



LINCOLN
UNIVERSITY
TE WHARE WĀNAKA O AORAKI

LINCOLN UNIVERSITY COUNCIL

AGENDA & PAPERS

At 9am on Tuesday, 27 February 2024 a meeting of Lincoln University will be held in Whare Auaha Meeting Room, Ground floor, Waimarie, Lincoln Campus

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

Vision

To be a globally-ranked, top-five land-based University, unlocking the power of the land to enhance lives and grow the future.

Purpose

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.

Strategy 2019-2028

Renewal Strategy

- 1 A distinctive Aotearoa New Zealand end-to-end student experience
- 2 Improved assets and sustainable operating models
- 3 A culture which stimulates and inspires staff and students

Shaping Strategy

- 4 A world-class research and teaching precinct
- 5 An organisation focused on meaningful partnerships
- 6 Facilitating growth

Supported by four plans

- 1 Research
- 2 Education
- 3 Māori
- 4 Partnership

Values

Manaakitaka — Looking After People.

Strategy Goals and priority areas in 2020-2024



Renewal Strategy

Priority Areas

Goal 1	A distinctive Aotearoa New Zealand end-to-end student experience	→	Campus Living Laboratory Work integrated learning programme
Goal 2	Improved assets and sustainable operating models	→	Campus development Objectives and KPIs for academic and service support New and improved timetable Living standards framework
Goal 3	A culture which stimulates and inspires staff and students	→	Bicultural campus Increased professional development activities Workload allocation model

Shaping Strategy

Priority Areas

Goal 4	A world-class research and teaching precinct	→	Land-based postgraduate research school Centres of Excellence Online and blended delivery
Goal 5	An organisation focussed on meaningful partnerships	→	Stakeholder engagement Research partnerships
Goal 5	Facilitating growth	→	Education partnerships Scholarships investment

Council Meeting - 27 February 2024

CONFIDENTIAL



27 February 2024 09:00 AM - 01:00 PM

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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.	
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There were no outstanding items from the minutes	
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16. Next Meeting

9am on Tuesday 26 March 2024, in Whare Auahu Meeting Room, ground floor, Waimarie, Lincoln Campus and by MS Teams.

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 - 27 February 2024 - Disclosures of Interest

STRICTLY CONFIDENTIAL					
2024 Lincoln University Council Members' Interests Register					
Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
Janice Fredric	Mainpower Ltd	Current	Director		Feb-22
Janice Fredric	Aurora Energy Limited	Current	Director		Jul-22
Janice Fredric	Aviation Security Services	Current	Chairman		
Janice Fredric	Civil Aviation Authority	Current	Chairman		
Janice Fredric	Unity Credit Union	Current	Chair of Audit and Risk Committee	Formerly Credit Union Baywide and Credit Union South ends on 28 October 2022	Oct-22
Janice Fredric	Green Power New Zealand Ltd	Current	Director	Resigned with effect from 12 May 2023	May-23
Janice Fredric	Mt Cass Wind Farm Ltd	Current	Director	Resigned with effect from 12 May 2023	May-23
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		11-Sep-23
Janice Fredric	Aspire NZ Seed Fund Limited	Current	Director		11-Sep-23
Janice Fredric	Elevate NZ Venture Fund GP Ltd	Current	Director		11-Sep-23
Bruce Gemmell	The Gemmell Group Limited	Current	Director, Shareholder		Feb-22
Bruce Gemmell	The Highlanders GP Limited	Current	Director		
Bruce Gemmell	Miramar Consolidated Limited	Current	Director		
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		
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		
James Parsons	Ashgrove Limited	Current	Director		
James Parsons	Ospri New Zealand Limited	Current	Director		
James Parsons	National Animal Identification and Tracing (NAIT) Limited	Current	Director		
James Parsons	TBFree New Zealand Limited	Current	Director		
James Parsons	Halter USA Inc	Current	Advisor		July-23
David Philip Jensen	Colebrook Kiwifruit Orchard GP Limited	2020-current	Chair		Feb-22
David Philip Jensen	Pongakawa Kiwifruit GP Limited	2020-current	Chair		
David Philip Jensen	Riverview Kiwifruit GP Limited	2020-current	Chair		
David Philip Jensen	Otamarakau Kiwifruit GP Limited	2020-current	Chair		
David Philip Jensen	Awakeri Orchard GP Limited	2019-current	Chair		
David Philip Jensen	El Dorado Orchard GP Limited	2018-current	Chair		
David Philip Jensen	Expressway Orchard GP Limited	2017-current	Chair		
David Philip Jensen	Gold Income GP Limited	2021-current	Chair		
David Philip Jensen	Eastpack Limited	2018-current	Director		
David Philip Jensen	Merrijig Development sLimited	Current	Shareholder		

Council Meeting - 27 February 2024 - Disclosures of Interest

Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
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		
David Philip Jensen	Eastern Orchards Orchard GP	2019-current	Chair		
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	IV between MPI, PGW, DairyNZ and Barenburg NZ	Apr-23
Professor Grant Edwards	Lincoln University	Current	Vice-Chancellor		Feb-22
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 (South Island) Limited	Current	Director		
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		
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		August-23
Professor James Alexander McWha	International Association of University Presidents	2017-current	Senior Adviser and Executive Committee		Feb-20
Professor James Alexander McWha	The Children's University	2012-current	Chancellor		
Professor James Alexander McWha	Adagio Trust	2017-current	Trustee		
Elizabeth Hill-Taiaroa	Te Taumutu Rūnanga	Current	Secretary & Oranga leader		Apr-23
Professor Derrick Moot	Lincoln University	Current	Professor		Jun-22
Dr Maria Janna van den Belt	Cogo Connecting Good Limited	Current	Shareholder		Jun-21
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	Sep-22
Dr Maria Janna van den Belt	Global Research consortium (USA, China, Europe) Safe Seaweed by Design (research project)	Current to Feb 2023	Member of Advisory Board	Research project involving representatives from USA, China, Europe	Sep-22
Gabrielle Thompson	Olsen Thompson Limited	Current	Director & Shareholder		
Gabrielle Thompson	Hollyfort Farm Limited	Current	Shareholder		
Gabrielle Thompson	Selwyn Thompson Limited	Current	Shareholder		

Council Meeting - 27 February 2024 - Disclosures of Interest

Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
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	
Demetrio Cooper	Lincoln University Students' Association	Current	President		Dec-23

Register of interests – Senior Leadership Team – 2024

SMG member	Organisation	Date	Position	Notes
Grant Edwards	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 (South Island) 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	
	Biological Heritage National Science Challenge, Challenge Parties Working Group (Co-Chair as UNZ representative)	Current	Co-Chair	
	Committee of University Academic Programmes (CUAP)	Current	Chair	
	Academic Quality Agency for New Zealand Universities (AQA)	Current	Board Member	
	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		
Karen McEwan	Lincoln University	2019-	Executive Director, People, Culture, and Wellbeing	

