

# Council Meeting - 26 July 2022



CONFIDENTIAL

In Council Chambers and by Zoom  
<https://lincoln.zoom.us/j/97407427377>

26 July 2022 09:00 AM - 12:30 PM

<b>Agenda Topic</b>	<b>Presenter</b>	<b>Page</b>
1. Welcome, Karakia and Apologies	Chair	
2. Disclosures of Interest	Chair	2
3. Confirmation of the Minutes of the Previous Meeting	Chair	8
4. Matters Arising from the Minutes	Chair	13
5. Notice of Items of General Business	Chair	
6. Chancellor's Report	Chair	14
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7.1 Graduation Ceremony Update	Hamish Cochrane	22
8. Health and Safety Report	Tracey Nelson	24
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10. General Business	Chair	
11. Moving to In-Committee		33
12. Moving out of In-Committee		
13. Next Meeting		

Tuesday 30 August 2022, Council Chambers and by Zoom, at 9am

Council Meeting - 26 July 2022 - Disclosures of Interest

<b>STRICTLY CONFIDENTIAL</b>						
<b>2022 Lincoln University Council Members' Interests Register</b>						
<b>Councillor</b>	<b>Name of Company / Institution</b>	<b>Dates Applicable</b>	<b>Position</b>	<b>Comments</b>	<b>Updated</b>	
<b>Janice Fredric</b>	Mainpower Ltd	Current	Director		Feb-22	
	Aurora Energy Limited	Current	Director		Jul-22	
	Aviation Security Services	Current	Chairman			
	Civil Aviation Authority	Current	Chairman			
	Unity Credit Union	Current	Chair of Audit and Risk Committee	Formerly Credit Union Baywide and Credit Union South		
	Green Power New Zealand Ltd	Current	Director			
	Mt Cass Wind Farm Ltd	Current	Director			
	Timaru District Council	Current	Independent member of Audit and Risk Committee			
	NZ Shipwreck Welfare Trust	Current	Trustee			
	Tregynon charitable Trust	Current	Trustee			
	NIWA	Current	Director			
	NIWA Vessel Management Limited	Current	Director			
	<b>Bruce Gemmell</b>	The Gemmell Group Limited	Current	Director, Shareholder		Feb-22
The Highlanders GP Limited		Current	Director			
Miramar Consolidated Limited		Current	Director			
The Second Little Pig Was Right Limited		Current	Director, Shareholder			
Orion New Zealand Limited		Current	Director			
ATT Trustee Limited & associated subsidiaries		Current	Director	Non-trading		
Lincoln Agritech Limited		Current	Chair			
Lincoln University Centennial Trust		Current	Ex-officio Trustee			
Lincoln University Foundation Trust		Current	Ex-officio Trustee	Formally constituted 12 November 2019		
Gemmell Finance Limited		Current	Director, Shareholder			
Nitrolabs Limited & Associated companies		Current	Director			
Central Plains Water Limited		Current	Director			
Buller Electricity Limited & associated subsidiaries		Current	Director	Director from 1 September 2021		
Planz Consultants Ltd		Current	Director			
Nexia Limited		Current	Director			
<b>Robert James Hewett</b>		Hewett Farm Limited	2002-current	Director & Shareholder		May-21
		Business Increase Group Limited	2009-current	Director & Shareholder		
	Silver Ferns Farms Joint Ventures Limited	2015-current	Director			
	Pioneer Energy Limited	2017-current	Director	Chair from 21 September 2020		
	CFM Management Limited	2016-current	Director			
	Richmond Equities Limited	2016-current	Director			
	Global Technologies (NZ) Limited	2016-current	Director			
	Venison Rotorua Limited	2016-current	Director			
	Farms Enterprises (Otago) Limited	2016-current	Director			
	Silver Fern Farms Limited	2016-current	Co-Chair	Lincoln University supply livestock to Silver Ferns Farms		
	Silver Fern Farms Sheepmeat	2015-current	Director	Lincoln University supply livestock to Silver Ferns Farms		
	Silver Fern Farm Co-Operative	2008-current	Chair	Lincoln University supply livestock to Silver Ferns Farms		
	Silver Fern Farms Holding Limited	2015-current	Director	Lincoln University supply livestock to Silver Ferns Farms		
	PPCS Superannuation Limited	2016-current	Director			
Slink Skins Canterbury Limited	2016-current	Director				
SFFC Sub Limited	201-current	Director				

Council Meeting - 26 July 2022 - Disclosures of Interest

Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
	PPCS Limited	2016-current	Director		
	Richmond Group Holdings Limited	2016-current	Director		
	Frasertown meat co Limited	2016-current	Director		
	Richmond Enterprises (1996) Limited	2016-current	Director		
	Kiwi Fern Limited	2016-current	Director		
	Farmlands Co-operative Society Limited	2002-current	Director, Shareholder, Chair	Shareholder - 2002, Director - 2015, Chair - 2019	
	Ravensdown	2002-Current	Shareholder		
	Primary Wool	2002-current	Shareholder		
	T&G Global Limited	2018-current	Director		
	Ballance Agri-Nutrients	2009-current	Shareholder		
	Pulse Energy Limited	2020-current	Director		
	Strong Wool Working Group	2020-current	Chair	Chair from 1 September 2020	
	Taiao Ora Tangata Ora Working Group	2021-current	Member		
	Te Puna Whakaaronui Working Group	2021-current	Member		
	Ravensdown Fertiliser	2021-current	Director	Rob's Partner	
	Hilton Haulage Limited	2021-current	Director		
	Pioneer Investments Limited	2020-current	Director		
	New Zealand Wool Holdings Limited	2022-current	Chair	From 2 June 2022	Jun-22
<b>David Philip Jensen</b>	Colebrook KiwiFruit Orchard GP Limited	2020-current	Chair		Feb-22
	Pongakawa Kiwifruit GP Limited	2020-current	Chair		
	Riverview Kiwifruit GP Limited	2020-current	Chair		
	Otago Kiwifruit GP Limited	2020-current	Chair		
	Awakeri Orchard GP Limited	2019-current	Chair		
	El Dorado Orchard GP Limited	2018-current	Chair		
	Expressway Orchard GP Limited	2017-current	Chair		
	Gold Income GP Limited	2021-current	Chair		
	Eastpack Limited	2018-current	Director		
	Merrijig Development sLlimited	Current	Shareholder		
	Figured Limited	Current	Shareholder		
	New Zealand Dairy Dessert Company	Current	Shareholder		
	Fonterra	Current	Shareholder		
	Zespri	Current	Shareholder		
	Eastpack Limited	Current	Shareholder		
	LIC	Current	Shareholder		
	Ballance Agri Limited	Current	Shareholder		
	Farmlands Co-operative Society Limited	Current	Shareholder		
	Napoli Orchard GP	2018-current	Chair		
	Eastern Orchards Orchard GP	2019-current	Chair		
	Chair Gliding NZ Trust	Current	Trustee		
	PinPoint Labs	Current	Director		
<b>Professor Grant Edwards</b>	Lincoln University	Current	Vice-Chancellor		Feb-22
	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		
	Don Hulston Foundation	Current	Ex-officio University Trust		

