



**LINCOLN**  
**UNIVERSITY**  
TE WHARE WĀNAKA O AORAKI

## LINCOLN UNIVERSITY COUNCIL

### AGENDA & PAPERS

At 9am on Tuesday, 25 February 2025 a meeting of Lincoln University will be held in Memorial Hall, Ivey West Building, Lincoln Campus

Click on this link to join the meeting: [Click here to join the meeting](#)

# Lincoln University Strategy 2019-2028

<p><b>Vision</b> </p> <p>To be a globally-ranked, top-five land-based University, unlocking the power of the land to enhance lives and grow the future.</p>	<p><b>Purpose</b> </p> <p>To facilitate excellent research and education to grow the knowledge of our students and help shape a world that benefits from a greater understanding of the relationships between land, food and ecosystems.</p>	<p><b>Strategy 2019-2028</b></p> <ul style="list-style-type: none"> <li>● A distinctive, Aotearoa New Zealand, end-to-end student experience</li> <li>● Improved assets and sustainable operating models</li> <li>● A culture which stimulates and inspires all staff and students</li> <li>● World-class research and teaching with impact</li> <li>● An organisation focused on meaningful partnerships</li> <li>● Facilitating student growth</li> </ul>
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**Values**  
Manaakitaka – Looking after people



**STRATEGY GOALS**

**PRIORITY AREAS 2024-2028**

GOAL		
GOAL 1	A distinctive, Aotearoa New Zealand, end-to-end student experience	<ul style="list-style-type: none"> <li>• Provide an enriching and successful experience for all students within an environment that empowers them to thrive and achieve their goals.</li> <li>• Ensure quality streamlined student services that are responsive and focused on supporting wellbeing and success.</li> <li>• Enhance student experiences for postgraduate students.</li> <li>• Develop research-rich graduates.</li> <li>• Grow graduates ready for New Zealand's future workforce</li> </ul>
GOAL 2	Improved assets and sustainable operating models	<ul style="list-style-type: none"> <li>• Establish a clear pathway to carbon neutrality by 2030.</li> <li>• Make our organisation an exemplar of sustainable practices.</li> <li>• Establish a flexible, agile, and effective University operational framework</li> <li>• Digitally enable our University</li> </ul>
GOAL 3	A culture which stimulates and inspires all staff and students	<ul style="list-style-type: none"> <li>• Support and nurture a culturally inclusive campus.</li> <li>• Embed and celebrate our Takata Whenua.</li> <li>• Develop a values-driven culture that fosters a sense of identity, shared purpose and commitment.</li> <li>• Grow our staff through early career development, professional development, and workforce planning.</li> <li>• Manage workloads consistent with a research-intensive, specialist university focused on the land-based sectors.</li> </ul>
GOAL 4	World-class research and teaching with impact	<ul style="list-style-type: none"> <li>• Accelerate research impact and relevance to the land-based sectors through sustained research excellence and collaboration.</li> <li>• Provide innovative academic programmes that anticipate the workforce needs of land-based sectors</li> </ul>
GOAL 5	An organisation focused on meaningful partnerships	<ul style="list-style-type: none"> <li>• Grow our impact through partnerships.</li> <li>• Develop, nurture, and promote a culture of collaboration.</li> <li>• Build coherence between research and education in all partnerships</li> </ul>
GOAL 6	Facilitating student growth	<ul style="list-style-type: none"> <li>• Meet land-based sector workforce needs and challenges</li> <li>• Expand our reach to a wider group of potential students.</li> <li>• Increase participation and engagement of Māori and Pasifika students</li> </ul>

# Council Meeting - 25 February 2025

CONFIDENTIAL



25 February 2025 09:00 AM - 01:00 PM

Agenda Topic	Presenter	Page
<a href="#">Cover Page</a>		1
<a href="#">Strategy</a>		2
<a href="#">Opening Karakia</a>		5
1. Welcome and Apologies		
2. <a href="#">Disclosures of Interest</a>		6
Every Council Member has an obligation to declare any actual, potential or perceived conflicts of interest with any Lincoln University activities and to ensure that such conflicts of interest are noted and managed appropriately.		
3. <a href="#">Confirmation of the Minutes of the Previous Meeting</a>		11
4. <a href="#">Matters Arising from the Minutes</a>		16
5. Notice of Items of General Business		
ESD Faculty Presentation	Prof. Emma Stewart	
6. <a href="#">Chancellor's Report</a>		17
7. <a href="#">Vice-Chancellor's Report</a>		18
8. <a href="#">LUSA Report</a>		21
9. <a href="#">Conflict of Interest Policy Review</a>		22
9.1 <a href="#">Appendix A – Comparison Table summarizing changes to the Conflicts of Interest Policy and Conflicts of Interest Procedure</a>		26
9.2 <a href="#">Appendix B – Conflicts of Interest Policy (tracked changes)</a>		35
9.3 <a href="#">Appendix C – Conflicts of Interest Procedure (tracked changes)</a>		43
9.4 <a href="#">Appendix D – Council Members Conflict / Disclosure of Interest</a>		48
10. <a href="#">Conferment of Degrees, Diplomas and Certificates</a>		51

10.1	<a href="#">Appendix A: Memorandum to accompany Conferral Report</a>	57
11.	General Business	
12.	<a href="#">Moving to In-Committee</a>	59
13.	Moving out of In-Committee	
14.	Next Meeting	

10:15am on Tuesday 25 March 2025, in Memorial Hall, Lincoln Campus.

## **Karakia Timataka**

Kimihia rapuhia

Whaia ki te Uru Tapu nui o Tane

Tane te waiora

Tane te wanaka

Tane te tokoraki

Putā ki te whaiao ki te ao marama

Tu te kana

Tu te maraka

Te tu hi te rarama

E noho te mataara nei

E roko whakairia ake ki ruka

Kia tina! tina! Haumi e! Hui e! Taiki e!

## **Opening Prayer**

Let us pursue and follow Tāne into the highest realms.

The sacred repository of knowledge.

Tāne, the waters of life and wellbeing.

Tāne, the repository of all knowledge and wisdom.

Tāne who propped up the heavens.

Bringing forth the light, the broad daylight so that all life realises its potential.

It is Tū who preserves and protects the sacredness of all.

It is Tū who awakens the path of light within, imbuing his qualities of vigilance.

That our eyes may ever focus on the path ahead, in order that we may pass over the state of tapu to allow the renewal of peace to be suspended from on high. Make it firm, it is firm.

Join it, gather it. It is done!



Council Meeting - 25 February 2025 - Disclosures of Interest

<b>STRICTLY CONFIDENTIAL</b>					
<b>Council Members' Interests Register</b>					
<b>Councillor</b>	<b>Name of Company / Institution</b>	<b>Dates Applicable</b>	<b>Position</b>	<b>Comments</b>	<b>Updated</b>
Janice Fredric	Mainpower Ltd	Current	Director		1 February 2022
Janice Fredric	Aurora Energy Limited	Current	Director		1 July 2022
Janice Fredric	Aviation Security Services	Current	Chairman		24 July 2024
Janice Fredric	Civil Aviation Authority	Current	Chairman		24 July 2024
Janice Fredric	Unity Credit Union	Current	Chair of Audit and Risk Committee	Formerly Credit Union Baywide and Credit Union South Chair role ends on 28 October 2022	1 October 2022
Janice Fredric	Green Power New Zealand Ltd	Current	Director	Reappointed with effect 21 August 2024	26 August 2024
Janice Fredric	Mt Cass Wind Farm Ltd	Current	Director	Reappointed with effect 21 August 2024	26 August 2024
Janice Fredric	Timaru District Council	Current	Independent member of Audit and Risk Committee		
Janice Fredric	NZ Shipwreck Welfare Trust	Current	Trustee		
Janice Fredric	Tregynon charitable Trust	Current	Trustee		
Janice Fredric	NIWA	Current	Director		
Janice Fredric	NIWA Vessel Management Limited	Current	Director		
Janice Fredric	NZ Growth Capital Partners Limited	Current	Director	Ceased directorship 10 September 2024	26 August 2024
Janice Fredric	Aspire NZ Seed Fund Limited	Current	Director	Ceased directorship 10 September 2024	26 August 2024
Janice Fredric	Elevate NZ Venture Fund GP Ltd	Current	Director	Ceased directorship 10 September 2024	26 August 2024
Bruce Gemmell	The Gemmell Group Limited	Current	Director, Shareholder		1 February 2022
Bruce Gemmell	The Highlanders GP Limited	Current	Director		
Bruce Gemmell	Miramar Consolidated Limited	Current	Director	Removed 21 May 2024	21 May 2024
Bruce Gemmell	The Second Little Pig Was Right Limited	Current	Director, Shareholder		
Bruce Gemmell	ATT Trustee Limited & associated subsidiaries	Current	Director	Non-trading	
Bruce Gemmell	Lincoln Agritech Limited	Current	Chair		
Bruce Gemmell	Lincoln University Centennial Trust	Current	Ex-officio Trustee		
Bruce Gemmell	Lincoln University Foundation Trust	Current	Ex-officio Trustee	Formally constituted 12 November 2019	
Bruce Gemmell	Gemmell Finance Limited	Current	Director, Shareholder		
Bruce Gemmell	Nitrolabs Limited & Associated companies	Current	Director		
Bruce Gemmell	Central Plains Water Limited	Current	Director		
Bruce Gemmell	Buller Electricity Limited & associated subsidiaries	Current	Director	Director from 1 September 2021	
Bruce Gemmell	Planz Consultants Ltd	Current	Director		
Bruce Gemmell	Nexia Limited	Current	Director		
Bruce Gemmell	Selwyn District Council	March 2024 - current	Independent member of Audit and Risk Committee	Appointed in March 2024	1 March 2024
Bruce Gemmell	Waldmel Holdings Limited	July 2024 - Current	Director		
Bruce Gemmell	Pioneer Energy Renewables GP Limited	Current	Director	Commenced term 5 December 2024	13 December 2024
Bruce Gemmell	Pioneer Energy Renewables GP Limited	Current	CEO	Appointed until March 2025	18 February 2025
James Parsons	Ashgrove Genetics Limited	Current	Director		
James Parsons	Agfirst Northland Limited	Current	Director		
James Parsons	Trehear Limited	Current	Director, Shareholder		
James Parsons	Wools of New Zealand Holdings Limited	Current	Director		
James Parsons	Wools of New Zealand General Partner Limited	Current	Director	Ceased Directorship 14 May 2024	25 July 2024
James Parsons	Ashgrove Limited	Current	Director		
James Parsons	Ospri New Zealand Limited	Current	Director	Ceased Directorship 22 November 2024	
James Parsons	National Animal Identification and Tracing (NAIT) Limited	Current	Director	Ceased Directorship 22 November 2024	
James Parsons	TDFree New Zealand Limited	Current	Director	Ceased Directorship 22 November 2024	
James Parsons	Halter USA Inc	Current	Advisor		1 July 2023
James Parsons	M. Bovis Free New Zealand Limited	July-24	Director	Ceased Directorship 22 November 2024	25 July 2024
David Philip Jensen	Colebrook Kiwifruit Orchard GP Limited	2020-current	Chair	Advised 2 February 2025	1 February 2022
David Philip Jensen	Pongakawa Kiwifruit GP Limited	2020-current	Chair	Advised 2 February 2025	
David Philip Jensen	Riverview Kiwifruit GP Limited	2020-current	Chair	Advised 2 February 2025	
David Philip Jensen	Otamarakau Kiwifruit GP Limited	2020-current	Chair	Advised 2 February 2025	

