Dissemination

- Berry, T-A., Steinhorn, G., Low, J.K., **Wallis, S.L.**, & Blanchon, D. Diagnostic Procedures for Low-Level Asbestos Contamination in Occupied Tertiary Institutional Buildings. Paper presented at the Goldschmidt 2023, Lyon, France. (2023, July).
- Berry, T-A., Low, J.K., Blanchon, D., **Wallis, S.L.**, & Steinhorn, G. Keynote Speech: Innovation-Environmental Exposure to Asbestos: Assessing and Managing Risks in New Zealand. Paper presented at the FAMANZ Asbestos 2023: Collaboration is key, Auckland. (2023, March).
- Berry, T-A., Low, J.K., **Wallis, S.L.**, Kestle, L., Day, A., & Hernandez, G. Determining the Feasibility of a Circular Economy for Plastic Waste from the Construction Sector in New Zealand. Paper presented at the SBEfin 2022 – Emerging Concepts for Sustainable Built Environments, Helsinki. (2022, November).
- **Wallis, S.L.**, Lemckert, C., Hardy, R., & Berry, T-A. Pilot Bioengineered Treatment Processes for Hazardous Waste. Paper presented at the MIT/Unitec Research Symposium, Unitec. (2021, December).
- **Wallis, S.L.**, Pau, F., Blanchon, B., & Berry, T-A. Processes for Low-Level Asbestos Contamination in Occupied Workplace Buildings. Paper presented at the MIT/Unitec Research Symposium, Unitec. (2021, December).
- Berry, T-A., Steinhorn, G., Massey, B., Hernandez, G., Low, J., & **Wallis, S.L.** The highs and lows of developing a transdisciplinary Research Centre and the importance of applied research. Paper presented at the MIT/Unitec Research Symposium, Unitec. (2021, December).
- Low, J., Hernandez, G., Kestle, L., **Wallis, S.L.**, & Berry, T-A. Understanding the Plastic Component of Construction and Demolition Waste to Increase Landfill Diversion. Paper presented at the MIT/Unitec Research Symposium, Unitec. (2021, December).
- Berry, T-A., & **Wallis, S.L.** Hazardous Mineral Wastes and Options for Bioremediation: New Zealand Research. Paper presented at the New Zealand Land & Groundwater Conference 2021, Online. (2021, May).
- Berry, T-A., & **Wallis, S.L.** Asbestos Awareness. Presentation conducted at the Asbestos Awareness Webinar, Online. (2021, April).
- Hernandez, G., Low, J., **Wallis, S.L.**, Lador, C., & Berry, T-A. Inconsistencies and Inequalities: Why the World Needs a More Unified Approach to Air Pollution. Paper presented at the MIT/Unitec Research Symposium, Unitec. (2021, December).
- Berry, T-A., & **Wallis, S.L.** Asbestos and Asbestiform Research. Presentation conducted at the Asbestos Awareness Week: Asbestos Forum 2020, Unitec Institute of Technology. (2020, November).
- **Wallis, S.L.** Disposal or Treatment: Future Considerations for Solid Waste from the Construction and Demolition Industry. Paper presented at the Annual Unitec Research Symposium, Unitec Institute of Technology, New Zealand. (2020, October).

- Berry, T-A., **Wallis, S.L.**, & Tohill, S. Asbestos Risks - From Cradle to Grave. Presentation conducted at the Environmental Science, Risk and Society (EnvSci303), University of Auckland. (2020, August).
- Berry, T-A., & **Wallis, S.L.** Managing Asbestos Waste – Potential for Treating Asbestos. Paper presented at the Asbestos Management Conference, Wellington. (2019, November).
- Steinhorn, G., Berry, T-A., & **Wallis, S.L.** Building collaborative research networks to tackle asbestos waste with a circular economy approach. Paper presented at the ITP Research Symposium, Napier. (2019, April).
- Berry, T-A., **Wallis, S.L.** & Hardy, R.M. International bioremediation presentation: Presentation to the Australian Government. *Australian Government, Darwin, Australia*, (2017, September).
- Berry, T-A., **Wallis, S.L.** & Hardy, R.M. International bioremediation presentation: Presentation to the Northern Territories Government and Yuendumu community, Yuendumu, Australia. *Northern Territories and Local Authority Meeting, Yuendumu, Australia*, (2017, September).
- Berry, T-A. & **Wallis, S.L.** Asbestos remediation and the progress of the “Mr Fluffy” clean-up. *Australian Capital Territory Government and Master Builders, Iron Knob Street, Fyshwick, Canberra, Australia*, (2016, September).
- Berry, T-A. & **Wallis, S.L.** Long-term asbestos disposal presentation. *Sustainable Buildings and Technologies (8038), University of Canberra, Australia*. (2016, August).

