





LINCOLN UNIVERSITY COUNCIL

AGENDA & PAPERS

At 9am on Tuesday, 29 October 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](#)

Lincoln University Strategy 2019-2028

Vision  <p>To be a globally-ranked, top-five land-based University, unlocking the power of the land to enhance lives and grow the future.</p>	Purpose  <p>To facilitate excellent research and education to grow the knowledge of our students and help shape a world that benefits from a greater understanding of the relationships between land, food and ecosystems.</p>	Strategy 2019-2028 <ul style="list-style-type: none"> ● A distinctive, Aotearoa New Zealand, end-to-end student experience ● Improved assets and sustainable operating models ● A culture which stimulates and inspires all staff and students ● World-class research and teaching with impact ● An organisation focused on meaningful partnerships ● Facilitating student growth
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Values
Manaakitaka – Looking after people



STRATEGY GOALS

PRIORITY AREAS 2024-2028

GOAL 1	A distinctive, Aotearoa New Zealand, end-to-end student experience	<ul style="list-style-type: none"> • Provide an enriching and successful experience for all students within an environment that empowers them to thrive and achieve their goals. • Ensure quality streamlined student services that are responsive and focused on supporting wellbeing and success. • Enhance student experiences for postgraduate students. • Develop research-rich graduates. • Grow graduates ready for New Zealand's future workforce
GOAL 2	Improved assets and sustainable operating models	<ul style="list-style-type: none"> • Establish a clear pathway to carbon neutrality by 2030. • Make our organisation an exemplar of sustainable practices. • Establish a flexible, agile, and effective University operational framework • Digitally enable our University
GOAL 3	A culture which stimulates and inspires all staff and students	<ul style="list-style-type: none"> • Support and nurture a culturally inclusive campus. • Embed and celebrate our Takata Whenua. • Develop a values-driven culture that fosters a sense of identity, shared purpose and commitment. • Grow our staff through early career development, professional development, and workforce planning. • Manage workloads consistent with a research-intensive, specialist university focused on the land-based sectors.
GOAL 4	World-class research and teaching with impact	<ul style="list-style-type: none"> • Accelerate research impact and relevance to the land-based sectors through sustained research excellence and collaboration. • Provide innovative academic programmes that anticipate the workforce needs of land-based sectors
GOAL 5	An organisation focused on meaningful partnerships	<ul style="list-style-type: none"> • Grow our impact through partnerships. • Develop, nurture, and promote a culture of collaboration. • Build coherence between research and education in all partnerships
GOAL 6	Facilitating student growth	<ul style="list-style-type: none"> • Meet land-based sector workforce needs and challenges • Expand our reach to a wider group of potential students. • Increase participation and engagement of Māori and Pasifika students

Council Meeting - 29 October 2024

CONFIDENTIAL



29 October 2024 09:00 AM - 12:00 PM

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16. Next Meeting

9am on Tuesday 26 November 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 - 29 October 2024 - Disclosures of Interest