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Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
	Ivey Hall and Memorial Hall 125th Anniversary Appeal Gifting Trust	Current	Ex-officio University Trust		
	Ivey Hall and Memorial Hall 125th Anniversary Appeal Taxable Activity Trust	Current	Ex-officio University Trust		
	John Mowbray Howard Tripp Agricultural Scholarship Trust	Current	Ex-officio University Trust		
	J W and Carrie McLean Trust	Current	Ex-officio University Trust		
	Kathleen Ann Stevens Scholarship Trust	Current	Ex-officio University Trust		
	Leslie John and Lola June Struthers Trust	Current	Ex-officio University Trust		
	Sir Arthur Sims Scholarship Trust	Current	Ex-officio University Trust		
	Vernon Willey Trust	Current	Ex-officio University Trust		
<b>Professor James Alexander McWha</b>	International Association of University Presidents	2017-current	Senior Adviser and Executive Committee		Feb-20
	The Children's University	2012-current	Chancellor		
	Adagio Trust	2017-current	Trustee		
<b>Puamiria Parata-Goodall</b>	Lincoln University	Current	Council Member and Consultant - Cultural Narrative		Feb-22
	Te Taumutu Rūnanga	Current	Consultant		
	Selwyn District Council	Current	Pou Ahurea, Cultural Advisor – Te Ara Ātea		
	AgResearch	Current	Consultant - Cultural Narrative		
	Te Pakura Limited	Current	Director, Shareholder, provides culture advice to Lincoln		
	Ngāi Tahu Fund	Current	Member		
	Canterbury Museum Board	Current	Member		
	Te Pae Korako Ngāi Tahu Archives & Whakapap	Current	Member		
	Rarotoka Management Limited	Current	Director, Shareholder		
<b>Professor Derrick Moot</b>	Lincoln University	Current	Professor		Jun-22
<b>Dr Maria Janna van den Belt</b>	Cogo Connecting Good Limited	Current	Shareholder		Jun-21
	College of Assessors of MBIE	Current	Member		
	EHF Fellowship	Current	Fellow		
	Fisheries New Zealand	Current	Chief Economist		
	Global Research consortium (USA, China, Europe)	Current	Member of Advisory Board		
<b>Gabrielle Thompson</b>	Olsen Thompson Limited	Current	Director & Shareholder		
	Hollyfort Farm Limited	Current	Shareholder		
	Selwyn Thompson Limited	Current	Shareholder		
	Silver Fern Farms Co-Operative Limited	Current	Director		
	Thompson Family Trust	Current	Trustee		
	Pretty in Pink Charity Trust	Current	Trustee		
	Ballance	Current	Shareholder		
	Farmlands Co-Operative Ltd	Current	Shareholder		
	Thompson Property Trust	Current	Trustee		
	Ravensdown	Current	Shareholder		
<b>Jaime Shone</b>	Lincoln University	Current	Domestic Engagement Manager		Jun-21
<b>Jeremy Kilgour</b>	Lincoln University Students' Association	Current	President		Nov-21
	Lincoln Community Committee	Current	Member		
	NZUSA National Council	Current	Member		

**Register of interests – Senior Leadership Team– 2022**

SMG member	Organisation	Date	Position	Notes
<b>Dione Payne</b>	Lincoln University	2017-	Assistant Vice-Chancellor, Māori and Pasifika	
	Senior Management Group	2017-	Member	
	Te Kahui Amokura		Member	
	UNZ Pasifika Group		Member	
	NZ Qualifications Authority – Whakaruruhau Matua		Member	
	NZ Qualifications Authority – Mana Wahine Whakaruruhau		Chair	
	New Zealand Qualification Authority – Hauora Whakaruruahu		Member	
	Wikateri & Merihemoata Whānau Trust		Trustee/Land Administrator	
<b>James McWha</b>	Lincoln University	2019-	Provost	Vice-Chancellor 2018
	Senior Management Group	2018-	Member	
	LU Council	2018-	Pro-Chancellor	
	International Association of University Presidents	2017-	Senior Adviser and Executive Committee	
	The Children's University	2012-	Chancellor	
	Adagio Trust	2017-	Trustee	
	Association of Commonwealth Universities	2018-	Senior Adviser	
<b>Grant Edwards</b>	Lincoln University	Current	Vice-Chancellor	
	Lincoln University Council	Current	Ex-officio Member	
	Universities New Zealand, (Vice-Chancellors Committee)	Current	Ex-officio Member	
	New Zealand Food Innovation (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	

Updated March 2022

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	Biological Heritage National Science Challenge, Challenge Parties Working Group (Co-Chair as UNZ representative)	Current	Co-Chair	
	Don Hulston Foundation	Current	Ex-officio University Trust	
	Ivey Hall and Memorial Hall 125th Anniversary Appeal Gifting Trust	Current	Ex-officio University Trust	
	Ivey Hall and Memorial Hall 125th Anniversary Appeal Taxable Activity Trust	Current	Ex-officio University Trust	
	John Mowbray Howard Tripp Agricultural Scholarship Trust	Current	Ex-officio University Trust	
	J W and Carrie McLean Trust	Current	Ex-officio University Trust	
	Kathleen Ann Stevens Scholarship Trust	Current	Ex-officio University Trust	
	Leslie John and Lola June Struthers Trust	Current	Ex-officio University Trust	
	Sir Arthur Sims Scholarship Trust	Current	Ex-officio University Trust	
	Vernon Willey Trust	Current	Ex-officio University Trust	
<b>Karen McEwan</b>	Lincoln University	2019-	Executive Director, People, Culture, and Wellbeing	
	Senior Management Group, Lincoln University	2019-	Member	
	Ceiling Clean WGTN Limited	1982-	Shareholder	
<b>Lorraine Petelo</b>	Lincoln University	2019-	Acting Deputy Vice-Chancellor, Learning and Teaching	
	Academic Board	2019-	Chair	
	Senior Management Group, Lincoln University	2019-	Member	
	P& L Investment Properties Limited	2004-	Shareholder	
	P& L Investment Properties Limited	2004-	Director	
	Biological Husbandry Unit (BHU) Board	2019-	Member	
	Narmee Board	2019-	Member	
<b>Susie Roulston</b>	Lincoln University	2021-	Chief Operating Officer	
	Senior Management Group	2021-	Member	
	Hayden Roulston Limited	2017		Susie's Partner (sports Coaching)

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<b>Stephen Reindler</b>	Independent Chair, LU Science North Project Control Group	2020-	Director	Z Energy Ltd
			Director	Steel and Tube Holdings Ltd
			Chairman and Director	Clearwater Construction Ltd
			Chairman and Director	D&H Steel Construction Ltd
			Chairman	Waste Disposal Services
			Director	Broome International Airport Group Pty Ltd
			Director	Yachting NZ
			Independent Advisor (for new build projects at LU and Massey)	AgResearch Ltd
			Independent Advisor (for airport developments)	Air NZ
			Director	ReindlerCo Ltd
			Trustee	Reindler Family Trust
			Shareholder	RPL Accountants Ltd
			Director	Ports of Auckland Ltd
			Director	Te Kaha Project Delivery Ltd
<b>Alistair Pearson</b>	Property Council New Zealand	2019-current	Executive	



## LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 28 June 2022 at 9am in Council Chambers and by Zoom

### Meeting Minutes

Present: Mr B Gemmell (Chancellor), Professor G Edwards (Vice-Chancellor), Emeritus Professor J McWha, Mrs J Fredric, Mr J Kilgour, Ms J Shone, Mr D Jensen

Via Zoom: Mr R Hewett, Mrs G Thompson, Dr Marjan van den Belt, Mr D Moot

In attendance: Dr D Payne (Assistant Vice Chancellor for Māori & Pasifika)  
Mrs S Roulston (Chief Operating Officer)  
Ms K McEwan (Executive Director People, Culture and Wellbeing)  
Mr D Lodge (Deputy Vice Chancellor, Student Life)  
Mrs A Cradock (Director Legal and Governance)  
Mr N Heslop (Strategy & Governance Officer)  
Mr H Moana (Observer)  
Mr Grahame Burgess (Director of Student Engagement)

*Meeting started at 9:00am.*

#### 1. Welcome/Karakia/Apologies

Dr Dion Payne opened with a karakia.

The Chancellor welcomed Derrick Moot, Damian Lodge, and Nathaniel Heslop to their first Council meeting.

An apology for absence was received from Mrs Parata-Goodall.

#### 2. Disclosures of interests

The interests register was NOTED.

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

There were no changes to the minutes.

Council RESOLVED:

That the minutes of the Council meeting held on 3 May 2022 be taken as read and **APPROVED**.

*Resolution*

**MOTION CARRIED**



#### 4. Matters arising from the Minutes

The action register was NOTED.

##### Item

- |     |  |
|-----|--|
| 380 | The draft Disclosure of Interest Policy was provided to Council and noted.   |
| 476 | COO advised secure bike storage facility to be explored as part of Accommodation Strategy and report to Council later this year. |

#### 5. Notice of items of General Business

There were no items of business raised.