Council Meeting - 25 February 2025 - Disclosures of Interest

Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
David Philip Jensen	Awakeri Orchard GP Limited	2019-current	Chair	Advised 2 February 2025	
David Philip Jensen	El Dorado Orchard GP Limited	2018-current	Chair	Advised 2 February 2025	
David Philip Jensen	Expressway Orchard GP Limited	2017-current	Chair	Advised 2 February 2025	
David Philip Jensen	Gold Income GP Limited	2021-current	Chair	Advised 2 February 2025	
David Philip Jensen	MyFarm Kiwifruit Fund	Jun 2024 - current	Chair		1 June 2024
David Philip Jensen	Eastpack Limited	2018-current	Director		
David Philip Jensen	Merrijig Development sLimited	Current	Shareholder		
David Philip Jensen	Figured Limited	Current	Shareholder		
David Philip Jensen	New Zealand Dairy Dessert Company	Current	Shareholder		
David Philip Jensen	Fonterra	Current	Shareholder		
David Philip Jensen	Zespri	Current	Shareholder		
David Philip Jensen	Eastpack Limited	Current	Shareholder		
David Philip Jensen	LIC	Current	Shareholder		
David Philip Jensen	Ballance Agri Limited	Current	Shareholder		
David Philip Jensen	Farmlands Co-operative Society Limited	Current	Shareholder		
David Philip Jensen	Napoli Orchard GP	2018-current	Chair	Advised 2 February 2025	
David Philip Jensen	Eastern Orchards Orchard GP	2019-current	Chair	Advised 2 February 2025	
David Philip Jensen	Chair Gliding NZ Trust	Current	Trustee		
David Philip Jensen	PinPoint Labs	Current	Chair and Director	Elected Chairperson January 2023	Jan-23
David Philip Jensen	Pasture Accelerator	Current	Chair	JV between MPI, PGW, DairyNZ and Barenburg NZ	Apr-23
Professor Grant Edwards	Lincoln University	Current	Vice-Chancellor		1 February 2022
Professor Grant Edwards	Lincoln University Council	Current	Ex-officio Member		
Professor Grant Edwards	Universities New Zealand, (Vice-Chancellors Committee)	Current	Ex-officio Member		
Professor Grant Edwards	New Zealand Food Innovation Ltd	Current	Director	New Zealand Food Innovation Auckland & New Zealand Food Innovation (South Island) Limited	1 October 2024
Professor Grant Edwards	Lincoln Agritech Limited	Current	Director		
Professor Grant Edwards	Lincoln University Foundation	Current	Ex-officio Trustee		
Professor Grant Edwards	Lincoln University Centennial Trust	Current	Ex-officio Trustee		
Professor Grant Edwards	Lincoln University Alumni Association	Current	Ex-officio Patron		
Professor Grant Edwards	Member of Steering Governance Group, Forage Value Index, 2014-present	Current	Member		
Professor Grant Edwards	South Island Dairying Development Centre Leaders Forum Chair	Current	Chair		
Professor Grant Edwards	Biological Heritage National Science Challenge, Challenge Parties Working Group (Co-Chair as UNZ representative)	Current	Co-Chair		18 February 2025
Professor Grant Edwards	Committee of University Academic Programmes (CUAP)	Current	Chair		
Professor Grant Edwards	Don Hulston Foundation	Current	Ex-officio University Trust		
Professor Grant Edwards	Ivey Hall and Memorial Hall 125th Anniversary Appeal Gifting Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Ivey Hall and Memorial Hall 125th Anniversary Appeal Taxable Activity Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	John Mowbray Howard Tripp Agricultural Scholarship Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	J W and Carrie McLean Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Kathleen Ann Stevens Scholarship Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Leslie John and Lola June Struthers Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Sir Arthur Sims Scholarship Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Vernon Willey Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Academic Quality Agency Board (as UNZ representative)	Current	Member	Ceased in February 2025	18 February 2025
Puamiria Parata-Goodall	Lincoln University	Current	Council Member and Cultural Advisor	Cultural Advisor to Mana Whenua Cultural N	1 March 2024
Puamiria Parata-Goodall	Te Taumutu Rūnanga	Current	Portfolio Leader, Member of Executive		
Puamiria Parata-Goodall	Selwyn District Council	Current	Pou Kaiāwhā, Executive Cultural Advisor		
Puamiria Parata-Goodall	AgResearch	Current	Consultant - Cultural Narrative		
Puamiria Parata-Goodall	Te Pakura Limited	Current	Director & Cultural Advisor to Mana Whenua Cultural Narrative		
Puamiria Parata-Goodall	Ngāi Tahu Fund	Current	Chair		
Puamiria Parata-Goodall	Canterbury Museum Board	Current	Member, Kaiurungi - Ōhāki o Ngā Tipuna, Cultural Advisor		

Council Meeting - 25 February 2025 - Disclosures of Interest

Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
Puamiria Parata-Goodall	Te Pae Korako Ngāi Tahu Archives & Whakapap	Current	Member		
Puamiria Parata-Goodall	Rarotoka Management Limited	Current	Director, Shareholder		
Puamiria Parata-Goodall	Arts Council	Current	Member, Co-Chair - Komiti Māori		1 May 2024
Elizabeth Hill-Taiaroa	Te Taumutu Rūnanga	Current	Secretary & Oranga leader		1 April 2023
Professor Derrick Moot	Lincoln University	Current	Professor		1 June 2022
Professor Derrick Moot	Tertiary Education Union	Current	Member		1 June 2022
Professor Derrick Moot	Free Speech Union	Current	Member		1 June 2023
Dr Maria Janna van den Belt	Cogo Connecting Good Limited	Current	Shareholder		1 June 2021
Dr Maria Janna van den Belt	College of Assessors of MBIE	Current	Member		
Dr Maria Janna van den Belt	EHF Fellowship	Current	Fellow		
Dr Maria Janna van den Belt	MPI Fisheries New Zealand	Current	Chief Economist	Updated name of organisation	17 May 2024
Dr Maria Janna van den Belt	Global Research consortium (USA, China, Europe) Safe Seaweed by Design (research pre	Current to Feb 2023	Member of Advisory Board	Research project involving representatives fr	1 September 2022
Gabrielle Thompson	Olsen Thompson Limited	Current	Director & Shareholder		
Gabrielle Thompson	Hollyfort Farm Limited	Current	Shareholder		
Gabrielle Thompson	Thompson Family Farm Limited	Current	Shareholder		
Gabrielle Thompson	Silver Fern Farms Co-Operative Limited	Current	Director		
Gabrielle Thompson	Thompson Family Trust	Current	Trustee		
Gabrielle Thompson	Pretty in Pink Charity Trust	Current	Trustee		
Gabrielle Thompson	Ballance	Current	Shareholder		
Gabrielle Thompson	Farmlands Co-Operative Ltd	Current	Shareholder		
Gabrielle Thompson	Thompson Property Trust	Current	Trustee		
Gabrielle Thompson	Ravensdown	Current	Shareholder		
Gabrielle Thompson	Thompson Forestry Limited	Current	Director and Owner	Effective from 15 December 2022	
Zara Weissenstein	Lincoln University Students' Association	Current	President		1 December 2024

**Register of interests – Senior Leadership Team – 2025**

SLT member	Organisation	Date	Position	Notes
<b>Grant Edwards</b>	Lincoln University	Current	Vice-Chancellor	
	Lincoln University Council	Current	Ex-officio Member	
	Universities New Zealand, (Vice-Chancellors Committee)	Current	Ex-officio Member	
	New Zealand Food Innovation Limited	Current	Director	
	Lincoln Agritech Limited	Current	Director	
	Lincoln University Foundation	Current	Trustee	
	Lincoln University Centennial Trust	Current	Trustee	
	Member of Steering Governance Group, Forage Value Index, 2014-present	Current	Member	
	South Island Dairying Development Centre Leaders Forum Chair	Current	Chair	
	Committee of University Academic Programmes (CUAP)	Current	Chair	
	Don Hulston Foundation	Current	Ex-officio University Trust	
	Ivey Hall and Memorial Hall 125th Anniversary Appeal Gifting Trust	Current	Ex-officio University Trust	
	Ivey Hall and Memorial Hall 125th Anniversary Appeal Taxable Activity Trust	Current	Ex-officio University Trust	
	John Mowbray Howard Tripp Agricultural Scholarship Trust	Current	Ex-officio University Trust	
	J W and Carrie McLean Trust	Current	Ex-officio University Trust	
	Kathleen Ann Stevens Scholarship Trust	Current	Ex-officio University Trust	
	Leslie John and Lola June Struthers Trust	Current	Ex-officio University Trust	
	Sir Arthur Sims Scholarship Trust	Current	Ex-officio University Trust	
	Vernon Willey Trust	Current	Ex-officio University Trust	
<b>Karen McEwan</b>	Lincoln University	2019-	Executive Director, People, Culture, and Wellbeing	
	Senior Leadership Team, Lincoln University	2019-	Member	
	Ceiling Clean WGTN Limited	1982-	Shareholder	
<b>Susie Roulston</b>	Lincoln University	2021-	Chief Operating Officer	
	Senior Leadership Team	2021-	Member	

Updated July 2024

Council Meeting - 25 February 2025 - Disclosures of Interest

	Hayden Roulston Limited	2017		Susie's Partner (sports Coaching)
	Lincoln University Property Joint Venture Limited	2022-	Director	From 1 December 2022
<b>Alistair Pearson</b>	Property Council New Zealand	2019-current	Executive	
<b>Chad Hewitt</b>	Royal Society of New Zealand	Current	Member	
	Universities New Zealand, DVC Research Committee	Current	Ex-officio member	
	Universities New Zealand, DVC Academic Committee	Current	Ex-officio member	
	<del>Universities New Zealand, CUAP</del>	<del>Current</del>	<del>Ex-officio member</del>	Effective 31/10/2023
	NZ Synchrotron Group Ltd	Current	LU Representative	
	College of Assessors	Current		
	Better Border Biosecurity Collaboration Council	Current	Member	
	LU Senior Management Team	2023-		
	HZAU Lincoln Joint Institute Joint Management Committee	2024-	Vice-Chair	Effective 3/7/24
	Bioprotection Aotearoa Strategic Advisory Board	2024-	Host Representative	Effective 3/7/24
<b>Merata Kawharu</b>	Tūrama Trustees Limited	Current	Director	
	Nukuroa Consulting Limited	Current	Director & Shareholder	
	Takarangi Limited	Current	Director	
	E Mara E Limited	Current	Director & Shareholder	



## LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 17 December 2024 at 9am in Whare Auahu, ground floor, Waimarie and online via MS Teams

### Meeting Minutes

Present: Bruce Gemmell (Chancellor), Prof Grant Edwards (Vice Chancellor), Zara Weissenstein, David Jensen, Janice Fredric, Prof. Derrick Moot, James Parsons, Dr Marjan van den Belt, (each a Council Member).

Via MS Teams: Gabrielle Thompson, Puamiria Parata-Goodall (Pro-Chancellor),

In attendance: Mrs S Roulston (Chief Operating Officer)  
Mr N Heslop (Council Secretary)  
Prof C Hewitt (Provost)  
Mrs K McEwan (Executive Director People, Culture, & Wellbeing)  
Mrs T Nelson (Biocompliance Manager, Item 11)

Meeting started at 9.01am.

#### 1. Welcome/Karakia/Apologies

The Chancellor welcomed Councillors to the meeting and invited the DVC Māori to open the meeting with karakia.

#### Resolution

That Council:

1. **RECEIVE** apologies for absence from Michelle Ash and Liz Hill-Taiaroa.

*Resolution*

**MOTION CARRIED**

#### 2. Disclosures of interests

The Register of Interests was NOTED.

#### 3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

To confirm the minutes from the Council meetings held on 26<sup>th</sup> November 2024 as true and correct record.

*Resolution*

**MOTION CARRIED**

**4. Matters arising from the Minutes**

The action register was NOTED.

**5. Notice of items of General Business**

The Chancellor congratulated the Senior Leadership Team on what has been accomplished in 2024, noting a more cautious approach will be required in 2025.

The Vice Chancellor updated Council about the meeting with the University Advisory Group (UAG) on 9<sup>th</sup> December. The Vice Chancellor believes the UAG appreciates the improvements Lincoln has made over recent years.

**6. Chancellors Report**

The report was taken as read.

**Resolution**

That Council:

2. **RECEIVE** the information in the Chancellor's Report.

*Resolution*

**MOTION CARRIED**

**7. Vice Chancellors Report**

The report was taken as read. The Vice Chancellor highlighted the following:

- A strengthening relationship with Selwyn District Council illustrated by the signing of a Memorandum of Understanding.

Council discussed the encroachment of urban areas on the University farms, acknowledging that proximity of the farms to campus is strategically important as research-based living laboratories.

Council discussed the process of being informed what agreements are being considered under the Meaningful Partnerships Program and requested a report from the Vice Chancellor on the framework used to enter a meaningful partnership.