STRICTLY CONFIDENTIAL					
Council Members' Interests Register					
Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
Janice Fredric	Mainpower Ltd	Current	Director		1 February 2022
Janice Fredric	Aurora Energy Limited	Current	Director		1 July 2022
Janice Fredric	Aviation Security Services	Current	Chairman		24 July 2024
Janice Fredric	Civil Aviation Authority	Current	Chairman		24 July 2024
Janice Fredric	Unity Credit Union	Current	Chair of Audit and Risk Committee	Formerly Credit Union Baywide and Credit Union South Chair role ends on 28 October 2022	1 October 2022
Janice Fredric	Green Power New Zealand Ltd	Current	Director	Reappointed with effect 21 August 2024	26 August 2024
Janice Fredric	Mt Cass Wind Farm Ltd	Current	Director	Reappointed with effect 21 August 2024	26 August 2024
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	Ceased directorship 10 September 2024	26 August 2024
Janice Fredric	Aspire NZ Seed Fund Limited	Current	Director	Ceased directorship 10 September 2024	26 August 2024
Janice Fredric	Elevate NZ Venture Fund GP Ltd	Current	Director	Ceased directorship 10 September 2024	26 August 2024
Bruce Gemmell	The Gemmell Group Limited	Current	Director, Shareholder		1 February 2022
Bruce Gemmell	The Highlanders GP Limited	Current	Director		
Bruce Gemmell	Miramar Consolidated Limited	Current	Director	Removed 21 May 2024	21 May 2024
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	Appointed in March 2024	1 March 2024
Bruce Gemmell	Waldmel Holdings Limited	July 2024 - Current	Director		
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	Ceased Directorship 14 May 2024	25 July 2024
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		1 July 2023
James Parsons	M. Bovis Free New Zealand Limited	July-24	Director		25 July 2024
David Philip Jensen	Colebrook Kiwifruit Orchard GP Limited	2020-current	Chair		1 February 2022
David Philip Jensen	Pongakawa Kiwifruit GP Limited	2020-current	Chair		
David Philip Jensen	Riverview Kiwifruit GP Limited	2020-current	Chair		
David Philip Jensen	Otamarakau Kiwifruit GP Limited	2020-current	Chair		
David Philip Jensen	Awakeri Orchard GP Limited	2019-current	Chair		
David Philip Jensen	El Dorado Orchard GP Limited	2018-current	Chair		
David Philip Jensen	Expressway Orchard GP Limited	2017-current	Chair		
David Philip Jensen	Gold Income GP Limited	2021-current	Chair		
David Philip Jensen	MyFarm Kiwifruit Fund	Jun 2024 - current	Chair		1 June 2024
David Philip Jensen	Eastpack Limited	2018-current	Director		
David Philip Jensen	Merrijig Development sLimited	Current	Shareholder		
David Philip Jensen	Figured Limited	Current	Shareholder		

Council Meeting - 29 October 2024 - Disclosures of Interest

Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
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 Gilding 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		1 February 2022
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		1 August 2023
Puamiria Parata-Goodall	Lincoln University	Current	Council Member and Cultural Advisor	Cultural Advisor to Mana Whenua Cultural Narrative	1 March 2024
Puamiria Parata-Goodall	Te Taumutu Rūnanga	Current	Portfolio Leader, Member of Executive		
Puamiria Parata-Goodall	Selwyn District Council	Current	Pou Kaiawhā, Executive Cultural Advisor		
Puamiria Parata-Goodall	AgResearch	Current	Consultant - Cultural Narrative		
Puamiria Parata-Goodall	Te Pakura Limited	Current	Director & Cultural Advisor to Mana Whenua Cultural Narrative		
Puamiria Parata-Goodall	Ngāi Tahu Fund	Current	Chair		
Puamiria Parata-Goodall	Canterbury Museum Board	Current	Member, Kaiurungi - Ōhāki o Ngā Tīpuna, Cultural Advisor		
Puamiria Parata-Goodall	Te Pae Korako Ngāi Tahu Archives & Whakapap	Current	Member		
Puamiria Parata-Goodall	Rarotoka Management Limited	Current	Director, Shareholder		
Puamiria Parata-Goodall	Arts Council	Current	Member, Co-Chair - Komiti Māori		1 May 2024
Elizabeth Hill-Taiaoroa	Te Taumutu Rūnanga	Current	Secretary & Oranga leader		1 April 2023
Professor Derrick Moot	Lincoln University	Current	Professor		1 June 2022
Professor Derrick Moot	Tertiary Education Union	Current	Member		1 June 2022
Professor Derrick Moot	Free Speech Union	Current	Member		1 June 2023
Dr Maria Janna van den Belt	Cogo Connecting Good Limited	Current	Shareholder		1 June 2021
Dr Maria Janna van den Belt	College of Assessors of MBIE	Current	Member		
Dr Maria Janna van den Belt	EHF Fellowship	Current	Fellow		
Dr Maria Janna van den Belt	MPI-Fisheries New Zealand	Current	Chief Economist	Updated-name-of-organisation	17-May-2024
Dr Maria Janna van den Belt	Global-Research-consortium-(USA; China; Europe) Safe Seaweed-by-Design (research pro	Current to Feb 2023	Member of Advisory Board	Research-project-involving-representatives-from-USA; China; Europe	1-September-2022
Gabrielle Thompson	Olsen Thompson Limited	Current	Director & Shareholder		
Gabrielle Thompson	Hollyfort Farm Limited	Current	Shareholder		
Gabrielle Thompson	Selwyn Thompson Limited	Current	Shareholder		