#### 6. Chancellor's Report

The report was NOTED and recognised the achievements of alumnus Jeremy Rockliff.

#### 7. Vice-Chancellor's Report

The report was NOTED.

The Vice-Chancellor highlighted the following matters for the May & June months:

- Celebration and announcement of the Ross Building (formerly the Commerce building) with Bruce & Gillian Ross.
- Lincoln has increased by four places in QES ranking to 368. All other NZ Universities declined during this period. One of the key metrics Lincoln measured highly in is in employment outcomes.
- Noted Lincoln has an 83% graduate employment rate, which is the highest of all New Zealand Universities.
- Completed appointments for the Senior Leadership Team with Damien Lodge appointed Deputy VC for Student Life and Chad Hewitt for Provost. Chad is currently at Murdoch University, Western Australia and will join Lincoln in September 2022.
- MFAT Manaaki scholarships, funded by MFAT, will fund 25 new students in semester one of the 2023 academic year.
- \$60m funding received from the Crown to complete the Science North building that is now over 50% complete. Also pleasing to receive several building awards for the Science South and Recreation Centre buildings.
- Prime Minister visited Lincoln Campus to look at Ecopond who provide a technological solution to reduce methane emissions in effluent ponds.

##### 7.1 May 2022 Health & Safety Report

The report was taken as read and NOTED.

The Health, Safety and Compliance Manager spoke to this paper.

A number of TBC's in the Farm Audit are being completed and those actions will be reported on to Council later this year.

**Action:  
Health, Safety  
and  
Compliance**

Requested the TRI be benchmarked against other similar institutions.

*Manager*

Work continues to embed systems that conduct ESOL assessments and provide assurance to staff that health and safety instructions are understood by international residents. Students on farms will be with an English-speaking technician and have passed an ILS. There are students from 52 countries.

Health, Safety and Compliance manager to investigate asbestos in LUDF and bring report back to Council with recommendations.

*Action:  
Health, Safety  
and  
Compliance  
Manager*

#### **8. Academic Board Report**

The report was NOTED.

The Academic Board approved two new courses that are core to the Master of Fintech and Investment Management qualification, and the deletion of four programmes which have not been offered since approved in 2017.

#### **9. Conferment of Degrees, Diplomas and Certificates**

The report was NOTED.

A Bachelor of Agricultural Science was conferred on the 13 May 2022 to George Alexander Duff.

Detail of the upcoming Graduation Ceremony will be provided to Council at the next meeting.

*Action: Vice-  
Chancellor*

Council RESOLVED to:

**APPROVE** the awards listed above.

*Resolution*

MOTION CARRIED

#### **10. Lincoln University Students Association Report**

The report was taken as read and NOTED.

The LUSA president explained campus is a little quieter with students on mid-semester break and some respite is needed after semester one contained disruption, anxiety, and uncertainty.

There is dissatisfaction amongst students with the relatively muted celebration and recognition of diverse whanau, specifically around Diversity Day and Pride Month. Students are also dissatisfied with the outcome of a recent Student Disciplinary Process and defacement of rainbow crossings on campus.

Some students do not feel safe on campus and believe the University is not meeting its obligations set out in the pastoral care code and student charter, specifically providing a supportive environment.

A review of the student disciplinary regulations and student charter will be undertaken in consultation with LUSA.

*Action:  
Deputy Vice-  
Chancellor  
Student Life*

#### **11. General Business**

There were no items of business raised.

Meeting adjourned at 10.17am and reconvened at 10.30am

**12. 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:

<i>General Subject Matter</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Grounds under section</i>
<b>Vice-Chancellor's Report</b> 1. Monthly Financials 2. Monthly Recruitment Report 3. MyVoice Update 4. Investment Plan 5. FM Workshops Tender	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>Farms Committee</b> 1. Minutes from the previous meeting & Report 2. SNB Funding Instalment	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>REM Committee</b>	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>Ahumairaki</b> 1. Manaaki Tauria Programme Business Case	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>He Toki Tare Discussion - 21 March</b> 1. 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)
<b>Capital Asset Committee</b> 1. Campus Development Programme Monthly Report 2. Campus Development Programme Dashboard 3. Ivey West and Memorial Hall Business Case	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>Audit &amp; Risk Committee</b> 1. 2023 Fees	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>Executive Committee</b>		
<b>Lincoln University Property Joint Venture Limited Annual Report</b>	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>Resolutions in lieu of an AGM for</b>	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)

I also move that: Professor Grant Edwards (Vice-Chancellor), Ms K McEwan (Executive Director People Culture and Wellbeing), Dr Dione Payne (Deputy Vice-Chancellor, Māori and Pasifika), Mrs Susie Roulston (Chief Operating Officer), Mr D Lodge (Deputy Vice-Chancellor, Student Life), Ms E Henshall (Finance Director), Mr A Pearson (Property Director), Mr T Rogers (Chair LUPJVL), Mr B Forgie and Mr D Christie (Ngai Tahu Property), Ms A Cradock (Council Secretary), and Mr N Heslop (Strategy & Governance Officer) 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.

CARRIED

**12. Report from the Public Excluded Session**

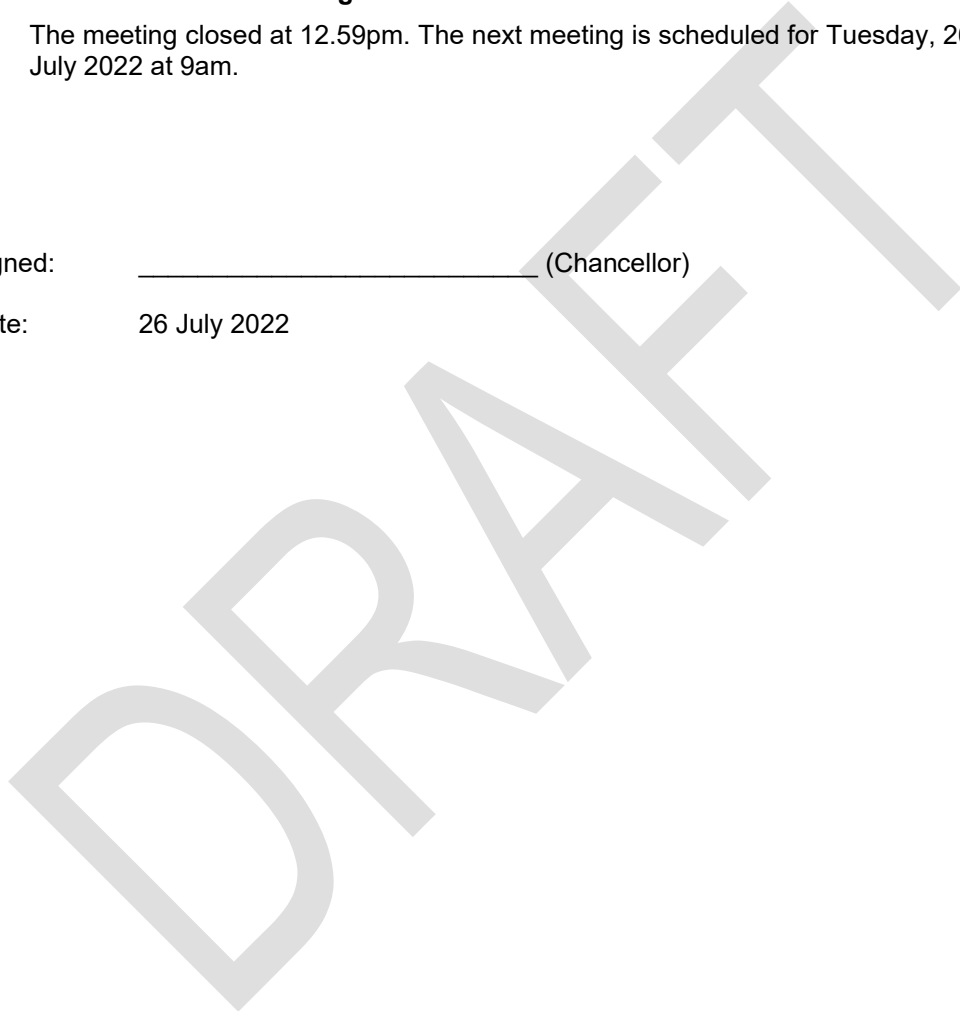
<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>
Vice-Chancellor's Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above, other than the University's summary financial position to 31 May and information about the Campus Development Programme which will be released as and when the Vice-Chancellor determines.
Reports from Committees	The reports were 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 12.59pm. The next meeting is scheduled for Tuesday, 26 July 2022 at 9am.