Updated Feb 2024

Council Meeting - 27 February 2024 - Disclosures of Interest

	Senior Management Group, Lincoln University	2019-	Member	
	Ceiling Clean WGTN Limited	1982-	Shareholder	
Susie Roulston	Lincoln University	2021-	Chief Operating Officer	
	Senior Management Group	2021-	Member	
	Hayden Roulston Limited	2017		Susie's Partner (sports Coaching)
	Lincoln University Property Joint Venture Limited	2022-	Director	From 1 December 2022
Alistair Pearson	Property Council New Zealand	2019-current	Executive	
Chad Hewitt	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	
	Universities New Zealand, CUAP	Current	Ex-officio member	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-		
Merata Kawharu	Tūrama Trustees Limited	Current	Director	
	Nukuroa Consulting Limited	Current	Director & Shareholder	
	Takarangi Limited	Current	Director	
	E Mara E Limited	Current	Director & Shareholder	

Updated Feb 2024



LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 12 December 2023 at 9am in Council Chambers and online via MS Teams

Meeting Minutes

- Present: Mr B Gemmell (Chancellor), Professor G Edwards (Vice-Chancellor), Mr D Cooper, Mrs M Ash, Prof Derrick Moot, Dr Marjan van den Belt, Mrs Liz Hill-Taiaroa (each a Council Member),
- Via MS Teams: Prof James McWha (Pro-Chancellor), Mrs Janice Fredric, Mr James Parsons (each a Council Member)
- In attendance: Mrs S Roulston (Chief Operating Officer)
Mr D Lodge (Deputy Vice-Chancellor, Student Life)
Mr N Heslop (Strategy & Governance Officer, as Council Secretary)
Mrs K McEwan (Executive Director People, Culture, & Wellbeing)
Mrs T Nelson (Health, Safety, & Bio-Compliance Manager) – Item 9

Meeting started at 9.01am.

1. Welcome/Karakia/Apologies

The meeting began with a karakia by Mrs Liz Hill-Taiaroa.

Council RESOLVED:

1. To receive an apology from Mrs G Thompson & Mr D Jensen for absence, and an apology from Prof. James McWha for early departure.

Resolution

MOTION CARRIED

2. Disclosures of interests

The interest register was NOTED.

3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

- To confirm the minutes from the Council meeting held 28 November 2023.

Resolution

MOTION CARRIED

4. Matters arising from the Minutes

The action register was NOTED.

5. Notice of items of General Business

There were no items of general business.

The Chancellor advised Council that he received the resignation of Peter Barrowclough, CEO of Lincoln Agritech, and announced this to staff. The Lincoln Agritech Board has appointed Dr Richard Gordon, former CEO of Manaaki Whenua | Landcare Research as an interim-CEO.

6. Vice Chancellors Report

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

- Vice Chancellors met the incoming Tertiary Education Minister to discuss the Higher Education Funding Review. At that meeting it was disclosed that:
 - There is a possibility the PBRF funding round may be deferred.
 - There will be a movement of “free fees” from the first of study to the last year. Likely implementation in 2025.
 - The unified funding system will be replaced by the SAC funding model. This may have a modest uplift in revenue circa \$500,000 for the University.
 - The Children’s University has 1475 members cross 45 schools and two Runanga and recently held a graduation ceremony.
 - The graduation destination and student experience surveys have recently been completed. Lincoln continues to sustain high levels of graduate employment within six months of graduation at 84%.

Council RESOLVED:

1. To receive the information in the Vice Chancellor’s Report.

Resolution

MOTION CARRIED

7. Academic Board Report

The report was taken as read.

The Chancellor asked the Vice Chancellor to pass on the thanks and best wishes of Council to the Academic Board for what has been a full and comprehensive year.

Council Resolved

That Council:

1. **Note** the Academic Board Report.

Resolution

MOTION CARRIED

8. Conferment of Degrees, Diplomas, and Certificates Report

The report was taken as read.

The

Council Resolved

That Council approve the following awards:

Doctor of Philosophy

Maisam **Ali**, in Accounting and Finance

Zainul **Azmi**, in Agricultural Economics

Jinbo **Li**, in Soil Science

Karla María **López Reyes**, in Applied Entomology

Collins **Oduro**, in Agricultural Economics

Aleksandra **Stojanovska**, in Sociology

Xiaozhen **Ye**, in Tourism Management

Master of Business in Finance

Weiming **Li**, Merit

Minghui **Zhao**, Merit

Resolution

Master of International Nature Conservation

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

Jessica **Bardey**

Master of Landscape Architecture

Leucia Jayne **Caves**, *Second Class Honours, Division I*

Master of Science in Food Innovation

Gao Congyi, Merit

Postgraduate Diploma in Applied Science

Conor David **Taylor**

Postgraduate Diploma in Parks, Recreation and Tourism

Lucy Elizabeth **Brown**

Postgraduate Certificate in Commerce

Sarah Louise **McKenzie**, Distinction

Cameron **Burton**

Hamish Nigel **Murray**

Kristen Gene **Robb**

Postgraduate Certificate in Environmental Management

Sarah Veronica Rae Fisher, Distinction

Graduate Diploma in Commerce

Cai Zihao

Graduate Diploma in Property Management

Wen **Guan**

Bachelor of Commerce

Ziwen **Qiao**, Individual Major

Diploma in Farm Management

Joshua Gray **Dearden**

Diploma in Horticulture

Raewyn Anne **Cunningham**

Diploma in University Studies

Benjamin Kar Hoe **Tan**

Ega **Wibisono**

MOTION CARRIED

9. Convene Executive Committee Report

The report was taken as read.

Council Resolved

That Council:

1. **APPOINT** an Executive Committee comprising of the Chancellor, Pro-Chancellor, Vice-Chancellor and the Chair of Audit and Risk Committee (quorum to be three of these members) to be authorized to make any urgent decisions of the Council required during the period of 13 December 2023 and 26 February 2024 (both days inclusive).
2. **NOTES** that any meeting of the Executive Committee will be publicly notified, and the details forwarded to all Councillors, all of whom can participate.
3. **NOTES** that any decisions made will be reported to the Council for record purposes and subject to retrospective approval of Council.

Resolution

MOTION CARRIED

10. Election of Chancellor and Pro-Chancellor for 2024

The Chancellor let Item 10 lay on the table and Council will hear this report in February 2024.

11. 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:

<i>General Subject Matter</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Grounds under section</i>
Lincoln University Strategy Report – theme discussion	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)
Capital Asset Committee 1. Report 2. Minutes from meeting on 4 December 2023 3. Student Accommodation Masterplan Approval	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)
Ahumairaki Committee 1. Report 2. Minutes from the meeting on 13 November 2023	To enable free and frank expression of opinions by or between or to members or officers or employees of the University	7(2)(f)(i)
Farms Committee 1. Report 2. Minutes from the meeting on 8 September 2023 3. Farms Plan	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
Academic Board 1. Report	To protect the privacy of natural persons, including that of deceased natural persons	7(2)(a)
Lincoln University Scholarships Strategic Overview	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)
HZAU Report	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
Monthly Recruitment Report	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
Monthly Financials	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
Whare Manaaki Presentation	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)

Lincoln University Property Joint Venture Limited Statement of Corporate Intent	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
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I move also that: Professor Grant Edwards (Vice-Chancellor), Professor Chad Hewitt (Provost), Ms K McEwan (Executive Director People Culture and Wellbeing), Mrs Sheree Jahnke-Waitoa (Director, Māori and Pasifika), Mrs Susie Roulston (Chief Operating Officer), Mr Hamish Cochrane (Director Student Administration & Student Health), Mr D Lodge (Deputy Vice-Chancellor, Student Life), Mr T Osborne (Director of Finance), Mr T Ari (Warren & Mahoney), Mr David Bain (Project Manager), Mr R Michelle (Tumuaki-Takirua Te Awhioraki), Mr D Cooper (LUSA President), Mr A Pearson (Property Director), Mr Ted Rogers (Independent Chairperson, Lincoln University Property Joint Venture Limited), and Mr N 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 11.46am

13. Closure and next Meeting

The meeting closed at 12.56pm.

