



LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 27 July 2021 at 8.30am in the Council Chambers and by Zoom

Meeting Minutes

Present: Mr B Gemmell (Chancellor), Emeritus Professor J McWha (Pro-Chancellor), Professor B McKenzie (Acting Vice-Chancellor) Mrs J Fredric, Mr R Hewett, Mr G Fleming, Dr C Smith, Dr M van den Belt, Mrs G Thompson, Ms J Shone, Mrs Parata-Goodall, Mr A Macfarlane (*by Zoom*)

In attendance: Professor G Edwards (Deputy Vice Chancellor)
Dr L Petelo (Assistant Vice-Chancellor Learning and Teaching)
Mrs K McEwen (Executive Director People Culture and Wellbeing)
Mr S Reilly (Executive Director, Campus Life)
Ms K Flower (Acting Executive Director Student Engagement and Experience)
Ms A Cradock (Director Governance and Legal)

1. Welcome/Karakia/Apologies

No apologies for absence were received.

2. Disclosures of interests

The interest register was NOTED.

3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

Resolution

That the minutes of the Council meeting held on 29 June 2021 be taken as read and APPROVED subject to amending item 7.1 to clarify the health and safety checks refer to plant, not solely vehicles.

MOTION CARRIED

4. Matters arising from the Minutes

The action register was NOTED.

5. Notice of items of General Business

Emeritus Professor McWha attended the Fulbright Awards on behalf of Lincoln University.

No other items of General Business were notified for discussion.

6. Chancellor's Report

The report was NOTED.

7. Vice-Chancellor's Report

The report was taken as read and NOTED.

The University celebrated 140 years of rugby with an event on 26 June.

The passing of alumni Dr Devendra Canagasaby and Lio Hudiawan Lubis, former staff members Keith Collis and Ron Hickford and Lincoln University stalwart supporter Brian Robertson were noted.

The Acting Vice-Chancellor acknowledged the work by Mrs Parata-Goodall on the Cultural Narrative.

Professor Richard McDowell has been appointed as new Editor-in-Chief of the Journal of the Royal Society of New Zealand.

Professor Jon Hickford, Dr Huiong Zhou and Freeman Fang were presented with the Science and Research Award at the 2021 Primary Industries New Zealand Awards dinner.

Lincoln University alumna Emma Boase won the Primary Industries NZ Emerging Leader Award.

Council requested periodic updates on student misconduct trends, particularly in light of the success of the Respectfully Lincoln programme.

**Action -
Proctor**

7.1 Monthly Health and Safety Report

The report was NOTED.

An incident occurred where a tree branch fell on an empty car in the student car park. Council requested a report on the condition of the trees in the area.

**Action –
Campus
Development
Programme
Lead**

8. Academic Board Report

The newly updated PhD House Rules have been implemented.

Council RESOLVED to:

1. APPROVE the proposal to introduce a new Graduate Diploma in Brewing and Fermentation and a Master of Fintech and Investment Management to be submitted to CUAP, and that they be approved for Student Achievement Component funding
2. APPROVE the proposal to introduce a new major of Brewing and Fermentation in the Bachelor of Science to be submitted to CUAP, and that it be approved for Student Achievement Component funding
3. APPROVE the modifications to the Diploma in University Studies, Bachelor of Environmental Policy and Planning (Hons) and Master of Planning to be submitted to CUAP
4. APPROVE the new regalia hood colours as follows:
 - a. Master of Disaster, Risk and Resilience Hood: Ultramarine
 - b. Master of Science in Plant Breeding Hood: Ultramarine
 - c. Master of Applied Computing: Turquoise
 - d. Diploma in Horticultural Business: Black gown with green facings

Resolution

MOTION CARRIED

9. Conferment of Degrees, Diploma and Certificates

Council RESOLVED to:

APPROVE the awards listed

Resolution**MOTION CARRIED****9. Lincoln University Students Association Report**

The report was taken as read and NOTED.

10. General Business

No items of General Business were tabled for discussion.

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:

<i>General Subject Matter</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Grounds under section 48(1)</i>
Chancellor's In-Committee 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)
Vice-Chancellor's Report 1. Monthly Financials 2. Monthly Recruitment Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
He Toki Tārai Report 1. NWOO Project Status Reports	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Capital Asset Committee Report 1. Campus Development Programme Dashboard 2. Forbes Stage 3 Investment Case 3. Hudson Earthquake Repairs	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)
GOG Scorecard	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)
General Business	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 and Committees Workplan	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)

The Chancellor moved that: Professor G Edwards (Deputy Vice-Chancellor), Mr S Reilly (Executive Director, Campus Life), Dr L Petelo (Assistant Vice-Chancellor Learning and Teaching), Mrs K McEwen (Executive Director People Experience and Culture), Ms K Flower (Acting Executive Director, Student Engagement and Experience), Ms E Henshall (Finance Director) and Ms A Cradock (Director Governance and Legal) be permitted to remain at the 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

<i>General Subject Matter</i>	<i>Reason for passing this resolution in relation to each matter</i>
Chancellor's In-Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
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 30 June and information about

	the Campus Development Programme which will be released as and when the Acting Vice-Chancellor determines.
He Toki Tārai Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Capital Asset Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
GOG Scorecard	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
General Business	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 11.19am. The next meeting is scheduled for 8.30am Tuesday 31 August 2021, Council Chambers, Lincoln University and by Zoom.