*Action: Vice Chancellor*

**Council Resolution**

That Council:

1. **RECEIVE** the information in the Vice Chancellor's Report.

**MOTION CARRIED**

*Resolution*

**8. LUSA Report**

The report was taken as read. The LUSA President highlighted the following:

- Te Awhioraki and LUSA have started work on first semester programs in 2025.

- SLT has endorsed the tri-approval authority of the Campus Service Council Terms of Reference that outlines how the student levy is to be set.

### **Council Resolution**

That Council:

1. **RECEIVE** the information in the LUSA Report.

*Resolution*

**MOTION CARRIED**

### **9. Management and use of generative AI at Lincoln University**

The report was taken as read. The Provost gave an overview of the draft generative AI use policy that is currently out for consultation.

The Chancellor invited conversation to focus on the impact AI is having at Lincoln University.

Council endorsed the view that AI is a tool and focus needs to be on building students' skills how to use this tool while balancing the challenge of examiners seeing that a student can demonstrate knowledge, separate from information produced by an AI tool.

### **Council Resolution**

That Council:

1. **RECEIVE** the briefing on generative AI management and use at Lincoln University
2. **NOTES** the draft LU Generative AI Policy

*Resolution*

**MOTION CARRIED**

### **10. Conflict of Interest Policy Review**

The report was left on the table.

Council requested that further work be done to distinguish between a disclosure of interest and conflict of interest situation. This policy review will come back to Council at a later date.

### **11. Biocompliance Report**

The report was taken as read.

### **Resolution**

That Council:

1. **RECEIVE** the information in the Biocompliance Report.
2. **NOTE** activities undertaken to eliminate the level of reputational and financial risk that would result from a breach of containment or other

*Resolution*

critical non-conformance in our Containment Facilities, along with additional compliance requirements for LU research activities.

**MOTION CARRIED**

**12. Confer Degrees, Diplomas and Certificates**

The report was taken as read.

**Resolution**

That Council:

1. That Council resolves to approve the awards presented in this report.

*Resolution*

**MOTION CARRIED**

**13. Health & Safety Assurance Program**

The report was taken as read.

Council:

- discussed the importance of a feedback loop to Council for members who are on a safety observation visit.
- requested a KPI be added to the Health & Safety report that tracks the number of safety observation visits.

**Resolution**

That Council:

1. **RECEIVE** the information in this report.
2. **ADOPT** the Health and Safety Assurance Program outlined in this report, including the schedule for Site Visits and Health & Safety Deep Dives in 2025.
3. **DELEGATE AUTHORITY** to the Council Secretary, Chancellor, and Vice Chancellor to make amendments to the Safety Observation Visits Schedule, and Health & Safety Deep Dives Schedule in accordance with feedback received from Council.

*Resolution*

**MOTION CARRIED**

**13. General Business**

There were no items of general business.

*The meeting adjourned at 11.06am and reconvened at 11.17am*

**14. 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:*

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under section</b>
<b>Health and Safety Report</b>	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
<b>LUPJVL Statement of Corporate Intent</b>	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
<b>Strategy Discussion</b>	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
<b>Farm Committee Report to Council</b> 1. Report 2. Minutes from meeting on 29 November 2024	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>Monthly Recruitment Report</b>	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>Finance Report</b>	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
<b>Government Oversight Group Reports</b>	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)

*I move also that:* Professor Grant Edwards (Vice-Chancellor), Prof Chad Hewitt (Provost), Mr S Hunter (Health, Safety & Wellbeing Manager), Prof Merata Kawharu (Deputy Vice Chancellor, Māori and Pasifika), Mrs E Rooney (Finance Director), Mrs S Roulston (Chief Operating Officer), Mr D Lodge (Deputy Vice-Chancellor, Student Life), and Mr Nathaniel Heslop (Council Secretary), be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the various matters being discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their involvement in the development of reports to Council on these matters.

**MOTION CARRIED**

*The public were readmitted to the meeting at 12.49pm*

**14. Closure and next Meeting**

The meeting closed at 12.50pm.

The next meeting is scheduled for Tuesday, 25<sup>th</sup> February 2025 at 9am and will be held in Memorial Hall, at Lincoln Campus.

CONFIRMED THIS 25<sup>th</sup> DAY OF February 2025

**BRUCE GEMMELL**  
**CHANCELLOR**

Council Meeting - 25 February 2025 - Matters Arising from the Minutes

Action Number	Action Summary	Action Type	Originating Meeting	Destination Meeting	Responsibility	Due Date	Notes
<b>Completed Actions since 17 December 2024</b>							
638	Organise a Council Strategy Day	Organise	Council	Council	Heslop, Nathaniel & Edwards, Grant	25/03/2025	The Chancellor suggested a Council Strategy Day be held in 2025. The strategy workshop has been scheduled for 25th March and is in Councillor's calendars.
<b>In Progress</b>							
643	Improve the information provided in the Health & Safety Report	Update Report	Council	Council	Hunter, Steve		Met Health & Safety Manager and will be updating H&S report throughout 2025.
635	Create a dashboard with information on Education Performance Indicators for Recruitment Report to align with strategy	Update Report	Council	Council	Lodge, Damian & Pierce, Kelly		Council suggested a dashboard that provides information on Education Performance indicators across all courses & shaping the agenda against strategy so that Council can understand success against strategic initiatives and measures of success.
649	Meaningful Partnerships Program Framework Report	Report	Council	Council	Hewitt, Chad	25/03/2025	Council requested a report to inform what framework the University uses to decide whether to enter a partnership agreement.



## Chancellor's Office

Version: 1.0

## Chancellor's Meetings & Correspondence

Author/s: Nathaniel Heslop

Date: 17 February 2025

### Purpose

This report summarises the stakeholder meetings undertaken by the Chancellor in between 18 December 2024 through to Council on 25 February 2025.

### Executive Summary

#### Stakeholder meetings

17 December 2024	Appointment and Remuneration Committee
5 February 2025	Appointment and Remuneration Committee
18 February 2025	Audit, Risk, & Assurance Committee

#### Other Engagements

5 February 2025	Meeting with CEO Lincoln Agritech Limited
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## Vice-Chancellor's Report to Council

### February 2025

The academic year has begun positively, with increased activity as we prepare to welcome our students back to campus. The two weeks leading up to Semester 1's start on 17 February, were packed with events, beginning with a welcome for our Future Leaders and Sports Scholars, followed by Preparation Week. This culminated in Rā Whakawhanaukataka Orientation Day and LUSA O'Week, highlighted by a Mihi Whakatau to welcome new students and staff to Te Whare Wānaka o Aoraki Lincoln University.

### Student enrolments on target for Semester 1

Early indications are promising, with current Semester 1 domestic and international enrolments on track against our 2025 targets. Notably, our domestic undergraduate programmes have received a record number of applications. Our Halls of Residence and flats are at full capacity largely due to increased interest from North Island students choosing to study at Lincoln University. International enrolments are tracking ahead of our 2025 target at this point, thanks to the efforts of the International Liaison Team.

Seven postgraduate students have begun arriving at Lincoln University as recipients of the Gustavo Fonseca Scholarship. Four Master's and three PhD's candidates from Nepal, Pakistan, Fiji, and Papua New Guinea are expected on campus by the end of February. This scholarship programme, a joint initiative of Lincoln University and the Global Environment Facility (GEF), supports students from developing countries and economies in transition. With \$900,000 in GEF funding secured by the Faculty of Environment, Society and Design (led by Associate Professor Stephen Espiner), the programme provides fellowships and scholarships for Master's and PhD research focused on applied conservation. Named after the late eminent conservationist Dr Gustavo Fonseca, the scholarships support students from GEF-recipient nations in the Asia-Pacific region whose research addresses environmental issues or develops methods and field practices to foster conservation management and leadership.

### Enabling learner success

Lincoln University prioritises the success of all students, especially Māori, Pasifika, and students with disabilities, through the Manaaki Tauira Framework, which includes the Te Ahu Pātiki Leadership Programme. In February, Te Manutaki held a noho wānaka at Wairewa marae to tuakana mentors of first year tauira. This wānaka provided an opportunity for tuakana to stay on the marae and learn about the values, culture, and local stories while fostering connections and engagingly building strong relationships among tauira.

### Growing impact through meaningful partnerships and engagement

Lincoln University recently welcomed a delegation from the University of Natural Resources and Life Sciences (BOKU), Vienna, including Rector Professor Eva Schulev-Steindl. Over the two-day visit, we celebrated our longstanding partnership with BOKU particularly our successful joint Master's degree in Natural Resources Management and Ecological

Engineering (MNaRMEE). This programme demonstrates a significant commitment to BOKU as a partner institution and to the EuroLeague of Life Sciences (ELLS) - of which both BOKU and Lincoln University are members. The visit highlighted many significant similarities, and we look forward to exploring new research collaborations between our institutions.

#### [Uplift in global rankings](#)

The University has significantly improved its global sustainability ranking in the UI GreenMetric World University Rankings for 2024, moving up nine places to 85th and achieving green campus status. This achievement is particularly noteworthy considering the jump of 294 universities engaging in the global sustainability ranking system operated by Universitas Indonesia (UI).

Lincoln University is the only New Zealand university to participate in this ranking. A total of 1,147 universities from 95 countries participated in the UI GreenMetric ranking system, which rates each institution on their commitment and actions towards sustainability, based on six environmental sustainability indicators: Setting and Infrastructure, Energy and Climate Change, Waste, Water, Transportation, Education and Research. Lincoln University scored 8,565 points out of a maximum of 10,000 points, achieving its highest ranking of 66th in the indicator of Setting and Infrastructure.

#### [Academic governance framework](#)

Consultation has opened for [Stage 1](#) of the Academic Governance Framework. The framework defines the responsibilities associated with the academic governance of the University. While some definitions already exist, others require creation or consistent application. The framework will be developed in stages. Stage 1 focuses on roles associated with academic administration. The second and third stages will cover research, learning and teaching. Proposed changes to roles and responsibilities at each stage will be subject to University-wide consultation before implementation.

#### [Positive progress in refreshing our campus](#)

The restoration of Ivey West and Memorial Hall has been a spectacular success, creating attractive, comfortable, and welcoming spaces. The Vice-Chancellor's Office is now located in the redeveloped and refurnished Ivey West building, at the heart of campus. The first Council meeting of 2025 will be held in the newly renovated Memorial Hall on 25 February, followed by an opening celebration for staff and guests.

Additionally, the new entry point to Te Whare Wānaka o Aoraki Lincoln University presided over by a pou created by Ngāi Tahu artist Fayne Robinson, opened its doors on Monday 10 February. Located on the ground floor of the George Forbes Building through the waharoa – Te Paepae Tapu a Rākaihautū, the new Student and Visitor Centre replaces the former Main Reception area in Hudson, becoming the first stop for most of our visitors.

The focus has now shifted to completing the redevelopment on Level 1 of the Forbes Building, which will include wellness spaces for students such as a parent's room, wellness room and a sensory room. Level 1 will also house the Student Engagement and Student Administration teams.

### Appointments

We are pleased to announce the appointment of Māori social science researcher and academic, Professor Paora (Paul) Tapsell (Ngāti Whakaue and Ngāti Raukawa), as Te Whare Wānaka o Aoraki Lincoln University's inaugural Director of the Institute of Kāiika Climate Resilience. Professor Tapsell began his role at Lincoln University on 8 January 2025. While his primary responsibility will be to develop and establish the Institute, he will also provide leadership and guidance in creating the vision and research direction of the Institute, bringing together leading researchers both within Lincoln University and beyond. Professor Tapsell is a Companion of the Royal Society Te Apārangi and the Principal Investigator of Marsden Fund research *Kūmara: Uncovering new narratives about settlement, histories and kōrero of Aotearoa*. We are delighted to appoint someone with the mana of Professor Tapsell to lead the new institute. His academic standing ensures that we will meet Lincoln University's strategic intent to implement a research institute that brings together Māori research excellence and oversees transformational research on kāiika climate-resilient futures including mana whenua research priorities.

### Recognition

We acknowledge our alumni recognised in the 2025 New Zealand Honours List at New Year. Honorary Professor Peter Skelton, former staff member, was elevated from Companion of the New Zealand Order of Merit (CNZM, awarded in 2001) to Knight Companion of the New Zealand Order of Merit (KNZM) for services to environmental law.

