



LINCOLN UNIVERSITY COUNCIL

AGENDA & PAPERS

**At 9am on Tuesday, 28 May 2024 a meeting of Lincoln University will be held in
Whare Auaha Meeting Room, Ground floor, Waimarie, Lincoln Campus**

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



Strategy Goals and priority areas in 2020-2024



Renewal Strategy

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

Shaping Strategy

Priority Areas		
Goal 4	A world-class research and teaching precinct	→ Land-based postgraduate research school Centres of Excellence Online and blended delivery
Goal 5	An organisation focussed on meaningful partnerships	→ Stakeholder engagement Research partnerships
Goal 6	Facilitating growth	→ Education partnerships Scholarships investment

Council Meeting - 28 May 2024

CONFIDENTIAL



28 May 2024 09:00 AM - 12:00 PM

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12. Next Meeting

9am on Tuesday 30 July 2024, in Whare Auahu Meeting Room, ground floor, Waimarie, Lincoln Campus and by MS Teams.

Karakia Timataka

Kimihia rapuhia

Whaia ki te Uru Tapu nui o Tane

Tane te waioara

Tane te wanaka

Tane te tokoraki

Putā ki te whaiao ki te ao marama

Tu te kana

Tu te maraka

Te tu hi te rarama

E noho te mataara nei

E roko whakairia ake ki ruka

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

Opening Prayer

Let us pursue and follow Tāne into the highest realms.

The sacred repository of knowledge.

Tāne, the waters of life and wellbeing.

Tāne, the repository of all knowledge and wisdom.

Tāne who propped up the heavens.

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

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

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

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

Join it, gather it. It is done!

Council Meeting - 28 May 2024 - Disclosures of Interest

STRICTLY CONFIDENTIAL					
2024 Lincoln University Council Members' Interests Register					
Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
Janice Fredric	Mainpower Ltd	Current	Director		Feb-22
Janice Fredric	Aurora Energy Limited	Current	Director		Jul-22
Janice Fredric	Aviation Security Services	Current	Chairman		
Janice Fredric	Civil Aviation Authority	Current	Chairman		
Janice Fredric	Unity Credit Union	Current	Chair of Audit and Risk Committee	Formerly Credit Union Baywide and Credit Union South ends on 28 October 2022	Oct-22
Janice Fredric	Green Power New Zealand Ltd	Current	Director	Resigned with effect from 12 May 2023	May-23
Janice Fredric	Mt Cass Wind Farm Ltd	Current	Director	Resigned with effect from 12 May 2023	May-23
Janice Fredric	Timaru District Council	Current	Independent member of Audit and Risk Committee		
Janice Fredric	NZ Shipwreck Welfare Trust	Current	Trustee		
Janice Fredric	Tregynon charitable Trust	Current	Trustee		
Janice Fredric	NIWA	Current	Director		
Janice Fredric	NIWA Vessel Management Limited	Current	Director		
Janice Fredric	NZ Growth Capital Partners Limited	Current	Director		11-Sep-23
Janice Fredric	Aspire NZ Seed Fund Limited	Current	Director		11-Sep-23
Janice Fredric	Elevate NZ Venture Fund GP Ltd	Current	Director		11-Sep-23
Bruce Gemmell	The Gemmell Group Limited	Current	Director, Shareholder		Feb-22
Bruce Gemmell	The Highlanders GP Limited	Current	Director		
Bruce Gemmell	Miramar Consolidated Limited	Current	Director	Removed 21 May 2024	May-24
Bruce Gemmell	The Second Little Pig Was Right Limited	Current	Director, Shareholder		
Bruce Gemmell	ATT Trustee Limited & associated subsidiaries	Current	Director	Non-trading	
Bruce Gemmell	Lincoln Agritech Limited	Current	Chair		
Bruce Gemmell	Lincoln University Centennial Trust	Current	Ex-officio Trustee		
Bruce Gemmell	Lincoln University Foundation Trust	Current	Ex-officio Trustee	Formally constituted 12 November 2019	
Bruce Gemmell	Gemmell Finance Limited	Current	Director, Shareholder		
Bruce Gemmell	Nitrolabs Limited & Associated companies	Current	Director		
Bruce Gemmell	Central Plains Water Limited	Current	Director		
Bruce Gemmell	Buller Electricity Limited & associated subsidiaries	Current	Director	Director from 1 September 2021	
Bruce Gemmell	PlanZ Consultants Ltd	Current	Director		
Bruce Gemmell	Nexia Limited	Current	Director		
Bruce Gemmell	Selwyn District Council	March 2024 - current	Independent member of Audit and Risk Committee	Apopinted in March 2024	March-24
James Parsons	Ashgrove Genetics Limited	Current	Director		
James Parsons	Agfirst Northland Limited	Current	Director		
James Parsons	Trevar Limited	Current	Director, Shareholder		
James Parsons	Wools of New Zealand Holdings Limited	Current	Director		
James Parsons	Wools of New Zealand General Partner Limited	Current	Director		
James Parsons	Ashgrove Limited	Current	Director		
James Parsons	Osprey New Zealand Limited	Current	Director		
James Parsons	National Animal Identification and Tracing (NAIT) Limited	Current	Director		
James Parsons	TBFree New Zealand Limited	Current	Director		
James Parsons	Halter USA Inc	Current	Advisor		July-23
David Philip Jensen	Colebrook Kiwifruit Orchard GP Limited	2020-current	Chair		Feb-22
David Philip Jensen	Pongakawa Kiwifruit GP Limited	2020-current	Chair		
David Philip Jensen	Riverview Kiwifruit GP Limited	2020-current	Chair		
David Philip Jensen	Oamarakau Kiwifruit GP Limited	2020-current	Chair		
David Philip Jensen	Awakeri Orchard GP Limited	2019-current	Chair		
David Philip Jensen	El Dorado Orchard GP Limited	2018-current	Chair		
David Philip Jensen	Expressway Orchard GP Limited	2017-current	Chair		
David Philip Jensen	Gold Income GP Limited	2021-current	Chair		
David Philip Jensen	Eastpack Limited	2018-current	Director		