The next meeting is scheduled for Tuesday, 27 February 2024 at 9am and will be held at Lincoln Campus.

CONFIRMED THIS 27th DAY OF February 2024

BRUCE GEMMELL
CHANCELLOR



Chancellor's Office

Chancellor's Report for Council

Version: 1.0

Author/s: Nathaniel Heslop

Date: 20 February 2024

Purpose

This report summarises the stakeholder meetings undertaken by the Chancellor in between 17 December 2023 through to Council on 27 February 2024.

Executive Summary

Stakeholder meetings

20 February 2024	Audit & Risk Committee
20 February 2024	Capital Asset Committee

Other Engagements

12 February 2024	Meeting with Vice Chancellor & CEO of Lincoln Agritech
12 February 2024	1:1 with Vice Chancellor

Correspondence

18 December 2023	Approve Manning Seed Award Scholarship 2024 recipient
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Lincoln University Vice-Chancellor's Monthly Report to Council

Month: 15 February 2024

It has been a positive start to the academic year, marked by an increase in activities as anticipation builds for the return of students to campus. The two-week period before the start of lectures on 21 February is a busy period with preparation week leading up to Rā Whakawhanaukataka Orientation Day and LUSA O'Week, including a Mihi Whakatau welcoming new students and staff to Lincoln on 19 February 2024. It is pleasing to note that while still early days, the University is tracking well towards our 2024 student EFTS targets and we expect to see numbers climb significantly over the next few weeks as students continue to confirm their enrolments.

Progress in our strategy update

We have made steady progress in updating our Strategy 2019-2028, looking ahead to our next strategic horizon from 2024-2028. Following input from Council, the Senior Leadership Team, Academic Board members, LU Tier-3 managers, and selected external stakeholders, the next step in our Communications and Engagement plan is to gather valuable insights and feedback from all staff that will assist in further refining the priorities and actions proposed. Interactive sessions have been scheduled with all staff members hosted by SLT and will be wrapped up in the first week of March with a series of drop-in sessions hosted by the Vice-Chancellor. This cascade process is leader-led with a focus on University-wide priorities, allowing the SLT to have an open dialogue with their teams and collate feedback within each of the areas. More specifically, it allows business units, faculties, divisions and departments to ensure alignment of individual plans to the strategy.

Rankings news

Welcome news at the start of the year revealed that the University retained its QS 5 Stars rating in the latest star rating released by Quacquarelli Symonds (QS). This is positive as the QS Stars Ratings are based on individual institutional performance rather than a comparison to other institutions. Pleasingly to note is in seven of the eight areas we were assessed we received 5 Stars including Teaching, Employability, Internationalisation, Research, Facilities and Environmental Impact.

In addition, the University has maintained its top 100 spot on the UI GreenMetric World University Rankings for the third consecutive year. This achievement is all the more notable given the sharp jump in universities engaging in the global sustainability ranking system, which has been operated by Universitas Indonesia (UI) since 2010. In 2023 a total of 1,183 universities from 84 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 8,425 points out of a maximum of 10,000 points, for an overall global ranking of 94th.

Sustainability

It is pleasing to report that the University announced the first round of funding from its new Sustainability Fund, sourced from a surcharge that applies to all air travel undertaken by University staff. The funding, totalling almost \$40,000, will contribute to a range of projects including the purchase of a WineCycler which transforms the waste product of the winemaking process into valuable garden fertiliser; travel funding for a 10-person cohort of Lincoln University soil scientists to take a low-carbon path to attend the New Zealand Society of Soil Science and Soil Science Australia Joint Conference (NZSSS); creation of a resource guide to assist academics in embedding sustainability into all of the University's courses and programmes; funding for LUSA, Lincoln Environmental Sustainability Society (LESS) and Sustainability Action Group for the Environment (SAGE) initiatives; and the purchase of a Peek app – a user-friendly online tool that provides an accessible and inclusive student-centred learning environment for field trips and other excursions.



Vice-Chancellor's Office

Version:

Academic Board

Author/s: Paula Morrison

SLT Authoriser: Professor Grant Edwards, Chair

Date: 15/02/2024

1. Purpose

To provide a summary of the public meeting of the Academic Board held on 1 February 2024.

Content

1. Executive Summary
2. **Appendix One:** Full Academic Board Report for February 2024

2. Recommendations

1. That the Academic Board report be **NOTED**.

3. Executive Summary

Academic Board met for the first time in 2024 on Thursday 1 February at Te Pā o Moki Marae.

The Board approved that all courses use the Course Outline template for the period of delivery.

Board members worked in groups to provide feedback and commentary on the updated Lincoln University Strategy 2019-2028, particularly the priorities and key actions for the 2024-2028 period.

P Morrison provided two presentations:

- an overview of CUAP and its processes as they relate to academic programmes and graduating year reviews.
- a draft schedule for the Audit Panel site visit (4 – 6 March 2024), and an audit summary sheet which will be distributed to interviewees in addition to the full Self-review Portfolio.

Appendix One

Vice-Chancellor's Office

Academic Board Report February 2024

Academic Board held its first meeting of the year on Thursday 1 February 2024 at Te Pā o Moki Marae. This was a full-day meeting. The agenda included a workshop on the Lincoln University Strategy 2019-2025, and presentations on CUAP processes and the Academic Audit site visit.

LINCOLN UNIVERSITY STRATEGY GOALS 1 – 6

Board members worked in groups to provide feedback and commentary on the updated Lincoln University Strategy 2019-2028, particularly the priorities and key actions for the 2024-2028 period.

GOAL 4 - A WORLD-CLASS RESEARCH AND TEACHING PRECINCT

Course Outline Template

As part of Te Whare Wānaka o Aoraki | Lincoln University's continuous improvement, the Board approved that all courses are to use the Course Outline template for the period of delivery.

GOAL 5 – AN ORGANISATION FOCUSED ON MEANINGFUL PARTNERSHIPS

CUAP Processes

The Board was provided with an overview of the role of CUAP (Committee on University Academic Programmes), its position within the tertiary sector, structure, membership, and processes as they relate to academic programmes and graduating year reviews.

Cycle 6 Academic Audit – site visit

Lincoln University submitted its Cycle 6 Self-review Portfolio to the Academic Quality Agency in early November 2023. The Audit Panel will visit the University on 4 – 6 March to interview members of the university community.