Rugby 'great' Sam Whitelock, has been made an Officer of the New Zealand Order of Merit, (ONZM), for services to his sport and the community.

Dawn Sangster (nee Aitken) of Ranfurly, BCom (Ag) 1985, was appointed a Member of the New Zealand Order of Merit (MNZM) for services to farming and governance.

Alastair Fastier of Glenorchy (BP&RM 1992) was awarded the New Zealand Antarctic Medal for services to Antarctic heritage and conservation.



Kia ora koutou

Since the last council meeting, both Te Awhioraki and LUSA have been relatively quiet with the lack of students on campus. We took this time to complete our respective executive training.

The Tumuaki Takirua hosted executive training for our kaimahi, where we refreshed ourselves on our collective goals for 2025. Particularly emphasising how important it will be to establish positive and personal relationships with our incoming Taura. Following this, we attended Te Ahu Patiki Wānaka ki Wairewa Marae, where we welcomed a handful of new first-year Māori and Pasifika students. We spent these couple of days working together to learn the traditional practices of our tūpuna and expanding our knowledge about the rohe.

LUSA also hosted various workshops and meet-and-greets with various individuals throughout the university to teach the incoming executives how to best perform their roles and support the students of Lincoln University. This was a great few days, and we all learnt a lot. We also refreshed our returning executives' memories from last year.

Both executives also supported the student experience team through the official welcome presentations for the various faculties by presenting about Te Awhioraki and LUSA. We got some great feedback from the students who attended these, who felt that the information covered was very helpful and then they weren't feeling as apprehensive about starting their university career.

We are now all ramping up with our O-week events, having already hosted Toga party and the Semester One Kick-off, both of which were a great success with fantastic turnout. We still have many more events to come, including but not limited to Maori Influx (a collaborative O-week event between Te Awhioraki and Te Akatoki Māori), Bogan Bingo, Clubs Market, and Burgers and Beats.

In terms of good news, LUSA has been informed by multiple stakeholders that our 2024 Garden Party Community Mitigation Plan and initiatives are being used as an exemplar for other event organisers (such as Selwyn Sounds) in relation to reducing the negative impacts on the local/surrounding communities of large events. The DHB has been mentioning it in meetings with larger festivals which is great to hear and show how well LUSA did around the community for the event.

Ngā mihi  
Grace, Zara & Halle

## Vice-Chancellor's Office

Version:

## Conflict of Interest Policy & Procedure Scheduled Review

Author/s: Nathaniel Heslop, Timothy Lester

SLT Authorizer: Grant Edwards

Date: 18/02/2025

### 1. Purpose

The purpose of this report is to present a review of the existing Conflicts of Interest Policy, Conflicts of Interest Procedure, and Council Members' Conflict / Disclosure of Interest Policy in accordance with Lincoln University's standard policy review process.

### 2. Content

**Appendix A** – Comparison Table summarizing changes to the Conflicts of Interest Policy and Conflicts of Interest Procedure

**Appendix B** – Conflicts of Interest Policy (*tracked changes*)

**Appendix C** – Conflicts of Interest Procedure (*tracked changes*)

**Appendix D** – Council Members Conflict / Disclosure of Interest

### 3. Recommendations

That Council:

1. **RECEIVE** the information in this report.
2. **NOTE** the provisions in the Council Members Conflict / Disclosures of Interest Policy are redundant as adequate provisions addressing disclosure of a conflict are in the Conflict of Interest Policy and Conflict of Interest Procedure.
3. **REVOKE** the Council Members Conflict / Disclosures of Interest Policy with immediate effect.
4. **APPROVE** the revised Conflict of Interest Policy & Conflict of Interest Procedure as attached in Appendixes B & C.

### 4. Executive Summary

The Conflict of Interest Policy & Conflict of Interest Procedure were put in place to ensure that in making a decision for, or on behalf of Lincoln University, any conflict of interest is managed appropriately, and individuals act in the best interests of the University and the public interest.

The Conflicts of Interest Policy & Conflicts of Interest Procedure:

- 4.1 Were last modified in September 2021 and scheduled for a review on 30 September 2024.

4.2 In November 2024 the Council Secretary discussed the Conflicts of Interest Policy & Procedure with the Vice Chancellor and General Counsel and made substantive changes following a review of the Auditor General's best practice guidelines.

4.3 A policy and procedure to provide instruction on the disclosure and management of a conflict of interest continues to serve a purpose and should be retained with changes to address recommendations from an Internal Auditor program of work on Fraud Awareness.

### Strategic Considerations

- Are there conflicts of interest that Council deems to be unmanageable, and if so, should those conflicts be explicitly prohibited in the policy document?
- Does the proposed policy create an environment where individuals feel comfortable disclosing conflicts without fear of undue repercussions?
- Does Council have sufficient assurance that staff understand and comply with the disclosure requirements where a conflict of interest arises?

It is recommended that Council approve the updated Conflicts of Interest Policy and Procedure. A Comparison Table providing a high-level summary of those changes can be found in Appendix A. The revisions do not change expectations on staff, however, it clarifies roles and responsibilities. It is similar to conflict of interest frameworks adopted by the University of Canterbury and University of Auckland.

Tracked changes to the Conflicts of Interest Policy and Conflicts of Interest Procedure can be found in Appendix B & Appendix C.

These changes follow a series of decisions made by the Senior Leadership Team in response to recommendations made by the Internal Auditor following a programme of work to review the understanding and management of conflicts of interest at Lincoln University in 2024.

As a result of this audit the Internal Auditor made several recommendations:

1. Review the Conflicts of Interest Policy and consider whether it is appropriate to have two conflict of interest policy statements.
2. Develop an Interest Register for each University committee
3. Provide training and resources to upskill staff about identifying, disclosing, and managing a conflict of interest
4. Critically investigate the merits of using a centralized Interest Register
5. Conduct regular (annual) testing of governance members interest disclosures

The Senior Leadership Team considered the Internal Auditors' recommendations and agreed to implement recommendations 1-3, and 5.

*Is it appropriate to have two conflict of interest policy statements?*

In the Lincoln University Policy Library there are several policy and procedure statements which cover conflict of interests:

- Council Members' Conflict/Disclosure of Interest Policy
- Conflict of Interest Policy
- Conflict of Interest Procedure

The management of a conflict of interest for a Council Member is mentioned in both the Conflict of Interest Policy and Council Members' Conflict/Disclosure of Interest Policy.

The management of conflicts of interest specifically for Council members is outlined in the Council Members Conflict/Disclosure of Interest Policy. There is a particular focus in this policy of the application of the Local Authorities (Members' Interests) Act 1968 as it relates to contracts between the University (including Council) and its members. This act prohibits a Council Member holding office if they have (a) a financial contract with the University that exceeds an annual threshold of \$25,000, or (b) a 10% shareholding or hold a key management/governance role in an external party that has a contract with the University. If either of these situations arise the member is unable to be a Council Member without the intervention of the Auditor General.

Prior to their appointment, a member of Council is required to confirm they are not prohibited from becoming a member of Council.

Based on the Internal Auditor's recommendation, whether any such contractual arrangement exists for a Council Member will be regularly tested by governance staff in relation to the criteria set out in the Local Authorities (Members' Interests) Act 1968.

The Conflicts of Interest Policy also contains provisions requiring a member of the University Council to proactively disclose their interests, and how a disclosed interest should be managed. There is unnecessary duplication between the two policy statements.

Considering the above it is recommended that the Council Members' Conflict/Disclosure of Interest Policy be revoked.

#### *Develop an Interest Register for each Committee*

Lincoln University has over twenty council and committee groups with documented terms of reference / standing orders. All Council and Committees of Council have a standing agenda item including the relevant register of interests and asking for a declaration of conflicts to any item included in the agenda pack.

The General Counsel has written to all secretariat supporting a committee at Lincoln University and outlined the requirement that a consistent approach be used, and that every agenda contain a statement reminding members that they have a responsibility to disclose a conflict of interest if it arises.

#### *Should a central Interest Register be implemented?*

The Senior Leadership Team weighed the administrative burden and complexity of implementing a centralized interests register against the other actions and deemed the cumulative effect of implementing recommendations 1-3, and 5 will be sufficient to provide a

robust framework to disclose and manage conflicts of interest that may arise at Lincoln University from time to time.

Further the management of conflicts should be at an individual level, as this is where the knowledge and ability to oversee conflicts on a day-to-day basis sit. Accordingly, outside of a Council or Committee meeting, it is proposed that conflicts are managed between an individual and their line manager.

## 5. Resource Implications

There are no resource implications in approving the updated Conflicts of Interest Policy & Procedure.

## 6. Strategic and Policy Framework Implications

<i>Strategic alignment with priority objective areas in Lincoln University Strategy 2019-2028</i>	Goal 1	A distinctive Aotearoa New Zealand end-to-end student experience	<input type="checkbox"/>
	Goal 2	Improved assets and sustainable operating models	<input type="checkbox"/>
	Goal 3	A culture which stimulates and inspires staff and students	<input checked="" type="checkbox"/>
	Goal 4	A world-class research and teaching precinct	<input type="checkbox"/>
	Goal 5	An organisation focussed on meaningful partnerships	<input type="checkbox"/>
	Goal 6	Facilitating Growth	<input type="checkbox"/>

### Strategic Alignment

This report supports the Lincoln University Strategy 2019-2028 by confirming procedures are in place to ensure decision making is in the best interests of the University.

### Policy Consistency

This decision is consistent with the University's Plans and Policies.

## 7. Next Steps

If approved, the amended documents will be uploaded to the Policy Library, and the revoked policy removed from the Policy Library.

A series of lunch and learns will be scheduled for staff to attend to familiarize themselves with the disclosure and management of conflicts.

In time some guidance notes may be prepared that will include common scenarios and answers to frequently asked questions to assist understanding and application of the Policy.

Appendix A: Comparison Table for changes

Conflict of Interest Policy

Section / Topic	Previous Policy	Updated Policy	Reason for Change
2 - Organisational Scope	This policy applies to all members of the Lincoln University Council, members of University committees, University staff, board members, or trustees of subsidiaries, independent contractors to the University, adjunct and visiting staff, visiting scholars and interns, emeritus professors, and any other persons providing services to the University.	This policy applies to all Members of the University.	Member is a defined term in the policy. This removes a duplication of identical content.
4 - Definitions – Conflict of Interest	A conflict of interest exists where the responsibilities of a member of the University community could be affected by some other separate interest or duty that the member may have in relation to a particular matter. That other interest or duty might exist because of a relationship or role that the member has, or	A conflict of interest is any situation we are a member's duty or responsibility to the University conflicts or could be seen to conflict with a personal interest. A conflict can be 'actual', where the conflict already exists, 'potential' where the conflict is about to happen, or could happen, and 'perceived', where other people may reasonably think	Simplified definition that aligns with Office of the Auditor General of actual, potential, or perceived conflict.  Delete explanation of common law of bias.