Council Meeting - 28 May 2024 - Disclosures of Interest

Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
David Philip Jensen	Merrijig Development sLimited	Current	Shareholder		
David Philip Jensen	Figured Limited	Current	Shareholder		
David Philip Jensen	New Zealand Dairy Dessert Company	Current	Shareholder		
David Philip Jensen	Fonterra	Current	Shareholder		
David Philip Jensen	Zespri	Current	Shareholder		
David Philip Jensen	Eastpack Limited	Current	Shareholder		
David Philip Jensen	LIC	Current	Shareholder		
David Philip Jensen	Ballance Agri Limited	Current	Shareholder		
David Philip Jensen	Farmlands Co-operative Society Limited	Current	Shareholder		
David Philip Jensen	Napoli Orchard GP	2018-current	Chair		
David Philip Jensen	Eastern Orchards Orchard GP	2019-current	Chair		
David Philip Jensen	Chair Gliding NZ Trust	Current	Trustee		
David Philip Jensen	PinPoint Labs	Current	Chair and Director	Elected Chairperson January 2023	Jan-23
David Philip Jensen	Pasture Accelerator	Current	Chair	JV between MPI, PGW, DairyNZ and Barenburg NZ	Apr-23
Professor Grant Edwards	Lincoln University	Current	Vice-Chancellor		Feb-22
Professor Grant Edwards	Lincoln University Council	Current	Ex-officio Member		
Professor Grant Edwards	Universities New Zealand, (Vice-Chancellors Committee)	Current	Ex-officio Member		
Professor Grant Edwards	New Zealand Food Innovation (South Island) Limited	Current	Director		
Professor Grant Edwards	Lincoln Agritech Limited	Current	Director		
Professor Grant Edwards	Lincoln University Foundation	Current	Ex-officio Trustee		
Professor Grant Edwards	Lincoln University Centennial Trust	Current	Ex-officio Trustee		
Professor Grant Edwards	Lincoln University Alumni Association	Current	Ex-officio Patron		
Professor Grant Edwards	Member of Steering Governance Group, Forage Value Index, 2014-present	Current	Member		
Professor Grant Edwards	South Island Dairying Development Centre Leaders Forum Chair	Current	Chair		
Professor Grant Edwards	Biological Heritage National Science Challenge, Challenge Parties Working Group (Co-Chair as UNZ representative)	Current	Co-Chair		
Professor Grant Edwards	Committee of University Academic Programmes (CUAP)	Current	Chair		
Professor Grant Edwards	Don Hulston Foundation	Current	Ex-officio University Trust		
Professor Grant Edwards	Ivey Hall and Memorial Hall 125th Anniversary Appeal Gifting Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Ivey Hall and Memorial Hall 125th Anniversary Appeal Taxable Activity Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	John Mowbray Howard Tripp Agricultural Scholarship Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	J W and Carrie McLean Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Kathleen Ann Stevens Scholarship Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Leslie John and Lola June Struthers Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Sir Arthur Sims Scholarship Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Vernon Willey Trust	Current	Ex-officio University Trust		
Professor Grant Edwards	Academic Quality Agency Board (as UNZ representative)	Current	Member		August-23
Puamiria Parata-Goodall	Lincoln University	Current	Council Member and Consultant - Cultural Narrative		Mar-24
Puamiria Parata-Goodall	Te Taumutu Rūnanga	Current	Consultant		
Puamiria Parata-Goodall	Selwyn District Council	Current	Pou Ahurea, Cultural Advisor – Te Ara Ātea		
Puamiria Parata-Goodall	AgResearch	Current	Consultant - Cultural Narrative		
Puamiria Parata-Goodall	Te Pakura Limited	Current	Director, Shareholder, provides culture advice to Lincoln		
Puamiria Parata-Goodall	Ngāi Tahu Fund	Current	Member		
Puamiria Parata-Goodall	Canterbury Museum Board	Current	Member		
Puamiria Parata-Goodall	Te Pae Korako Ngāi Tahu Archives & Whakapap	Current	Member		
Puamiria Parata-Goodall	Rarotoka Management Limited	Current	Director, Shareholder		
Elizabeth Hill-Taiaroa	Te Taumutu Rūnanga	Current	Secretary & Oranga leader		Apr-23
Professor Derrick Moot	Lincoln University	Current	Professor		Jun-22
Professor Derrick Moot	Tertiary Education Union	Current	Member		Jun-22
Professor Derrick Moot	Free Speech Union	Current	Member		Jun-23
Dr Maria Janna van den Belt	Cogo Connecting Good Limited	Current	Shareholder		Jun-21
Dr Maria Janna van den Belt	College of Assessors of MBIE	Current	Member		

Council Meeting - 28 May 2024 - Disclosures of Interest

Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
Dr Maria Janna van den Belt	EHF Fellowship	Current	Fellow		
Dr Maria Janna van den Belt	MPI-Fisheries New Zealand	Current	Chief Economist	Updated name of organisation	Sep-22
Dr Maria Janna van den Belt	Global Research consortium (USA, China, Europe) Safe Seaweed by Design (research pr	Current to Feb 2023	Member of Advisory Board	Research project involving representatives from USA, China, Europe	Sep-22
Gabrielle Thompson	Olsen Thompson Limited	Current	Director & Shareholder		
Gabrielle Thompson	Hollyfort Farm Limited	Current	Shareholder		
Gabrielle Thompson	Selwyn Thompson Limited	Current	Shareholder		
Gabrielle Thompson	Silver Fern Farms Co-Operative Limited	Current	Director		
Gabrielle Thompson	Thompson Family Trust	Current	Trustee		
Gabrielle Thompson	Pretty in Pink Charity Trust	Current	Trustee		
Gabrielle Thompson	Ballance	Current	Shareholder		
Gabrielle Thompson	Farmlands Co-Operative Ltd	Current	Shareholder		
Gabrielle Thompson	Thompson Property Trust	Current	Trustee		
Gabrielle Thompson	Ravensdown	Current	Shareholder		
Gabrielle Thompson	Thompson Forestry Limited	Current	Director and Owner	Effective from 15 December 2022	
Demetrio Cooper	Lincoln University Students' Association	Current	President		Dec-23

Register of interests – Senior Leadership Team – 2024

SMG member	Organisation	Date	Position	Notes
Grant Edwards	Lincoln University	Current	Vice-Chancellor	
	Lincoln University Council	Current	Ex-officio Member	
	Universities New Zealand, (Vice-Chancellors Committee)	Current	Ex-officio Member	
	New Zealand Food Innovation (South Island) Limited	Current	Director	
	Lincoln Agritech Limited	Current	Director	
	Lincoln University Foundation	Current	Trustee	
	Lincoln University Centennial Trust	Current	Trustee	
	Member of Steering Governance Group, Forage Value Index, 2014-present	Current	Member	
	South Island Dairying Development Centre Leaders Forum Chair	Current	Chair	
	Biological Heritage National Science Challenge, Challenge Parties Working Group (Co-Chair as UNZ representative)	Current	Co-Chair	
	Committee of University Academic Programmes (CUAP)	Current	Chair	
	Academic Quality Agency for New Zealand Universities (AQA)	Current	Board Member	
	Don Hulston Foundation	Current	Ex-officio University Trust	
	Ivey Hall and Memorial Hall 125th Anniversary Appeal Gifting Trust	Current	Ex-officio University Trust	
	Ivey Hall and Memorial Hall 125th Anniversary Appeal Taxable Activity Trust	Current	Ex-officio University Trust	
	John Mowbray Howard Tripp Agricultural Scholarship Trust	Current	Ex-officio University Trust	
	J W and Carrie McLean Trust	Current	Ex-officio University Trust	
	Kathleen Ann Stevens Scholarship Trust	Current	Ex-officio University Trust	
	Leslie John and Lola June Struthers Trust	Current	Ex-officio University Trust	
	Sir Arthur Sims Scholarship Trust	Current	Ex-officio University Trust	
	Vernon Willey Trust	Current	Ex-officio University Trust	
Karen McEwan	Lincoln University	2019-	Executive Director, People, Culture, and Wellbeing	