The Board was provided with information on the site visit. The purpose of the interviews is so the Audit Panel can find out how things happen, the extent to which the systems, processes and policies are fit for purpose and how well they work in practice. The interviews will also triangulate evidence which the Panel already has or to clarify where there might be differing points of view or experiences. Interviews are not usually intended to discover brand new information in a detailed way. Interviewees will be formally invited to attend and will be provided with a summary sheet and the full Self-review Portfolio.



Vice-Chancellor's Office

Version:

Health and Safety Report

Author/s: Jody Cowper-James, HR

SLT Authoriser: Karen McEwan, Executive Director, People, Culture and Wellbeing

Date: 15/02/2024

1. Purpose

The purpose of this report is to provide a Health and Safety summary for the months of November and December 2023, and January 2024.

2. Content

1. Lead and lag indicators
2. Any significant health and safety incidents for the month and any recent updates on past incidents
3. Health and Safety Committee meetings
4. Health and Safety Critical Risk Elements and Mitigations
5. Campus Development Programme and Health and Safety summary

3. Recommendations

That the following are noted:

- The trends in the health and safety performance of the university and the measures. being taken to improve the robustness of the data.
- The actions being taken to improve the culture of health and safety across the university.

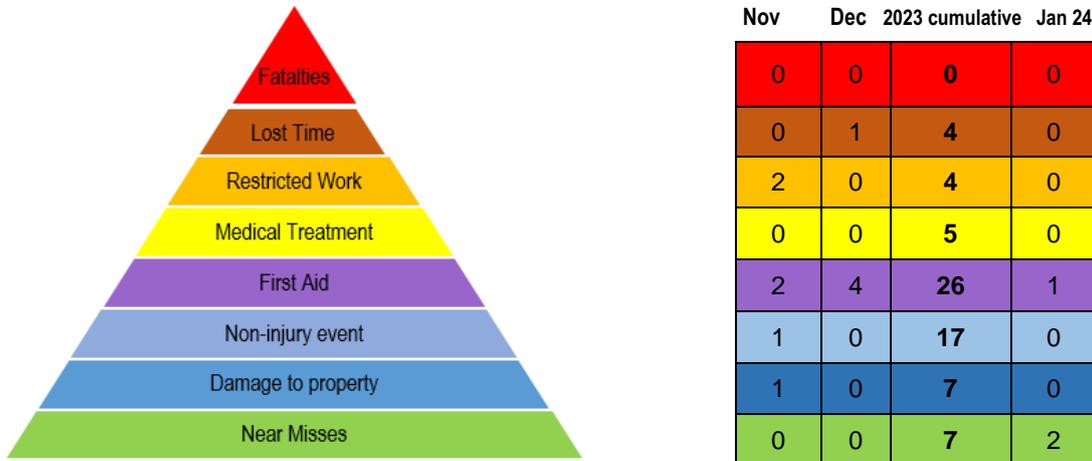
4. Executive Summary

This report is a truncated summary of health and safety across the organisation in the areas of:

- Health and Safety Incidents. We had 0 lost time injuries in November 2023,1 lost time injury in December 2023 and 0 lost time injuries in January 2024.
- Health and Safety Performance – lag and lead indicators for university activities.
- Health and Safety Performance – summary of Campus Development Programme.

Health and Safety Lag Indicators

The below lag data provides an overview of reported workplace incidents at the university (LU and Lincoln Agritech staff), with the exception of main CDP contracts where principal contractors have primary oversight of secure worksites (that data set is reported in the CDP H&S dashboard due to differences in contractor reporting periods).

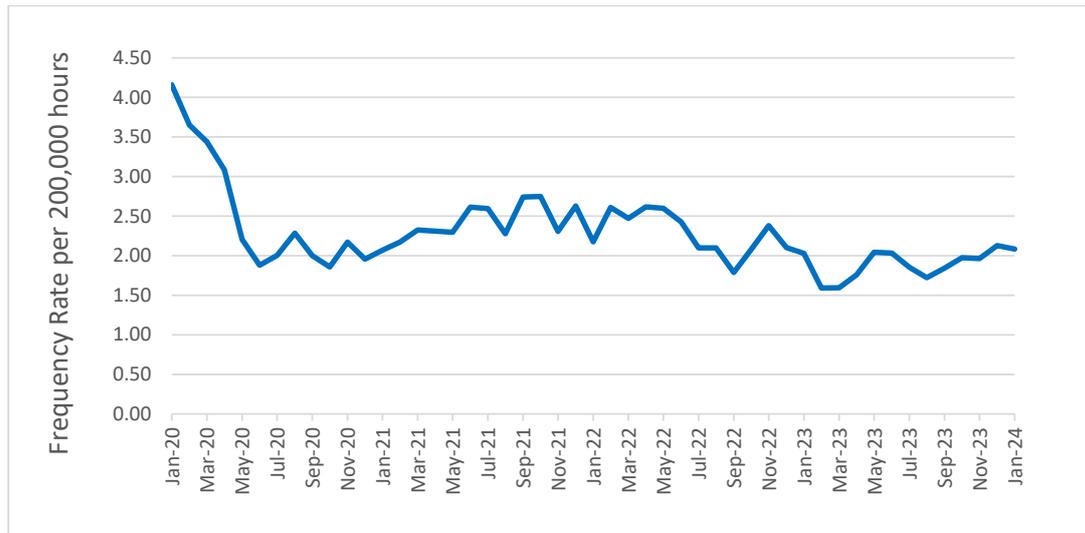


November: Slight damage to Agritech vehicle backing into another vehicle, two restricted work injuries (AGLS) one a rib fracture, the other bruising/crushing of a hand while animal handling resulting in subtle fracture to little finger.

December: One lost-time injury, twisted knee.

January: Two significant near misses. A falling gum tree killed a sheep and damaged a fence on LURDF, and a metal plate came off card-controlled door in Waimarie grazing the head of a summer scholar as it fell from above the door they were exiting.

Total Recordable Injury Frequency Rate (LU and Agritech employees)



The above chart shows Total Recordable Injury (TRI) frequency per 200 000 hours worked by our staff. TRI is defined as reported work-place medical injuries, restricted work, lost time injuries, and fatal injuries. Using this measure, which has a wider scope than LTI, provides more detailed reporting on incidents and emerging risks. *Note TRI includes any injuries that occur to staff while on the campus, even if not task/work-related.*

Health and Safety Performance – Lead Indicators

Processes	Nov 23	Dec 23	2023 Total	Jan 24
H&S inductions for new staff (within 4 weeks of start date)	11	9	102	11
Contractor inductions (Campus Development)	45	8	213	11
Contractor inductions (Property Services)	6	7	151	39
Contractor inductions (Faculties and Business Units)	0	0	47	5
First Aid training	5	4	27	6
Building and Warden training	0	0	79	0
Workstation assessments	9	0	26	8
Return to work programmes: work-related injuries	0	0	4	1
non-work injuries	2	0	19	2

Reporting via Risk Manager	Nov 23	Dec 23	2023 Total	2023 Target	Jan 2024
Total reported safety observations			64	35	6
- Safety observations related to external contractors	3	2	43		6
Reported opportunities for improvement	1	3	21	12	8

Health and Safety Committees

Committee	Next meeting	2023 meetings
University H&S committee <i>(Representation from Faculties, Service Areas, Business Units)</i>	February 2024	4
AGLS sub-committee	February 2024	9
Property Services sub-committee	February 2024	5
Catering sub-committee	TBA	8

Farms Health and Safety Audits

The Farm H&S Audits have been completed by the Farms Compliance and Training Officer. A list of corrective actions for each farm audit will be issued to the Farm Managers and a summary report will go to the Farms Committee of Council.