Council Meeting - 29 October 2024 - Disclosures of Interest

Councillor	Name of Company / Institution	Dates Applicable	Position	Comments	Updated
Gabrielle Thompson	Silver Fern Farms Co-Operative Limited	Current	Director		
Gabrielle Thompson	Thompson Family Trust	Current	Trustee		
Gabrielle Thompson	Pretty in Pink Charity Trust	Current	Trustee		
Gabrielle Thompson	Ballance	Current	Shareholder		
Gabrielle Thompson	Farmlands Co-Operative Ltd	Current	Shareholder		
Gabrielle Thompson	Thompson Property Trust	Current	Trustee		
Gabrielle Thompson	Ravensdown	Current	Shareholder		
Gabrielle Thompson	Thompson Forestry Limited	Current	Director and Owner	Effective from 15 December 2022	
Demetrio Cooper	Lincoln University Students' Association	Current	President		1 December 2023

Register of interests – Senior Leadership Team – 2024

SLT 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 - 29 October 2024 - Disclosures of Interest

	Senior Leadership Team, Lincoln University	2019-	Member	
	Ceiling Clean WGTN Limited	1982-	Shareholder	
Susie Roulston	Lincoln University	2021-	Chief Operating Officer	
	Senior Leadership Team	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-		
	HZAU Lincoln Joint Institute Joint Management Committee	2024-	Vice-Chair	Effective 3/7/24
	Bioprotection Aotearoa Strategic Advisory Board	2024-	Host Representative	Effective 3/7/24
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 27 August 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, Mr J Parsons, Mr D Jensen, Mrs J Fredric, Prof D Moot, Mrs G Thompson (each a Council Member).
- Via MS Teams: Dr Marjan van den Belt, Mrs L Hill-Taiaroa, Mrs P Parata-Goodall,
- In attendance: Mrs S Roulston (Chief Operating Officer)
Mr D Lodge (Deputy Vice-Chancellor, Student Life)
Mr N Heslop (Council Secretary)
Prof Merata Kawharu (Deputy Vice Chancellor, Māori)

Meeting started at 9.02am.

1. Welcome/Karakia/Apologies

The Chancellor welcomed Councillors to the meeting and invited Mr R Adams to open the meeting with karakia.

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 30 July 2024
as true and correct with minor corrections to attendance.

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. Vice Chancellors Report

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

- Lincoln successfully hosted the 2024 Food & Fibre Awards
- The nomination period has opened for Awards and Medals to be presented in 2025
- Roger McLenaghan recently celebrated 50 years of service at Lincoln University
- The University Advisory Group (UAG) visited Lincoln on 20th August and met with several staff. UAG is working its way towards a phase 1 report with a timetabled delivery of November 2024.

Action: Council Secretary: write to Roger giving thanks for service

Council discussed:

- the 5% tariff applied to all university travel that contributes to a Sustainability Fund. Applications are made to this fund that support measures to reduce Lincoln's carbon footprint. The Sustainability Fund is overseen by the Sustainability Taskforce. A change to the travel policy now permit staff to take annual leave abutting an overseas work trip.
- Comment from TEC that Lincoln is assessed as medium risk using its Financial Modelling Framework (FMF) alongside Otago and Waikato. This information was likely included in the Brief to the Incoming Minister (BIM). Lincoln is currently waiting on comment from TEC on changes to the FMF that will be made.

Council endorsed the Chancellor and Vice Chancellor writing a follow-up letter to the UAG and Ministers of Education and Finance to underscore Lincoln's strengths arising from the conversation at Council.

Action: Council Secretary

Council Resolution

That Council:

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

MOTION CARRIED

Resolution

Mr David Jensen joined the meeting during discussion of Item 7.

7. LUSA Report

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

- Robbie Adams was recently appointed Tumuaki Takirua at Te Awhioraki alongside Kendall Bramley.
- LUSA hosted an on-campus Student Conference at Lincoln University with all eight general University Student Associations, Te Mana Ākonga and National Disabled Students' Association attending.
- Splitting the Events & Clubs Co-ordinator role into an Events Coordinator and Student Reps and Clubs Coordinator roles.
- A part time events planner has been hired to support Te Awhioraki and enable Te Awhioraki executive to focus on governance and leadership

responsibilities.

Council discussed student expectations around online delivery of courses. Anecdotally there is an expectation that online delivery is available for students if they are unable to attend class or wish to “time-shift” their learning.

Noted that management are currently working on a Digital Strategy.

Council Resolution

That Council:

1. **RECEIVE** the information in the LUSA Report.