Updated Feb 2024

Council Meeting - 28 May 2024 - Disclosures of Interest

	Senior Management Group, Lincoln University	2019-	Member	
	Ceiling Clean WGTN Limited	1982-	Shareholder	
Susie Roulston	Lincoln University	2021-	Chief Operating Officer	
	Senior Management Group	2021-	Member	
	Hayden Roulston Limited	2017		Susie's Partner (sports Coaching)
	Lincoln University Property Joint Venture Limited	2022-	Director	From 1 December 2022
Alistair Pearson	Property Council New Zealand	2019-current	Executive	
Chad Hewitt	Royal Society of New Zealand	Current	Member	
	Universities New Zealand, DVC Research Committee	Current	Ex-officio member	
	Universities New Zealand, DVC Academic Committee	Current	Ex-officio member	
	Universities New Zealand, CUAP	Current	Ex-officio member	Effective 31/10/2023
	NZ Synchrotron Group Ltd	Current	LU Representative	
	College of Assessors	Current		
	Better Border Biosecurity Collaboration Council	Current	Member	
	LU Senior Management Team	2023-		
Merata Kawharu	Tūrama Trustees Limited	Current	Director	
	Nukuroa Consulting Limited	Current	Director & Shareholder	
	Takarangi Limited	Current	Director	
	E Mara E Limited	Current	Director & Shareholder	



LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 30 April 2024 at 9am in Whare Auahu, ground floor, Waimarie and online via MS Teams

Meeting Minutes

Present: Mr B Gemmell (Chancellor), Prof G Edwards (Vice-Chancellor), Mr D Cooper, Mrs M Ash, Dr Marjan van den Belt, Mrs P Parata-Goodall, Mrs Liz Hill-Taiaoroa, Mr D Jensen, Mrs J Fredric, Prof Derrick Moot, (each a Council Member).

Via MS Teams: Mrs G Thompson

In attendance: Mrs S Roulston (Chief Operating Officer)
Mr D Lodge (Deputy Vice-Chancellor, Student Life)
Mrs M Archie-McKinlay (Council Secretary)
Dr C Hewitt (Provost)
Mr R Michelle (Te Awhioraki Tumuaki)
Prof Merata Kowharu (Deputy Vice Chancellor, Māori & Pasifika)

Meeting started at 9.02am.

1. Welcome/Karakia/Apologies

There were no apologies.

2. Disclosures of interests

The interest register was NOTED.

3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

To confirm the minutes from the Council meetings held on 23 April 2024 and 26 March 2024 as true and correct.

Resolution

MOTION CARRIED

4. Matters arising from the Minutes

The action register was NOTED.

5. Notice of items of General Business

There were no items of general business.

6. Chancellors Report

The Chancellor's report was taken as read.

7. Vice Chancellors Report

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

- The University Advisory Group and Science Advisory Group have been announced by the Government and will be discussed during the closed session of Council.
- Lincoln University is hosting its largest graduation events on 10 May

The Chancellor asked that congratulations on behalf of Council were extended to academics that have been promoted and also congratulations to Professor Tim Smith and his recognition by Sunshine Coast University

Action:
Nathaniel
Heslop

Council Resolution

That Council:

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

Resolution

MOTION CARRIED

8. LUSA Report

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

- LUSA has had good engagement on the course enhancement program.
- Planning for the garden party is underway. The alcohol licence is currently under review by the Selwyn District Licencing Committee.

Council discussed the sufficiency of Wi-Fi coverage on campus and noted that work is underway through the IT Network Project to improve this.

Council Resolution

That Council:

1. RECEIVE the information in the LUSA Report.

Resolution

MOTION CARRIED

9. Academic Board Report

The report was taken as read. The Vice Chancellor informed Council:

- The Board commented on the Capital Expenditure process.
- An external review was conducted of the Master of Natural Business and Ecological Engineering.

Council discussed the nature of courses offered and encouraged a more direct line of sight between the impact of a course over time, alignment with the University strategy, and balancing the priorities of Lincoln University and central government.

Council critiqued where the profitability of a program is assessed, noting that

programs have an economic impact that enables the University to reinvest and ensuring the University has a sustainable model is important to financial sustainability.

Council Resolution

That Council:

1. RECEIVE the information in the Academic Board Report.

Resolution

MOTION CARRIED

10. Conferment of Qualification Regulations

The report was taken as read. The Vice Chancellor noted two practical implications of the regulations:

- qualifications can be conferred by a resolution of Council, removing the need for a quorum of Councillors at graduation ceremonies.
- The regulations specifically allow the University to withdraw a qualification that has been granted if, after conferral and following a process of natural justice, the University believes the integrity of the qualification has been harmed.

The Chancellor expressed a desire to keep graduation the way it is but supported the regulations to provide the University flexibility to change its processes.

The paper turned in for further consideration of the points raised at Council and will come back to Council in July.

11. Appointment of Members to Committees

The paper was taken as read.

Council discussed the make-up of the Farms Committee and invited the Vice Chancellor, Chancellor, and Chair of the Farms Committee to discuss offline the Farms Committee, membership, and integration with the University Strategy.

Council requested the amended paper discussing the amalgamation of Audit & Risk and Capital Assets be followed up.

