

LINCOLN UNIVERSITY COUNCIL

**Meeting on Tuesday 6 December 2016 at 8.30am
Council Meeting Room, George Forbes Building, Lincoln University**

A G E N D A

1. ***Apologies***
2. ***Disclosures of Interest***
3. ***Confirmation of the Minutes of the Meeting held on 22 November 2016***
Attached for decision. 5
4. ***Matters Arising from the Minutes***
5. ***Notice of Items of General Business***
6. ***Chancellor's Report***
Attached for information. 13
7. ***Vice-Chancellor's Report***
 - 7.1 ***Strategic Risk Register***
Attached for information. 15
 - 7.2 ***Health and Safety Update***
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 - 7.3 ***Biosafety Update***
Attached for information. 19
 - 7.4 ***Conferment of Degrees and Presentation of Diplomas***
Attached for decision. 21
 - 7.5 ***Report from Academic Board***
Attached for information. 25
8. **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 48(1) for the passing of resolution
Election of Chancellor and Pro-Chancellor	To protect the privacy of natural persons	7(2)(a)
Reports from Council Committees	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 protect the privacy of natural persons	7(2)(h) 7(2)(j) 7(2)(a)
Chancellor's 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 To protect the privacy of natural persons	7(2)(h) 7(2)(j) 7(2)(a)
Vice-Chancellor's Report:		
➤ Vice-Chancellor's Update	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)
➤ Refreshing Lincoln Programme Update	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)
➤ Refreshing Lincoln Communications Plan	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)
➤ Lincoln Hub Update	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)
➤ 2017 Draft Budget and Ten Year Financial Forecast	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)
➤ Asset Ownership Optimisation	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)
Council Fees for Staff Members	To protect the privacy of natural persons	7(2)(a)
Reports from Subsidiaries	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: Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Professor Bruce McKenzie (Interim Chief Academic Officer), Ms P Jones (Project Manager), Mr J Buwalda (Strategic Adviser), Ms L Harrison (Interim Director, LincolnConnect), Mr H Gant (Interim Chief Financial Officer), Mr G Wilson (Client Representative, Lincoln Hub), Mr P O'Callaghan (PwC), Mr R Bailey and Ms J Hickson (Deloitte), Ms T Zawodny (Project Manager), Ms J Thomson (Head of Sector, Schools, LincolnConnect), Mr J Becker (International Manager, LincolnConnect), Mr W Lawson (Director Capital Works Programme), Ms C McDonald (EQ Claim Project Manager) and Mr A Carpenter (Director, Governance) 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.

9. ***Report from Public Excluded Session***

10. ***Next Meeting***

Tuesday, 31 January 2017, Lincoln University at 8.30am.

**MINUTES OF A MEETING OF THE
LINCOLN UNIVERSITY COUNCIL**

**Held on Tuesday 22 November 2016 at 8.30am
Council Room, George Forbes Building, Lincoln University**

Present: Mr A J Hall (Chancellor), Dr P Cook, Mr B D Gemmell, Sir G T Harrison, Professor B R Jordan, Mr A W Macfarlane, Ms P Parata-Goodall, Professor R J Pollard, Mr S M Smith, Mrs L K Tame, and Mr D W Thomas.

In Attendance: Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Professor B McKenzie (Interim Chief Academic Officer), Mr H Gant (Interim Chief Financial Officer), Mr A Brown (Health and Safety Manager), and Mr A Carpinter (Director, Governance).

1. *In Memoriam*

Council acknowledged the death of Mr Ekara Lewis on 2 November, who had served as the University's sole Kaitakawaenga, Māori and Pacific Outreach Coordinator, from 2009. Of Ngāti Rakaipaaka/Ngāti Kahungunu descent, he had graduated as an adult student from Lincoln University with a Bachelor of Māori Planning and Development in 2007 and Bachelor of Māori Planning and Development (Hons) in 2008. He had served as Tumuaki (President) of Te Awhioraki (the Māori Students' Association) and on the executive of the Lincoln University Students' Association. He was TEU branch vice-president and made a TEU Life Member in 2015.

Ms Parata-Goodall paid tribute to the broad contribution made by Mr Lewis to the University and the Selwyn community. On behalf of his family and Te Taumutu Rūnanga, she thanked the University for the support they had received and for the honour of holding his service on the campus.

A moment's silence was observed.