## Qualifications

- **Doctor of Philosophy**, University of Canberra, 2023.
- **Postgraduate Certificate in Engineering – Civil**, University of Auckland, 2016.
- **Bachelor of Engineering Technology – Civil**, Unitec Institute of Technology, 2013 – 2015.

## Achievements

- **Unitec Research Symposium – Early Career Researcher Finalist 2021**
- **Unitec Research Symposium – Research with Impact Finalist 2018**
- **Engineering New Zealand (ENZ) – Hume Fellowship Recipient 2017**
- **Student Engineer New Zealand (SENZ) Representative**, Unitec, 2014 and 2015 – Student Direct March/April 2015 – Issue 60 – <http://ipenz.cmail19.com/t/ViewEmail/t/6FAC49452DBC0B75/101D3B4C66D27CF99A8E73400EDACAB4>

## Research Profiles

ResearchGate:

- <https://www.researchgate.net/profile/Shannon-Wallis>

OrcidID:

- <https://orcid.org/0000-0002-0052-2453>

## Unitec New Zealand Limited

### Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 8 February 2024

<b>Title</b>	Research Centres Update – Centre of Research in Education for Healthcare Professionals and Environmental Solutions Research Centre
<b>Provided by:</b>	Marcus Williams – Director Research and Enterprise
<b>For:</b>	<b>APPROVAL</b>

### Recommendation

That the operations of the Centre of Research in Education for Healthcare Professionals and the Environmental Solutions Research Centre be paused for one year in the wake of the recent resignation of both centres' directors.

### Purpose

A/P Samantha Heath and Prof Terri-Ann Berry have both left Unitec. While they have both been appointed as Unitec Adjunct Professors, there is no-one able to take over the directorship of the Centre of Research in Education for Healthcare Professionals or the Environmental Solutions Research Centre at this juncture. It is therefore recommended that the operations of both centres be paused for one year to ascertain if there is a change.

### Information/Background

The Centre of Research in Education for Healthcare Professionals was accredited as a research centre in 2022 under the directorship of A/P Samantha Heath from the School of Healthcare and Social Practice. A/P Heath left Unitec in January 2024.

The Environmental Solutions Research Centre was accredited as a research centre in 2019 under the directorship of Prof Terri-Ann Berry. Prof Berry left Unitec in January 2024.

### Next Steps

The ongoing viability of the Centre of Research in Education for Healthcare Professionals and the Environmental Solutions Research Centre will be considered by this committee in February 2025.

## Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 9 February 2024

<b>Title</b>	2024 Unitec Early Career Researcher Contestable Fund Outcomes
<b>Provided by:</b>	Brenda Massey, Senior Grants Advisor
<b>For:</b>	<b>INFORMATION</b>

### Recommendation

That the Committee notes the outcomes of the 2024 Unitec Early Career Researcher (ECR) Fund.

### Key Points

- Nine registrations of interest (ROI) were received. All were given feedback and invited to submit full proposals.
- Six full applications were received; three people who submitted ROIs did not go on to submit full applications (one was leaving Unitec, one could not achieve the appropriate commitment from their intended collaborators; one had a change of heart).
- Four applications were approved; three of these are subject to modification before funds will be released.
- Two applications were declined.

Full details of the outcomes of the four full applications are as follows:

Applicant	School	Project Title & Outcome	Amount
Tanya White	Ngā Wai a Te Tūi	Toitū te Whenua: Sustaining the Wāhi Tapu of Te Noho Kotahitanga Marae.	\$8,000
A/P Kristie Cameron	Environmental and Animal Sciences	Methodologies for measuring preference and demand in guinea pigs.	\$9,000
Dr Mary Yan	Healthcare and Social Practice	Development of emergency food formulation with mainly New Zealand ingredients for disaster preparedness.	\$3,250
Dr Caralyn Kemp	Environmental and Animal Sciences	Use and Benefits of Dog Parks for Dogs.	\$13,875
<b>Total</b>			<b>\$34,125</b>

The themes that came out of this year's assessment of the applications are appended and were sent to all applicants.

## **Information/Background**

The ECR Fund provides annual, contestable funding to emerging and established ECRs at Unitec in order to develop their capability, capacity and career progression as a Principal Investigator on a high-quality applied research project that meets the evaluation criteria.