**Action:
Grant
Edwards**

Council Resolution

That, pursuant to s283(4) Education and Training Act 2020, Council:

1. **APPOINTS** Puamiria Parata Goodall to the following Committees of Council for the remainder of 2024:
 - a. the Audit and Risk Committee.
 - b. the Capital Asset Committee.
 - c. the Appointment and Remuneration Committee

d. the Awards Committee.

e. He Toki Tarai

2. **CONFIRMS** appointments of Council members for the remainder of 2024 as outlined in Appendix A with minor corrections reflecting the conversation at Council. **Resolution**
3. **NOTES** Derrick Moot was appointed to the Human Ethics Committee in 2022 for a term of three years.
4. **NOTES** the Chancellor is an ex officio member of every committee of the Council.
5. **NOTES** the Vice Chancellor is an ex officio member of every Council committee except for any special committee established to determine conditions of employment for the Chief Executive Officer or related matters.

12. General Business

There were no items of general business.

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

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

General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section
University and Science Systems Reviews	To enable free and frank expression of opinions by or between or to members or officers or employees of the University	7(2)(f)(i)
Crown Funding Agreement Targets Update	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
Governance Oversight Group Reports	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
Audit & Risk Committee	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
1. Report		
2. Minutes from meeting on 23 April 2024	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
3. Delegation of Authority Policy Review		
Appointment and Remuneration Committee	To enable free and frank expression of opinions by or between or to members or officers or employees of the University	7(2)(f)(i)
1. Report		
2. Minutes from the meeting on 3 April 2024	To protect the privacy of natural persons, including that of deceased natural persons	7(2)(a)
3. Burns Demolition Award Report		
Health & Safety Report	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
1. Report	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
Monthly Recruitment Report	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
	To prevent the disclosure or use of official information	7(2)(j)

	for improper gain or improper advantage	
Finance 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)
Quarterly Staff Wellbeing Report	To enable free and frank expression of opinions by or between or to members or officers or employees of the University	7(2)(f)(i)

I move also that: Professor Grant Edwards (Vice-Chancellor), Prof Chad Hewitt (Provost), Ms K McEwan (Executive Director People Culture and Wellbeing), Miss Kristene Delamore (Senior Health & Safety Advisor), Prof Merata Kowharu (Deputy Vice Chancellor, Māori and Pasifika), Mrs S Roulston (Chief Operating Officer), Mr D Lodge (Deputy Vice-Chancellor, Student Life), Mr T Osborne (Director of Finance), Mr R Michelle (Tumuaki-Takirua Te Awhioraki), Mr D Cooper (LUSA President), and Mrs M McKinlay-Archie (Council Secretary), be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the various matters being discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their involvement in the development of reports to Council on these matters.

MOTION CARRIED

The public were readmitted to the meeting at 12.05pm

14. Closure and next Meeting

The meeting closed at 12.06pm.

The next meeting is scheduled for Tuesday, 28th May 2024 at 9am and will be held in Whare Auahu, ground floor in Waimarie, at Lincoln Campus.

CONFIRMED THIS 28th DAY OF May 2024

BRUCE GEMMELL
CHANCELLOR

Council Meeting - 28 May 2024 - Matters Arising from the Minutes

Council and Committee Action Register as at 23/05/2024

Meeting	#	Action	Responsibility	Date	Item	Due	Notes	Status	Visible
Council	550	Report proposing an amalgamation of the CAC and ARC Committees	Grant Edwards	21/10/2023		27-Feb-24	The Grant Edwards was invited to consider a prepare a report proposing the amalgamation of CAC into ARC	Current	Y
Council	557	Council requested trend analysis for gender reporting on senior academic positions and a pay gap analysis on an annual basis.	Karen McEwan	27/02/2024	11	29-Oct-24	Suggested this can be included in the HR report following annual round of performance reviews.	Current	Y
Council	558	Human Ethics Committee Terms of Reference Review	Chad Hewitt & Grant Tavinor	26/03/2024	9	28-May-24		Current	Y
Council	559	Discuss Farms Committee and Council appointees	Grant Edwards, Bruce Gemmell, Gabrielle Thompson, Puamria parata-Goodall	30/04/2024	12	30-Jun-24		Current	Y
Council	560	Extend congratulations to academics who were promoted on behalf Council	Nathaniel heslop	30/04/2024	6	30-May-24		Current	Y



Lincoln University Vice-Chancellor's Monthly Report to Council

Month: 23 April 2024

Historic high graduation numbers

Te Whakapōtaetaka Graduation is one of Te Whare Wānaka o Aoraki Lincoln University's most significant events. This year, the University conferred 1,012 qualifications at the ceremony held on 10 May, marking a historic high in our 146-year history. The 2024 total represents an increase of 35% from the 2023 total of 753 qualifications awarded. This significant increase in graduation numbers complements our five-years-and-counting growth in student enrolments, and reinforces the University's positioning as a world leader in delivering impactful land-based research and education, and for meeting industry demands for our graduates. Supporting graduation celebratory events included the Vice-Chancellors PhD Dinner, the Sport and Future Leaders event and Rā Whakamana - a celebration for Māori and Pasifika graduates.

The University's remarkable achievement during graduation did not go unnoticed, and we received widespread positive media coverage across all media platforms including print, online, social networks and radio.

UAG and SSAG submissions

Following the unveiling of the government's plans in March to transform New Zealand's science and university sectors to boost the economy, two advisory groups were formed chaired by Sir Peter Gluckman. The groups are tasked with guiding the contributions of these sectors to enhance productivity and economic growth. The Science System Advisory Group (SSAG) is responsible for examining challenges within the science sector, while the University Advisory Group (UAG) focuses on evaluating the effectiveness of the current university system in supporting excellence in teaching and research.

On 6 May, Sir Peter Gluckman presented his insights to all Lincoln University staff members. He discussed the roles and objectives of both advisory groups and responded to questions raised by our staff. Given the significance of this initiative, the Senior Leadership Team (SLT) will be providing submissions to the Phase 1 questions for both the UAG and SSAG. In preparation, SLT will be sharing both submission drafts with staff for their feedback before final submission deadlines. Staff are also encouraged to share individual perspectives or insights.

EU Ambassador to New Zealand visit

In May, Lincoln University welcomed EU Ambassador to New Zealand, Lawrence Meredith and Deputy Head of Mission Kevin O'Connell to campus in May. Engaging discussions with senior members from Lincoln University and [Lincoln Agritech Ltd](#) focused on the significance of EU research partnerships and future collaborations. Ambassador Meredith expressed strong interest in assisting New Zealand institutes in establishing new partnerships with European institutes, especially regarding research.

Continued Campus Development Programme progress

In celebrating design excellence at Te Kāhui Whaihanga NZ Institute of Architects, Warren and Mahoney Architects received three architecture awards, including one for Waimarie. Our flagship science facility Waimarie received a Canterbury Architecture Award for Education and was noted by the judges as a “standing exemplar of tertiary architecture”.

The Burns demolition project continues at a steady pace. With over half of the building now successfully demolished, the project continues to attract the interest of the local community.