2. *Apologies*

For the duration of Lincoln University's strategic options market sounding process, Dr Wood is standing aside from the Lincoln University Council and Messrs Gemmell and Hall are standing aside from the University of Canterbury Council.

An apology was received from Mr Macfarlane for lateness.

3. Disclosures of Interest

There were no disclosures of interest.

4. Confirmation of Minutes of Previous Meeting held on 18 October 2016

Council RESOLVED:

That the minutes of the meeting held on 18 October 2016 be taken as read and be approved.

*Moved: Mrs Tame
Seconded: Mr Gemmell
MOTION CARRIED*

5. Matters Arising from the Minutes

There were no matters arising.

6. Notice of Items of General Business

There were no items of general business notified.

7. Chancellor's Report

The report from the Chancellor was NOTED. The report listed the Chancellor's major commitments since the previous meeting.

8. Vice-Chancellor's Report

8.1 Vice-Chancellor's Update

The report from the Vice-Chancellor was NOTED. The report provided an update on: operational activities; staff, student and alumni achievements; research; and visitors to the University.

On behalf of Council, the Chancellor would send congratulatory letters to:

- Professor Hong Di upon his election as a Fellow of the Royal Society of New Zealand.
- Professor Derrick Moot for receiving the Ray Brougham Trophy from the New Zealand Grassland Association, the top award for contribution to the grassland sector.

8.2 Health and Safety Updates

A monthly report for October was NOTED.

The Vice-Chancellor noted that an action plan for the campus lockdown would be prepared, addressing the issues identified during the recent simulation. This would include looking at the possible use of texting and emailing notifications to staff and students. The initial plan would be considered at the next Senior Management Group meeting.

Council acknowledged the success arising from the Workplace Safety Management Practices audit, with ACC being recommended to maintain Lincoln University's current best practice tertiary accreditation.

8.3 **Biosafety Update**

The October monthly update on Biosafety compliance matters was NOTED.

It was noted that a full re-write of the Quality Management System section of the containment facility manual is underway.

8.4 **Academic Board Update**

The report was NOTED. In addition to providing a general update, approval was sought for a delegation for the conferral of the Level 5 Diploma for Rural Veterinary Technicians at the Lincoln-Telford Graduation ceremony in November 2016.

It was noted that the Graduation ceremony would include both a celebration of students' success and a graduation ceremony for those students who have been taught on the Telford campus and have completed their qualifications. There would be a clear delineation between those receiving qualifications and those being acknowledged. An academic quality assurance audit has been undertaken by Te Waihora based academic quality staff to ensure that all the formal requirements have been met by the students receiving qualifications.

Mr Macfarlane joined the meeting.

Council RESOLVED to:

1. **Note** the Academic Board and Academic Audit update.
2. **Approve** the delegation of the award of the Diploma for Rural Veterinary Technicians (NZQF level 5) to the Telford Divisional Teaching Committee for the Telford campus graduation in 2016.
3. **Approve** the use of the second Lincoln University seal held by the Lincoln-Telford Division to produce and issue certificates for the Diploma for Rural Veterinary Technicians.

*Moved: Mrs Tame
Seconded: Ms Parata-Goodall
MOTION CARRIED*

8.5 **Vehicle Registration and Traffic Statute**

The report was NOTED. Approval was sought to roll over the University's existing Vehicle Registration and Traffic Statute for a further three year period without amendment.

Council RESOLVED to:

Approve the rollover of the University's existing Vehicle Registration and Traffic Statute for a further three year period.

*Moved: Mrs Tame
Seconded: Mr Smith
MOTION CARRIED*

8.6 **2016 Milestones**

The report was NOTED.

9. **LUSA President's Report**

The report was NOTED.

The President highlighted the summary of LUSA's recently adopted Strategic Direction 2017-19. It was suggested that the President bring forward to Council any initiatives which Council could assist with. The Vice-Chancellor noted that potential opportunities to enhance student facilities should be considered, such as on the ground floor of the Forbes Building.

The contribution being made by the 'Handy Landys' to assist farmers impacted by the earthquakes in North Canterbury was acknowledged.

It was noted that appointments would be made to two new LUSA positions: General Manager and Education and Wellbeing Coordinator.

10. General Business

Mr Macfarlane reported on the land movements and damage caused by the North Canterbury earthquakes, particularly in the Clarence area, and the resultant disruption to agriculture. It was noted that the University could contribute its specialist knowledge to the long term recovery process.