Applicants were required to signal their interest in applying for ECR funding by completing a RoI. The RoI enabled Tūāpapa Rangahau to check the PI met the definition of an ECR, to assign the PI a mentor (if requested), to give some feedback with the aim of strengthening applicants' full proposals and to identify the types of assessment expertise that would be required at the full application stage. Full applications were invited from eligible PIs and were assessed by a Grants Advisory Committee (GAC), a sub-committee of the Unitec Research Committee, on research quality, impact, engagement, vision mātauranga, capability development and application quality.

The GAC convened on Tuesday, 28 November 2023 to discuss their assessments and decide the outcome of the submitted applications. Applicants were notified of the outcome of their applications on 7 December 2023.

## **Attachments**

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- 2024 ECR Funding: Themes Identified by the Grants Advisory Committee

## 2024 Early Career Researcher (ECR) Funding Themes Identified by the Grants Advisory Committee (GAC)

The GAC carefully assessed all applications in adherence with the criteria of the fund.

The GAC was impressed by the applied nature of the projects proposed by Unitec's ECRs.

Compelling applications typically:

- Included new and emerging researchers and/or involved Te Pūkenga colleagues. This provides Principal Investigators with leadership opportunities and affords others a chance to collaborate on the production of research outputs.
- Allowed for student involvement.
- Demonstrated end-user input into the development of the project.
- Offered internal and external collaborators opportunities to upskill, e.g., in the application of research methodologies.
- Were well referenced, showing a good understanding of the current literature, and providing evidence that the research would address a gap in what is already known.
- Allowed for knowledge transfer in ways over and above conference presentations and publication in academic journals (e.g., through involvement in the research, research training for the relevant community, hui, exhibitions, blogs, public lectures, publication in industry newsletters etc).
- Used consistent terminology which was clearly explained.
- Clearly articulated the research methodology/methods and explained why the particular approach was chosen.
- Clearly articulated the 'why' of the research, i.e., what would change for the better as a result of the research (improved understanding, a streamlined process etc).
- Demonstrated a clear understanding of Vision Mātauranga and described how mātauranga Māori could be incorporated into the project.
- Presented a detailed budget which correlated clearly and appropriately to the resourcing and methods identified elsewhere in the proposal (i.e., showed in some detail what the money would be used for).

Things that could be improved:

- Not all GAC members work in the same field as the applicant. Applicants should pitch their proposals to an intelligent but non-specialist audience, e.g., by avoiding jargon, explaining discipline-specific concepts, describing specialist scientific techniques etc.
- GAC membership changes year to year and may be drawn from outside the applicant's institution. Any linkages to previous/related projects should be carefully articulated.
- Applications to progress previously funded projects should very clearly differentiate the new aims, questions, and methods.
- Applications which include an element of co-funding should note the status of the co-funding, i.e., whether funding will be requested, has been requested, or has been approved.
- Applications should be proofread prior to submission, including checks of grammar, spelling and for repetition.

## Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 9 February 2024

<b>Title</b>	Update on Unitec Research Ethics Committee
<b>Provided by:</b>	A/P Marcus Williams, Director Research & Enterprise
<b>For:</b>	<b>INFORMATION</b>

### Recommendation

That the Committee notes the Unitec Research Ethics Committee's new Terms of Reference and membership.

### Key Points

The Unitec Research Ethics Committee (UREC) has updated its Terms of Reference and membership. UREC is no longer accredited by the Health Research Council.

### Attachments

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- Memo to Te Komiti Mātauranga, dated 7 November 2023.

## Unitec New Zealand Limited

Meeting of Te Komiti Mātauranga | Academic Committee

Date of Meeting: 2022-11-7

<b>Title</b>	2023 Unitec Research Ethics Committee Membership and New Terms of Reference
<b>Provided by:</b>	A/P Marcus Williams, Director Research & Enterprise
<b>For:</b>	<b>Approval</b>

### Recommendation

That Te Komiti Mātauranga approves the 2024 Unitec New Research Ethics Committee's (UREC's) Terms of Reference (ToR) and Membership for 2024.

### Purpose

To report to Te Komiti Mātauranga on UREC's 2024 new Terms of Reference and Membership, as per Section 8.1 of Te Komiti Mātauranga Terms of Reference.

### Background

The UREC is a subcommittee of Te Komiti Mātauranga.

Te Komiti Mātauranga has the authority to determine UREC's memberships and ToR.