In addition, the George Forbes Stage 3 projects also achieved a major milestone marking the completion of the bulk of the demolition work. This step signals a transition to the creative phase of the project, where plans and designs will be refined and implemented. The redevelopment of Ivey West and Memorial Hall also remains on track for completion by October 2024.

Staff engagement survey

The launch of the University's third staff engagement survey underscores the strategic importance of fostering a supportive and productive work environment. Building upon the insights gained from previous surveys in 2019 and 2022, this initiative reaffirms Lincoln University's commitment to prioritising staff wellbeing, satisfaction and engagement. The survey findings serve as a valuable industry benchmark and provide valuable insights into both our strengths and areas of improvement. Furthermore, they play a role in guiding decision-making in alignment with the goals, priorities and actions outlined in the Lincoln University Strategy 2019-2028. The survey closes on 24 May, and a report summarising the survey findings is expected in June.

Obituary

Lincoln University expresses its condolences on the death of Dr Arthur John (Jock) Allison, a pioneering animal scientist, esteemed alumnus and distinguished Bledisloe Medallist. Dr Allison's career in animal science marked him as arguably the greatest single contributor of his time to improving the reproductive rate of New Zealand sheep. In 2003 he was awarded Lincoln University's prestigious Bledisloe Medal for advancing New Zealand's interests through his animal science work. At this year's Lincoln University Graduation ceremony Jock's niece, Penny Nelson, Director-General of the Department of Conservation, also received the Bledisloe Medal for her services to New Zealand.



Kia ora koutou

On the events side this year's Gradball was a highly successful event with all 350 tickets sold out. We held an International Morning tea which was well received, we also at the same time asked students what type of activities they did for recreation that contributed towards their mental and physical health. This information is being used to see what type of events international students might partake in and what support we might add/ change for our international student clubs. We also planned to hold an International potluck dinner but due to low interest, we had to cancel the event.

This semester's final round of course rep feedback was held last week, we will take what we have learned from the previous round to improve the system in regard to ensuring the university channels feedback back to the students.

Following our last council meeting, LUSA exec members have been logging jobs with IT on where the issues are occurring. However, this is not practical for students to be doing during lectures or while trying to study. Feedback from the exec shows that there are still ongoing issues throughout the campus.

The first meeting was held between the UAG and fellow tertiary student presidents. We will be catching up monthly.

Te Awhioraki have started a new weekly initiative to encourage group study sessions in our cohort. Ako Wā (Study time) was trialed in Week 10, with older students posted in the whare for an hour on Wednesday. Younger taura were invited to approach these students with pātai from papers they had previously completed. Te Awhioraki supplied kai to accommodate the study session. Our first Ako Wā was successful, and we are in the process of making it a regular occurrence. We are also working through our transitional phase as we head into semester 2. Reece is stepping down from the Tumuaki role, and Kendall will be taking on council responsibilities. We are looking at one of our executives stepping up into Reece's role, and then voting on a new general rep. This will occur in the first week of Semester Two.

A meeting with the Tri-agencies and other internal and external stakeholders was held around Garden Party in which LUSA presented the first draft of the Community Impact Mitigation Plan. We will take the suggested changes and update the plan, LUSA then plans to hold another meeting in which we will invite members of the public to come along and provide further feedback. The final Community Impact Mitigation Plan will be included in the final.

Ngā mihi

Demetrio & Reece



Vice-Chancellor's Office

Version: 2.0

Proposal to Streamline Council Committee Structure

Author/s: Nathaniel Heslop

Date:
21/05//2024

Purpose

The purpose of this report is to propose that Council adopt a streamlined Committee structure to promote efficiency and effective decision making.

This report proposes:

1. The Audit and Risk Committee and the Capital Asset Committee be discontinued and replaced with a new Audit, Risk, and Assurance Committee (**ARAC**).
2. The He Toki Tarai Committee be disestablished. Any Governance Oversight Group reports will be approved by Lincoln University Council.

Content

1. Recommendations
2. Executive Summary
3. Resource Implications
4. Strategic and Policy Framework Implications
5. Next Steps
6. **Appendix A: ARAC Terms of Reference (tracked changes)**
7. **Appendix B: Table highlighting changes between Audit & Risk Committee and ARAC terms of reference.**
8. **Appendix C: Indicative ARAC workplan.**
9. **Appendix D: Indicative Council and Committee meeting schedule if the ARAC is established.**

1. Recommendations

That Council resolve to:

1. **ADOPT** the Audit, Risk, and Assurance Committee terms of reference as outlined in Appendix A with effect from 1 June 2024.
2. **DISCONTINUE** the Audit and Risk Committee, Capital Asset Committee and He Toki Tārai committees with effect from 31 May 2024.
3. **APPOINT** the following Council members to the Audit, Risk, and Assurance Committee with effect from 27 February 2024 until 28 February 2025:
 - a. Janice Fredric (chairperson)

- b. Puamiria Parata-Goodall
- c. David Jensen
- d. Grant Edwards (ex-officio)
- e. Bruce Gemmell (ex-officio)

4. **NOTE** the indicative workplan for ARAC included in Appendix C will be finalized by the Council Secretary and Chief Operating Officer before being presented to the ARAC for adoption at its next meeting.

2. Executive Summary

This report was originally prepared for consideration by Council in February 2024. Following feedback from Council this report and appendices has been amended to reflect those comments.

This report proposes a simplification of the Committees reporting to Council by amalgamating the functions of the Audit and Risk Committee and Capital Asset Committee into a single committee the Audit, Risk, and Assurance Committee (ARAC).

At the Audit and Risk Committee and in conversations with the Vice Chancellor it has been suggested that streamlining the committees reporting to Council may be beneficial.

Because no additional responsibilities are being added to ARAC it is suggested the four hours currently allocated to Audit & Risk and Capital Assets Committee will be sufficient to conduct business of the Committee.

He Toki Tārai Committee

The He Toki Tārai Committee was formed in 2020 to oversee reporting of the Moving Forward Programme (as that term is understood in the Crown Funding Agreement signed in 2019) to the Governance Oversight Group (GOG).

He Toki Tārai meetings are scheduled quarterly in advance of a month the GOG is scheduled to meet.

Since its commencement, and following the completion of Waimarie, the workload of He Toki Tārai has significantly reduced. It is now effectively a single-purpose committee that reviews reports to be submitted to the GOG.

For the past eighteen months He Toki Tārai meetings have not run longer than ninety minutes.

Given that reports are prepared and considered quarterly it is suggested that incorporating this function into Council's oversight will not be a burden.