Council members expressed concern for the impact of the earthquakes on Dr Wood and his family in Kaikoura. The Chancellor had been in contact with him and would send a letter on behalf of Council.

A letter from Professor Richard Falloon, Chairperson of the 9th Australasian Soilborne Diseases Symposium, was TABLED. The letter expressed appreciation for all the efforts made by the University's accommodation and catering staff to transfer the symposium from Hanmer to Lincoln University in the immediate aftermath of the earthquakes, enabling the event to proceed and be completed successfully.

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

The Chancellor moved that the public be excluded from the following parts of the proceedings of this meeting, namely:

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Chancellor's 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 To protect the privacy of natural persons	7(2)(h) 7(2)(j) 7(2)(a)

General subject matter	Reason for passing this resolution in relation to each matter	Grounds under s.48(1) for the passing of this resolution
Vice-Chancellor's Report:		
➤ Vice-Chancellor's Update	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)
➤ Refreshing Lincoln Programme Update	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)
➤ Financial Report for the Year to 31 October 2016	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)
➤ 2017 Draft Budget and Ten Year Financial Forecast	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)
➤ Lincoln Hub Project 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)
➤ Student Recruitment Update	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)
➤ Earthquake Claim Update	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)
➤ Ivey West and Memorial Hall	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)
➤ Research and Innovation Update	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)
Lincoln Hospitality Limited: Accommodation Update	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)

MOTION CARRIED

The Chancellor also moved that: Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Professor Bruce McKenzie (Interim Chief Academic Officer), Mr H Gant (Interim Chief Financial Officer), Ms T Zawodny (Project Manager), Ms J Thomson (Head of Sector, Schools, LincolnConnect), Mr J Becker (International Manager, LincolnConnect), Mr W Lawson (Director Capital Works Programme), Ms C McDonald (EQ Claim Project Manager) and Mr A Carpinter (Director, Governance), 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

12. **Report from Public Excluded Session**

General Subject Matter	Reason for passing this resolution in relation to each matter
Reports from Council Committees	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the appointment of an external member of ARMC following confirmation from the appointee.
Chancellor's Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the appointment of Mr Smith to ARMC and the recommended appointment of an independent Chair of the Stage 1 Project Steering Group for submission to the Minister.
Vice-Chancellor's Report:	
➤ Vice-Chancellor's Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Refreshing Lincoln Programme Update	The verbal update was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Financial Report for the Year to 31 October 2016	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the release of the University's summary financial position to 31 October 2016.
➤ 2017 Draft Budget and Ten Year Financial Forecast	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Lincoln Hub Project Approval	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Student Recruitment Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Earthquake Claim Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Ivey West and Memorial Hall	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Research and Innovation Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Lincoln Hospitality Limited: Accommodation Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

13. Closure and Next Meeting

The meeting closed at **12.37pm**.

The next meeting is scheduled for **Tuesday, 6 December 2016** at **8.30am**, Lincoln University.

Signed: _____ **(Convenor)**

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 22 November 2016**

Action	Responsibility	Meeting/Item	Due
Draft brief Terms of Reference for Council itself, including the intended relationship between Council and the Academic Board and any other points of difference from the standard model.	Director, Governance	26 Jan 2016 Item 7	31 Jan 2017
Further information on student's work on " <i>Mānuka and kānuka to clean-up New Zealand's waterways</i> ". (Sir Graeme Harrison)	Secretary	27 Sept 2016 Item 7.1	Article to be published in 2017.

Agenda Item 6
Chancellor's Report
November 2016

Meetings and Events Attended

Since my previous report, my commitments have included:

- The Lincoln University Foundation South Island Farmer of the Year Competition Awards at Lincoln University on 16 November.
- The Change Makers Lecture delivered by Professor Stephen Goldson on 17 November.
- The Alumni Association Executive meeting on 17 November.
- The Lincoln-Telford Graduation events on 24 and 25 November. My thanks to the other Council members who attended the Graduation.
- A meeting with the TEU and community leaders about the future of the Lincoln-Telford Division on 25 November. The Lincoln Hub Innovation Series breakfast address by Ms Melissa Clark Reynolds on 29 November.
- The meeting of the Appointment and Remuneration Committee on 29 November.