Signed: \_\_\_\_\_ (Chancellor)

Date: 26 July 2022



## Council and Committee Action Register *as at 20/07/2022*

Meeting	#	Action	Responsibility	Date	Item	Due	Notes	Status
Council	476	Look into when the secure bike storage facility will be complete.	COO	29-Mar-22	Item 7	25-Oct-22		Current
Council	486	Report to Council on the incomplete corrective actions in the Farm Audit	Tracey Nelson	26-Jun-22	Item 7.1	26-Jul-22	Pushed out to August due to staff availability	Current
Council	487	Investigate asbestos in LUDF and bring back report back to Council with recommendations on treatment	Tracey Nelson	26-Jun-22	Item 7.1	30-Aug-22		Current
Council	488	Details of the upcoming Graduation Ceremony to be provided to Council	VC	26-Jun-22	Item 9	26-Jul-22		Current
Council	489	Review of student disciplinary regulations and student charter undertaken in consultation with LUSA with report back to Council on outcome of review and recommendations	DVC, Student Life	26-Jun-22	Item 10	27-Sep-22		Current



## Chancellor's Office

# Chancellor's Report for Council

Version: 1.0

Author/s: Nathaniel Heslop

Date: 18 July 2022

## Purpose

This report summarises the stakeholder meetings undertaken by the Chancellor in June through to Council in July 2022.

## Executive Summary

### Stakeholder meetings

26 July 2022

CertusBio Board Meeting



## Lincoln University Vice-Chancellor's Monthly Report to Council

**Month:** 24 June to 22 July 2022

### Focused engagement and partnership activities

The Primary Industry New Zealand (PINZ) awards recognise the outstanding contributions of Aotearoa's food and fibre producers, and the University's support of this important event delivers another national platform to demonstrate and promote our specialist land-based education and research. I had the pleasure of presenting the Lincoln University Emerging Leader Award to Quinn Morgan – Dairy Farmer with Pāmu (Landcorp) and winner of the 2021 Ahuwhenua Young Māori Farmer Award. In presenting the award, I took the opportunity to reinforce the University's commitment to advancing innovation, and our drive to shape new generations of leaders to help solve the grand challenges facing primary industries in Aotearoa and beyond.

Lincoln University has signed a memorandum of understanding with New Zealand Plant Producers Inc (NZPPI), formalising a collaboration where the University will provide research support for Aotearoa's plant propagators, producers and marketers in securing a more successful and sustainable future. This agreement follows the signing of a similar MoU with Potatoes NZ in February this year and further strengthens the University's status and reputation as the preferred strategic partner for the horticulture industry.

Several senior staff from the Department of Conservation, including Director General Penny Nelson and several Deputy Director Generals, visited the Zero Invasive Predator (ZIP) facility on the Lincoln campus. Our partnership with ZIP is an important and longstanding one that was renewed for a further four-year term in November 2021, with its chief focus to address the effects of invasive predators on Aotearoa's native flora and fauna, as well as the country's primary production base. As part of the collaboration, ZIP has access to a two-hectare fenced enclosure on University land, where they investigate predator behaviour and develop new solutions for predator elimination. The partnership also offers a highly desirable and rewarding career pathway for our taura, with a significant number of Lincoln graduates being recruited to the ZIP team.

### Meeting the growing need for experts in the food and fibre sector

The University has extended its fees free scheme to cover postgraduate study options for domestic students until the end of 2023. First introduced in 2020 amidst the COVID-19 pandemic, the scheme aims to help meet a growing need for experts in the food, fibre and environmental management sectors. The offer includes postgraduate certificates and diplomas, as well as taught master's degrees and the taught component of research master's programmes. The fee waiver is open to domestic students (including New Zealand citizens

and permanent residents). Several additional study programmes originally covered by the waiver, including graduate certificates and diplomas, remain fees free until the end of 2022.

### Partnering for growth

The University welcomed 800 primary school students on campus in July to participate in a range of innovative learning experiences as part of Te Mātāpuna Mātātahi Children's University. Participants had the opportunity to learn about the natural world (from insects to soil) and test plant flammability by burning vegetation on Ecology Lecturer Dr Tim Curran's plant BBQ.

In July I had the pleasure of welcoming to campus New Zealand's Honorary-Consul to Nepal, Lisa Choegyal NZOM, for a visit to further promote the bilateral ties between our two countries. Ms Choegyal is a great advocate for Lincoln University and we enjoy a very strong relationship with Nepal, demonstrated by our Mingma Norbu Scholarship programme, nurtured by Emeritus Professor David Simmons and several other Lincoln University staff, which has prepared many Nepalese scholars to attain senior leadership positions within the Nepalese tourism and parks sectors.

### Staff engagement

Supported by the Senior Leadership Team (SLT), I continue to engage and share information directly with staff via a multi-channel communications approach, including open face-to-face/online discussions and presentations at the quarterly All Staff Briefings, sharing timely news and updates in a fortnightly all-staff email, and posting in-depth news and successes on the Hub (staff intranet).

During this quarter's All Staff Briefing I ran through a recap of the Lincoln University Strategy, Goals and Priority Areas and introduced several Additional Priority Areas for the period 2022-2024, including Manaaki Taura and Whanake Ake. Our Manaaki Taura programme defines our kā matawhānui/vision to advance parity of participation and achievement for all our taura, and Whanake Ake is a new project, within Manaaki Taura, which addresses Lincoln University's participation rates for Māori and Pasifika by engaging with mana whenua, Māori entities, industry partners, academic staff and research organisations to reconsider our enrolment patterns and programme offerings. I strongly believe that this approach to learner success and student participation is the right path for our University and Aotearoa New Zealand. As always our staff took the opportunity to submit good, searching questions during the session.

A working group has been convened to start planning Lincoln University's 150<sup>th</sup> Anniversary in 2028. As our 150<sup>th</sup> is still several years away and time is on our side, the group is still at the initial planning stages, but a key part of this will be to identify the 10 major contributions of Lincoln University through research, education and demonstration activities.



## LU Strategy 2019-2028 highlights for June - July 2022

*A quarterly update based on the strategy progress indicators is in the progress table below.*

### Goal One - A Distinctive Aotearoa New Zealand end-to-end Student Experience

- Semester 1 2022 exams were held online via Akoraka|Learn due to the impact of COVID-19. Overall a good experience was reported by the Examinations Office with 79 exams held for 4,602 individual student sittings (about the same as S1 2020). 29 of the exams were supervised, 7 live and 22 were recorded for later analysis.
- Semester 2 Rā Whakawhanaukataka - Orientation Day provided an on-campus experience for many students to celebrate the start of their journey at Lincoln. The day included a welcome presentation, faculty introductions, international student orientation sessions and a student services expo. Creating a sense of belonging for our students, is one of the values we adhere to at Lincoln University, and Hui Whakawhanaukataka is an important start of that journey toward becoming part of our Lincoln University whānau.
- Te Kei, the first Māori academic career development programme funded by Universities New Zealand – Te Pūkai Tara (UNZ), has been launched. Te Kei is jointly led by UNZ's committee of Māori academic leaders, Te Kāhui Amokura, and the human resources directors across Aotearoa New Zealand's eight universities. It aims to address the long-standing lack of growth within the Māori academic workforce and will contribute to the continuation of the Māori academy, leadership and mātauranga across all universities. Guided by mātauranga Māori, Te Kei has been designed by experienced Māori academics to support the professional and personal development of early career academics. Lincoln University staff who wish to participate in Te Kei are being encouraged to contact Dr Dione Payne.
- World Pride Month in June was celebrated on campus through a range of activities coordinated by SPACE, a student social club for Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual and other gender and sexually diverse (LGBTQIA+) people at Lincoln University.
- The University continues to reinforce its messaging that '*everyone is welcome*'. As members of the Lincoln University whānau, all students are entitled to learn, study and participate in all aspects of university life in an environment of safety and respect. It is every student's right to feel confident about raising concerns with the University and to have these concerns addressed and resolved in a fair, equitable, transparent, and timely manner. Students are encouraged to raise a concern formally or give anonymous feedback via a form on the LU website, also found through SAFELU. This is in alignment with the Student Code of Conduct, the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 which sets out expectations universities must meet to support student wellbeing and safety, and the Behaviours and Codes on the LU website.