	<p>something the member has said or done. Conflicts are governed by the common law of bias; whether a reasonably fair minded lay observer would reasonably apprehend that the decision maker might not bring an impartial mind to the resolution of the matter.</p>	<p>that a person may not be impartial in carrying out their duties and/or making a decision.</p>	
4 - Definitions – Relevant Manager	New	<p>Means: (i) for a staff member, their line manager, (ii) for the University Council or its Committees, or company boards, the relevant chair, (iii) for chairs the Council Secretary, (iv) for the Vice Chancellor, the Chancellor, (v) for the Chancellor, the chair of the Audit, Risk, and Assurance Committee, and (vi) for a contractor, manager, consultant, or other service provider, the relevant head of department or service unit director who has responsibility for the same.</p>	<p>This definition provides a framework for who individuals should provide a Conflict of Disclosure Form to. A Relevant Manager is responsible for retaining a copy of the Disclosure Form and forwarding the completed form to a new email address 'disclosures@lincoln.ac.nz' that will be monitored by the General Council and Council Secretary.</p>
5.2(a) & (b) - Disclosure of Interests	New	<p>(a) each conflict of interest situation must be disclosed in writing as soon as reasonably practicable after it is identified. It is the responsibility of the person to whom the conflict of interest relates to make this disclosure.</p>	<p>Confirms that conflicts need to be recorded in writing, and provides a framework creating a responsibility on the person who has a conflict to document that and submit to the Relevant Manager for review.</p>

		(b) Conflicts of interest must be disclosed using the Conflict of Interest Disclosure form. (unless an alternative form or method of disclosure is provided), which the member must submit to the relevant manager to review.	
5.2 (a)–(e) - Disclosure of Interests	These paragraphs attempted to outline specific conflicts, i.e. financial or relational conflicts, and address how each situation should be managed according to the position. The six paragraphs attempted to inform the disclosure obligations of Council Members, SLT members, academic supervisors, staff members (in relation to employment) and staff members (in relation to other, unspecified, activities)	Deleted	These paragraphs have been replaced with a overarching obligation on Members of the University to declare and record in writing a conflict of interest.
5.2(f) - Compliance	Refers to Education Act 1989	Refers to sections in Education and Training Act 2020	Policy now refers to current legislation
5.3(a)-(d) - Conflicts of Interest Register	New	<p>(a) All information disclosed in a Conflict of Interest Disclosure Form becomes part of the Conflicts of Interest Register.</p> <p>(b) The Council Secretary in conjunction with the Chancellor will retain a Conflicts of Interest Register</p>	<p>These sections confirm that a Written Conflict of Interest Disclosure Form becomes part of the Conflicts of Interest Register.</p> <p>The Council Secretary is responsible for maintaining a register for the Council and Committees of Council.</p> <p>Secretariat for other committees are responsible for maintaining a register for those for a.</p>

		<p>for Council and all Committees of Council and be responsible for ensuring that each relevant Conflicts of Interest Register is up to date.</p> <p>(c) Secretariat for each committee that is not a Committee of Council will retain a Conflict of Interest Register for members of that Committee, and be responsible for ensuring that each relevant Conflicts of Interest Register is up to date.</p> <p>(d) When a Relevant Manager receives a Conflicts of Interest Disclosure Form for any other Member they shall retain that form, along with all detailed noted from meetings discussing the management of the disclosed conflict and forward an electronic copy of those documents to <a href="mailto:disclosures@lincoln.ac.nz">disclosures@lincoln.ac.nz</a>.</p>	<p>A Relevant Manager will retain a copy of a Conflict of Disclosure Form presented to them, and also forward a copy to <a href="mailto:disclosures@lincoln.ac.nz">disclosures@lincoln.ac.nz</a></p>
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5.4 - Privacy	New	Personal information contained within the Conflicts of Interest Register will be used strictly as necessary to appropriately manage conflicts of interests and in all events, be used, stored and disclosed in accordance with the University's Privacy Policy and the Conflict of Interest Procedures.	This clause confirms that this information can only be used to check conflicts of interest.
Disputes Resolution	<p>In the event of a dispute arising between persons or organizations (including the University itself) having an interest in decisions or processes governed by this policy, resolution shall be sought in the following way:</p> <p>(a) On notification of the dispute, in writing, to the University, the parties will use best endeavours to resolve the dispute through negotiation.</p> <p>(b) Should the dispute remain unresolved within ten (10) working days, it will be referred to mediation.</p> <p>(c) If resolution still cannot be reached within thirty (30)</p>	Deleted	<p>This clause is not required.</p> <p>In discussion with the General Counsel it was decided to remove this section.</p> <p>If a staff member is affected by a decision where a conflict of interest is alleged, that will most likely be dealt with through provisions already in employment agreements or contracts for service (in the case of contractors).</p> <p>If a student is affected by a decision where a conflict of interest is alleged existing dispute resolution pathways will be more appropriate.</p> <p>If an external party is affected by a decision where a conflict of interest is alleged, there is most likely a contractual relationship in place that will articulate appropriate dispute resolution pathways.</p>

	<p>working days, then either party may refer the matter to arbitration in accordance with and subject to the <a href="#">Arbitration Act 1996</a>. The arbitrator or arbitrators should be agreed upon by the parties and, failing agreement, shall be nominated by the President of the Arbitrators' and Mediators' Institute of New Zealand Inc. Such arbitration shall be regarded as final and binding.</p>		
6 - Legislative Compliance			Removed legislation no longer referred to in the policy. Replaced legislation that has been repealed with current legislation.
7 - References	Deleted reference to guidance that is no longer included in the policy	Added guidance note to managing conflicts of interest in the public sector Added Gifts Policy	Added or removed policy or guidance notes to align with the current version of the Conflict of Interest Policy.

## Conflict of Interest Procedure

Section / Topic	Previous Policy	Updated Policy	Reason for Change
3.1 - Management Responsibilities	Refers to Managers	Refers to Relevant Managers	Vernacular updated to reflect new definition of Relevant Manager in the Conflict of Interest Policy
3.3(a) – Managing a Conflict of Interest	As soon as a member becomes aware that they have a conflict of interest, they must declare it to their manager (refer: Appendix A Conflict of Disclosure Form).	As soon as a Member becomes aware that they have a conflict of interest they must declare it in writing to their Relevant Manager using the Conflict of Interest Disclosure Form (refer to Appendix A), unless another form or method of disclosure has been provided.	Includes updated vernacular as above and clarifies that a disclosure is to be in writing and recorded on the Conflict of Interest Disclosure Form (unless another form or method, i.e. email of disclosure is provided).
3.3(f) – Managing a Conflict of Interest	Any decision and action taken (by a manager) must be recorded in writing and filed on the Interests Register (VC Office).	Replaced with 3.3(h)	The Interest Register for conflicts that are not in a Council or Committee meeting is amorphous.  The Relevant Manager will retain the Conflict of Disclosure Form for their reference. A copy will also be forwarded to disclosures@lincoln.ac.nz. This is a non-monitored shared-access email the General Counsel and Council Secretary will have access to.

3.5 Committee Meetings	Where a conflict of interest is disclosed and dealt with, a copy of the minutes of the Committee meeting must be forwarded to the Vice Chancellor's office for recording on the Interests Register	This text deleted from the procedure document.	There is a pre-existing requirement for any declared conflict of interest to be recorded in the minutes, along with how that conflict will be managed. The senior leadership team believe this is sufficient to manage the conflict, and a sufficient record will exist within the minutes.
Commercial Relationships	Entire paragraph deleted	Deleted	In discussion with the General Counsel it was decided that this provision is superfluous. The Conflict of Interest Policy provides a framework for who (the Relevant Manager) should receive a Conflict of Interest Disclosure Form. That form include a plan to manage the conflict, and can be escalated to the Relevant Manager's line manager if necessary.
Academic Supervision	Entire paragraph deleted	Deleted	As above.
3.7 – Undeclared Conflicts of Interest	Substantial changes to the paragraph	If any person is aware or suspects a conflict of interest has not been disclosed, they may raise this non-disclosure with the Relevant Manager. If a member is uncomfortable raising alleged the non-disclosure with the Relevant Manager, they may choose to make a disclosure in accordance with the University Protected Disclosures Policy, and be protected by the Protected Disclosures Act 2000.	This clause has been amended to remove a mandatory requirement on Members to declare any conflict of interest that is undisclosed as the onus is on a person with the conflict to make a disclosure.  The clause is also amended to encourage a conversation with the Relevant Manager, however, if this is not possible a protected disclosure can be made.  The General Counsel monitors the protected disclosures email address for Lincoln University.

3.8 – Contact	New	Provides guidance to staff on who to contact if they have a question about the Conflict of Interest Procedure	The General Counsel and Council Secretary are the first points of contact in relation to these procedures.
Conflict of Interest Disclosure Form		<p>Removed ‘potential or perceived’ qualifications from a conflict of interest.</p> <p>Clarified that the form is to be retained by the Relevant Manager, and a copy forwarded to <a href="mailto:disclosures@lincoln.ac.nz">disclosures@lincoln.ac.nz</a></p> <p>Removed “or Committee member and Chair” from ‘Part B: Proposed Action’</p>	<p>These changes are made to clarify that the Conflict of Interest Disclosure Form is to be retained by the Relevant Manager, with a copy forwarded to <a href="mailto:disclosures@lincoln.ac.nz">disclosures@lincoln.ac.nz</a></p> <p>Committee member or Chair removed from the form as any conflict, and management of that conflict, will be recorded in the minutes of the meeting.</p>

# POLICIES AND PROCEDURES



## Conflict of Interest Policy

<b>Last Modified:</b>	30 September 2021
<b>Review Date:</b>	30 September 2024
<b>Business Owner:</b>	Executive Director, People, Culture & Wellbeing
<b>Approval Authority:</b>	Vice-Chancellor

### 1. Purpose

The purpose of this policy is to set out principles to ensure that in making decisions for, or on behalf of, Lincoln University ('the University'), ~~M~~members of the University Community proactively exercise discretion in their personal and professional capacities so that they make decisions to disclose and manage any conflicts of interest, are not in breach of fiduciary or good faith obligations, and act in a manner consistent with institutional responsibilities and the public interest.

### 2. Organisational Scope

This policy applies to all ~~M~~members of the ~~Lincoln University Council; members of University committees; University staff; staff, board members or trustees of subsidiaries; independent contractors to the University; adjunct and visiting staff; visiting scholars and interns; emeritus professors; and any other persons providing services to the University.~~

### 3. Background

The University encourages its members to have diverse interests and contacts across the local, national and international communities. Collaborations between members and outside bodies are, generally speaking, both in the public interest and beneficial to the University.

It is possible however, that a member's interests may at times give rise to an actual, potential or perceived conflict of interest with their role and responsibilities at the University.

Ensuring that conflicts of interest are properly managed is crucial to reducing legal and reputational risk and demonstrating the integrity of individual members and of the University. Conflicts of interest that are not properly managed have the potential to damage the reputation of individual members and of the University as a whole.

#### 4. Definitions

For purposes of this policy/procedure, unless otherwise stated, the following definitions shall apply:

Conflict of Interest	<p>A conflict of interest <del>exists where the responsibilities of a member of the University community could be affected by some other separate interest or duty that the member may have in relation to a particular matter. That other interest or duty might exist because of a relationship or role that the member has; or something the member had said or done.</del></p> <p><del>Conflicts of interest are governed by the common law of bias: whether a reasonably informed fair-minded lay observer would reasonably apprehend that the decision maker might not bring an impartial mind to the resolution of the matter.</del> <u>is any situation where a members duties or responsibilities to the University conflict, or could be seen to conflict, with a personal interest. A conflict can be 'actual', where the conflict already exists, 'potential', where the conflict is about to happen, or could happen, and 'perceived', where other people may reasonably think that a person may not be impartial in carrying out their duties and/or making a decision.</u></p>
Pecuniary Interest:	<p>The test used by the Office of the Auditor-General is whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a financial gain or loss for the member concerned.</p>
Non-Pecuniary Interest:	<p>The test is whether, to a reasonably informed fair-minded observer, there is a real danger of bias on the part of a member of the decision-making body, in the sense that he or she might unfairly regard (with favour or disfavour) the case of a party to the issue under consideration.</p>
Member/Member of the University Community:	<p>Member of Lincoln University, including members of Council; members of University committees; University staff; staff, board members or trustees of subsidiaries; independent contractors to the University; adjunct and visiting staff; visiting scholars and interns; emeritus professors; and any other persons providing services to the University.</p>
Multiple relationships:	<p>A multiple relationship occurs when a member is in a professional role with another person and:</p> <ul style="list-style-type: none"> <li>(a) at the same time is in another role with the same person;</li> <li>(b) at the same time is in a relationship with a person closely associated with, or related to, the person with whom the member has the professional relationship; or</li> <li>(c) wishes or promises to enter into another relationship in the future with the person or a person closely associated with, or related to, the person.</li> </ul>
Relationship:	<p>A connection that could affect how other people view the member's impartiality. For example, if the matter involves or affects a family member, or an organisation to which the member belongs, or a business of which the member is an employee, <u>shareholder, or director.</u></p>

Relevant Manager Means: (i) for a staff member, their line manager, (ii) for the University Council or committees, or company boards, the relevant chair, (iii) for chairs, the University Registrar, (iv) for the Vice Chancellor, the Chancellor, (v) for the Chancellor, the Chair of the Audit, Risk, & Assurance Committee, and (vi) for a contractor, manager, consultant or other service provider, the relevant head of department or service unit director who has responsibility for the delivery of that contract.