Signed: _____ (Chair)

Date: _____

Council and Committee Action Register as at 25/08/2021

Meeting	#	Action	Responsibility	Date	Item	Due	Notes	Status
Council	341	Consider building security such as swipe card access to lectures to monitor entry and exit	Deputy Vice-Chancellor	29/06/2021	Item 7	28-Sep-21		Current
Council	343	Consider whether student policies should be translated	Acting Vice-Chancellor	29/06/2021	Item 7	27-Aug-21		Current
Council	344	Consider what regular instrument checks are required, particularly for those assets not receiving regular maintenance e.g. plant, and to also reflect on health and safety, including a consideration of public access, on the University' distance assets such as Mt Grand.	Deputy Vice-Chancellor	29/06/2021	Item 7.1	8-Oct-21	Discussed at Farms 16/8/21	Completed
Council	345	SMG and student associations to reflect on how to engage with Ahumairaki	Assistant Vice-Chancellor, Māori and Pasifika	29/06/2021	Item 8	30-Nov-21		Current
Council	348	Update on student misconduct trends	Proctor	27/07/2021	Item 7	27-Nov-21		Current
Council	349	Tree report	Campus Development Programme Lead	27/07/2021	Item 7.1	28-Sep-21	CAC 24 Aug 21, Item 6.5	Completed



Chancellor's Office Chancellor's Report for Council

Version: 1.0

Author/s: Amy Cradock

Date: 25 August 2021

Purpose

This report summarises the stakeholder meetings undertaken by the Chancellor in late July through to Council in August 2021

Executive Summary

Stakeholder meetings

3 August 2021	Foundation Meeting
4 August 2021	GOG Meeting
16 August 2021	Chancellors Group Meeting
24 August 2021	Audit and Risk Committee Meeting
24 August 2021	Capital Asset Committee Meeting
25 August 2021	LAL Board Meeting 2021
31 August 2021	Lincoln University Council Meeting



Vice-Chancellor's Office Vice-Chancellor's Report July 2021

Version: 1.0

Date: 25 August

Goal 1 - A distinctive Aotearoa New Zealand end-to-end student experience

COVID-19

On 17 August the Government announced that, due to a COVID-19 community outbreak, New Zealand will move to Alert Level 4. Following the announcement, the University's Critical Incident Management Team (CIMT) convened immediately to agree to and confirm campus would be closed, and there would be a move back to Emergency Remote Teaching (ERT) and online learning.

The health, safety and wellbeing of all our staff and students remain the top priority. The University approach from the start of the pandemic in 2020, to remain vigilant and prepared for changing alert levels, with a shift to fully online teaching in 24 hours, continues to enable swift and decisive responses.

Staff and students were notified via a SAFELU alert of the decision to close campus and of the move to ERT and online learning. A more detailed email was also sent by the Acting Vice-Chancellor to all staff the same evening, and a notice was placed on Akoraka | Learn for students. A series of University emails were also sent to all students, research students, and all accommodation students during the week. The University's and LUSA's social media channels, including Facebook, Twitter, Instagram and Rafter, were also used to share the news and ensure both students and staff were kept informed.

Campus closed under alert level 4

The University's campus closed on 17 August at 11.59 pm, except for student accommodation and essential services. Lincoln University follows the Ministry of Education (MoE) and Tertiary Education Commission (TEC) guidelines for Tertiary Education Organisations (TEOs) on operating under different alert levels. Following the announcement, the MoE released updated information on the alert level change and on what level 4 means for TEOs.

A live Teams All Staff Briefing was held on 18 August, with approximately 332 staff members joining online. The question and answer session saw robust discussions regarding access to campus and COVID-19 related questions on payroll, mid-term semester break and finances.

Further Tertiary Education Commission guidance was released on 20 August, allowing staff involved in teaching and learning activities to access campus for the purpose of collating and sending education resources to facilitate distance learning; Exemption Under Clause 24 of the COVID-19 Public Health Response (Alert Level Requirements) Order (No 9) 2021.

The University implemented a rigid plan to manage the process and ensure all teaching staff needs were accommodated. The decision to allow access was based on the following principles:

- Minimising movement of staff, thus minimising exposure to or transmission of COVID-19
- Minimising the number of staff on campus whilst at Alert Level 4
- Improving the capability of staff to deliver teaching remotely.

Teaching, learning and assessments

Akoraka | Learn remains the main place for all course materials and information. To ensure an equitable learning experience, the University mandated that at the very start of the pandemic, alternative online options must be available for students who are unable to attend in-person learning activities. Students have been consistently encouraged throughout the pandemic to check their course outline on Akoraka | Learn for any changes. All online assessments continue, including online submission of essays and reports.

As part of our commitment to ensuring no student is academically disadvantaged because of the impact of COVID-19, the University is once again applying a compassionate approach, with a blanket mild to moderate impairment approved for all students. This includes requests for extensions, which will be granted directly by course examiners.

While the University will finalise the marks for each course in the context of all students experiencing a mild to moderate impairment throughout the semester, those who have experienced moderate or severe impairment can still apply for a COVID-19 aegrotat.

Research

As only postgraduate and staff research activities supporting the government's response to COVID-19 are allowed under alert level 4, many research students continue to experience a range of challenges due to COVID-19, often making both the setting and achieving of research goals to be unusually difficult.

The University has adopted a compassionate and case-by-case approach to determine how we can best serve research students in these difficult times. Research students are being actively encouraged to discuss the implication of the restrictions around COVID-19 in terms of research plans, data collection, fieldwork, and laboratory experimentation (to name a few scenarios) with their supervisors.

Ongoing wellbeing support and student health

2021 continues to be a challenging year for staff and students. The University is very aware that with so much uncertainty and upheaval present, stress and anxiety levels start to creep up. Strong wellbeing communication and support for staff and students continue to be focused on during these difficult times.

A new Wellbeing and International Support Manager, Elise Molloy joined the Wellbeing and International Support team in July, while previous Wellbeing and International Support Manager, Dr Jackie Blunt has taken a new role of Wellbeing Programme Developer.