Capital Asset Committee

Three Council members sit on both the Capital Asset Committee and Audit and Risk Committee.

The Audit and Risk Committee and Capital Asset Committee meetings are currently scheduled on the same day. Capital Assets typically meet between 9am-11am and Audit and Risk Committee meets between 11am-1pm.

Meetings, agenda creation, run sheets, minutes, separate meeting links, and reports to Council are prepared for each meeting.

Having two meetings in place of one meeting with substantially the same membership creates unnecessary administration for the Council Secretary.

Proposed membership of ARAC

It is proposed that ARAC have the same membership as Audit and Risk.

The previous Committees' membership comprised of:

Audit & Risk Committee	Capital Asset Committee	Difference
Up to four Members	Two Council Members	+2 members
Chancellor (ex-officio)	Chancellor (ex-officio)	None
Vice Chancellor (ex-officio)	Vice Chancellor (ex-officio)	None
Up to two additional members who are external appointees, i.e. not Council members		+2 members
1+ co-opted advisor (if required)	1+ co-opted advisor (if required)	None

Using the same committee membership as Audit and Risk provides flexibility to utilize outside advisory expertise and provide governance opportunities for existing Council members.

Workplan

Attached to this report in **Appendix C** is an indicative workplan for the ARAC. This workplan incorporates all current reports and projects from the three discontinued committees.

The Council Secretary and Chief Operating Officer will review the indicative workplan in consultation with the chair of ARAC for adoption at its first meeting to ensure project milestones are met and the integrity of governance arrangements is maintained.

Council approved a meeting schedule for the 2024 year in August 2023. **Appendix D** is attached with an *updated* meeting schedule *if the proposal is approved*. If approved, there will be up to ten less committee meetings during the calendar year.

Proposed Terms of Reference

Please refer to **Appendix A** for the proposed terms of reference. The Audit & Risk Committee terms of reference form the foundation of the new committees' terms of reference.

Additions have been made to amend the Committee membership and include functions that the Capital Asset Committee and He Toki Tārai Committee had responsibility for.

Health and Safety Monitoring

Paragraphs 2.15 to 2.19 outline several responsibilities relating to Health and Safety. These responsibilities are in the existing terms of reference for Audit & Risk Committee, however, during consideration of this paper it was asked whether these responsibilities are important enough that they are considered directly by Council.

Council currently receives a monthly Health and Safety report that provides a suitable opportunity for Council to monitor and review these functions.

Should Council wish to take primary responsibility for the functions outlined in paragraphs 2.15 to 2.19 the recommendation can note that the Audit, Risk and Assurance Committee terms of reference are adopted on the basis that paragraphs 2.15 to 2.19 are deleted.

Appendix B provides a reference table highlighting changes to the terms of reference.

3. Resource Implications

There are no resource implications with this decision.

Committees of Council predominantly meet online via MS Teams.

Business units that will report to ARAC have adequate staff resources to produce reports of sufficient quality to support decision making.

4. Strategic and Policy Framework Implications

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

Strategic Alignment

This report supports the Lincoln University Strategy 2019-2028 by ensuring a sustainable operating model and appropriate governance arrangements are in place for the Committees reporting to Council.

Policy Consistency

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

- Council Meetings Standing Orders Policy

5. Next Steps

If Council approves the streamlined Committee Structure proposed in this report:

1. The Council Secretary shall ensure:
 - (a) The Audit & Risk Committee, Capital Asset Committee and He Toki Tārai Committee Terms of Reference are removed from the Policy Library.
 - (b) The Lincoln University website is updated to reflect the new governing arrangements, particularly the Committees reporting to Council.

- (c) Meeting invites to Council members reflect the decisions made by Council in this report.

Appendix A: Audit, Risk & Assurance Committee Terms of Reference (tracked changes)

POLICIES AND PROCEDURES



Audit, Risk, and Assurance Committee Terms of Reference

Last Modified: 1923 May-May 2024³
Review Date: 17 December-May 2026⁴
Business Owner: Vice-Chancellor
Approval Authority: Council

1. PURPOSE

The purpose of the ~~Audit and Risk~~ Audit, Risk, and Assurance Committee is to oversee:

- effective identification and management of strategic risks, both financial and non-financial
- reliable management and financial reporting and relevant internal control systems
- the insurance renewal programme
- internal audit and external audit functions
- reporting of performance metrics for the university and its functions
- health and safety
- preparation of the University's annual report
- the University's compliance with laws and regulations.
- reporting and monitoring on campus development plans, business as usual capital activities, and major capital projects.

5-2. TERMS OF REFERENCE

Effective Awareness and Management of Strategic Risks:

- 2.1 To be aware of the current areas of significant strategic risk and ensure that the University management is effectively managing the risks.
- 2.2 To satisfy itself that effective systems of accounting and internal control are established and maintained to manage financial risk.
- 2.3 To satisfy itself as regards the integrity and prudence of management control systems, including the review of policies (including monitoring investment policy) and/or practices.
- 2.4 To monitor the effectiveness of the University's overall risk management policies and procedures.
- 2.5 To ensure that Council is aware of any material risks that might have a significant impact on the University's finances or affairs.

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Reliable Management and Financial Reporting

- 2.6 To ensure the adequacy of management reporting to Council in terms of the quantity, quality and timing of information necessary for Council to govern and meet its internal and external reporting requirements in relation to the University's risks, operations and financial condition.
- 2.7 To oversee the financial results and forecasts in order to facilitate Council's consideration of the related reports.
- 2.8 To ensure the University's accounting policies and practices meet the requirements of the Public Finance Act, the Education Act, the Companies Act, the Crown Entities Act 2004 and the Financial Reporting Act in regard to the University's subsidiaries, Ministry of Education and Tertiary Education Commission requirements and generally accepted accounting principles.
- 2.9 To recommend to Council for approval the University's annual financial statements and any other financial information to be released to third parties by Council.

Internal Audit and External Audit Functions

- 2.10 To review the efficiency and effectiveness of internal and external audit in relation to their respective responsibilities.
- 2.11 To ensure there have been no unjustified restrictions or limitations placed on the auditors.
- 2.12 To ensure that the scope of the audit (internal and external) is adequate, ensuring emphasis is placed on areas where the Committee, management or the auditors believe special attention is necessary.
- 2.13 To approve each year the internal audit plan recommended by the internal auditors.
- 2.14 To review and assess the reports and other findings of the internal and external auditors and the action taken and timetable proposed by management in response to the findings.