University: Lincoln University and its subsidiaries.

Committee: A group of people constituted as a committee by the Chancellor or Vice-Chancellor or delegate to carry out duties in accordance with specified terms of reference.

~~University:- Lincoln University and its subsidiaries.~~  
~~Committee:~~

~~A group of people constituted as a committee by the Chancellor or Vice-Chancellor or delegate to carry out duties in accordance with specified terms of reference.~~

## 5. Policy Content

### 5.1 Identification of ~~Disclosing a~~ Conflicts of Interest

~~(a)~~ Members are obliged to ~~ensure that any identified~~ disclose each conflict of interest situation ~~is disclosed~~ and managed ~~that conflict~~ in accordance with this policy and the associated Procedures for Managing Conflicts of Interest.

~~(b)~~(a) The guiding principles and responsibilities for identification and management of conflicts of interest in any situation are:

- (i) the member should identify and assess any actual, perceived or potential conflicts of interest;
- (ii) those conflicts should be disclosed as soon as reasonably practicable after they are identified; and
- (iii) unless the group or person to whom the disclosure is made decides otherwise, after an assessment of the facts, the member should withdraw from involvement in any decision or exercise of discretion on behalf of the University.

### 5.2 Disclosure of Interests

(a) Each conflict of interest situation must be disclosed in writing as soon as reasonably practicable after it is identified. It is the responsibility of the person to whom the conflict of interest relates to make this disclosure.

(b) Conflicts of interest must be disclosed using the Conflict of Interest Disclosure Form (unless an alternate form or method of disclosure is provided), which the Member must submit to the Relevant Manager to review.

~~(a) Members of the University Council are required to disclose as best they can a list of external interests which may raise issues of conflict of interest and to update this list as necessary. The supplying of information does not constitute a disclosure as required in other sections of this document. Each conflict of interest must be dealt with as it arises and the onus is on the member to disclose. Disclosures of interests will be securely held in an Interests Register maintained by the Secretary to the Council, updated on a yearly basis or as required.~~

~~(b) The Vice-Chancellor requires members of the Senior Management Group, and may require other members employed by the University, to disclose as best they can a list of external interests which may raise issues of conflict of interest. The supplying of information does not constitute a disclosure as required in other sections of this document. Each conflict of interest must be dealt with as it arises and the onus is on the member to disclose. Disclosures of interests will be securely held in an Interests Register maintained in the Office of the Vice-Chancellor and updated on a yearly basis, or as required.~~

~~(c) In relation to academic supervision and assessment of students, staff members in a decision-making role are required to disclose to their Head of Department any personal or financial relationship, and where such a relationship exists, shall not normally have any assessment responsibility, nor act as supervisor nor, as the case may be, a joint supervisor or advisor of the student.~~

~~(d) In relation to employment, staff members are required to disclose to their Head of Department or Manager any personal or financial relationship with another person, where the staff member has responsibility for, or may directly influence decisions about the appointment, promotion, leave or discipline of that other person.~~

~~(e) In relation to other activities, staff members are required to disclose to their Head of Department or Manager any affiliation with, family connection to, or financial involvement in, any organisation or business entity which may be in conflict with the discharge of his or her University duties or responsibilities.~~

~~(f)~~~~(c)~~ In relation to Committee meetings, all committee meeting agendas are to contain an item requiring the declaration by members of the committee of any actual, potential or perceived conflict of interest ~~with regard to~~~~regarding~~ any item on that agenda. Chairs are required to ensure that any conflicts of interest dealt with in a meeting are recorded in the minutes of that committee meeting.

#### Compliance

~~(a)~~~~(d)~~ Statutory and governance requirements must ~~be observed at all times~~~~always be observed~~ and a member who has made a disclosure shall not (unless the group or person to whom the disclosure is made decides and records otherwise):

~~(i)~~~~i.~~ be present during any deliberation with respect to the matter at hand; or

~~(ii)~~~~ii.~~ take part in any decision with respect to that matter; or

~~(iii)~~~~iii.~~ continue activities associated with the matter whether administrative or otherwise.

~~(b)~~~~(e)~~ A breach of this policy by a member who is an ~~a~~University employee may constitute misconduct or serious misconduct and, depending on the circumstances, be dealt with under the Disciplinary Policy and Procedure.

~~(e)~~~~(f)~~ Under Sections ~~295 & 296~~~~197~~ of the Education ~~and Training~~ Act ~~1989~~~~2020~~ the Vice-Chancellor may delegate functions and powers to staff holding particular positions. These general delegations are recorded in the Delegations of Authority Policy. Conflict of interest situations will normally be managed in accordance with these delegations. From time to time, the Vice-Chancellor may delegate powers, in writing, for the management of a particular conflict of interest situation to a named member of staff.

~~(g)~~ Where any person who is a manager wishes to sub-delegate the power to manage a particular conflict of interest situation they may do so only after the Vice-Chancellor has approved the sub-delegation in writing to a named member of staff.

~~(d)~~

### 5.3 Conflicts of Interest Register

~~(a)~~ All information disclosed in a Conflict of Interest Disclosure Form becomes part of the Conflicts of Interest Register.

~~(b)~~ The Council Secretary in conjunction with the Chancellor will retain a Conflicts of Interest Register for Council and all Committees of Council and be responsible for ensuring that each relevant Conflicts of Interest Register is up to date.

~~(c)~~ Secretariat for each committee that is not a Committee of Council will retain a Conflict of Interest Register for members of that Committee, and be responsible for ensuring that each relevant Conflicts of Interest Register is up to date.

~~(d)~~ When a Relevant Manager receives a Conflicts of Interest Disclosure Form for any other Member they shall retain that form, along with all detailed notes from meetings discussing the management of the disclosed conflict and forward an electronic copy of those documents to [disclosures@lincoln.ac.nz](mailto:disclosures@lincoln.ac.nz).

### 5.4 Privacy

Personal information contained within the Conflicts of Interest Register will be used strictly as necessary to appropriately manage conflicts of interests and in all events, be used, stored and disclosed in accordance with the University's Privacy Policy and the Conflict of Interest Procedures.

Page 5 of 6

#### **Conflicts of Interest Policy**

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### ~~5.3 Disputes Resolution~~

~~In the event of a dispute arising between persons or organisations (including the University itself) having an interest in decisions or processes governed by this policy, resolution shall be sought in the following way:~~

- ~~(a) On notification of the dispute, in writing, to the University, the parties will use best endeavours to resolve the dispute through negotiation.~~
- ~~(b) Should the dispute remain unresolved within ten (10) working days, it will be referred to mediation.~~
- ~~(c) If resolution still cannot be reached within thirty (30) working days, then either party may refer the matter to arbitration in accordance with and subject to the Arbitration Act 1996. The arbitrator or arbitrators should be agreed upon by the parties and, failing agreement, shall be nominated by the President of the Arbitrators' and Mediators' Institute of New Zealand Inc. Such arbitration shall be regarded as final and binding.~~

### 5.45.5 Types of Conflicts of Interest

*Note: The descriptions given below are indicative and not exhaustive.*

**Pecuniary Interest:** a disclosure of interest is required when:

- (a) A member becomes involved with a matter which relates to duties undertaken as a consultant at the University or in the exercise of rights of private professional practice.
- (b) A member is a consultant, director, shareholder or an employee of, or to, a third party in some current or proposed relationship with the University.
- (c) A member is providing professional advice or services to a third party in some current or proposed relationship with the University.
- (d) A decision of the University might affect a consulting or other relationship (e.g. Board Membership, directorship) of a person with a third party.
- (e) A member is involved in a third party which is active in the same sphere of activity as the University or one of its subsidiaries.
- (f) A member has a close relationship with a person who in their own right or through a company is transacting business with the University.
- (g) A member has accepted gifts (including loans of money or property) from a party seeking academic or other advancement in the University, to do business with the University, or that party provides services which compete with those provided by the

Page 6 of 6

University.

- (h) A member is on a non-University Committee, Government Board or similar where there is, for example, control over allocation or awarding of research funding, receivable by the University or any other benefit income or consequence flowing to the University.
- (i) A member is on a committee which is to consider an appointment, scholarship or other matter for which a person in their family, or a person with whom the member has (or has had) a close relationship, is an applicant or candidate.

**Non-Pecuniary Interest:** a disclosure of interest is required when:

- (a) Two members are in a personal or family relationship and they are seeking to jointly supervise a research degree candidate. This relationship may also be perceived as a position of possible bias.
- (b) A member enters a personal relationship, or has a familial relationship, with a research student under their supervision. This relationship may also be perceived as a position of possible bias.

**Bias:** a conflict of interest may arise, or may be perceived, when:

- (a) A member has publicly stated, or is well known as having, a view on a particular issue and where participation in a decision touching or concerning that view, might suggest the member has predetermined the issue.
- (b) A member shows an unwillingness to fairly consider the view of ~~others, or others~~ or is not prepared to be persuaded by evidence or argument, or takes a fixed view where that view precludes a balanced consideration.
- (c) A member is associated with a party which takes actions that affect the University through the various agreements and alliances the University has with third parties (*alliances* would include arrangements such as Memoranda of Understanding).

## 6. Legislative Compliance

The legislation governing this policy is the:

- ~~Arbitration Act 1996~~
- ~~Education Act 1989~~ Education and Training Act 2020
- ~~Companies Act 1996~~
- Crown Entities Act 2004
- ~~Local Authority (Members) Interests Act 1968~~
- Protected Disclosures Act 2000
- Public Service Act 2020

## 7. References

- [Sensitive Expenditure Policy](#)
- Conflict of Interest Procedure
- Code of Conduct
- Delegations Authority Policy
- ~~Protected Disclosures Policy~~
- [Gifts Policy](#)
- ~~Guidance for members of local authorities about the Local Authorities (Members' Interests) Act 1968~~  
~~[Managing Conflicts of Interest: a guide for the public sector](#)~~  
~~— Office of the Auditor General~~

# POLICIES AND PROCEDURES



## Conflict of Interest Procedure

<b>Last Modified:</b>	28 January 2025
<b>Review Date:</b>	27 January 2027
<b>Business Owner:</b>	Executive Director, People, Culture & Wellbeing
<b>Approval Authority:</b>	Vice-Chancellor

### 1. Purpose

The purpose of these procedures is to support the Conflict of Interest Policy and to provide members with clear direction for dealing with predictable conflict of interest situations, as well as a process for dealing with more difficult situations.

The procedures also detail the action to be taken following disclosure of a conflict of interest.

### 2. Organisational Scope

This procedure applies to all members of the University Community.

### 3. Procedures

#### 3.1. Management Responsibilities

Managers across the University have a responsibility to help staff members to comply with their obligations under the Conflict of Interest Policy by:

- (a) building general awareness of the risks of conflicts of interest inherent in the work of the people they manage.
- (b) making staff members aware of the policy, procedures and form regarding conflicts of interest.
- (c) advising and directing staff members as necessary about appropriate ways to manage any conflict of interest.
- (d) ensuring that conflicts of interest involving their staff members are managed appropriately.
- (e) assisting any staff member who discloses a conflict of interest to develop an appropriate strategy to manage the situation.
- (f) reviewing and endorsing plans to manage any conflict of interest.

- (g) monitoring the work of their staff members and the risks associated with a conflict of interest.

### **3.2. Individual Responsibilities**

- (a) In relation to teaching, academic supervision and assessment of students, staff members must disclose to their Relevant Manager any personal or financial relationship that may lead to a conflict of interest.
- (b) Where such a relationship exists, the staff member is not to have any assessment responsibility, nor act as a supervisor or as an advisor to the student.
- (c) In relation to employment, staff members must disclose to their Relevant Manager any personal or financial relationship with another person, where the staff member has responsibility for or may directly influence decisions, including, but not limited to, decisions about the appointment, promotion, remuneration/reward, leave or discipline of that other person.
- (d) Staff members must disclose to their manager any relationship to suppliers or potential suppliers of goods or services to the University that may conflict with the discharge of their University duties or responsibilities.
- (e) In relation to committee membership, members are to disclose any actual or potential conflict of interest to the chair who will then decide on the appropriate course of action.