### Goal Two - Improved Assets and Sustainable Operating Models

- In addition to the Hitch (now call Accelerate) carpooling app, free e-bike servicing, additional EV charging infrastructure and the installation of Locky Docks on campus the University has recently signed an agreement with ECan to distribute and promote concessions Metro cards. With the Tertiary Concession Metro Card, students will be

able to access 40% on current fares, and from February 2023 access to a \$1 flat bus fare within zones 1,2,3 (Christchurch & Lincoln). As the University pursues its goal to be carbon neutral by 2030, we remain committed to researching, teaching and showcasing practices and approaches that will advance a more productive and sustainable future for Aotearoa New Zealand. These initiatives align with the United Nations Sustainable Development Goals 13 Climate Action and 17 Partnerships for the Goals.

### Goal 3 - A culture which stimulates and inspires staff and students

- Dr Sam White, Lincoln University, and her co-author Dr Joya Kemper (University of Canterbury) won first place in the New Zealand Business Translation Competition ECR category for their piece titled "Food Fad or Future of Food? Flexitarianism and Young Adults' Fight for Climate Autonomy." The competition invited researchers from across New Zealand's business schools to submit a short paper (700 words) intended for a non-academic audience and re-writing a paper based on a journal article they published over the last three years.
- The impact and outreach of the Immigrant Journeys project, in which Dr Hafsa Ahmed plays a key role was recognised and celebrated by co-founder and Trustee of Lady Khadija Charitable Trust NZ Raziuddin and Mayor of Waimakariri District Council Dan Gordon. While Race Relations Commissioner Meng Foon was unable to attend the event he sent a message highlighting the importance of "hearing and seeing each other." Other speakers included Senior Diversity and Engagement Advisor from the Ministry for Ethnic Communities Deborah Lam, who shared the purpose and efforts of the Ministry to "enable diversity to thrive." The project is funded by the Ministry of Ethnic Communities and Rāta Foundation.
- A Kaitiaki Hauroa men's morning tea for Men's Health Month was held in June as part of the Wellbeing Strategy. The session included tips around physical and mental health and a presentation from Student Health Councillor George Gribben

### Goal 4 - A world-class research and teaching precinct

- Distinguished Professor Caroline Saunders, director of our AERU shared some powerful insights on how to capture more value from the primary industries, as a keynote speaker at E Tipu2022 - The Boma Agri Summit. The University is a sponsor of the two-day summit, which brings people together to discuss some of the biggest issues facing the food and fibre sector.

### Goal 5 - An organisation focused on meaningful partnerships

- A joint partnership between Lincoln University, University of Canterbury and the CRIs AgResreach, Manaaki Whenua Landcare Research and Plant & Food Research, Food Transitions 2050 Land-based Sector Joint Postgraduate School is advertising up to 10 PhD positions available in this year's round, five in each university. For the 2023 cohort, which is the third call for projects proposals for this initiative, priority will be given to projects that have one or more of the following attributes - the project is led by a Māori staff member; the student is Māori; the project has a mātauranga Māori focus.
- Auckland Young Farmer and alumnus Tim Dangen was named the 54th FMG Young Farmer of the Year. Dangen graduated from Lincoln University with a Bachelor of

Agricultural Science in 2014 and went dairying for 18 months in Southland, where he worked for Simon Hopcroft, 2004 Young Farmer of the Year. He commented that he wants to use his profile to showcase the opportunities involved in the sector and “make farming sexy again”, planting a seed that there are lots of cool things happening in the industry.

- Her Excellency, Felicidade Guterres, Ambassador for the Democratic Republic of Timor-Leste was hosted at Lincoln University by Professors Alison Bailey and Hamish Gow. The Ambassador visited campus to establish an institutional relationship and explore opportunities to build a strategic capacity-building relationship in agriculture and horticulture at the Diploma, Post Graduate Diploma and Masters levels between the Timor-Leste Ministry of Agriculture and Lincoln University.

#### Goal 6 - Facilitating Growth

- The Prime Minister's Scholarships for programmes in Asia and Latin America were restarted earlier this year for the first time since COVID-19. Twenty-one groups were awarded scholarships of which Lincoln University was awarded 4 scholarships, two for Latin America and two for Asia.
- The 22nd Annual Seed Technology Short Course was held on campus. 21 participants came from eight seed companies, Grasslanz Technology Ltd, Plant & Food Research, BASF and one seed grower. The course which was taught by Professor John Hampton, Adjunct Professor Phil Rolston, and Dr Mariana Andreucci, covered seed quality, seed production and post-harvest technologies for agricultural and vegetable seed crops, and was presented through lectures, laboratories and field visits.
- The Influencers@Lincoln podcast on Plains FM, hosted by Dr Hafsa Ahmed Professor, interviewed Professor Derrick Moot. The podcast addresses some of the issues facing our food and fibre sector, and New Zealand at large, by discussing the research and the views of Lincoln experts. Professor Moot, who leads the Dryland Pastures Research programme at Lincoln, spoke to his recent summary of work of several scientists to highlight that land use and productivity changes in the red meat sector mean absolute emissions have declined by 30% and emissions per unit of product by 40% since 1990.

LU Strategy 2019-2028 Progress Indicators – Quarterly tracking progress

Goal	Progress Indicators	PI Status	Description
<b>1 A distinctive Aotearoa NZ end-to-end student experience</b>	Blueprint for Living Laboratory established	Achieved	Operational
	Increase in the number of work-integrated learning destinations	On track	
	Improvement in metrics of student satisfaction, graduate outcomes, retention and progression	On track	Under review. Satisfaction metrics are on hold due to the impact of COVID-19 restrictions. Manaaki Taupiri programme implemented.
	Roadmap in place to support bicultural experiences	On track	Ongoing initiatives and workshops promoting a bi-cultural campus underpinned by a cultural narrative developed in consultation with mana whenua.
<b>2 Improved assets and sustainable operating models</b>	Living standards framework contribution documented	On track	Internal review of Lincoln's contributions to intergenerational wellbeing, using the Treasury's Living Standards Framework completed. The authors have international reputations for research in wellbeing economics and will develop their report further in 2022.
	Capital Plan programme of works on target to budget and timeframe	On track	See commentary under Goal 2.
	Plan to phase out the use of fossil fuels and achieve carbon neutrality by 2030 developed and on target	On track	Toitū Envirocare carbon reduce certification to help track progress.
	New and improved timetable implemented, and improvements in room utilisation achieved	Achieved	Operational BAU.
	Objectives and KPIs set, monitored and reported on across staff, student ratios and service costs	Off track	Under development, part of additional priorities set for Q3 2022.
	Sustainability action plan mapped	Achieved	Operational, see commentary under Goal 2.
<b>3 A culture which stimulates and inspires staff and students</b>	Improvement in individual awareness of strategy, values and biculturalism	On track	Ongoing integration into BAU operations.
	Proportion of staff positive about engagement as measured in our Staff Engagement Survey	On track	YourVoice 2021 survey results indicated a 71% staff engagement rate. Individual faculty and business unit action planning is in progress in areas needing higher focus. See commentary under Staff Engagement.
	Increased number of staff participating in professional development activities	On track	The Leadership Development Programme has been initiated. While some training programmes have had a slower uptake due to the impact of COVID-19, they are still being attended.
	An increase in the number of academics recognised as world-leading in their disciplines	On track	Increase in Global publications through The Conversation platform. Notable research articles were published on key topics such as climate change, sustainability, COVID-19, food and fibre industry.