Student Health remains open and available to help students while under alert level 4 restrictions, including advising on COVID-19 testing and vaccinations.

SMG noted the Academic Quality Agency for New Zealand Universities release of an assessment of universities' good practices in responding to COVID-19, especially in the first trimester of 2020. A summary of the report was shared and made available to all staff.

Student activities

The University hosted Te Rūnanga o Ngāi Tahu at Te Whare Whakakotahi on campus on 21 July, providing an opportunity for our taura to check if they were registered with the iwi, their Whai Rawa balance, and ask questions about Whakapapa and tertiary funding.

For taura who did not whakapapa Ngāi Tahu, they were also invited to come along to hear from Lincoln Alumni Scott McCulloch, on his Lincoln experience and what help shape his Land and Property career. Jason from Mahanui Kurataiao, an environmental policy and planning advisor, was also on campus. Jason works closely with the Christchurch City and Selwyn District Councils, advising in planning and policies.

Three Minute Thesis (3MT®) is an annual competition that challenges thesis students to describe their research to an intelligent but non-academic audience in only three minutes, using just one PowerPoint slide. It offers an excellent way to celebrate the diverse range of research projects carried out at Lincoln. The competition was run slightly differently this year, as all contestants submitted pre-recorded videos instead of giving live presentations. This allowed for the participation of research students who could not be on campus due to travel restrictions or health concerns.

This year PhD student Minoo Mohajer scooped the grand prize in the Three-Minute Thesis grand final with a research presentation about improving the yield and quality of wine. In second place was PhD student Kati Hewitt, whose research explores how to deal with pastoral insect pests in the face of climate change. And Priscilla Creppy took out the Masters prize for her presentation about helping rice farmers in Ghana to improve the marketability of their product.

The University hosted an annual Career Fair in July, with a record 48 businesses and organisations participating to showcase their opportunities to our students. Many different industries are constantly on the hunt for Lincoln graduates, and the event provides an excellent networking opportunity for all concerned. Attracting such a substantial turnout contributes to the University's reputation for having the highest graduate employment rate of any New Zealand university.

New code of practice for the pastoral care of domestic tertiary and international students

Late in July, Education Minister Hon Chris Hipkins released a new code of practice for the pastoral care of domestic tertiary and international students, which will take effect on 1 January 2022. The new code sets out the expectations that tertiary providers must meet for learners' safety and wellbeing. It brings together the current codes for domestic and international learners with separate parts of the code for student accommodation, tertiary providers enrolling international students, and schools enrolling international students (this part restates existing requirements for schools).

Following the release of the new code, the University is currently carrying out a gap analysis to identify where changes are needed. This is being led by Dr Hamish Cochrane, Director, Student Administration and Student Health.

Alumni activities

On 3 August Alumni and Development Office staff, along with Rob Reynish from AgriBusiness and alumnus Dr John Keogh, attended the Tuesday Lunch Club gathering at the Papanui Club. A particular welcome was given to retired Entomology Senior Lecturer Dr Eric Scott, and Margaret Mellon, a former staff member in Rural Education and Extension and wife of the late Michael Mellon, who graduated BAgCom in 1977 and was subsequently a staff member in Agricultural Economics. Other attendees included former Selwyn Mayor Kelvin Coe, who also

graduated BAgCom in 1977, Dr John Morris from Rangiora, Meredith Lowe and Bob Engelbrecht from Ashburton, and former Chancellor Hon Margaret Austin.

Tributes paid

We note with sadness the passing in Christchurch on 26 July of former long-serving Plant Science staff member and Lincoln University Medal awardee Michael Smetham, aged 91. Emigrating to NZ from England in 1955, Michael took up a position of lecturer in plant science at Lincoln College in 1968, being promoted to senior lecturer in 1971, and retiring in 1994.

Michael will always be remembered for his association with the Lincoln University Art Collection, co-founding – with fellow plant scientist Dick Lucas – the Lincoln College Art Committee in 1974. He was also the Art Committee's curatorial manager and author of the art collection's Visitors' Guide. He also researched and wrote the guide to Te Paepae Tapu a Rakaihautu, the carving in the Forbes Building foyer. He was awarded the Lincoln University Medal in its inaugural year (2008) for his *sustained voluntary contributions to art and heritage at Lincoln University*.

Goal 2 - Improved assets and sustainable operating models

The University's new Sustainability Plan has been published. As a specialist land-based university, Lincoln is uniquely positioned to become leaders in sustainability education and research, demonstrated through the impacts we have upon the sectors we support and influence. The plan aligns our sustainability goals with our Lincoln University Strategy 2019-2028 to ensure the goals can be measurably implemented. Following the four themes of education, research, demonstration and campus environment, the plan is built on five principles: alignment with the Sustainable Development Goals (SDGs), sector leaders in sustainability, self-sustainable, becoming carbon neutral, and value of Mātauraka Māori. A Sustainability Taskforce is being set up to support the development of suitable University-wide guidance strategies and tools for the various teams to work with.

Coinciding with the release of the Sustainability Plan, a Sustainability Week of activities was organised by Lincoln University, LUSA, SAGE, and the student-led Lincoln Environmental Sustainability Society (LESS) at the start of August. The event aimed at giving students and staff a chance to reflect on some simple actions that can be taken on campus to help look after our environment, and concluded with a planting activity at the Arboretum.

Campus development activities

Acting on feedback from members of our whānau who requested that the University boost lighting on campus to enhance safety and accessibility, a project to upgrade the lighting around the George Forbes Building has commenced. Existing fittings are being replaced with modern, low energy LED lights and additional lighting is being installed. Further lighting improvements are in the planning phase and will include upgrades to the lighting along Farm Road between Commerce and the Accommodation blocks. Due to global supply chain issues and delays, it is expected that the lighting upgrade project will be in progress for around three months or longer.