### Attachments

Proposed 2024 UREC New Structure

Proposed 2024 UREC Membership

Proposed 2024 UREC New ToR

## Membership of Unitec Research Ethics Committee

### Leadership

Chair (internal)  
Deputy Chair (external)  
Secretary

### Membership

External (minimum of two)  
Internal (MIT and Unitec)  
Student representative

### Expertise/background of the Membership

Māori background  
Pacific background  
Health Professional or Health Research background  
Disability or Vulnerable Groups background  
Lay Person or Ethnic Community background  
Unitec & MIT representation  
Student

### The composition requirements of the committee are as follows:

UREC shall have no fewer than seven members. Internal members should include representatives of both Unitec and MIT (minimum of two each). At least two members should be external, i.e. not currently a Student or employee of Unitec and MIT. The range of skills and expertise of members of UREC will ideally include:

- Awareness of Māori issues and understanding of Māori tikanga, including knowledge of the Treaty of Waitangi;
- Knowledge of Pacific cultures and issues;
- Knowledge of the experiences and perspectives of people with disabilities and vulnerable groups;
- Health professional or research expertise in health science;
- Knowledge of qualitative and quantitative research methods;
- Awareness of student research issues and advocacy (student representative)
- Community connection (lay person or ethnic community background)

## UREC Constituency

### Chairperson

Dr Nigel Adams *(Unitec - Internal/Animal Science/Quantitative Methods))*

### Deputy Chairperson

Eric Boamah *(OP - External /Ethnic background)*

### External

Dr Tony Gomwe *(Te Wānanga o Aotearoa – External/Ethnic background)*  
Alex Barnes *(Waikato – External/Māori)*  
Dr Nimbus Staniland *(AUT – External/Māori)*

### Internal

Daisy Bentley-Gray *(Unitec – Internal/Pacific, qualitative research)*  
Yvonne Kainuku *(MIT - Internal Pacific/Health/Nursing)*  
Bernadette Solomon *(MIT - Internal/Health/Nursing)*  
Kaberi Rajendra *(MIT – Internal/Ethnic background/Disability or Vulnerable Groups)*

### Student Representative

Ladida Yip *(Unitec - Ethnic background)*

### Secretary

Dr Evangelia Papoutsaki *(Unitec, Tūapapa Rangahau; partnering research and enterprise)*

## Unitec Research Ethics Committee Terms of Reference

1. There shall be a Research Ethics Committee which shall be responsible to Te Komiti Mātauranga and which shall have power to report directly to Te Pūkenga Academic Board.
2. The powers and functions of the Research Ethics Committee shall be to:
  - a) Recommend to Te Komiti Mātauranga policy and processes for ensuring that Unitec's research complies with ethical standards and international best practice;
  - b) Approve research projects by staff and Students with respect to ensuring compliance with ethical standards and international best practice;
  - c) Approve protocols for ensuring that research complies with ethical standards;
  - d) Provide advice for research that requires referral to the Health and Disability Ethics Committees;
  - e) Provide advice and guidance with regard to ethical standards related to research to anyone undertaking research at Unitec/MIT (whilst ensuring that decisions as per 2 b & c are impartial from any such advice and guidance); and
  - f) Provide an avenue for handling complaints or queries made in relation to the ethics of research at Unitec/MIT.
  - g) Make appropriate directives to researchers and, where necessary, recommendations to management regarding the remediation of any proven breaches of approvals.
3. Membership and practice of the Research Ethics Committee shall be in accordance with the National Ethics Advisory Committee's National Ethical Standards for Ethics Committees.
4. Membership shall also include Student representation.
5. Mitigation for any real or preceived conflicts that might arise due to having an internal staff member as Chair.

## Te Komiti Rangahau o Unitec | Unitec Research Committee Self-Assessment

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**Purpose:** NZQA requires the Committees of Unitec's Academic Board to provide evidence of self-assessment.

### Te Komiti Rangahau o Unitec Self-Assessment Provocations

- Can we improve the way the committee is run?
- Is time well managed?
- Are issues under discussion well-handled and resolved?
- Are the agenda and minutes well handled?
- Are the perspectives of committee members respected and heard?
- Are actions completed and accounted for?
- Were there matters raised and dealt with in the meeting that were particularly helpful or unhelpful?
- Does the committee oversee and ensure compliance within its mandate?
- Does the committee show foresight and proactively engage in continuous improvement?
- Does the committee review and improve the relevant policies, guidelines and regulations?