### **3.3. Managing a Conflict of Interest**

- (a) As soon as a member becomes aware that they have a conflict of interest they must declare it in writing to their Relevant Manager using the Conflict of Interest Disclosure Form (refer to Appendix A), unless another form or method of disclosure has been provided.
- (b) If the member's manager has a conflict of interest in the matter, the member must disclose the conflict of interest to the next higher level of authority.
- (c) The relevant manager, in consultation with the member who has disclosed the conflict of interest, must determine whether a conflict of interest exists and, if so, what further action needs to be taken.
- (d) If the relevant manager decides that further action needs to be taken, the member must have no involvement, or further involvement, in the matter giving rise to the conflict of interest unless the manager decides otherwise.
- (e) Where it is determined that further action needs to be taken, the manager, in consultation with the member will decide on a course of action to manage or avoid the conflict of interest and record this in the Conflict of Interest Disclosure Form (refer to Appendix A), unless another form or method of disclosure has been provided.
- (f) If the member does not agree with the decision of their manager they may raise the matter with the relevant Senior Manager.

- (g) To avoid doubt, the convenor of a meeting other than a committee meeting must deal with and record any conflict of interest that arises in the same manner as a manager would do.
- (h) The Conflict of Interest Disclosure Form should be retained by the Relevant Manager and a copy forwarded to [disclosures@lincoln.ac.nz](mailto:disclosures@lincoln.ac.nz).

### 3.4. Council Meeting Procedure

Where a member makes a disclosure of an interest during a meeting, the disclosure and any ruling of the meeting must be recorded in the minutes of that meeting.

In the case of a Council or a Committee of Council meeting, the Council or the Committee of Council will resolve on a case-by-case basis by majority vote how the matter should be handled. Options include:

- (a) forming a view that there is no conflict;
- (b) forming a view that there is a conflict but, where this is in common with the public or by virtue of the Council member's election by a particular organisation or group, allowing the member to remain for the discussion of the item to which the conflict applies, and allowing him/her to speak and vote on the subject;
- (c) forming a view that there is a conflict but,
  - allowing the Council member in question to remain for the discussion of the item to which the conflict applies, and allowing him/her to speak to the subject, but not to vote; *or*
  - allowing the Council member in question to remain for the discussion of the item to which the conflict applies, but not allowing him/her to speak or vote; *or*
  - excluding the Council member in question from the meeting for the discussion and vote on the item to which the conflict applies.

### 3.5. Committee Meetings

All Committee meeting agendas are to contain an item requiring the declaration by members of the Committee of any actual, potential or perceived conflict of interest with regard to any item on that agenda. Committee members must disclose to the chair any conflict of interest with regard to any item on the agenda as soon as possible and in all cases, before that item is dealt with by the Committee

The minutes must record any conflict of interest declared before, or arising during the meeting and how the conflict was dealt with. Action/ decisions taken by a Committee Chair in relation to disclosure of conflict of interest before or during a committee meeting must also be recorded in the minutes of the relevant meeting.

Chairs of the Committee are required to ensure that any conflicts of interest dealt with in a meeting are recorded in the minutes of that committee meeting.

### **3.6. Acceptance of Gifts**

The Sensitive Expenditure Policy sets out the framework for staff members when accepting gifts or koha on behalf of the University, or giving gifts on behalf of the University, both to external parties or staff within the University.

The Policy recognises that accepting gifts can present an ethical dilemma for staff. The Policy complies with guidance issued by the Controller and Auditor General and also ensures the University's compliance with the relevant taxation legislation, primarily Fringe Benefit Tax.

### **3.7. Undeclared Conflicts of Interest**

If any person is aware or suspects a conflict of interest has not been disclosed, they may raise this non-disclosure with the Relevant Manager. \_

If a member is uncomfortable raising the non-disclosure with the Relevant Manager, they may choose to make a disclosure in accordance with the University's Protected Disclosures Policy, and be protected by the Protected Disclosures Act 2000.

### **3.8 Contact**

If you have any questions in relation to the operation of this procedure please contact the General Counsel or Council Secretary.



### Conflict of Interest Disclosure Form

In accordance with the University's Conflict of Interest Policy, all staff members of the University community must disclose a conflict of interest as soon as reasonably practicable after the conflict is identified.

The completed form is to be retained by the Relevant Manager and a copy of the form will be emailed to [disclosures@lincoln.ac.nz](mailto:disclosures@lincoln.ac.nz).

**Part A: Nature of Conflict**

Outline the actual, potential or perceived conflict of interest:

**Part B: Proposed Action(s) agreed by staff member and manager:**

Outline what action is proposed to resolve the conflict or reduce the risk it may pose to the individual's duties, and/or to the University (please consider whether a senior manager may need to be consulted).

I declare that the disclosure in Part A is true and correct and I agree to the action plan outlined in Part B:

Staff/Committee Member Name		Staff/Committee Member Signature	
Department/Unit		Date	

I approve the action plan outlined in Part B:

Manager/Chair Name		Manager/Chair Signature	
Position		Date	

# POLICIES AND PROCEDURES



## Council Members Conflict / Disclosure of Interest

<b>Last Modified:</b>	28 July 2020
<b>Review Date:</b>	30 July 2023
<b>Business Owner:</b>	Vice-Chancellor
<b>Approval Authority:</b>	Council

### 1. INTRODUCTION

- 1.1. This policy summarises the relevant legislative provisions relating to possible conflicts of interest for Council members.
- 1.2. The provisions of the Local Authorities (Members' Interests) Act 1968 relates to contracts between the University (which includes the Council) and its members, and in particular, to the restrictions on the actions of such members when matters in which they have a pecuniary interest are under consideration.
- 1.3. The Education Act 1989 provisions relating to actual disclosure are detailed in Section 4. Staff members of Council should note Section 4.3.

### 2. RESTRICTION ON ELECTION OR APPOINTMENT

- 2.1. No person shall be capable of being elected as or appointed to be, or of being, a member of Council or of any of its Committees if that person is concerned or interested in contracts made by the Council where the payments made, or to be made, in respect of all such contracts exceeds twenty five thousand dollars in any financial year. In special cases, with the prior approval of the Audit Office, these limits may be increased.
- 2.2. The provisions of the Act apply to a member concerned or interested in any sub-contract made with any contractor to the Council as if that member was concerned or interested in the head contract.
- 2.3. Where a member's interest in a contract arises through membership of an incorporated company, the restriction on membership of Council applies if:
  - 2.3.1. The member or the member's spouse or partner, singly or between them own, directly or through a nominee, ten percent or more of the issued capital of the company or any company controlling that company.
  - 2.3.2. The member or the member's spouse or partner is a member of the company and either of them is managing director or general manager (by whatever names they are called) of the company.
  - 2.3.3. The member or the member's spouse or partner is a member of a company controlling the company with which the contract is made and either of them is the managing director or the general manager of that controlling company.
  - 2.3.4. The member or the member's spouse or partner is the managing director or general



manager of the company and either of them is a member of a company controlling that company.

- 2.4. The above does not apply where the member and the member's spouse or partner are living apart or the member did not know and had no reasonable opportunity of knowing that his or her spouse or partner owned any part of the issued capital of the company or of any company controlling that company, or held any of the offices set out in 2.2 and 2.3 above.
- 2.5. A controlling company is one owning fifty per cent or more of the issued capital of the relevant company, or one able to control the exercise of fifty per cent or more of the total voting powers exercisable by all members of that other company.
- 2.6. A member of Council or of one of its committees shall be deemed to be concerned or interested in a contract made by the Council in which that member's spouse or partner is concerned or interested (other than a contract made with an incorporated company), provided that this does not apply where, at the time when the contract was entered into, the member and his/her spouse or partner were living apart or the member did not know and had no reasonable opportunity of knowing that his or her spouse or partner was concerned or interested in the contract.
- 2.7. No Council member will be disqualified in respect of any contract made on behalf of Council under a delegated authority by a University officer, or by a committee to which that member does not belong, where it is verified to the satisfaction of the Audit Office that the member did not know and had no reasonable opportunity of knowing of the contract when it was made.
- 2.8. There are additional instances specified where a member will not be disqualified.

### **3. DISCUSSION OR VOTING BY A MEMBER OF COUNCIL OR ONE OF ITS COMMITTEES WHEN THAT MEMBER HAS A PECUNIARY INTEREST**

- 3.1. A member of Council or of one of its committees shall not vote on, or take part in the discussion of, any matter before Council or before that committee, where that member has in relation to that matter, directly or indirectly, any pecuniary interest, other than an interest in common with the public. Public has been defined as "the people collectively, or in general, of a particular locality, state or nation or of the world at large".

Where a member has been appointed to Council by another group or body, that member may remain involved in discussion and may vote if his or her pecuniary interest in the relevant matter is not different in kind from that of other members of that group or body, even if that interest is different from that of other members of the public. A pecuniary interest does not necessarily imply a pecuniary advantage.

- 3.2. Where an incorporated company has a pecuniary interest in a matter a member of Council shall be deemed to have a pecuniary interest in that matter if the member or the member's spouse or partner is involved in any of the ways already outlined in respect of contractual interests.

In addition, the member is deemed to have a pecuniary interest where the spouse or partner has (directly or indirectly) a pecuniary interest in a matter before the Council or one of its committees as the owner or one of the owners (otherwise than a member of an incorporated company) of an estate or interest in any real or personal property, or of any business or as party to any contract or proposed contract with the Council.

- 3.3. A specific exception allows a member of the Council of a University (and some other specified bodies) who is an employee of the relevant body to discuss but not vote on any



matters that affect directly or indirectly that member's salary or allowances.

- 3.4. With the prior approval of the Audit Office a member may vote or take part in the discussion on any matter where it is satisfied that the transaction of business before the meeting would be impeded by the application of the restriction or that the interests of the relevant "inhabitants or electors" would be better served by not applying the restriction.

#### 4. DISCLOSURE OF INTEREST

Section 175 of the Education Act provides –

- 4.1. A member of Council or a Council committee who has an interest in a matter being considered or about to be considered by the Council or committee, as the case may be, shall, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the Council or committee.
- 4.2. A disclosure under 4.1 above shall be recorded in the minutes of the meeting of the Council or committee and the member shall not unless the Council decides otherwise -
  - 4.2.1. be present during any deliberation of the Council or committee with respect to that matter; or
  - 4.2.2. take part in any decision of the Council or committee with respect to that matter.
- 4.3. For the purposes of this section, a person has an interest in a matter if, and only if, the matter relates to the conditions of service of the person as the chief executive or a member of staff of the institution concerned or the person has any other direct or indirect pecuniary interest in the matter.

#### KEY WORDS

Council, BCCMs





## Vice-Chancellor's Office

Version:

# Conferment of Degrees, Diplomas and Certificates 25 February 2025

Author/s: Sonja Wilkinson / Hamish Cochrane

SLT Authoriser:

Date: 18/02/2025

## 1. Purpose

Submission of graduand name for revoking of a diploma and names for conferment of degrees, diplomas, and certificates by Council on 25 February 2025.

## 2. Recommendation

**That Council resolves to revoke the following award:**

The following student wishes to revoke her qualification so that she may use the credits towards another qualification. Additional information on this request is in the memo submitted alongside this conferral report in **Appendix A**.

**Yuheng Lin (1141682)** requests her **Diploma in University Studies** (awarded 13 May 2022) be revoked so that she may use the 120 credits completed to take out the **Diploma in Natural Resources** instead.

**Yuheng** will surrender her **Diploma in University Studies** parchment to the Graduation Office. **Yuheng** is listed in this report for conferral of the **Bachelor of Commerce, Individual Major** and the **Diploma in Natural Resources**.