Goal 3 - A Culture that stimulates and inspires staff and students

A top priority for the University is the health, safety and wellbeing of all our staff and our students. Putting people first is entrenched in our values, exemplifying Manaakitaka, which means looking after people and paying respect to each other and all others in accordance with our tikaka. As part of our ongoing Wellbeing Programme, Lincoln University has introduced

Wellness Leave for all current full-time and fixed-term Lincoln University staff members. Over the next 12 months, from 1 August 2021 to 31 August 2022 eligible staff will be entitled to one day of wellness leave.

The 2021 YourVoice staff engagement survey ran for three weeks, from 26 July to 13 August. Every two years the University asks staff to confidentially share their opinions, express their views and provide feedback on their experiences of working at Lincoln. The YourVoice results provide the University with an industry benchmark and allow for continuity in building on our strengths aligned to our values and behaviours. It also allows us to identify and address any workplace issues or concerns impacting our progress in meeting our Lincoln University Strategy 2019-2028 goals and progress indicators.

Goal 4 - A World-Class Research and Teaching Precinct

Lincoln Connected

Funding has been approved for Phase Two of the Lincoln Connected project, extending out to the end of 2023. The purpose of Lincoln Connected is to remove barriers to learning to enable Lincoln to grow the number, quality, and relevance of graduates for the land-based sector by capturing the essence of studying at Lincoln, with an online and flexible study approach.

Since the approval of the initial investment case in June 2020, the Lincoln Connected project team, with support from faculty academic staff, has successfully developed 30 online courses across eight programmes. The team has also developed a Technology Enabled Learning Strategy that supports the Lincoln University Strategy 2019 -2028 and the online learning and teaching policy. In Semester One this year 240 students enrolled in online courses - over 7.5% of total student numbers.

The projects aim in the next two years is to raise this to 12%. To do this, Phase Two of the project will look to continue the development of another three full programmes of study (to a total of 11 Programmes, or 66 courses), two STAR programme courses and online Postgraduate training, and will deliver on the strategy developed in Phase One, including Student Support, Professional Development support and technology enhancements.

USEL self-review. Submission invitation

The University is currently undertaking a review of the University Studies (CUS/DUS) and English Language (EAP) programmes as part of the External Academic Programme Review process. The objectives of this review are to evaluate the programme's academic quality, structure, curriculum, teaching, learning, assessment, delivery, student outcomes, and the ability of graduates to meet the Graduate Profile.

This year, the University Studies and English Language Division undertook a self-review of the CUS/DUS and EAP programmes as the first part of this review process. Members of the University have been invited to make a written submission on the evaluation of the CUS/DUS and EAP programmes, as well as consideration of the set of significant changes proposed.

Lincoln University pledges openness in animal research

The University is an inaugural signatory to the Openness Agreement on Animal Research and Teaching in New Zealand, supporting the judicious use of animals in research and teaching. The agreement was initiated and led by the Australia and New Zealand Council for the Care of Animals in Research and Teaching (ANZCCART), a Committee of the Royal Society Te Apārangi.

As a university, we remain committed to openness in animal research and will be evaluating how we can move forward with meeting the commitments in the agreement. Lincoln University is one of 21 New Zealand organisations to sign the agreement, which was launched at an ANZCCART conference on 27 July.

LU Excellence in Education Awards

The University's longstanding commitment to recognising and rewarding excellent teaching has been significantly boosted with the launch of the inaugural LU Excellence in Education Awards. These awards are divided into two categories: General Awards and Kaupapa Māori and/or Supporting Pasifika Learners, with up to five nominees in total being selected to receive an award. Award recipients will each receive \$1,000 to support their professional development.

An overall Principal Award may be selected by the Awards Committee, and if so, this nomination will be encouraged to progress to the national Ngā Tohu Whakaako Whakahirahira | Tertiary Teaching Excellence Awards. The Principal Award recipient will receive \$3,000, with an additional \$2,000 upon submission to the national awards.

More detail about the Lincoln University Excellence Awards is available on the Hub (intranet), including a Q&A video of students' views on what makes a good teacher, and information on how to submit a nomination. Nominations close on 17 September, and you can nominate yourself or a colleague.

Goal 5 - An Organisation Focused on Meaningful Partnerships

The Massey Lincoln Agricultural Industry Trust (MLAIT) was established in 2006 to ensure oversight of the Partnership for Excellence funding, initially provided by TEC to facilitate collaboration between, and capability development by, the two universities, working alongside primary sector/industry stakeholders.

The MLAIT Capability Development and Research (CDR) Fund supports innovative research, teaching, professional development and/or industry-focused commercialisation in Agriculture, Horticulture, Biological Sciences, and related fields, that will benefit the primary sector.

Applications are now open for the CDR Fund. With a total of \$500,000-\$1million in any one year, the fund is offered for projects with budgets ranging from \$50,000-\$150,000 and will be allocated across multiple projects.

Goal 6 - Facilitating Growth

The new Lincoln University website has been launched. The new site's purpose is to ensure a more engaging experience for all our prospective and current students and graduates through the delivery of relevant, useful content in an easily navigable format that is modern, accessible and fit-for-purpose. While the consistent tone and style enhance the student experience, it also ensures that the web content is engaging and informative and easy to scan. All Lincoln University stakeholders will benefit from the significantly improved user experience.