		Implementation of workload allocation model for staff in faculties and service centres	On track	
		Student charter developed, socialised, and implemented	Achieved	Published and operational.
4	<b>A world-class research and teaching precinct</b>	Postgraduate research student numbers increase	Off track	Impacted due to COVID-19 restrictions. Joint Postgraduate School Scholarships in place to grow numbers.
		Improvement in international rankings towards the goal to achieve a top 5 QS land-based subject ranking	Off track	Placed 368th of 2462 participating institutions in the 2023 QS World University Rankings. Increase of 4 places, retaining our global position in the top 26% of universities. Retained our top 100 position for Agriculture and Forestry and ranked for the first time in Hospitality and Leisure Management, gaining a top 150 placing.
		Self-investment in Centres of Excellence, which will become self-funding through time	On track	Two new CoE launched.
5	<b>An organisation focused on meaningful partnerships</b>	Stakeholder engagement plan developed, and efficacy measured over time through engagement survey results	Off track	Stakeholder engagement strategic framework in place and plans to accelerate progress over the coming months. Initiated mapping across university.
		Impact measurements quantified and improved over time, particularly in the area of the Māori economy	On track	
		Increased number of formal partnerships in place with other universities and research providers for joint delivery of land-based sector research and education, and increased relevance, quality, and quantity from these partnerships	On track	Recent partnerships have been announced, see commentary under Goal 5.
6	<b>Facilitating growth</b>	TEC low risk ranking maintained	Achieved	Maintained.
		Student numbers increase in a trajectory consistent with the 10-year model	On track	See commentary under Goal 6 – Facilitating Growth.
		A higher proportion of domestic students are attracted from urban regions	Off track	See commentary under Goal 6 – Facilitating Growth.
		Increased number of Māori and Pasifika students, including postgraduate students	On track	A new learner success programme Manaaki Tauri is in place. Guided both the TEC Tertiary Education Strategy and Ōritetanga (TEC's learner success framework).
		The number and value of scholarships available increases	On track	New scholarships for the Joint Post Graduate School, including MPI Scholarship.



## Vice-Chancellor's Office

Version: 3.0

# Lincoln University Graduation Celebration 2022 Update

Author/s: Dr Hamish Cochrane

Date: 13/07/22

## Purpose

To provide an update to Council on the September 23 Graduation Celebration Ceremony.

## Content

### *Overview*

Graduation is Lincoln's premier event and it involves the whole University from top to bottom, either in preparation for the event or on the day. It is a celebration for staff and students and their families, designed to honour and recognise the achievements of our graduates. Lincoln's Honorary Doctorates, Medalists and other award recipients are conferred or presented with awards. Recipient and Lincoln VIP guests are invited to the event, and this is our opportunity to showcase the University.

### *Ceremonies*

Planning for the two ceremonies that will be held on the 23rd of September at the Christchurch Town Hall is complete in terms of the event and the processions associated with them. The two ceremonies will start at 1000 hrs and 1400 hrs respectively. Both ceremonies will be circa two hours in length. The morning ceremony – Faculty of Agribusiness and Commerce – may have up to 255 graduates attend, whilst the afternoon ceremony – Faculty of Environment, Society and Design and the Faculty of Agriculture and Life Sciences – may have up to 263 graduates attend. Council consents have been filed appropriately, and risk monitoring is underway. The graduation management team continues to meet on a monthly basis.

The ceremonies will be managed by a Master of Ceremonies (MC) to ensure each ceremony progresses in a seamless manner. The MC will support the ceremony throughout its entirety. Speakers will be encouraged to focus on the achievements of the students. The degrees have already been conferred during the May LU Council meeting. Three honorary doctorates will be conferred (note one of which is posthumous).

Both ceremonies will be preceded by a graduation procession (weather permitting). Form up and start point for the procession is the Christchurch Art Gallery.

In terms of public health settings this is being actively monitored and we will be subject to the general public health settings (processions) and the protocols that the Town Hall is operating under (ceremonies).

## **Recommendations**

That Council note the report.



## Vice-Chancellor's Office Health and Safety Report

Version: 1.1

Author/s: Health, Safety & Bio-Compliance Manager

Date: 6 July 2022

### Purpose

Health and Safety reporting for the month of June 2022.

### Content

This report provides a summary of:

- Lead and lag indicators
- Any significant health and safety incidents for the month and any recent updates on past incidents
- Health & Safety Committee meetings
- 2022 staff flu vaccination uptake
- Recent MPI audit of LU Containment Facilities
- Critical Risk Elements and mitigations
- Campus Development H&S

### 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

### Executive summary

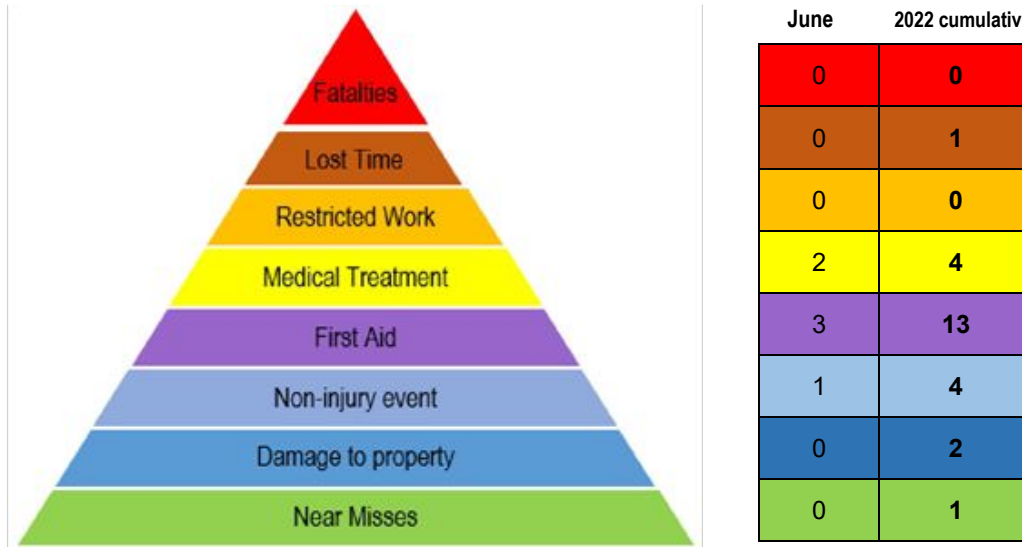
This report provides a summary of health, safety and bio-compliance across the organisation in the areas of:

- Health and Safety Incidents. We had no lost time injuries in June.
- Health and Safety Performance – lag and lead indicators
- Campus Development contractor activities dashboard



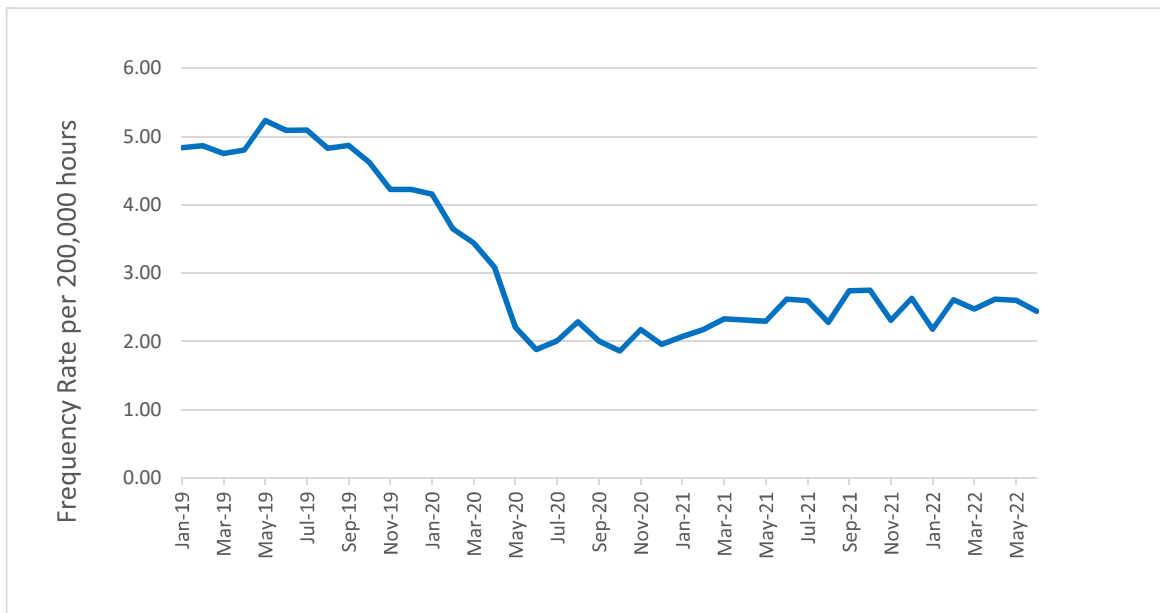
### Health and Safety lag indicators

The below lag data provides an overview of reported workplace incidents at the university, with the exception of main CDP contracts where principle 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).