I will be attending the Universities New Zealand Chancellors' Group meeting and Joint Chancellors/Vice-Chancellor's Summit in Palmerston North on 8 December. The sessions are being held at Massey University as an opportunity to farewell the Hon Steve Maharey who is retiring from the role of Vice-Chancellor.

ANZ Future Leaders Scholarship Programme

This is a new scholarship programme run in conjunction with New Zealand Young Farmers to support future leaders in the primary sector. Attached is the media release for the inaugural awards. It is particularly pleasing to see the former Lincoln University Students' Association President and Council member, Ms Kahlia Fryer, receiving one of the five awards.

Tony Hall
Chancellor

1 December 2016

Attachment: Media release for ANZ Future Leaders Scholarship.



Five outstanding scholars awarded ANZ Future Leaders Scholarship

Five outstanding young Primary Industry leaders are the inaugural ANZ Future Leaders Scholarship Programme recipients.

Open to NZ Young Farmer members, the new scholarship has been designed to give future leaders in the primary sector a step up by providing them with financial support for their planned path of study or professional development.

The five recipients include Johanna Smith from Culverden who wants to complete a degree in Mandarin, Jack Keeys who is a student at Waikato University for personal development programmes and further studies, Kahlia Fryer from Waipukurau for Institute of Management Development courses, Olivia Ross from Gore for personal development programmes and Daniel Risi from Christchurch for Annual ICPA Conference in America where he will look at the advancement of precision agriculture.

NZ Young Farmers CEO Terry Copeland said the scholarship attracted nearly forty applicants and reflected the talent and leadership emerging through-out the organisation.

"I have no doubt that these five young scholars will go on to become great leaders in the Primary Industry."

Mr Copeland said NZ Young Farmers had invested significant resources into developing leadership among the younger members of the sector and the scholarship was another example of that.

"We thank ANZ for their investment into our youth as it's vital we give them the platform to personally develop."

Troy Sutherland, ANZ's Head of Corporate Agri, congratulated the five scholarship recipients.

"A strong agricultural sector is vital to the growth of our economy, and developing and encouraging young fresh talent is key to our future success," Sutherland said.

"We look forward to the contribution that these young people will make, as they learn new skills and broaden their networks through the education programmes they have chosen, and make their mark on the world."

For more information, please call NZ Young Farmers Communications Manager Nadine Porter, on 0212140703 or email nadine.porter@youngfarmers.co.nz

Agenda Item 7 – Vice-Chancellor’s Report

7.1 Strategic Risk Register

Purpose

For Council to consider the current Strategic Risk Register.

Commentary

Attached is the risk register. A ‘heat map’ matrix underpins the gross and net risk assessments. The gross risk is re-assessed in light of the listed mitigating actions completed or underway to determine a net risk.

The net risk rating for the “inadequate progress on the Refreshing Lincoln agenda” has been reassessed as ‘amber’.

Recommendation

That Council:

- a **Consider** the Lincoln University Strategic Risk Register; and
- b **Provide** feedback on the risk assessment and identify any additional material risks for inclusion.

1 December 2016

Attachment: LU Strategic Risk Register December 2016

Lincoln University Strategic Risk Register, October 2016

Key	Impact →	Minor	Moderate	Serious	Very serious
Likelihood in next 12 months ↓	L ↓ I →	1	2	3	4
Very High	4	Amber	Amber	Red	Red
High	3	Green	Amber	Red	Red
Medium	2	Green	Green	Amber	Red
Low	1	Green	Green	Green	Amber