Hui Whakatūwhera – Open Day was held on 23 July, with 531 prospective taura attending on the day, 110 more than target and 165 more than attended the last on-campus Open Day in 2019. Considering the accompanying family and friends, an estimated headcount indicated a total turnout of well over 1,600 visitors to campus.

While the event showcases our specialist land-based study programmes and demonstrates how Lincoln qualifications can grow into prominent careers, it also provides the opportunity for our visitors to experience for themselves our celebrated campus life and enjoy the vibrant and diverse energy of our student social spaces. The event included an array of academic and professional staff volunteering throughout the day.

Stakeholder engagements Activities – July

Acting Vice-Chancellor, Professor Bruce McKenzie

July	Stakeholder/s	SMG member in attendance with the Acting VC	Engagement activity
1	Tony Ryan	Dean of AGCM	Discussion on a proposal for LU and IFAD (International Fund for Agriculture Development) Indonesia linkages
2	BPRC and Bioprotection Aotearoa		Attended a tikanga led event for the transition from BPRC to Bioprotection Aotearoa, on campus
3	Staff and students		Attended the Matariki celebration on Forbes Lawn
3	NZ Young Farmers		Attended the FMG Junior Young Farmers event at the Christchurch Town Hall
3	NZ Young Farmers		Presented an award at the Young Farmers Grand Final at the Air Force Museum
6	Prof Michael Sankey		Attended the keynote address of Prof Michael Sankey (Charles Darwin University) on campus
6	NZ Primary Industries	Grant Edwards	Spoke and presented an award at the NZ Primary Industries Awards and Gala event at the Air Force Museum
7	Staff		Spoke at the farewell for the COO, Phil O'Callaghan on campus
8	Staff		Spoke at the launch of the LU Excellence in Education Awards on campus
8	Assoc Prof Ben Kehrwald (AUT) Staff		Attended the keynote address of Assoc Prof Ben Kehrwald (AUT) on campus. Part of the 2021 Learning and Teaching Week
9	AgResearch Chief Executive	Peter Harris (CDP Lead)	Along with the CDP Lead, met with the CE of AgResearch and senior managers
9	LU Rugby Football Club	Stuart Reilly	Met with the President of the LU Rugby Football Club on behalf of the VC
14	Hon Dr Megan Woods Hon Eugenie Sage AgResearch VIP guests	Grant Edwards Kate Flower Karen McEwan Lorraine Petelo	Spoke at the official opening of the Science South facility on campus by the Minister of Research, Science and Innovation, Hon Dr Megan Woods
14	Hon Eugenie Sage	Grant Edwards Kate Flower Karen McEwan Lorraine Petelo Dione Payne Stuart Reilly	Along with SMG, met with Green MP, Hon Eugenie Sage to discuss the LU Sustainability Plan
14	Academic staff	Grant Edwards Lorraine Petelo	Along with some members of SMG and some academic staff, attended an Academic Board meeting on campus

15	Universities NZ NZ Universities members	Lorraine Petelo	Chaired a CUAP meeting at UNZ in Wellington
15	Counsellor Dong, China Education Consul		Met with Counsellor Dong, China Education Consul at the Chinese Embassy in Wellington
16	NZ VCs Universities NZ		Attended a meeting of NZ VCs at UNZ (via Zoom)
16	Students		Welcomed students at a Semester 2 Orientation event on campus
16	LU Rugby Football Club	Stuart Reilly	Met with the LURFC President
16	Martin Foreman, Crichton Capital		Met with Martin Foreman of Crichton Capital to discuss an opportunity for partnership (via Zoom)
19	AGLS staff		Spoke with AGLS staff at a faculty meeting on campus (and via Zoom)
19	Council He Toki Tarai (Futures) Committee	James McWha Grant Edwards Council	Attended a He Toki Tarai (Futures) Committee of Council meeting on campus
20	Council Capital Asset Committee	James McWha Grant Edwards Council	Attended a Capital Asset Committee meeting of Council on campus
20	Selwyn District Council		Attended an SDC Update at the B.linc Workshop
21	Robyn Hyde, AECOM		Met with Robyn Hyde of AECOM to discuss ECan bus fares and funding
21	Gillian Officer Ross Steele (Te Pae)	Grant Edwards	Met with Gillian Officer and Ross Steele from Te Pae to get an update on the Convention Centre
21	Staff		Recorded a brief video message to staff to announce the wellness leave day
22	Energy Academy		Met with Deanna and Matt from Energy Academy to discuss a possible opportunity for partnership
23	Sue Bidrose AgResearch	Grant Edwards	Hosted the CE of AgResearch at Open Day on campus
23	Hon Damien O'Connor LEC		Attended the official opening of the WRONZ wool processing plant pilot (launch of Wool Source Ltd) by the Minister of Agriculture, Hon Damien O'Connor at the LEC
26	LUSA executive		Met with the LUSA President
27	Council	James McWha Grant Edwards Lorraine Petelo Dione Payne Kate Flower Karen McEwan	Attended a Council meeting on campus
27	Peter Barrowclough		Met with the CE of Lincoln Agritech Research to discuss Horizon Europe opportunities for funding
27	Hon Damien O'Connor Alumni Students		Attended Future Leaders "Your Future in NZ Agriculture" careers student event on campus where the keynote speaker was the Minister of Agriculture, Hon Damien O'Connor
28	Academic staff		Spoke at the HOD forum on campus
24	Te Pūkenga (NZIST)		Met with the CE of Te Pūkenga (NZIST) on campus
25	Staff	Grant Edwards Kate Flower	Attended a presentation and rollout of the Sustainability Plan for Tier 3 managers on campus (and via MS Teams), led by Grant Edwards