We have noticed an increase in falls related to icy/slippery surfaces on campus, due to winter conditions (this is indicated by one Medical Treatment and two First Aid incidents for June).

### 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	June 2022	2022 cumulative	2021 Total
H&S inductions for new staff (within 3 weeks of start date)	9/13	37	65
Contractor inductions (Campus Development)	22	126	182
Contractor inductions (Facilities Management)	4	13	67
Contractor inductions (Faculties and Business Units)	0	3	50
Contractor site inspections (Campus Development)	4	18	38
First Aid training	0	0	66
Building and Warden training	0	0	108
Work station assessments	0	5	10
Return to work programmes: work injuries	0	1	5
non-work related	1	2	32
Council campus work-area visits (5 scheduled)	1	3	2

Reporting via Risk Manager	June 2022	2022 to date	2022 Target
Total reported safety observations	4	18	35
- Safety observations related to external contractors	1		
Reported opportunities for improvement	0	7	12

## Health and Safety Committees

Committee	Next meeting	2022 meetings
University H&S committee (Representation from Faculties, Service Areas, Research Centres)	August	3
AGLS sub-committee	July	5
Facilities Management sub-committee	Aug	2
Catering sub-committee	July	2

Topics covered: *staff wellbeing survey, Smoke-free campus, occupational health monitoring, upcoming construction activities on campus.*

## Farms


Awaiting report on progress with corrective actions arising from the Farms H&S Audits. The Farms Compliance Officer is currently on leave until 25 July. Removal of the disused farm shed (asbestos) on LUDF will be built into the budget. There is no immediate risk for friable ACM.

## Staff Influenza vaccinations 2022

The University is using a voucher system in 2022 for permanent and fixed-term staff to obtain a free flu vaccination at a time and pharmacy of their choosing to mitigate the unpredictability of Covid-isolation requirements. Staff can continue to register for vouchers until 15 July. Uptake to date is approximately 400 staff.

## Bio-compliance

MPI audit of the University's Containment Facilities took place on 19 May. There was one Corrective Action raised (fridge holding restricted biologicals was not appropriately identified), and we achieved an Acceptable rating. The Lab Manager for the area has now placed signage on the fridge in question.

<b>Acceptable</b>	Where the Animal Products Officer (or Biosecurity Inspector) is satisfied that the operator is substantially complying with requirements; and where there have been any departures from regulatory requirements, that the operator's corrective actions have been, or are being, applied appropriately and effectively.
	Departures from regulatory requirements, identified by the Animal Products Officer (or Biosecurity Inspector), are to be transferred to the operator's issue management system for resolution. (Key Topic / Non-compliance)
<b>Unacceptable</b>	Where the Animal Products Officer (or Biosecurity Inspector) has determined that the operator is not in substantial compliance with regulatory requirements; evidenced by inadequate operator controls. (Key Issue / Non-compliance)

**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) and PC2 Containment Facilities, along with regular inspections of construction and work sites (Campus Development Programme and Facilities Management). We are externally audited annually by the Ministry of Health Office of Radiation Safety (CT scanner) and biannually by MPI (PC2 Containment Facilities under Section 39 of the Biosecurity Act). 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 Bio-compliance, and the residual risk where mitigation processes are in place.

<b>2022 Critical H&amp;S and Bio-compliance Risks</b>			
Risk element	Mitigations	Verification	Residual Risk
Construction activities (including infrastructure)	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 Biosecurity protocols	Training assessment OnSide reports Internal audits	No change
Hazardous Substances Management	Inventories Training (internal and external) Emergency Response Plans Laboratory manuals	DGS Location certificates Internal audits External audits (Veterinary drugs)	No change
PC2 Containment Facilities – breach of containment	Containment manual Training & Assessment modules Contingency plans	Internal audits External audits (MPI)	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	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
Covid-19	Communications channels Increased cleaning regime	LU Comms FM processes	No change

## Campus Development H&S Summary

### Lincoln University Campus Development Programme Dashboard



June 2022

Programme Sponsor: **Susie Roulston**

Programme Lead:

**Alistair Pearson**

PROGRAMME HEALTH & SAFETY DASHBOARD				
	Science North CW0032	FoodSouth Extension	Demolition	JML
Activity Levels	Active	Active	Active	Low Activity
Inspections Conducted	5	4	3	-
Lead Contractor Reports: Observations (Safety, Hazardous & Opportunity for Improvement)	2	1	-	-
Near Miss Events	2	-	-	-
First Aid Injuries	4	-	-	-
Medical Treatment Injuries	-	-	-	-
Lost Time Injuries	-	-	-	-
Other Events e.g. Property Damage	-	-	-	-
Investigations / Corrective Actions	All incidents were followed up immediately and controls implemented. LU H&S Advisor made recommendations.	Safety Observation: The issue of stress with the worker was dealt with at the time of the incident.	-	-
Activity Summaries	Leighs H&S Reporting period is 25 <sup>th</sup> May 2022 – 28 <sup>th</sup> June 2022. Research Building - Exterior framing, window install, and roofing have all progressed well. 1st fix services on Ground Floor are nearing completion and several trades have moved to Level 1.	The installation of the Bondor panelled structure completed this month. Internal alterations, services first fix works and external drainage civil/paving works are well advanced. Practical completion is expected on 14 <sup>th</sup> July 2022.	Demolition of Houses 81 and 52. No unsafe actions relating to these projects required follow up.	The Road improvement works are now complete. Various site investigation works have been completed including drainage survey, DSI and geotechnical survey and underground services survey.
Additional information:	FAIs included 2 x cuts and 2 x sprains. Safety Observation: unsafe use of machinery. (for more detail please refer to the H&S report)	Worker reported being very verbal after he made a minor mistake cutting come concrete. The site foreman asked him to stop work and take time out to calm down.		

#### CONTRACTOR INCIDENTS OF NOTE – 1 MAY TO 31 MAY

Incident date	Summary	Considerations & actions taken
13 June 22	Worker caught sleeve of jersey in moving machinery parts	See below (Leighs incident <b>1285819</b> )

#### Commentary

LU H&S Advisor undertakes scheduled CDP work site inspections in conjunction with LU Client Reps and Project Managers. Reported events/near misses from within work sites that raise concerns for LU are followed up with relevant Site Manager and LU Client Rep to ensure worker safety is addressed and appropriate investigations have been completed by the lead contractor.

The LU H&S advisor has completed a number of “informal” (no report completed) daily visits to sites where the work is short term and/or the LU PM has been away with COVID.

#### Science North - Leighs Construction

- Reporting period for this contractor is from 26 May to 28 June 2022
- Leighs Construction internal audit completed on 17 June 2022, with the external audit completed on 16 June 2022
- Eight events were reported for the reporting period
- 3 x near misses
- 1 x hazardous observation
- 4 x first aid injuries

### Near misses

- **Item fell from height (#1285803)** - An impact driver drill bit fell out of worker's pocket when working on service riser on 2<sup>nd</sup> floor and fell into the exclusion zone below. No person was harmed.