Resolution

MOTION CARRIED

8. Academic Board Reports

The report was taken as read.

Council Resolution

That Council:

1. **NOTE** the Academic Board Reports from its meetings on 14 August 2024 meeting

Resolution

MOTION CARRIED

9. 2026 Investment Plan governance and timeframes report

The report was taken as read. The Chief Operating Officer informed Council:

Early-stage planning for the 2026 Investment Plan is underway. Current expectations are that Lincoln will remain on a 3-year cycle.

Seeking Council comment on whether it desires to nominate a Councillor to be a member on the Investment Plan Steering Group and the preferred decision-making pathway.

Lincoln University ultimately reports against the Investment Plan in the SSP (annual report). This document signals the funding Lincoln University believes it will need.

Council confirmed that:

1. The appropriate governance reporting structure is for the Investment Plan to go the Audit, Risk, & Assurance Committee before it is seen by Council; and
2. It did not wish to nominate a Council Representative on the Investment Plan Steering Group.

Resolution

That Council:

1. **RECEIVE** the information in this report.

2. **NOTE** the proposed Steering Group membership and not nominate a Council Representative to that group. **Resolution**
3. **CONFIRM** that reports concerning the Investment Plan should be submitted to both the Audit, Risk, & Assurance Committee and Council.

MOTION CARRIED

10. General Business

There were no items of general business.

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

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

General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section
Conferral of Qualifications	To protect the privacy of natural persons	7(2)(a)
Audit, Risk, & Assurance Committee	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)
2. Minutes from meeting on 20 August 2024		
3. Whare Wānaka investment Business Case		
4. 2024 6+6 Opex Reforecast		
5. 2024 6+6 Capex Reforecast		
6. Naming Rights Policy		
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 for improper gain or improper advantage	7(2)(j)
Finance 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 for improper gain or improper advantage	7(2)(j)
Health & Safety 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 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 A Pearson (property Director), Mr D Lodge (Deputy Vice-Chancellor, Student Life), Mr T Osborne (Director of Finance), Ms K Bramley (Tumuaki-Takirua Te Awhioraki), Mr D Cooper (LUSA President), Mr David Bain, Mrs Sheree Jahnke-Waitoa, 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.

MOTION CARRIED

Secretariat Note: at the commencement of the closed session Council agreed that it was desirable to hear the Health and Safety Report in the open session.

12. Health & Safety Report

The Director of People, Culture, & Wellbeing spoke to the report highlighting three injuries to staff, one resulting in time off work.

Council discussed the reporting processes for health and safety and encouraged management to how the reporting from construction, the farms, and wholly owned

subsidiaries feed into the report presented to Council.

Council asked the Council Secretary to stand up a schedule for Council Members and SLT to do a Health & Safety Observation Walk around various parts of the University.

Council queried the health of the reporting culture due to the low number of near misses included in the report and encouraged the promotion and celebration of a culture of reporting.

The public were readmitted to the meeting at 12.31pm

14. Closure and next Meeting

The meeting closed at 12.32pm.

The next meeting is scheduled for Tuesday, 29th October 2024 at 9am and will be held in Whare Auahu, ground floor in Waimarie, at Lincoln Campus.