27	Council hui	SMG Council	Meeting of Council on campus
29	Crichton Capital		Met with Martin Foreman (Crichton Capital) and David Buckeridge to discuss opportunities for partnership (via Zoom)
30	Grow Ōtautahi	Kate Flower	Met with Sandi and Chris from Grow Ōtautahi to discuss sponsorship for the garden festival in 2022
31	Selwyn District Council		Attended the SDC Selwyn Awards 2021 Gala event at the LEC

Senior Management Group – July

(SMG stakeholder engagement activities **in addition to those listed above**)

July	Stakeholder/s	SMG Member	Engagement activity
1	Ara	Lorraine Petelo	Met with Ara regarding possible collaboration
2	Joint Postgraduate Working Group Meeting	Grant Edwards Dione Payne	Attendees from UC and CRIs
2	Bioprotection Aotearoa Strategic Advisory Board meeting	Grant Edwards	
2	Universities New Zealand - Research Committee (Zoom Meeting)	Grant Edwards	
5	Science North PCG Meeting	Grant Edwards	
6	Ngai Tahu Property	Phil O'Callaghan	Met with Jason Jones of Ngai Tahu Property to discuss The Crescent
7	Staff	Phil O'Callaghan	Spoke at a CDP update for HR and VCOF staff on campus
7	Fulbright NZ	James McWha	Attended the 2021 Fulbright NZ Awards event at Parliament
8	SIDDC Strategic Demonstration Group Meeting	Grant Edwards	
9	UNZ Research Committee Meeting	Grant Edwards	
13	Education New Zealand	Lorraine Petelo	Attended the New Zealand Education Seminar – International Forum
15	Universities NZ Deputy VCs	Lorraine Petelo	Attended the Universities NZ Deputy Vice-Chancellor meeting
21	Meeting Stuart Anderson, Mark Woods and Grant Matthews from MPI, with Jeff Curtis and Chris Lyne	Grant Edwards	LU/MPI M.bovis Debrief meeting
21	Research Committee Meeting	Grant Edwards	UNZ
26	Research Committee Meeting	Grant Edwards	UNZ
27	Staff	James McWha	Attended a meeting to discuss the candidates for the VC role on campus
28	Hosted Tiaki Bio Vision Meeting, along with Travis Glare, to discuss vision for bio-	Grant Edwards	Attendees included Simon Egan, John Mead and David Oldershaw from Tiaki BioSouth, Michael

	processing partnership at Lincoln University.		Sheridan (CEO, Van Den Brink Group) and Peter McHugh (CFO Tegel Foods).
28	Met with Sharon Cresswell, GM Finance and Corporate Services, Scion to catch up on Lincoln campus activities	Grant Edwards	
28	Darfield High School	Lorraine Petelo	Meeting with Darfield High School regarding possible pathways
30	Research Committee Meeting	Grant Edwards	UNZ



Vice-Chancellor's Office

Version:

Health, Safety & Bio-compliance Report

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

Date: 11 Aug 2021

Purpose

Health, Safety and Compliance SMG-E reporting for the month of July 2021.

Content

This report provides a summary of:

- Critical Risk Elements and mitigations
- Any significant health and safety incidents for the month and any recent updates on past incidents
- Health & Safety Committee meetings

Issues

Nil

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 one lost time injury in July (non-task related), and one injury on 30 June (animal handling) upgraded to lost time.
- Health and Safety Performance – lead indicators
- Farms
- Biosafety
- Wellbeing
- Campus Development contractor activities

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.

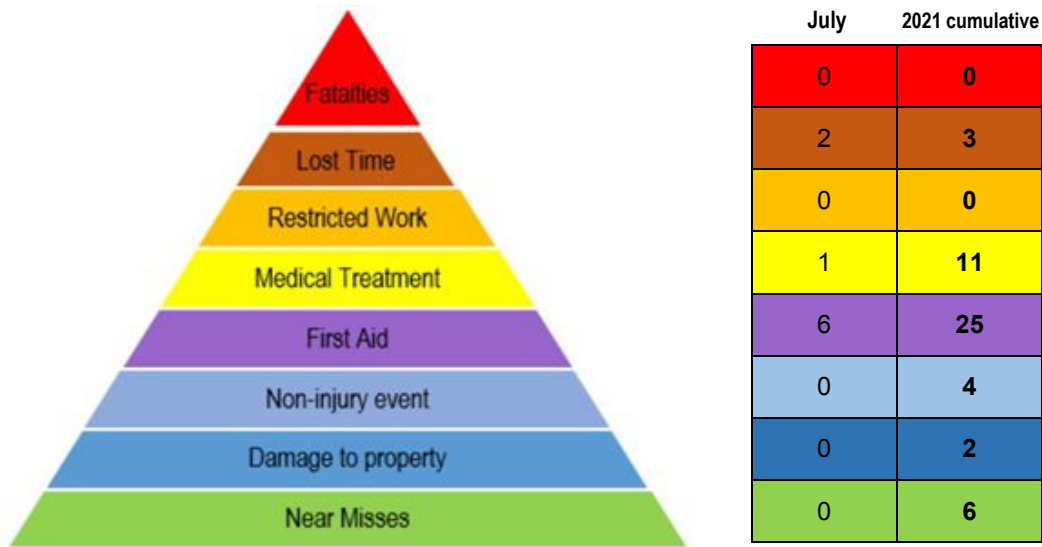
We require reporting of all workplace incidents, events and safety observations to be entered into our health and safety management system (Risk Manager), via the OnSide app for our Farms, or the SAFELU app for students, visitors and contractors.

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.