	Risk	Nature of risk ¹	Consequences	Gross risk			Mitigating actions	Net risk		
				L	I	LxI		L	I	LxI
1	Declining relative attractiveness of studying at Lincoln	F, C, R	Insufficient student numbers	4	4	16	<ul style="list-style-type: none"> Improve programme attractiveness and flexibility Demonstrate superior programme outcomes including student satisfaction Improve use of Internet teaching technologies 	3	4	12
2	Disruption pertaining to Telford	F, R	Ill will; unfunded costs	3	3	9	<ul style="list-style-type: none"> Maintain communication with stakeholders Prompt action once funding outcomes are known 	3	3	9
3	Inadequate progress on the Refreshing Lincoln agenda	F, C, R	Further interventions by government	3	4	12	<ul style="list-style-type: none"> Establish programme plan and PMO Assign business owners to work streams Engage dedicated resources with transformation experience 	1	4	4
4	Uncertain earthquake restoration	F, R	Poor campus environment	3	2	6	<ul style="list-style-type: none"> Continue negotiations Embark on remediation 	3	1	3
5	Capacity for change insufficient for the University to flourish	F, C, R	Resources improperly connected to strategies	2	3	6	<ul style="list-style-type: none"> Improve strategic and operational planning Inculcate attitudes and abilities that engender change and improve performance Improve staff engagement and well-being 	1	3	3
6	Insufficient progress on the Lincoln Hub	F, C, R	Withdrawal of support for the hub	2	2	4	<ul style="list-style-type: none"> Maintain momentum through <i>He Puna Karikari</i> board Maintain progress of the Stage 1 Steering Group; add an independent Chair Encourage adoption of new approaches and participation in teaching and research 	2	2	4
7	Worsening research performance	F, C, R	Declines in QS, PBRF, and in reputation	2	2	4	<ul style="list-style-type: none"> Set and applying performance expectations of academic staff Extend research training to Lincoln Hub partners Concentrate research areas 	1	2	2
8	Health, safety and security incidents	R, H	Serious harm to people	2	2	4	<ul style="list-style-type: none"> Maintain rigorous H&S regime 	2	2	4

¹Nature of risk: F – Financial, C – Capability, R – Reputational, H – Health & Safety

Agenda Item 7 – Vice-Chancellor’s Report
7.2 Health and Safety Update November 2016

Health and Safety KPIs and Goals (*refer Health and Safety Plan 2015/16*)

Compliance, Promotion and Improvement

Compliance	<ol style="list-style-type: none"> 1. All legal process followed 2. Maintain tertiary accreditation in <i>Workplace Safety Management (WSMP) Practice programme.</i>
Promotion	<ol style="list-style-type: none"> 1. H&S committees met, educational material distributed. 2. Scheduled training sessions run.
Improvement	<ol style="list-style-type: none"> 1. Ease of use of system (intra internet based). 2. Employee participation (Reviewed Participation system). 3. 4 recognition certificates presented.

On track

Acceptable – with some improvement needed

Off target -= corrective action input needed

Type	<i>Staff</i>	<i>Student</i>	<i>Contractor</i>	<i>Other</i>
Notifiable Injury or illness	0	0	0	0
Notifiable incident	0	0	0	0
Death of a person	0	0	0	0
Non work place deaths	0	0	0	0
Occupational illness	0	0	0	0
Health appraisals	0	0	0	0
Serious safety incident	0	0	0	0
Rehabilitation program/s	0	0	0	0
Risk registers reviewed	7	0	0	0
Committees met	4	0	0	0
Contractor inductions	3	0	0	0
Accidents/incidents	4	0	0	0

Commentary

1. *Workplace Safety Management Practices (WSMP)* –passed at tertiary level (best practice accreditation).
2. Review and evaluation of tenders for Hub buildings (health and safety component).
3. Follow up actions from Pro-Chancellor’s campus tour report.
4. Review of proposal for emergency management online and texting system.
5. Review of first aid training on campus and preparation work for courses to be run 2017.
6. Fire extinguisher training for laboratory and general staff.
7. Work on online corrective action follow up to accident reporting and recording.

Agenda Item 7 – Vice-Chancellor’s Report

7.3 Bio-safety Report for November 2016

Training

Refresher training for staff and students using the Containment Facility labs is now underway using the updated on-line training assessment modules on Moodle. Those who have not completed refresher training by 20 January 2017 will have their containment laboratory access revoked until such time as they have passed the applicable training modules.

Activities under the Biosecurity Act (Containment Facility 489)

Organisms/products received into Facility

Organisms	Admitted into Facility via importation or transfer	PC requirement
Dock seed	Imported from UK on permit 2016061142	Inspected by MPI and given biosecurity clearance for field sowing 17 Nov
Soil and gravel	Groundwater tank model imported from USA on permit 2015058507	Inspected by MPI and given biosecurity clearance 17 Nov

Activities under the Hazardous Substances and New Organisms Act and Health & Safety at Work Act

Organisms/products received into Containment Facility 489

Organisms	Admitted into Facility via importation or transfer	PC requirement
GM <i>Marchantia</i> plants	Transferred to LU from PFR, Palmerston North under MPI Approval #CM1228	PC2 (Biotron)

Institutional Biosafety Committee (IBSC) meetings

No meeting.