CONFIRMED THIS 28th DAY OF August 2024

BRUCE GEMMELL

CHANCELLOR

Council Meeting - 29 October 2024 - Matters Arising from the Minutes

Action Number	Action Summary	Action Type	Originating Meeting	OM Date	Agenda Item	Responsibility	Due Date	Status	Notes
637	Write a letter of congratulations to employee for long service	Organise	Council	27/08/2024		Heslop, Nathaniel	17/09/2024	Completed	The Chancellor asked the Council Secretary to write a letter to Roger McLenaghan for his 50 years of service at Lincoln University. Roger commenced his role in 1974.
638	Organise a Council Strategy Day	Organise	Council			Heslop, Nathaniel & Edwards, Grant	28/02/2025	Not Started	The Chancellor suggested a Council Strategy Day be held in 2025. This action arose during receipt of the LUSA report and Council discussing what future students will expect from education providers. Anecdotally high school students expect to be able to access learning and teaching resources if they are away from class. This is likely to become a standard expectation in tertiary education also.
639	Write a letter to UAG following visit to Lincoln on 20 August	Organise	Council			Heslop, Nathaniel, Edwards, Grant. & Gemmell, Bruce	30/11/2024	Not Started	During discussion of UAG visit to Lincoln it was suggested a follow-up letter to UAG would be beneficial to put in reinforce in writing Lincoln's perspective on various questions posed by and dialogue engaged with the UAG.
557	Council requested trend analysis for gender reporting on senior academic positions and a pay gap analysis on an annual basis.	Update Report	Council	27/02/2024	11	McEwan, Karen	27/08/2024	In Progress	
635	Create a dashboard with information on Education Performance Indicators for Recruitment Report to align with strategy	Update Report	Council	30/07/2024	6	Lodge, Damian & Heslop, Nathaniel	5/12/2024	Not Started	Council suggested a dashboard that provides information on Education Performance Indicators across all courses & shaping the agenda against strategy so that Council can understand success against strategic initiatives and measures of success.
554	Human Ethics Committee Terms of Reference Report		Council	26/03/2024	9	Tavinor, Grant	15/08/2024	Completed	
632	Write a letter of thanks to Grant Tavinor	Organise	Council	30/07/2024	13	Heslop, Nathaniel	28/08/2024	Completed	The Chancellor asked that a letter of appreciation be sent to Dr Grant Tavinor for his long-service on the Human Ethics Committee
634	Council requested a report on the flow of money for HZAU	Report	Council	30/07/2024	6	Edwards, Grant & Lodge, Damian	22/10/2024	Completed	Council requested information on how money flows in HZAU, how credit risks will be managed, and what access to Lincoln services will students in HZAU have
608	Status Report on current use of AI at Lincoln University	Organise	Council	30/04/2024	12	Hewitt, Chad	1/10/2024	In Progress	
636	Create schedule of Council and SLT walk around campus	Organise	Council	27/08/2024		Heslop, Nathaniel	17/10/2024	In Progress	Council Secretary to schedule Council Members and SLT to have H&S walk arounds of campus
609	Lincoln Agritech Deep Dive	Report	Council	30/04/2024		Heslop, Nathaniel & Edwards, Grant	17/04/2025	Not Started	Deep Dive to occur once new LAL CEO appointed and had some time in LAL



Chancellor's Office

Version: 1.0

Chancellor's Meetings & Correspondence

Author/s: Nathaniel Heslop

Date: 21 October 2024

Purpose

This report summarises the stakeholder meetings undertaken by the Chancellor in between 27 August 2024 through to Council on 29 October 2024.

Executive Summary

Stakeholder meetings

27 August 2024	Lincoln Agritech Limited Advisory Group
28 August 2024	Lincoln Agritech Limited CEO Candidate Interviews
3 September 2024	Lincoln Agritech Limited Board Meeting
24 September 2024	Audit, Risk, & Assurance Committee
3 October 2024	Awards Committee
4 October 2024	Executive Committee
15 October 2024	Lincoln Agritech Limited Board meeting
22 October 2024	Audit, Risk, & Assurance Committee
30 October 2024	Lincoln Agritech Limited Board meeting

Other Engagements

Nothing to report.

Correspondence

30 August 2024	Letter to Roger McLenaghan acknowledging length of service at Lincoln University
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Vice-Chancellor's Report to Council

October 2024

The University celebrated a historic milestone at the September All Staff Briefing, announcing the achievement of a student enrolment of over 5,000 for 2024 – the highest in our history. This accomplishment highlights the growing reputation, profile and influence of Lincoln University and is a testament to the excellent work of all our staff. During the session, Senior Leadership Team members shared a Strategy 2019-2028 update on some of the priorities and actions for 2024 including updates to the Student Partnership and Feedback programme, asset management and financial planning, and an overview of the University's Learning and Development Programme.

Towards the end of August, Sir Peter Gluckman and Sir David Skegg from the University Advisory Group (UAG) visited Lincoln University to consult with a group of staff and students as part of the UAG's work to provide the government with advice on New Zealand's university system. Discussions ranged across various subjects, including governance, academic qualifications, academic freedom, early career opportunities and the student experience. The UAG has provided an initial report to the government and plans to give a final report in February 2025.