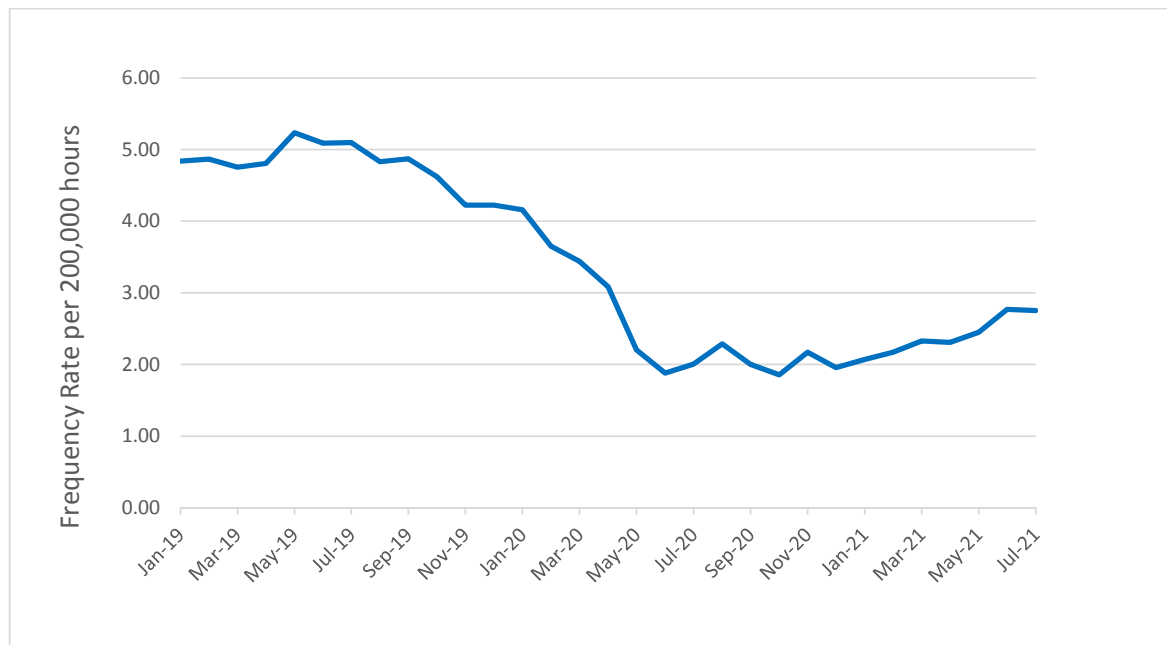
2021 Critical H&S and Bio-compliance Risks			
Risk element	Mitigations	Verification	Residual Risk
Construction activities (including infrastructure)	Contractor inductions On-boarding processes	Site inspections Audits of lead contractor processes	
Farms	Training records Visitor management (OnSide) Farms Compliance Officer Contractor management Biosecurity protocols	Training assessment OnSide reports Internal audits	
Hazardous Substances Management	Inventories Training (internal and external) Emergency Response Plans Laboratory manuals	DGS Location certificates Internal audits External audits (Veterinary drugs)	
PC2 Containment Facilities – breach of containment	Containment manual Training & Assessment modules Contingency plans	Internal audits External audits (MPI)	
Radiation	Training and Procedures Monitoring	External (MoH)	
Events held on Campus	Safety Plans in Risk Manager for LU and external events	Sign-off from H&S Post-event reviews	
Field Trips & Tours	Safety Plans in Risk Manager	Sign-off from H&S	
Covid-19 Alert Level shifts	Communications channels Signage Increased cleaning regime	LU Comms FM processes	

Health and Safety lag indicators

The below data provides an overview of reported work incidents at the university.



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 in the last 29 months. TRI is defined as reported work-place medical injuries, restricted work, lost time injuries, and fatal injuries. *Note that work-place includes any injuries that occur to staff while on the campus, even if not task/work-related.*

Health and Safety performance – lead indicators

Processes	July 2021	Year to date	2020 Total
H&S inductions for new staff (within 3 weeks of start date)	12	44	63
Contractor inductions (Campus Development)	11	150	167
Contractor inductions (Facilities Management)	1	53	52
Contractor inductions (Faculties and Business Units)	0	47	15
Contractor site inspections (Campus Development)	2	21	85
First Aid training	11	39	35
Building and Warden training	0	108	24
Work station assessments	1	3	26
Return to work programmes: work injuries	1	3	44
non-work related	8	28	
Council campus work-area visits (10 scheduled)	1	2	1

Reporting via Risk Manager	July	Year to date	2021 Target	2020 Actual
Total reported safety observations	0	17	35	18
- Safety observations related to external contractors	0	11		
Reported opportunities for improvement	0	5	20	15

Health and Safety Committees

Committee	Next meeting	2021 meetings
University H&S committee (Representation from Faculties, Service Areas, Research Centres)	Aug	3
AGLS sub-committee	Aug	6
BPRC sub-committee	Aug	3
Facilities Management sub-committee	Aug	3
Catering sub-committee	Aug	4
Lincoln Agritech Ltd		2

Topics covered: campus construction activities, staff Wellbeing, Safety Plans, staff training requirements.

Farms

Farms Biosecurity Policy and Procedure completed and in Policy Library approvals process.

Biosafety

Lab internal audits taking place in September.

Wellbeing

- LU Women's Wellbeing Event taking place 4 August (guest speaker Oxford Women's Health)

Campus Development H&S current activity summary sheet

LU H&S Advisor undertakes scheduled CDP work site inspections. 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.