**Investigation and corrective actions:** The discussed action after this incident was to remind all those working at height, to ensure their tools are tied and they wear a tool belt to stow the loose items required during the task thus preventing tools falling from heights or at least have an arrested fall;

- **Worker slips on stairs (#1285807)** - A worker carrying a sack of scaffold fittings to level 2, slipped on stairs causing the sack to fall from shoulder, unbalance him and fall, landing on right hand. No harm occurred.

**Investigation and corrective actions:** The discussed action to be taken after this was to remind the workers to use lifting aids and or crane to lift to right height onto the installed loading platforms on each level. The LU H&S Advisor sent the internationally accepted guidelines for lifting weights to Leighs site H&S.

- **Potential risk of a fall for people and tools (1285820)** - Workers (sub-contractors) on level 2 (roof area) were noticed leaning over the seismic gap between the two buildings, installing insulation by stapling. This was preparation work for the install of seismic control the week following. There was no fall protection in place, leaving the workers and their tools exposed to a risk of a fall of 5m. The discussed action was to stop the work immediately and find a safer way to do the work.

**Investigation and corrective actions** - The discussed mitigation to reduce risk and likelihood of harm: to have one worker wear a full body harness, be secured to the rigging of the aid conditioning structure and be handed the tools/items required when needed. They were also instructed to only work with 1 gap open at a time. These combined mitigations would reduce risk of fall of person or tools as they would be arrested should a fall occur.

### Safety Observation

- **Unsafe use of machinery (1285819)** - Worker was operating a pipe threading machine. During the work activity, his jersey sleeve was caught in the moving pieces of the machine while it was reversing. This action caused his arm to be pulled into the turning machine. The worker freed himself before he was harmed.

**Investigation and corrective actions:** The mitigations for this event included the work being stopped, the worker attending a re-familiarisation of the process to be followed when using the machine (given by his employer/Manager) and the machine was inspected. All guarding was in place. The root causes of this event involved several factors including (i) common poor procedures and instructions and (ii) violation factor (task allows for easy shortcuts). The lead PCBU also included this topic in their next TBT, held the next day.

This event was discussed with the lead PCBU H&S Advisor as the potential injury consequences for this event are severe and the likelihood of harm is high. It is thought that the behaviour to "cut corners, and get the job done" means risk has been normalised. This pressure may be due to the current COVID pandemic or the sub-contractor internal pressures. It was also suggested to the Leighs Advisor that they regularly check in on this team.

### First aid injuries

- **Sprain of hand (#1258513)** – worker sprained muscles in hand / thumb area (thenar) when lifting a 40 kg object to help another worker. Worker did not have a good grip of the object and tweaked his thumb. First aid applied in form of ice and rest.

**Investigation and corrective actions:** This event was discussed with the H&S Advisor and it was recommended that gloves (fit for the task) be provided and that a lifting aid be supplied for workers to use. The LU H&S Advisor sent the internationally accepted guidelines for lifting weights as a reference.

- **Cut to hand (#1285815)** – Worker cut ring finger of right hand while tightening a nut on a piece of Unistrut. Plaster was supplied.

**Investigation and corrective actions:** Investigation showed it was worker inattention.

- **Cut to lip (#1285821)** – Worker walked into fencing stacked on a loading platform and cut lip.

**Investigation and corrective actions:** Investigation showed it was worker inattention. The load was moved away from the area.

- **Sprain to wrist (#1285823)** – Worker slipped on ice and fell, hurting his wrist in the fall.

**Investigation and corrective actions:** Investigation of area of the slip revealed it was an iced over puddle of water on the site. This hole has since been filled with gravel.

Corrective actions raised for all incidents and inspections on the Leighs site have been actioned and closed out.

#### **Food South extension - Cooks Construction**

- 1 x safety observation reported  
**Stress (#12838310)** – Worker reported being very verbal after he made a minor mistake cutting some concrete.

**Investigation and corrective actions:** The site foreman asked him to stop work and take time out to calm down. It turns out that the worker was under pressure to get the job finished be off the site as quickly as possible.

#### **Orchard car park – Taggarts**

- Work started June 2022
- No events reported

#### **Union Lawn remediation – Taggarts**

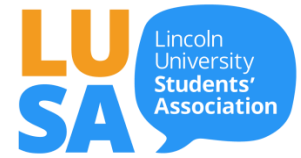
- Work started June 2022
- Variety of sub-contractors on site
- No events reported

#### **Demolition of houses 52 and 84 – Southern Demolition and Salvage**

- Work started late June 2022
- Variety of sub-contractors on site
- No events reported

#### **LU Gym car park – City Care**

- Work started early June 2022
- No events reported



Tēnā koutou,

It is now Semester Two and it is exciting to see students on campus, including our new student cohort. LUSA have a full week with events and activities planned for our students, including Clubs Markets Day, Winterball, Postgrad and co. Cocktail Evening and free kai.

Events happening later this term include the SPACE Ball, Postgrad and co. high tea, and an immigration session for international students. The Sustainability Week includes breakfast for people who commute to university sustainability, a panel discussion on building on fertile soils, and the Sustainability Ball. Some other events hosted by Lincoln University are the three-minute thesis and food and fibre awards. It is a busy term for students with events that caters for all our students. Planning for Garden Party is well underway and although it is a few months away there is already hype amongst the students for this event.

Environment Canterbury (ECan) are providing student metro cards which give students a discounted rate on the bus. ECan attended Clubs Markets Day and so far, 45 students have signed up to the card. The student metro card will encourage more students to use public transport and will help to alleviate the financial stress that students face.

NZUSA have released a People's Inquiry into Student Wellbeing in 2022. This report covers a variety of issues students face and shows that it is very challenging for students to study. The recommendations of this report were to:

- Help students meet their day-to-day costs of living and relieve the burden of longer-term debt by:
  - Making student allowances open to all
  - Lifting the student allowance payments to match the cost of living and meet the needs of different equity groups
  - Stop basing the amount of allowance students are entitled to based on how much they earn in their part-time employment
- Work with tertiary education and student accommodation providers to embed the Pastoral Care of Tertiary and International Students Code of Practice 2021
- Make public transport free for tertiary students
- Progress the Rental Warrant of Fitness and Rent Control proposals.

The death of the student is tragic and heart-breaking. Many students are upset over this incident and will likely be impacted for a long time. This is not an easy thing for students to process, especially friends and those in the same hall. It is paramount that students are supported through this distressing time.

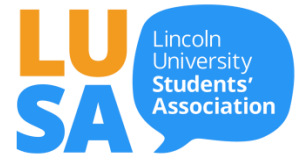
Things have been quiet for Te Awhioraki since students have been away with exams and holidays. A quiet time has also led to time spent for planning. Coming up this semester Te Awhioraki are hoping to collaborate a lot more with the other Māori Student Associations within Te Waipounamu to help broaden the engagement and develop connections with our taura on campus.

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Te Awhioraki and LUSA are looking forward to this semester to leave a positive impact on our students and Lincoln University.

Ngā mihi,  
Jeremy Kilgour

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

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

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under section</b>
1. Monthly Financials 2. Monthly Recruitment Report 3. Academic Programmes 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)
<b>Academic Board</b> 1. Summary of July meeting.	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>REM Committee</b> 1. Approval of remuneration arrangement at Lincoln Agritech Limited	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
<b>LUPJVL Grant Application</b>	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)

*I move also that:* Professor Grant Edwards (Vice-Chancellor), Dr L Petelo (Acting Deputy Vice-Chancellor), Ms K McEwan (Executive Director People Culture and Wellbeing), Dr Dione Payne (Deputy Vice-Chancellor, Māori and Pasifika), Mrs Susie Roulston (Chief Operating Officer), Mr D Lodge (Deputy Vice-Chancellor, Student Life), Ms E Henshall (Finance Director), Mr H Cochrane (Director Student Administration and Student Health), Mrs P Morrison (Academic Quality and Policy Manager), and Nathaniel Heslop (Strategy & Governance Officer), 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.