In the latest Times Higher Education (THE) World University Rankings Lincoln University achieved a rank in the 501-600 global band, a shift from our previous ranking in the 401-500 band. While this result is disappointing, we remain committed to shaping a world where land-based enterprises, ecosystems and communities can all thrive and prosper. Our student numbers are the highest they have ever been, and we have achieved the unique and desirable status of a specialist, research-intensive university, where over half of our students are postgraduate. Worldwide participation in this ranking system has seen a significant 9.7% increase in institutions over the past year. We achieved our highest score of 89.80 in the International Outlook performance indicator, reflecting our strong ability to attract undergraduates, postgraduates and faculty from all over the world, along with our high level of collaboration with international research partners. Additionally, our highest score increase was in the industry grouping, highlighting our contribution to innovation, knowledge transfer and economic development.

Growing impact through partnerships

In September the Vice-Chancellor had the privilege of joining the Prime Minister's business delegation to Malaysia and the Republic of Korea. The trip was both productive and insightful, providing valuable opportunities to support the Prime Minister in discussions focused on strengthening relationships with these two key trading and education exchange partners. It was equally valuable to experience firsthand the close ties and interconnections between education and trade, particularly in the areas of food, fibre and energy. During the trip, the University signed two new Memorandums of Understanding – with the Korea Agency of Education, Promotion and Information Service in Food, Agriculture, Forestry and Fisheries (EPIS) and Universiti Putra Malaysia (UPM) – with Prime Minister Luxon and several other business leaders in attendance. The new MoUs will pave the way for enhanced research and academic collaborations between Lincoln University and these two prestigious institutions.

The University recently hosted 15 Korean university students working as four start-up teams on the 2024 EPIS Young Food Innovation Programme for the Korean Ministry of Agriculture, Food and Rural Administration (MAFRA). The students spent two weeks touring New Zealand, conducting visits and research for their start-up projects along the livestock and horticultural value chains.

In September the University signed an MoU with the Tokyo University of Agriculture. Tokyo University of Agriculture, a private university founded in 1891, has campuses in Tokyo (plus research farms in the Tokyo region) and Hokkaido. A group of 15 students from Tokyo University of Agriculture recently visited New Zealand, including a range of food and fibre businesses, many of which are owned by Japanese interests.

More recently the Vice-Chancellor attended the second annual World AgriFood Innovation (WAFI) Conference in Beijing, China. Since its inauguration in 2023, this event has received high recognition internationally and is now considered one of the top three agricultural events in the world. This year's theme was *Climate Change and AgriFood Systems Transformation*, and it was an honour for the Vice-Chancellor to speak to the delegates in the Universities Presidents Forum. Many of the world's top AgriFood innovators gather at WAFI to focus on the considerable challenges faced by global agrifood systems, and the Vice-Chancellor's involvement as a guest speaker signals the leading role Lincoln University plays in addressing those global challenges. WAFI also provides the opportunity to connect with potential new international research partners and develop new education-based partnerships. Highly constructive meetings regarding education and research partnerships were held with China Agriculture University, Yunnan Agriculture University, Beijing Academy of Agriculture and Forestry Sciences and the Chinese Academy of Sciences.

Academic Preparation and Pathways and Te Tuawhiti teams recently travelled to Wuhan, China for the official opening of the Joint Institute between Huazhong Agricultural University (HZAU) and Lincoln University. During the visit, the University team completed an academic orientation and assessment programme for the first cohort of more than 200 students and conducted an English language proficiency assessment for the entire group. This partnership marks a key milestone for the University, emphasising our commitment to expanding international partnerships and pathways that support student growth and global engagement.

Sustained research excellence and collaboration

Lincoln University had good representation in the Ministry of Business, Innovation and Employment (MBIE) 2024 Smart Ideas funding. Dr Andriy Podolyan, from the Centre for Soil and Environmental Research, was awarded \$999,198 for three years for his research project aimed at developing new technologies to mitigate greenhouse gas emissions from agriculture. Additionally, two Lincoln University researchers are collaborating on three Crown Research Institute (CRI)-led projects. Professor Erian Jones is part of a New Zealand Institute for a Plant and Food Research Limited research project focused on Microbiome-Engineered Grapevines – A Novel Solution for healthy future vineyards. Professor Tim Clough is involved in two projects: one led by AgResearch exploring foliar nitrogen nanofertilizers (Nnf), increasing nitrogen use efficiency and reducing environmental pollution, and another by Plant and Food Research Limited redefining soil structural vulnerability to enhance ecosystem services in a changing world.