July 2021	Science North CW0032	FM Sheds CW0038	Hudson Refurbishment	Demolition	Infrastructure
Activity Levels	Active	Planning	Initiation phase	Completed	Low activity
LU Inspections Conducted	2	-	0	1	0
Contractor & LU Safety Meetings held	2	-	1	1	4
Contractor Recorded:					
Safety Observations	3	-	-	0	0
Near Miss Events	0	-	-	0	0
No Treatment Injuries	2	-	-	0	0
First Aid Injuries	0	-	-	0	0
Medical Treatment Injuries	0	-	-	0	0
Lost Time Injuries	0	-	-	0	0
Property Damage Events	0	-	-	0	0
Contractor H&S Summaries	Leighs conduct weekly inspections of their site. Internal Audit to be carried out end July.	Planning – TBIG.	Site establishment in progress 26 July.	Granary demolition completed.	Connetics – transformer installation for Science North. CivTec – fibre chamber for Science North Planning – Hudson carpark RCP Planning – LU Gym carpark remediation by Blakleys
Other activity			Site hoarding plans and SSSP documentation submitted to LU		



Vice-Chancellor's Office

Version: 1

Conferment of Degrees, Diplomas and Certificates – 31 August 2021

Author/s: Sonja Wilkinson / Dr Hamish Cochrane

Date: 20 August 2021

Purpose

Submission of graduand names for conferment of degrees, diplomas and certificates by Council on 31 August 2021.

Awards

Doctor of Philosophy

Mancoba Christopher **Mangwe**, in Animal Science
Zachary Paul **Simpson**, in Environmental Science

Master of Business in Finance

Patrik James Melker **Andersson**, *Distinction*
Meng **Tong**, *Distinction*
Jiang Xiaolei, *Merit*
Yuzhu **Wei**, *Merit*

Master of Business in Global Management and Marketing

Yong **Zhou**, *Distinction*
Siqing **Chen**, *Merit*
Linghao **Zhu**, *Merit*

Master of Environmental Policy and Management

Mounthala **Southanilaxay**, *Merit*

Master of Management in Agribusiness

Sussana **Adobeah**, *Distinction*
Esther Odiriawodia **Metieh**, *Distinction*
Adrianti **Suseno**, *Distinction*
Le Thi Kim Chi, *Merit*
Oscar Norlando **Tellez Garcia**, *Merit*
Lilian Donath **Tibenda**, *Merit*

Master of Professional Accounting (CPA)

Bin **Wang**, *Merit*

Master of Science in Food Innovation

Chan Tak Wo, *Merit*

Chen Lijie, *Merit*

Postgraduate Diploma in Applied Science

Nguyen Thi Phung Kieu

Postgraduate Diploma in Commerce

Jasmine Nansha **Naughton**

Jiachang **Tan**

Postgraduate Certificate in Applied Science

Kate Valerie Van Roij **Miller**

Postgraduate Certificate in Commerce

Gabrielle Rosalie **Hinman**, *Distinction*

Meng **Tong**, *Distinction*

Samantha Anneleise **Curtis**

Aidan Kevin Matthew **O'Connor**

Paula Daniva **Raqueukai**

Postgraduate Certificate in Environmental Management

Iana **Stoliarova**, *Distinction*

Eugenie Eileen **Van Paassen**, *Distinction*

Graduate Diploma in Valuation

Ben Ryan **McCarroll**, *Distinction*

Graduate Certificate in Applied Science

Liam Robert **Anderson**

Graduate Certificate in Applied Science

Masayo **Nishino**

Grace Renee **Taylor**

Graduate Certificate in Academic English

Siqing **Chen**

Bachelor of Agriculture

Liam Robert **Anderson**

Bachelor of Commerce

Su Cheng **Fong**, Marketing Major

Quan **Liu**, Marketing Major

Shunyao **Yang**, Food and Resource Economics Major

Bachelor of Tourism Management

Dominic Sam **Devine**

Diploma in Farm Management

Benjamin Thomas Claude **Satterthwaite**, *Distinction*

Diploma in Agriculture

Olivia Anne **Slater**

Diploma in Horticulture

Robanpreet Singh

Diploma in Applied Science

Qiao **Chen**

Recommendations

1. That Council approve the awards listed above.

Dr Hamish Cochrane
Director, Student Administration and Student Health
20 August 2021

President's Report

25 August 2021



Tēnā koutou,

Once again, Level 4 lockdown is in place, and just like last time, students continue with their mahi online. With emergency remote teaching come difficulties for our students in their learning. LUSA continues to advocate for students, including raising their concerns at the universities various COVID-19 response committees LUSA attends. Communication during these times is vital, and the University has, on the whole, been very effective in getting out information.

Lockdown, of course, impacts the broader well-being of students, especially our international community. For LUSA, we have shifted our focus to working with the University in supporting students. A significant issue is accessibility to the necessary technology to support them during online learning. We have made sure students receive priority access to university laptops if need be. Taught students can continue online; however, research students are especially struggling. With springtime comes faster growth of plants making a critical time for data collection. Lockdown has increased stress levels for those in the data collection stage of their honours, masters, and PhDs. University staff focusing efforts to mitigate the risk of losing data in a critical time for research collection.

On a positive note, we have so far received lower rates of applications to the financial assistance fund. LUSA also welcomes fee waivers for those in the halls or university flats who have returned home during the lockdown. Waiving fees during this time reduces the financial burden on our students. Furthermore, every remaining student in university accommodation received a copy of the student magazine RAM, having just been printed.

Lastly, the New Zealand Union of Student Associations has released a revised COVID-19 action plan relevant in 2021. Having been consulted and signed by 48 different student organisations across Aotearoa, it was presented to the Minister of Education and his Ministry on Monday. Some of the recommendations in this document include reintroducing the Hardship for Learners (HAFL) fund with broadened criteria, a roll-out of vaccines on University campuses, more access to mental health support, and funding for tertiary education providers for the rapid transition to online learning. [You can read the full report here.](#)

Ngā mihi,

Gregory Fleming

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