Health and Safety Critical Risk Elements

The Health and Safety team focus is to ensure that as an organisation we have robust assurances in place to evidence our management of health and safety, and bio-compliance. We undertake internal audits on a regular basis for our high-risk work areas (laboratories, workshops, farms, JML), along with regular inspections of construction and work sites (Property Group and Property Services). We commission external H&S professionals to audit different areas of the university where residual risk following mitigations remains medium to high.

We require reporting of all workplace incidents, events and safety observations to be entered into our health and safety management system (Risk Manager), via the OnSide app for our Farms, or the SAFELU app for students, visitors and contractors.

The following chart indicates current areas of LU critical risk for Health & Safety, and the residual risk where mitigation processes are in place.

2023 Critical H&S Risks			
Risk element	Mitigations	Verification	Residual Risk
Construction activities (including infrastructure and landscaping)	Contractor inductions On-boarding processes	Site inspections Audits of lead contractor processes	No change
Farms	Training records Visitor management (OnSide) Farms Compliance Officer Contractor management	Training assessment OnSide reports Internal audits	No change
Radiation	Training and Procedures, monitoring	External (MoH)	No change
Events held on Campus	Safety Plans in Risk Manager for LU and external events Events Committee oversight	Sign-off from H&S Post-event reviews	No change
Field Trips & Tours	Safety Plans in Risk Manager	Sign-off from H&S	No change

Note: Biocompliance will be a separate quarterly report coinciding with the internal and external audit programme.

Lincoln University Campus Development Programme Dashboard								
November 2023	Programme Sponsor: <u>Susie Roulston</u>			Programme Lead: <u>Alistair Pearson</u>				
PROGRAMME HEALTH & SAFETY DASHBOARD								
	Waimarie CW0032	Structures Lab CW0038	Landscaping & Carparking Projects	Ivey West & Memorial Hall CW0065	JML CW0042	Heating Upgrade CW0052	Burns Demo CW0090	Farm Road Flats CW0064
Activity Levels	Low Activity	Active	Low Activity	Active	Active	Active	Active	Active
Inspections Conducted	13 (LU)	12 (LU)	-	15 (LU)	-	24 (LU)	12 (LU)	5 (LU)
Lead Contractor Reports: Observations (Safety, Hazardous & Opportunity for Improvement)	-	-	-	1	-	-	1	-
Near Miss Events	-	-	-	-	-	-	-	-
No Treatment Injury	-	-	-	-	-	-	-	-
First Aid Injuries	-	-	-	-	-	-	-	-
Medical Treatment Injuries	-	-	-	-	-	-	-	-
Restricted Work Injury	-	-	-	-	-	-	-	-
Lost Time Injuries	-	-	-	-	-	-	-	-
Other Events e.g. Property Damage	-	-	-	-	-	1	-	-
Activity Summaries	Completion of Dangerous Goods Store.	The front entrance patio/disabled access ramp poured. Security, I.T and water services largely completed.	Campus signage has been contract executed and signage content has been finalised.	Installation of structural steel/blockwork continued.	Sheep Shearing Shed slat floor progressing.	Biotron Substation installation progressing. HV Cable Upgrade commenced.	Continuation of asbestos removal and soft strip.	Refurbishment of Farm Road Flats.
Event Information:	-	-	-	The site gate was left unlocked at the end of the workday.	-	Water ingress into ceiling cavity after a night of heavy rain. FENZ attended an alarm activation at 2am.	A school boy was seen on the external emergency stairs at the 7 th floor. When approached, boy left the campus.	-
Investigations / Corrective Actions	-	-	-	Spoke to Site Manager and a process has since been put in place to prevent a reoccurrence of this.	-	An investigation is currently underway.	Site Manager has been advised to ensure the gates are locked at all times during demolition works.	-

Lincoln University Campus Development Programme Dashboard								
December 2023			Programme Sponsor: <u>Susie Roulston</u>			Programme Lead: <u>Alistair Pearson</u>		
PROGRAMME HEALTH & SAFETY DASHBOARD								
	Waimarie CW0032	Structures Lab CW0038	Landscaping & Carparking Projects	Ivey West & Memorial Hall CW0065	JML CW0042	Heating Upgrade CW0052	Burns Demo CW0090	Farm Road Flats CW0064
Activity Levels	Low Activity	Active	Low Activity	Active	Active	Active	Active	Active
Inspections Conducted	-	15 (LU)	-	17 (LU)	-	45 (LU)	15 (LU)	3 (LU)
Lead Contractor Reports:								
Observations (Safety, Hazardous & Opportunity for Improvement)	-	-	-	-	-	3	1	1
Near Miss Events	-	-	-	-	-	-	-	-
No Treatment Injury	-	-	-	-	-	-	-	-
First Aid Injuries	-	-	-	-	-	-	-	-
Medical Treatment Injuries	-	-	-	-	-	-	-	-
Restricted Work Injury	-	-	-	-	-	-	-	-
Lost Time Injuries	-	-	-	-	-	-	-	-
Other Events e.g. Property Damage	-	-	-	-	-	1	-	-
Activity Summaries	Final items for Dangerous Goods Store delivered week commencing 11 th December 2023. Decant into new facility 18 th December 2023.	Final electrical fit out. HVAC install completed.	Wayfinding prints are finalised and manufacture underway. Site work underway with Gate Signs removed.	Installation of structural steel/blockwork continued.	Internal ply linings for animal shed completed. Shearing shed slat floor replaced.	Biotron Substation commissioned.	Continuation of asbestos removal and soft strip.	Refurbishment of Farm Road Flats 9, 10,12 and 18.
Event Information:	-	-	-	-	-	LU Employee moved fencing aside and walked into "live" civil site where an excavator was in operation.	Tagging was seen on the 7 th Floor Windows. Access has been gained by climbing up the external emergency stairs.	⚠️
Investigations / Corrective Actions	-	-	-	-	-	Fencing was checked and secured. The LU Employee has been spoken to and event reported to HR.	Site fencing was placed to block off the access stairway at ground level and heavier duty lock placed on door.	⚠️