Audits and incidents

	Comments
Internal audits	Next internal audit February 2017
External audits	No audits in November
Incidents	Nil

Biosafety Oversight Committee meeting

The committee is due to meet on 1 December.

Lincoln Hub Building

- Guidance has been provided to the NZBH Cluster and LabWorks in various meetings for lab design to meet the appropriate standards for Plant/Micro/Invertebrates, along with other bio-safety aspects in the PC2 labs.
- Set-ups for around 25 gown-in areas across the science research wing of the Hub building were submitted to LabWorks on 23 November.

- Lab waste-type information from both Lincoln University and AgResearch has been collated and was submitted to Beca on 17 November. Continuing to work with Beca on this.

1 December 2016

Agenda Item 7 – Vice-Chancellor’s Report

7.4 Conferment of Degrees and Presentation of Diplomas

Conferment of Degrees, Diplomas and Certificates

The following students have completed the requirements for the qualifications below:

Doctor of Philosophy

Robert Gordon **Lawry**, in Biochemistry
Raigama Arachchige Ahesha Sajeewani **Perera**, in Accounting
Muhammad **Rashid**, in Seed Technology
Amna **Shafi**, in Plant Pathology

Master of Commerce (Agricultural)

Agustin **Nervi**, *with Second Class Honours, Division I*, in Agribusiness and International Rural Development

Master of Environmental Policy and Management

Rachael Jane **Brown**, with Distinction

Master of International Nature Conservation

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

Marc **Filla**
Nils **Reiser**

Master of Natural Resources Management and Ecological Engineering

(Jointly awarded with the University of Natural Resources and Life Sciences (BOKU), Vienna, Austria)
Pratigya **Silwal**, *with First Class Honours*

Postgraduate Diploma in Commerce Subjects

Sonya Elizabeth **Low** *(decision required on conferral date to be used – see below)*

Graduate Diploma in Tourism Management

Yue **Ren**

Graduate Certificate in Academic English

Xiaojun **Luo**

Bachelor of Commerce (Old Regulations)

Loris Christian Nicola **d'Aloia**

Bachelor of Commerce (New Regulations)

Maxime Robert Francois **Moulin**, Marketing Major
Hongbo **Yi**, Accounting and Finance Major

Bachelor of Commerce (Hotel and Institutional Management)

In Yong **Jee**

Bachelor of Environment and Society

Leah Fyson **Mcenhill**, Land and Society Major

Bachelor of Landscape Architecture

Rebecca Ann **Easton**, *with Second Class Honours, Division II*

Bachelor of Parks, Recreation and Tourism Management

Shane Patrick **Mullany**

Bachelor of Science (Old Regulations)

Dai Haoxin

Bachelor of Social Science

Rachel Jane **Manawatu**

Bachelor of Viticulture and Oenology (Old Regulations)

Anna Claire **Stone**

Diploma in Agriculture

Brett John **McLennan**

Diploma in Applied Science

Yiming **Ren**

Diploma in Natural Resources

Dominic Joseph **Bird**

Vivek Menon **Kozhikode**

Sophie York James **Roberts**

Anne Emma **Taylor**

Diploma in University Studies

Cheng Dingye

Benjamin Anthony **Reid**

Zhang Xin

Conferral Date Issue

Ms Sonya Low (1017566), listed above, graduated with a Bachelor of Commerce and Management in 1997, and continued her study towards a Bachelor of Commerce (Honours). She changed her programme to a Postgraduate Diploma in Commerce at the end of that year, but for whatever reason her student record was not completed at the time.

In September 2016 the Academic Administration Committee (AAC) reviewed the student's transcript and deemed her to have met the academic requirements of the Postgraduate Diploma in Commerce Subjects on the basis of study completed in 1997, 19 years ago. The completion date on her student record is 21 September 2016, which is the date of the AAC meeting that deemed Sonya to have met the requirements.

The conferral date can either be backdated to 24 April 1998, being the Graduation Ceremony date in the year following the student finishing her study, or be 6 December 2016 based on her academic completion date of 21 September 2016. In previous cases of this sort, Council has preferred to use the backdated date to reflect the academic currency of the qualification.

Recommendations:

That Council:

1. **Confirm** the backdating of the conferral date for the Postgraduate Diploma in Commerce Subjects to be awarded to Ms Sonya Low (1017566) to 24 April 1998.
2. **Approve** the awards listed in the report to Council.

1 December 2016