Health and Safety Functions

- 2.15 To review, monitor and make recommendations to Council on the University's health and safety management framework and strategies for achieving health and safety objectives.
- 2.16 To monitor the University's compliance with health and safety policies and applicable law.
- 2.17 To ensure that the systems used to identify and manage health and safety risks are fit-for-purpose, being effectively implemented, regularly reviewed and continuously improved.
- 2.18 To review significant health and safety related incidents and the actions being taken to minimize the risk of recurrence.

Preparation of the University's Annual Report

- 2.19 To ensure the University's accounting policies and practices meet the requirements of the Public Finance Act, the Education Act, the

Companies Act and the Financial Reporting Act in regard to the University's subsidiaries, Ministry of Education and Tertiary Education Commission requirements and generally accepted accounting principles.

- 2.20 To recommend to Council for approval the University's Annual Report (incorporating the annual financial statements).

Compliance with Laws and Regulations

- 2.21 To monitor developments and changes in the various rules, regulations and laws which relate generally to the University's operations (conducted either in its name or through its subsidiaries), and to report to Council any non-compliance with such laws.
- 2.22 To receive and assess reports from the Vice-Chancellor on significant developments and changes in applicable laws.
- 2.23 To review the application and effectiveness of the compliance framework to ensure controls capture all applicable legislation and monitor compliance.

Reporting and Monitoring2.24 In relation to the campus development plan and delivery of capital projects:

- To monitor and review the preparation and delivery of the business as usual capital forecasts, Campus Master Plan and campus development strategy.
- To oversee the planning, construction and post project reviews of major capital projects and make recommendations to Council, as necessary, on governance matters relating to the plans, scheduling, resourcing and budgeting.
- To identify and report on areas of risk for major capital projects to enable mitigating actions to be considered by Council.
- To review the adequacy of capital planning, expenditure and monitoring protocols and recommend enhancements, as required.
- To ensure effective and efficient relationships are maintained with the partners in capital projects.
- To monitor the reporting and communications on the progress of capital projects to key stakeholders.
- To oversee the optimization of the overall asset portfolio and identify and report on related strategies and actions.

2-23

Other Responsibilities

- 2.242.25 To perform or undertake on behalf of Council any such other tasks or actions as Council may from time to time authorise.
- 2.252.26 To ensure that there are appropriate investment policies in place that ensure compliance with legislative requirements.
- 2.262.27 To ensure that the insurance renewal programme for the University is completed and appropriate insurance arrangements are in place.
- 2.272.28 To receive and assess reports on fraud incidents from the Vice-Chancellor and review the adequacy of action taken to prevent any similar reoccurrences.

6.3. COMMITTEE PROTOCOLS**3.1 Authority**

Council authorises the Committee within the scope of its responsibilities to:

- (a) seek any information it requires from:

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- any employee; and
 - external parties.
- (b) obtain outside legal or other independent professional advice
- (c) ensure the attendance of external parties with relevant experience and expertise.
All employees are expected to co-operate with any request made by the Committee.

3.2 Council Reporting

The Committee shall report on each of its meetings to the subsequent Council meeting.

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3.43.3 Records of Meetings

All meetings of the Committee will be minuted.

3.53.4 Assessment Arrangements

The Chairperson shall initiate a review of the performance of the Committee at least once every two years. The review shall be conducted on a self-assessment basis (unless otherwise determined by the Chairperson), with appropriate input sought from the Vice-Chancellor, the internal and external auditors, management, and any other relevant stakeholders, as determined by the Committee.

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7.4. MEMBERSHIP

Membership and Attendance at Meetings

- 4.1 The Committee shall comprise not more than four ~~external, non-executive~~ Councilors appointed by the full Council of the University from time to time, and the membership shall be reviewed annually by Council. At least one member should have accounting or related financial management experience.
- 4.2 In addition to the membership outlined in clause [4.1](#), as per the Council Standing Orders, the Chancellor and Vice-Chancellor are ex-officio members of the Committee. Neither the Chancellor nor the Vice-Chancellor shall chair the Committee.
- 4.3 Up to two further ~~member~~external appointees, may be co-opted to the Committee by Council, as required, to access additional expertise.
- 4.4 The Committee will be legally constituted when a majority of the current membership is present.
- 4.5 The Committee shall meet separately or jointly with the internal auditor and external auditor without management present at least annually.
- 4.6 The Vice-Chancellor (or his/her representative) and the Chief Operating Officer shall attend all meetings, except any meeting or part of the meeting when the Committee decides to meet without management present.
- 4.7 The Committee may invite such other persons (for example, the Internal and/or External Auditors) to attend as it deems necessary.
- 4.8 The Chairperson of the Committee will be nominated by Council.
- 4.9 The Secretary of the Committee shall be the Council Secretary of the University or such other nominated person as approved by the Committee.

8.5. MEETING FREQUENCY

The Committee shall meet at least four times a year.

Appendix B: Reference table for changes to Audit, Risk, & Assurance Committee terms of reference

Provision	Type	Summary	Notes
Committee Name	Change	Audit & Risk Committee now called Audit, Risk, & Assurance Committee	'Assurance' is a broader term that encompasses all the elements of audit, finance, capital expenditure, and delivery of capital projects.
1. Purpose	New	Includes provisions that capture purpose of both the Audit & Risk and Capital Asset Committee	
2.24 Terms of Reference	New	Copy & paste terms of reference from CAC	
4.1 Membership	Delete	'external, non-executive'	More clear that it is up to four members of Council who can be appointed to the Audit, Risk & Assurance Committee.
4.3 Membership	Add	'external appointees'	Clarify that up to two further members may be appointed to this Committee who are not Council Members.