Lincoln University Campus Development Programme Dashboard								
January 2024			Programme Sponsor: Susie Roulston			Programme Lead: Alistair Pearson		
PROGRAMME HEALTH & SAFETY DASHBOARD								
	George Forbes Stage 3 CW0037	Structures Lab CW0038	Landscaping & Carparking Projects	Ivey West & Memorial Hall CW0065	JHL CW0042	Heating Upgrade CW0052	Burns Demo CW0090	Farm Road Flats CW0064
Activity Levels	Active	Low Activity	Low Activity	Active	Low Activity	Active	Active	Active
Inspections Conducted	-	-	-	15 (LU)	-	34 (LU)	18 (LU)	1 (LU)
Lead Contractor Reports:								
Observations (Safety, Hazardous & Opportunity for Improvement)	2	-	-	-	-	2	-	-
Near Miss Events	2	-	-	-	-	-	-	-
No Treatment Injury	-	-	-	-	-	-	-	-
First Aid Injuries	-	-	-	-	-	-	-	-
Medical Treatment Injuries	-	-	-	-	-	-	-	-
Restricted Work Injury	-	-	-	-	-	-	-	-
Lost Time Injuries	-	-	-	-	-	-	-	-
Other Events e.g. Property Damage	1	-	-	-	-	-	-	-
Activity Summaries	Leighs established on site. CPU issued.	Build is complete with the fire alarm system being installed this month.	Campus Wayfinding prints are finalised and being manufactured. Secondary signage installation to commence 5 th February 2024.	The project has moved into the strengthening phase with all demolition completed.	The Animal House structure and associated services are now complete. New aluminium race and fences have been installed.	HV Cable upgraded between Ivey and Biotron substations. Old Printery heating upgrade commenced.	Continuation of asbestos removal and soft strip.	Refurbishment of Farm Road Flats 9, 10, 12 and 18.
Event Information:	Two Near Misses reported. 1) Cable arced when cut and 2) worker not wearing PPE when sanding concrete.	-	-	-	-	Two vehicle observations reported. One was a driver parked across a pedestrian crossing.	-	-
Investigations / Corrective Actions	Both incidents are being investigated by Leighs. Still awaiting Leighs Report.	-	-	-	-	Incident reported directly to the Project Manager.	-	-

Section 1 - Audits completed in last reporting period (November & December 2023 and January 2024)

		Audits/inspections				
		Internal Audits	External Audits	Client-led Inspections	H&S Safety Visits	PM Safety Visits
Project name	Contractor					
Waimarie incl. DG store	Leighs Construction			1	12	
Ivey West + Memorial Hall	Cooks Brothers			3	12	
Demolition Burns	Southern Demolition			0	12	
Structures Lab	City Care			0	12	
HV Upgrade - Biotron	Ventia			2	5	
HV upgrade - Ivey Hall	Connectics			2	6	
HV Upgrade - Ross Roof	Contract Construction			3	6	
HV Upgrade - Hudson Hall	Air Tech					
Farm Road Flats	City Care			2	3	

Waimarie &N DG Store – Leighs Construction

- 1 x client led inspection.
- 12 x informal H&S visits to DG store.

Ivey West and Memorial Hall - Cooks Brothers

- 3 x formal client led audit / inspections in November
- 12 x informal visits past site.

Demolition Burns – Southern Demolition and Salvage

- 12 x informal visits past site.

Structures Lab – City Care

- 12 x informal visits past site.

HV Upgrade, Biotron – Ventia

- 2 x client led visits, includes site set up.
- 5 x informal visits past site.

HV Upgrade, Ivey Hall - Connectics

- 2 x client led visits, includes site set up.
- 6 x informal visits past site (Engineering Road).

HV Upgrade, Ross Building – Contract Construction & Future Air Suppliers

- 3 x client led visits, includes site set up and incident investigation.
- 6 x informal visits past site.

Farm Road Flats Refurbishment – City Care

- 2 x client led visits, includes site set up.
- 3 x informal visits

Dec-23

Project name	Contractor	Audits/inspections				
		Internal Audits	External Audits	Client-led Inspections	H&S Safety Visits	PM Safety Visits
Ivey West + Memorial Hall	Cooks Brothers			2	15	
Demolition Burns	Southern Demolition				15	
Structures Lab	City Care				15	
HV Upgrade - Biotron	Ventia				15	
HV upgrade - Ivey Hall	Connectics				15	
HV Upgrade - Ross Roof	Contract Construction				15	
HV Upgrade - Hudson Hall	Air Tech					
Farm Road Flats	City Care				3	

Ivey West and Memorial Hall - Cooks Brothers

- 2 x formal client led audit / inspections in November
- 15 x informal visits past site

Demolition Burns – Southern Demolition and Salvage

- 15 x informal visits past site

Structures Lab – City Care

- 15 x informal visits past site

HV Upgrade, Biotron – Ventia

- 15 x informal visits past site
- 0 x site visits as Advisor did not have required / approved Electricity sector PPE – daily pre-starts completed

HV Upgrade, Ivey Hall - Connectics

- 15 x informal visits past site (Engineering Road)
- 0 X site visits daily pre-starts when signing into campus each day

HV Upgrade, Ross Building – Contract Construction & Future Air Suppliers

- 15 x informal visits past site

Farm Road Flats Refurbishment – City Care

- 3 x client led visits; contractor absent for 2 visits

Jan-24

		Audits/Inspections				
		Internal Audits	External Audits	Client-led Inspections	H&S Safety Visits	PM Safety Visits
Project name	Contractor					
Ivey West + Memorial Hall	Cooks Brothers				15	
Demolition Burns	Southern Demolition				18	
HV upgrade - Ivey Hall / Accommodation	Connectics			1	15	
HV Upgrade - Ross Roof	Future Air				18	
Farm Road Flats	City Care			1		

Ivey West and Memorial Hall - Cooks Brothers

- 15 x informal visits past site

Demolition Burns – Southern Demolition and Salvage

- 18 x informal visits past site

HV Upgrade, Ivey Hall - Connectics

- 1 x site visit
- 15 x informal visits past sites
- Daily pre-starts when team sign onto the campus each day

HV Upgrade, Ross Building – Future Air Suppliers

- 18 x informal visits past site

Farm Road Flats Refurbishment – City Care

- 1 x client site visit

Total Contractor Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total 2023	Jan 2024
Fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lost Time Injury	0	0	0	1	2	0	0	0	0	0	0	0	3	0
Restricted Work Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical Treatment	0	0	0	0	0	0	1	0	0	0	0	0	1	0
First Aid	0	0	0	1	1	1	1	0	0	0	0	0	4	0
Non-Injury Incident	3	4	0	2	3	0	0	0	1	0	0	1	14	1
Damage to Property	0	0	0	1	0	0	1	0	0	0	0	2	4	0
Near Miss	1	0	1	2	2	1	1	1	0	0	1	0	10	2
Hazardous / Safety Observations	10	7	6	5	4	1	10	7	2	1	2	3	58	0

Section 2 – Summary of Events Reported November and December 2023 and January 2024

Nov-23
Project Name Contractor

Waimarie incl. DG store	Leighs Construction
Ivey West + Memorial Hall	Cooks Brothers
Demolitions Burns	Southern Demolition
HV Upgrade - Biotron	Ventia
HV upgrade - Ivey Hall	Connectics
HV Upgrade - Ross Roof	Contract Construction
HV Upgrade - Hudson Hall	AirTech
Demonstration Theatre	City Care
Farm Road Flats	City Care

Lead Indicators					Lag Indicators										
Near Misses (NM)	Safety Observations	Hazardous Observations	Opportunity for Improvement	Inspections	Other events, property damage, etc.	No Treatment Injury (NTI)	First Aid Injury (FAI)	Medical Treatment Injury (MTI)	Restricted Work Injury (RWI)	Lost Time Injury (LTI)	Property damage	Corrective actions completed	Environmental NM/ incidents	Notifiable illness/ injuries	Notifiable events
	1														
	1														
					1										