**That Council resolves to approves the following awards:**

### Doctor of Philosophy

Nor Atiah Binti **Ismail**, in Landscape Architecture (Conferral date of 6 May 2011)

### Master of Applied Computing

Li **Chen**, Distinction  
Menglin **Chen**, Distinction  
Yinghua **Chen**, Distinction  
Dian **Gao**, Distinction  
Wei **Gao**, Distinction  
Astrid Felicitas **Harper**, Distinction  
Yong **He**, Distinction  
Sijia **Hu**, Distinction  
**Hung** Kwun Tong, Distinction  
Jinping **Jiang**, Distinction  
Linjing **Jin**, Distinction  
Zhi Guo **Li**, Distinction

Ziwen **Li**, Distinction  
Manni **Liu**, Distinction  
Ting **Lyu**, Distinction  
Kieran Blair **McCall**, Distinction  
Jing **Rong**, Distinction  
Junnan **Su**, Distinction  
**Wang** Hankun, Distinction  
Wei **Wang**, Distinction  
Tianyao **Wei**, Distinction  
Fan **Wu**, Distinction  
Jiang **Wu**, Distinction  
Qian **Xu**, Distinction  
Wencong **Xu**, Distinction  
Xiangwei **Zhang**, Distinction  
Wei **Zhao**, Distinction  
Zihe **Zhao**, Distinction  
Wei **Zhou**, Distinction  
Zhipeng **Zou**, Distinction  
Xiaojia **Dou**, Merit  
Chenchen **Duan**, Merit  
Svetlana **Gileva**, Merit  
Bin **Liu**, Merit  
**Low Wei Hong**, Merit  
**Lu** Weidong, Merit  
Jiye **Ma**, Merit  
Yuxuan **Peng**, Merit  
Beibei **Qiang**, Merit  
Dongmei **Shao**, Merit  
Huizhong **Wang**, Merit  
Kang **Wang**, Merit  
Mingming **Wang**, Merit  
Wenjing **Wang**, Merit  
Cang **Xiao**, Merit  
Jia Hua **Xie Cao**, Merit  
Baofeng **Yang**, Merit  
Donglin **Yu**, Merit  
Daming **Zhang**, Merit  
Hua **Yang**

#### Master of Business in Finance

Cui **Dai**, Distinction  
Yindi **Lu**, Distinction  
Hanzhou **Qin**, Distinction  
Puchong **Wei**, Distinction  
Farheen Amber **Ayaz**, Merit  
Qing **Wang**, Merit  
Qianao **Zhang**  
Rong **Zhou**

#### Master of Business in Global Management and Marketing

Simone Margaret **Boonekamp**, Distinction  
**Cheng** Yingjia, Distinction  
Bryce Jeffrey **Clark**, Distinction  
Kaiqi **Deng**, Distinction  
**Feng** Shuying, Distinction

**Murooj Mohammed Moizuddin**, Distinction  
Chenghuan **Wang**, Distinction  
**Wu** Jiabao, Distinction  
Shiyao **Xu**, Distinction  
Heejung **Kim**, Merit  
Arun George **Paul**, Merit  
Lei **Song**, Merit  
Fanqi **Sun**, Merit  
Yunlyu **Zhang**, Merit

#### Master of Environmental Policy and Management

Luke Wisler **Poulsen**, Distinction  
Brittney Sarah **Sutherland**, Distinction  
Joseph William **Edmonds**, Merit

#### Master of Fintech and Investment Management

Ruofan **Huang**, Distinction  
Chih-Ting **Liu**, Distinction  
Vu Tuan **Nguyen**, Distinction  
Mingxuan **Su**, Distinction  
Qian **Hang**, Merit  
Tung Manh **Hoang**, Merit  
Kaiqi **Li**, Merit  
**Li** Yuxuan, Merit  
Viet Toan **Truong**, Merit  
Jiahui **Wang**, Merit  
Yuanxi **Xing**, Merit  
Siyao **Xu**, Merit  
Bing **Ye**, Merit  
Fangshuo **Yu**, Merit  
Daochen **Zhang**, Merit  
Jinfeng **Zhang**, Merit  
Jialiang **Liu**

#### Master of International Nature Conservation

*(Jointly awarded with Georg-August-Universität, Göttingen, Germany)*

Shannon Jane Elizabeth **Marshall**  
Catherine Maria **Priemer**  
Sally Lauren **Sinclair**

#### Master of Management in Agribusiness

**Susilawati**, Distinction

#### Postgraduate Diploma in Applied Science

Cai **Cai**  
Yisu **Wang**

#### Postgraduate Diploma in Commerce

Adam Dayle **Fern**  
Qingsong **Wang**  
Chen **Yang**  
Yawen **Yu**

#### Postgraduate Diploma in Environmental Management

Mark **Naudé**, Distinction  
Farheen Amber **Ayaz**  
Caroline Ann **Hadley**  
Eden Jane **McElroy-Thompson**  
Victor Wilhelm **Meyer**

#### Postgraduate Diploma in Horticultural Science

Alexandra Madeleine Gael **Ward**

#### Postgraduate Certificate in Applied Science

Robert Daniel **Barrett**, Distinction  
Xinrong **Guo**, Distinction  
Amy Hannah **Kuipers**, Distinction  
Kate Jasmine **Edens**  
Zixian **Gao**  
**Lu** Weidong  
Donglin **Yu**  
Bowu **Zhang**  
**Zhang** Shaoshuai

#### Postgraduate Certificate in Commerce

Jesse Mackayla **Brennan**, Distinction  
Vikas **Chaubey**, Distinction  
Harriet Shirley Ella **Gibson**, Distinction  
Paul **Godfrey**, Distinction  
Guoquan **Situ**, Distinction  
Farheen Amber **Ayaz**  
Mengrao **Dai**  
Hongzhao **Ding**  
Xiaojuan **Hu**  
Richard Scott **Pentreath**  
Hamish Neil **Symons**  
Maria Isabel **Tapia Inzulza**  
Qing **Wang**  
Shu **Xue**  
Xiaoxiong **Yan**  
**Zhou** Shun

#### Postgraduate Certificate in Environmental Management

Joshua Orion **Leenhouwers**, Distinction  
Luke Wisler **Poulsen**

#### Postgraduate Certificate in Landscape Studies

Rasha Mohamed Ahmed Elsaid **Elgammal**

Graduate Diploma in Commerce

Yihan **Mao**

Graduate Diploma in Property Management

Tse Ki **Chiu**

Graduate Certificate in Resource Studies

Claire Elizabeth **Cumming**

Bachelor of Commerce

**Cheng** Huangqiu, Food and Resource Economics Major  
Houxiong **Fang**, Marketing Major  
Dianpeng **Jin**, Food and Resource Economics Major  
Cara Leigh **Johnson**, Individual Major  
**Li** Zhao, Food and Resource Economics Major  
Yuheng **Lin**, Marketing Major  
Wen **Liu**, Food and Resource Economics Major  
Zhengqi **Liu**, Accounting and Finance Major  
Xiaowu **Ma**, Accounting and Finance Major  
Aditi **Shankar Narayanan**, Accounting and Finance Major  
Peian **Wang**, Food and Resource Economics Major  
Yadan **Xiang**, Food and Resource Economics Major

Bachelor of Environmental Management

Augusta **Castela Soares**

Bachelor of Horticultural Science

Marc James **Hatfield**

Bachelor of Science

Sophie Frances **Early**, Conservation and Ecology Major  
**Zeng** Shuting, Individual Major

Bachelor of Viticulture and Oenology

**Zhang** Yanyan

Diploma in Agriculture

Dale Fabian **Potter**

Diploma in Commerce

Harrison Charles **Wimsett**

Diploma in Natural Resources

Yuheng **Lin**

Diploma in University Studies

Christian **Garcia Cedeno**  
Xiaowu **Ma**

Motion Carried / Motion Not Carried

Dr Hamish Cochrane  
Director, Student Administration and Student Health  
13 February 2025



Student Administration]  
Lincoln University  
PO Box 85084, Lincoln 7647  
Christchurch, New Zealand

T (64) 3 423 0000  
F (64) 3 325 3867  
E grow@lincoln.ac.nz  
www.lincoln.ac.nz

## MEMORANDUM

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**To:** Nathaniel Heslop  
**CC:** Dr Hamish Cochrane  
**From:** Sonja Wilkinson  
**Date:** 13 February 2025  
**Subject:** Notes to Council Conferrals for 25 February 2025:

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The Council Conferment of Degrees, Diplomas and Certificates Report includes two conferrals with special consideration required:

- (1) recommendation to backdate a conferral date for Nor Atiah Binti **Ismail** (1072977); and
- (2) Yuheng **Lin** (1141682) for whom the request is to simultaneously revoke and award a qualification.

**(1) Nor Atiah Binti Ismail (1072977)**

A backdated award date of 6 May 2011 is recommended for award of the Doctor of Philosophy, in Landscape Architecture, for Nor Atiah Binti Ismail.

Nor Atiah Binti Ismail completed her PhD in 2010 but never completed the graduation process to have the qualification conferred. She has recently been in contact to request her parchment and transcript.

The recommended award date of 6 May 2011 is the next annual graduation ceremony date following her final study date in 2010, and better reflects the age of the degree completed (15 years ago).

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**(2) Yuheng Lin (1141682)**

The request for Yuheng is to simultaneously revoke the Diploma in University Studies and award instead the Diploma in Natural Resources.

Yuheng Lin commenced study at Lincoln through the Diploma in University Studies (DUS) programme in order to gain entry to the Bachelor of Landscape Architecture (BLA) degree. In 2024, towards the end of her studies, she made a programme change from the BLA to the Bachelor of Commerce (B.Com).

Yuheng has completed a total of 480 credits, if she had remained in the BLA the 120 credits completed under the DUS would be needed to meet the compulsory courses for the degree and for the requirement to have completed a total of 480 credits. The DUS credits would be subsumed into the BLA degree.

The B.Com, however, only requires the completion of 360 credits. The additional 120 credits Yuheng completed under the DUS programme are BLA courses and have not been required for, and are not relevant to, the B.Com degree.

The Academic Administration Committee considered Yuheng's situation and approved at the meeting on 13 Feb 2025 that the 120 credits completed under the Diploma in University Studies programme may instead be used to take out the Diploma in Natural Resources, which would be a much stronger and more beneficial qualification for Yuheng to take away from Lincoln as a result of her study here.

The Diploma in Natural Resources requires 120 credits at the 100 or 200 levels listed in specific Bachelor degree schedules, including the BLA, and Yuheng meets the academic requirements for this Diploma with the courses she completed under the DUS programme.

Yuheng's Diploma in University Studies was awarded on 13 May 2022, and on being revoked would release the 120 credits required for the Diploma in Natural Resources.

Yuheng's Bachelor of Commerce, Individual Major, and Diploma in Natural Resources qualifications are listed in the 25 February Council conferrals.

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:*

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under section</b>
<b>Appointment &amp; Remuneration Committee</b> 1. Report 2. Minutes from meetings on 17 December 2024 and 5 February 2025 3. Vice Chancellor Employment Matters 4. Lincoln Agritech Limited Board Appointments 5. Council Succession Planning	To protect the privacy of natural persons	7(2)(a)
<b>Audit, Risk, &amp; Assurance Committee Report to Council</b> 1. Report 2. Minutes from meeting on 18 February 2025 3. Approve 2024-2027 Internal Audit Plan 4. New Catered Hall Business Case Addendum 5. LAL Preferred Tender and Contract Award 6. Treasury Policy Review 7. Key Accounting Matters, incl. Impairment Assessment, Land & Buildings Fair Value Assessment, Going Concern Assessment, and Pay Equity Claim Assessment & Disclosure	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage To maintain legal professional privilege	7(2)(h) 7(2)(j) 7(2)(g)
<b>Graduating Year Reviews Report</b>	To protect the privacy of natural persons To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(a) 7(2)(h)
<b>Academic Qualifications Summary Report</b>	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
<b>Monthly Recruitment Report (verbal)</b>	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>Finance Report</b>	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>Health &amp; Safety Report</b>	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>2024 Q4 Wellbeing Report</b>	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
<b>Gender Pay Gap Report and HR Dashboard</b>	To protect the privacy of natural persons	7(2)(a)

*I move also that:* Prof Chad Hewitt (Provost), Mr S Hunter (Health, Safety & Wellbeing Manager), Prof Merata Kawharu (Deputy Vice Chancellor, Māori and Pasifika), Mrs E Rooney (Finance Director), Mrs S Roulston (Chief Operating Officer), Mr D Lodge (Deputy Vice-Chancellor, Student Life), Tumuaki-Takirua Te Awhioraki, Mr D Cooper (LUSA President), Mr A Pearson (Property Director), and Mr Nathaniel Heslop (Council Secretary), be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the various matters being discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their involvement in the development of reports to Council on these matters.