Council Meeting - 28 May 2024 - Streamline Committee Report

	A	B	P	Q	R	S	T	U	V	W	X	Y	Z
5				GOG reporting			GOG reporting				GOG		GOG reporting
6			20 Feb 2024	19 March 2024	23 April 2024	21 May 2024	18 June 2024	July	20 August 2024	Sept	22 Oct 2024	19 Nov 2024	Dec
7	ARAC	Capital Delivery	Ivey Roof Investment Case Ivey West / Mlt contingency release	LAL Indicative Business Case	New Student Accommodation Halls DBC TBC Burns landscape design approval Whare Investment Case Delegation of Authority Policy	Property Services Workshops / Structure Laboratory Close Out Waimarie Building Close Out JML Close Out TBC Forbes Stage 3 budget incr (if required)							
8		Campus Develop Prog	CDP Report CDP Dashboard	CDP Report CDP Dashboard	CDP Report CDP Dashboard	CDP Report CDP Dashboard			CDP Report CDP Dashboard		CDP Report CDP Dashboard	CDP Report CDP Dashboard	
9		Major Project Status Reports	Waimarie FM workshops & Structures Lab Infrastructure Forbes Stage 3 Landscaping Ivey West LAL JML Burns Demolition IT Network Upgrade Glasshouses	Waimarie FM workshops & Structures Lab Infrastructure Forbes Stage 3 Landscaping Ivey West LAL JML Burns Demolition IT Network Upgrade Glasshouses	Waimarie FM workshops & Structures Lab Infrastructure Forbes Stage 3 Landscaping Ivey West LAL Burns Demolition Whare Manaaki IT Network Upgrade Glasshouses	Infrastructure Forbes Stage 3 Landscaping Ivey West LAL Burns Demolition Whare Manaaki IT Network Upgrade Glasshouses			Infrastructure Forbes Stage 3 Landscaping Ivey West LAL Burns Demolition Whare Manaaki IT Network Upgrade Glasshouses		Infrastructure Forbes Stage 3 Landscaping Ivey West LAL Burns Demolition Whare Manaaki IT Network Upgrade Glasshouses	Infrastructure Forbes Stage 3 Landscaping Ivey West LAL Burns Demolition Whare Manaaki IT Network Upgrade Glasshouses	
10		Finance	Annual Report overview (2022): - Annual Report process and timeframes - Annual Report and SSP outline - KAMs (Key Accounting Matters) - Draft appropriations statement - 2022 Draft financials - Audit Plan Policy Update (6-monthly) Records Management Update Quarterly Cyber Security Update	Annual Report update: - Draft Annual Report - Draft Financial Statements - Draft SSP Quarterly Cyber Security Update Fee waivers continuation Strategic Risk Register	Annual Report approval Strategic Risk Register	3+9 Operating Reforecast 3+9 Capex Reforecast Aged debtors report (6-monthly) Fee Settling Report (incl. Fee Waivers for noting) Quarterly Cyber Security Update BCP update (6-monthly)			6+6 forecast 10 year strategic forecast Fee waivers continuation Insurance Options BU Risk Management Update (annual) Policy Update (6-monthly) Records Management Update Quarterly Cyber Security Update Strategic Risk Register		2024 budget update, including parameters	2024 Budget Aged Debtors Report (6-monthly) BCP update (6-monthly) inc. annual confirmation that plans are up-to date, fit for purpose and appropriately tested Quarterly Cyber Security Update (incl maturity assessment) Annual lease register Subsidiary Annual Compliance Report	
11		Audit	Internal Audit Report	Annual Report audit update	Internal Audit Report AuditNZ Update (report or presentation)	PBRF Audit Report Audit Report to Management			Internal Audit Report		Internal Audit Report		
12		GOG	Schedule of resource consents with expiry dates (annual)	Q4 2023 GOG Scorecard Strategic Scorecard NWOO PSR's	Q1 2024 GOG Scorecard Strategic Scorecard NWOO PSR's				Q2 2024 GOG Scorecard Strategic Scorecard NWOO PSR's		Q3 2024 GOG Scorecard Strategic Scorecard NWOO PSR's		
13		Matters Arising			Post placement insurance review Interim Policy Update (LLP)	3+9 Capex Reforecast Programme and Priorities Review Naming rights register (annual)			6+6 CAPEX reforecast Programme and Priorities Review		2024 Insurance renewals update 2024 CAPEX Budget Programme and Priorities Review Annual Fire Compliance Update TEC driven asset management review (bi-annually)	Insurance Renewal approval Annual Legislative Compliance Update	
14													
15													

Attachment D: Indicative Council and Committee Meeting Schedule if ARAC proposed adopted

Month	Date	Meeting	Location
	Tuesday 28 May	Council	Lincoln
June	Thursday 14 June	Farms Committee	Online
	Wednesday 12 June	Ahumairaki	Lincoln
	Tuesday 18 June	Audit, Risk, & Assurance Committee	Online
	Tuesday 25 June	Council (Placeholder)	Lincoln
July	Tuesday 30 July	Council	Lincoln
	TBD	Governance Oversight Group	Email Reports
August	Tuesday 20 August	Audit, Risk, & Assurance Committee	Online
	Tuesday 27 August	Council	Lincoln
September	Friday 13 September	Farms Committee	Online
	Wednesday 25 September	Ahumairaki	Lincoln
October	Thursday 3 October	Awards Committee	Lincoln
	Tuesday 22 October	Audit, Risk, & Assurance Committee	Online
	Tuesday 29 October	Council	Lincoln
	TBD	Governance Oversight Group	Email Reports
November	Wednesday 13 November	Ahumairaki	Lincoln
	Tuesday 19 November	Audit, Risk, & Assurance Committee	Online
	Tuesday 26 November	Council	Lincoln
	Friday 29 November	Farms Committee	Online
December	Tuesday 17 December	Council (Placeholder)	Lincoln

Key

Council	9am - 1pm
ARAC	9am - 1pm
Ahumairaki	3:30pm - 5:30pm
Awards Committee	1pm - 3pm
Farms Committee	1pm - 4pm
He Toki Tara	2:30pm - 4pm

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

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

General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section
Update on University Advisory Group	To enable free and frank expression of opinions by or between or to members or officers or employees of the University	7(2)(f)(i)
Audit & Risk Committee 1. Report 2. Minutes from meeting on 21 May 2024 3. 3+9 Operating Reforecast 4. PBRF Audit Report 5. 2025 Fee Setting 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)
Capital Asset Committee 1. Report 2. Minutes from the meeting on 21 May 2024 3. 3+9 Capex Reforecast 4. Waimarie Close Out Report 5. Catered Hall Detailed Business Case & Concept Design 6. Lincoln Agritech Limited Investment Case 7. Ellesmere Junction Road Childcare Centre Demolition & Asset Disposal 8. Campus Development Programme Dashboard Report	To enable free and frank expression of opinions by or between or to members or officers or employees of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(f)(i) 7(2)(j)
Monthly Recruitment Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Finance 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)
Health & Safety Report 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)
Subsidiary Shareholder Resolutions	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)

I move also that: Professor Grant Edwards (Vice-Chancellor), Prof Chad Hewitt (Provost), Ms K McEwan (Executive Director People Culture and Wellbeing), Prof Merata Kowharu (Deputy Vice Chancellor, Māori and Pasifika), Mrs S Roulston (Chief Operating Officer), Mr D Lodge (Deputy Vice-Chancellor, Student Life), Mr T Osborne (Director of Finance), Mr R Michelle & Ms K Bramley (Tumuaki-Takirua Te Awhioraki), Mr D Cooper (LUSA President), and Mr Nathaniel Heslop (Council Secretary), be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the various matters being discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their involvement in the development of reports to Council on these matters.