Dec-23
Project Name Contractor

Ivey West + Memorial Hall	Cooks Brothers
Demolitions Burns	Southern Demolition
HV Upgrade - Biotron	Ventia
HV upgrade - Ivey Hall	Connectics
HV Upgrade - Ross Roof	Contract Construction
HV Upgrade - Hudson Hall	AirTech
Demonstration Theatre	City Care
Farm Road Flats	City Care

Lead Indicators					Lag Indicators										
Near Misses (NM)	Safety Observations	Hazardous Observations	Opportunity for Improvement	Inspections	Other events, property damage, etc.	No Treatment Injury (NTI)	First Aid Injury (FAI)	Medical Treatment Injury (MTI)	Restricted Work Injury (RWI)	Lost Time Injury (LTI)	Property damage	Corrective actions completed	Environmental NM/ incidents	Notifiable illness/ injuries	Notifiable events
	1														
	1														
			1		1										
			1												
			1												

Jan-24
Project Name

Contractor

Ivey West + Memorial Hall	Cooks Brothers
Demolitions Burns	Southern Demolition
Forbes Stage 3	Leighs Construction
HV upgrade - Ivey Hall	Connectics
HV Upgrade - Ross Roof	Future Air
HV Upgrade - Hudson Hall	AirTech
Farm Road Flats, NRE	City Care

Lead Indicators					Lag Indicators										
Near Misses (NM)	Safety Observations	Hazardous Observations	Opportunity for Improvement	Inspections	Other events, property damage, etc.	No Treatment Injury (NTI)	First Aid Injury (FAI)	Medical Treatment Injury (MTI)	Restricted Work Injury (RWI)	Lost Time Injury (LTI)	Property damage	Corrective actions completed	Environmental NM/ incidents	Notifiable illness/ injuries	Notifiable events
2	2				1										
	1														
			1												
	2														

Section 3 – Commentary for November and December 2023 and January 2024

Nov-23

Memorial Hall Ivey West (Cooks Brothers Construction)

One near miss occurred for this period. The site gate was left unlocked at end of the workday.

What controls were put in place to prevent these re-occurring?

Spoke to Site Manager who advised that two factors contributed to this event:

- i. The team working that day were distracted by a social event occurring later; and
- ii. a PM was left to lock up the site and had not done so before.

A process since has been put in place to prevent a reoccurrence of this.

Ross Building (Contract Construction)

One event occurred (water ingress into ceiling cavity after a night of heavy rain). FENZ Attended an alarm activation at 2am. Water had run through light fittings into both lecture rooms, pooling on seating and carpets, setting off alarms. An investigation is currently underway.

What controls were put in place to prevent these re-occurring?

Investigation still underway.

Burns Wing (Southern Demolition and Salvage)

One safety observation reported when a teenage boy was seen on the external emergency stairs at the 7th floor. This teen made his way back down the stairs and was then approached by a LU employee who inquired how he got there. The teen was then asked to leave the campus, which he did.

What controls were put in place to prevent these re-occurring?

Investigation is underway. Site Manager has been advised to ensure the gates are locked at all times during the demolition works.

Dec-23

Burns Wing (Southern Demolition and Salvage)

Tagging was seen on the 7th floor windows, the roof parapet and the lift house on the roof. Three different tags were observed with one tag painted several times. It is therefore assumed that three people were on the roof of Burns. Access had been gained by climbing up the south facing external emergency stairs. The investigation established that the tags related to known taggers operating in Christchurch city.

What controls were put in place to prevent these re-occurring?

The tags were covered by the lead PCBU then painted out. Site fencing was placed to block off the access stairway at ground level and another heavier duty lock and chain placed on the door leading to the roof. Going forward, ensure all sites are fully secure with all access to roofs blocked off with fencing in place at all times.

Biotron HV upgrade (Ventia)

This incident is of concern as the potential for injury to both staff and contractors was very high. No harm occurred due to the vigilance of the Ventia team working on the site that day. It was deemed so serious that the issue was discussed with both the H&S Manager and HR the day it was reported.

The Ventia team were working behind Biotron digging trenches from the tractor shed to end of Biotron building. This work was for placement of cables when a person (investigation established this was a LU Employee) moved fencing aside and walked into the "live" civil site where an excavator was in operation. The person approached the area and was seen in the blind spot (behind the machine). The spotter stopped work on seeing this person who was asked to leave the area. Fencing was put back into place and work resumed. Other fencing was checked later in the day.

[What controls were put in place to prevent this event re-occurring?](#)

The fencing was checked and secured. The team continued working behind a fully enclosed site, with gates closed. The person was interviewed to ascertain the reasons for moving fencing and walking into a live site. The Ventia team defined this as a high-risk event and requested follow-up occur immediately. The event was reported to the HR Business partner, the PM and the H&S Manager.

Biotron HV upgrade (unplanned joint sub-project between Connectics and Ventia)

When upgrading the Biotron, Connectics (also working on the campus) decided to trench and lay cable to connect from the electrical cable circuit on South Drive to the Biotron system to prevent digging up the area behind FRC later in the year. During this work, a water pipe was ruptured. This pipe was repaired later that day by FRC team members with no loss of productivity for students working the fields or the cable laying.

[What controls were put in place to prevent this re-occurring?](#)

This was an extra piece of unplanned work that was not included on the work methodology submitted initially. Consultation with FRC team before work started may have prevented this event.

Ross Building (Contract Construction)

Worker from temp agency of the lead PCBU, Contract Construction, working on the Ross building had child on campus. This child was seen wandering around while the worker worked on the roof of the Ross Building. Security re-connected the child with its parent and reminded the parent that no children were permitted on campus. This incident was deemed to be an opportunity for improvement.

[What controls were put in place to prevent this re-occurring?](#)

Ensure the lead PCBU inducts their workers, their subcontractors and their workers using the LU Sub-contractor form, so this topic is covered.

Jan-24

Forbes Stage 3 Refurbishment (Leighs Construction)

No formal report from Leighs Construction had been received when this report was written. The only incidents being reported on are the ones entered into Lincoln University system.

To 31 January 2024, five incidents had been reported and investigations are underway:

- 1 x Incident – water ingress into elevator shaft
- 2 x SO – (i) doorway left open/ exposed during night; and (ii) trip hazards in egress route

2 x NM – (i) cable arced when cut, and (ii) worker not wearing RPE when sanding concrete

Ross Building (Future Air)

Vehicle was observed parked across the pedestrian crossing on Farm Road, near YFC Hall. When asked they moved it.

What controls were put in place to prevent these re-occurring?

This incident was reported directly to the PM, with a copy of the event from the Risk Manager system.

Te Kete Ika (Air Tech)

Driver of vehicle was observed using a cell phone when driving on the campus.

What controls were put in place to prevent these re-occurring?

This incident was reported directly to the PM, with a copy of the event from the Risk Manager system.

NRE (City Care)

Two events reported for this contractor: (i) a vehicle was parked in loading / egress zone. And (ii) items left near the building external indicator board.

What controls were put in place to prevent these re-occurring?

These incidents were discussed with the team working that day.

5. 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 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"/>



Vice-Chancellor's Office

Version:

Conferment of Degrees, Diplomas and Certificates 27 February 2024

Author/s: Sonja Wilkinson / Hamish Cochrane

SLT Authoriser:

Date: 20/02/2024

1. Purpose

Submission of graduand name for revoking of certificate and names for conferment of degrees, diplomas, and certificates by Council on 27 February 2024.

2. Recommendation

That Council resolves to revoke the following award:

The following student wishes to revoke his qualification so that he may use the credits towards another qualification:

Jin **Qian** 1144848 requests that his Graduate Certificate in Commerce (awarded 12 May 2023) be revoked so that he may use the credits towards his Graduate Diploma in Commerce.

Jin has completed the required further study to achieve the Graduate Diploma in Commerce qualification and is included in the award list below. Jin has returned his Graduate Certificate in Commerce parchment to the Graduation Office.

That Council resolves to approves the following awards:

Master of Applied Computing

Kin Hon **Chu**, Distinction
Zichen **He**, Distinction
Jiawei **Kang**, Distinction
Ming-Hsiang **Ko**, Distinction
Enci **Lyu**, Distinction
Hubing **Tang**, Distinction
Xinfei **Yan**, Distinction
Liuming **Yao**, Distinction
Xunyi **Zhang**, Distinction
Ruoqing **Chen**, Merit
Xuexing **Duan**, Merit
Dianyi **Jiang**, Merit

Li **Liu**, Merit
Congman **Qiu**, Merit
Wanjun **Wang**, Merit
Xiaofei **Wang**, Merit
Tian **Xia**, Merit
Te **Zhang**, Merit

Master of Business in Finance

Yingying **He**, Distinction
Liu Zhengyang, Distinction
Zhen **Wang**, Distinction
Phoukhaokham **Xaymounty**, Distinction
Junquan **Xiao**, Distinction
Yongsheng **Ye**, Distinction
Le **Zhang**, Distinction
Yufan **Zhang**, Distinction
Yuning **Zhu**, Distinction
Wenjun **Cai**, Merit
Chen Wei, Merit
Fu Shenghan, Merit
Chen **Shen**, Merit
Yiran **Tang**, Merit
Xinyao **Huang**
Zhisheng **Xie**

Master of Business in Global Management and Marketing

Jing **Cui**, Distinction
Zheng **Liu**, Merit
Tony Ross **Wilson**, Merit
Yang Ke, Merit

Master of Environmental Policy and Management

Shelley Anne **King**, Distinction
Donna-Marie Margaret **Patterson**, Distinction
Bonnie Gypsy De'vantea **Hartfield**, Merit
Lavenia **Karavaki**, Merit

Master of Fintech and Investment Management

Minqi **Chen**, Merit
Shiyin **Yang**, Merit
Siqi **Li**

Master of Science in Food Innovation

Yi **Yang**

Master of Sport and Recreation Management

Melanie Jane **Russek**, Distinction

Master of Wine and Viticulture

Takako **Bell**, Merit

Postgraduate Diploma in Agricultural Science

Marjan Ellen **Sprock**, Distinction

Postgraduate Diploma in Applied Science

Wenbo **Liu**
Emma Christine Elva **Lloyd**
Donna-Marie Margaret **Patterson**

Postgraduate Diploma in Commerce

Joanne Hoi Man **Mok**

Postgraduate Diploma in Environmental Management

Robert Barry **Marshall**

Postgraduate Certificate in Commerce

Bryce Jeffrey **Clark**, Distinction
Hanzhou **Qin**, Distinction
Anna Flynn **Sing**, Distinction
Haolin **Xu**, Distinction
Kathryn Adele **Broomfield**
Isabella **Carmichael**
Judy Hilde **Dreyer**
Yihang **Gao**
Angela Ruth **Ibbotson**
Birch Alexander Biddulph **Jenkinson**
Jing **Li**
Feifei **Liu**
Wenbo **Ma**
Lijie **Su**

Wanyu **Xie**
Yongjia **Yan**
Shuai **Yang**

Postgraduate Certificate in Environmental Management

Renate Gabriele **Fischer**, Distinction
Melissa Clara **Trenwith**

Graduate Diploma in Applied Science

Sara Nicole **Matchett**, Distinction

Graduate Diploma in Commerce

Lingxin **He**, Distinction
Jin **Qian**, Distinction
Han **Zhang**, Distinction
Tianlin **Chen**
Weiyi **Gao**
Shuaihao **Huang**
Weijie **Lin**
Joshua Daniel **Marr**
Tang Yaxin
Yinuo **Tang**
Yunbo **Wu**
Zhang Deyu

Graduate Diploma in Tourism Management

Jianghan **Chen**

Graduate Diploma in Viticulture and Oenology

Philip Junior **Nordt**, Distinction
Shao-Yong **Zou**

Graduate Certificate in Academic English

Jia **Lyu**

Bachelor of Commerce

Joseph Andrew **Sinclair**, Accounting and Finance Major
Zhang Zongyang, Marketing Major

Bachelor of Commerce (Agriculture)

Olivia Alice **Margetts**

Bachelor of Science

Callum Bryce **Jamie**, Individual Major

Bachelor of Viticulture and Oenology

Gregory Reece **Hamill**, Global Business Major

Jingyi **Yang**

Diploma in Farm Management

Henry Brice **Bartrum**, Distinction

Rose Grace **McArthur**

Diploma in Agriculture

Rose Grace **McArthur**

Diploma in University Studies

Xingjian **Cai**

Jiayi **Jiang**

Conal **Lynch**

Rui **Sun**

Motion Carried / Motion Not Carried

Dr Hamish Cochrane

Director, Student Administration and Student Health

15 February 2024

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:

General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section
Capital Asset Committee 1. Report 2. Minutes from meeting on 20 February 2024 3. 2023 Annual Report 4. 2023 Key Accounting Measures 5. 2023 Draft Appropriations Statement	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)
Audit & Risk Committee 1. Report 2. Minutes from the meeting on 20 February 2024 3. Ivey West Memorial Hall Contingency Release 4. Ivey Roof Investment Case	To enable free and frank expression of opinions by or between or to members or officers or employees of the University To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(f)(i) 7(2)(h)
Quarterly HR Report Q4 2023 HR Dashboard Report	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)
Monthly Recruitment Report	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)
Streamline Council Committee Structure	To enable free and frank expression of opinions by or between or to members or officers or employees of the University	7(2)(f)(i)

I move also that: Professor Grant Edwards (Vice-Chancellor), Professor Chad Hewitt (Provost), Ms K McEwan (Executive Director People Culture and Wellbeing), Mrs Merata Kowharu (Deputy Vice Chancellor, Māori and Pasifika), Mrs Susie Roulston (Chief Operating Officer), Mr D Lodge (Deputy Vice-Chancellor, Student Life), Mr T Osborne (Director of Finance), Mr Justin Greenhalgh (Project Manager), Mr R Michelle (Tumuaki-Takirua Te Awhioraki), Mr D Cooper (LUSA President), and Mr N 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.