Professor Jacky Bowring has been recognised for her outstanding achievement with her election as a Companion of the Royal Society Te Apārangi. Over the past four decades, Professor Bowring has made a significant impact in the field of landscape architecture through her visionary work and scholarship. Similarly, Professor Paora Tapsell, Adjunct Professor at Lincoln University in the Faculty of Environment, Society and Design was elected as a Companion of Royal Society Te Apārangi. Professor Tapsell was honoured for his innovation, leadership and dedication to Māori communities across Aotearoa.

Now in its second year, Lincoln University's Excellence Series proudly showcases the research outcomes of our esteemed professorial staff. This series honours their academic achievements and

engages a broader national and international audience. The series aims to contribute to public discourse on critical issues affecting our nation and communities while highlighting the profound impact of our pioneering research in land-based sectors. On 10 September Professor James Ross delivered an insightful presentation on the highs and lows of the Predator Free 2050 goal over the past decade. He shared his research work with Pest Free Banks Peninsula and outlined key steps for the next decade. James' presentation was extremely well received by both external and internal audiences, generating lively discussion and numerous questions.

Academic staff attended the 2024 Australia & New Zealand Council for the Care for Animals in Research and Teaching (ANZCCART) Conference on 10 September, of which Lincoln University was a sponsor. Dr David Scobie gave a presentation at the conference on the use of the 3Rs (reduction, replacement and refinement) in teaching which highlighted the importance of student exposure to animals and role modelling good animal welfare practices.

Leading education for the land-based sectors

Dr Dan Smith has been recognised as New Zealand's 2024 Rural Professional of the Year by the New Zealand Institute of Primary Industry Management. This new FARMAX-FarmIQ and NZIPIM award recognises industry professionals who have dedicated themselves and contributed significantly to the agricultural sector. Dan's dedication to teaching and mentoring over 500 students each year, his background in farm consultancy and banking, and his work as a mental health champion for both the University and the wider industry have set him apart as an influential figure in the agricultural field.

Enrolments are now open for three new programmes starting in 2025; the Bachelor of Commerce - Entrepreneurship and Innovation Major; Bachelor of Science - Plant & Horticultural Sciences Major; and Master of Environment and Agriculture. The Master of Environment and Agriculture focuses on alleviating the tensions between agriculture and the environment, achieving better results for both and driving the future of our food production systems. The programme equips students with practical research-based knowledge in agricultural science, environmental management and policy. Graduates will become catalysts for positive change, driving innovation and promoting resilience across the agricultural sector.

Lincoln University's overall Three Minute Thesis winner, Katie O'Hagan, has advanced to the final round as one of eight finalists competing at the Virtual Asia-Pacific 3MT final. Katie's presentation highlights her research on the relationship between trees and carbon levels in soil, which could lead to better outcomes for both farmers and the environment.

Exemplar of sustainable practices

The Burns demolition project is now completed. The removal of the Burns building has significantly opened up the eastern edge of campus, creating a stronger connection between the University and the wider Selwyn community. The site will soon enter into a landscaping phase, starting with the construction of a four-metre-wide shared pedestrian/cycle pathway linking the campus to the Lincoln township, using the crushed aggregate from the demolished building. Subsequent phases will include the planting of pioneer species, followed by native climax and understorey species, many of which will be cultivated in Lincoln University's glasshouses. The Burns ecological zone is expected to be completed in 2027.

A new Knekt 404G2E 55HP electric tractor, which is among the first Dutch-made electric tractors to land in Aotearoa, was unveiled on campus on 16 September. The tractor was officially launched on Forbes Lawn by Ms Carolien Vis, Deputy Head of Mission of the Embassy of the Kingdom of the Netherlands to New Zealand. The new Knekt tractor will be used at the Lincoln University Energy Farm and will be key to the farm achieving its goal of being fossil fuel-free.

New appointments

Professor Travis Glare has been appointed Lincoln Agritech Limited's new CEO (LAL). Since joining Lincoln University in 2009 as a Professor of Applied Entomology, Travis has held several key leadership roles including Director of the Research Management Office, Co-Director of Bioprotection Aotearoa and the Director of the Bio-Protection Research Centre. His appointment as CEO of LAL reflects his outstanding leadership qualities, renowned expertise in the research environment and proven success in commercialising research outcomes.

In addition, Zara Weissenstein has been elected as the President of LUSA for 2025, while Gracie O'Shaughnessy and Halle Gravatt have been elected as joint Tumuaki Takirua for Te Awhioraki in 2025.



Vice-Chancellor's Office

Version:

Graduation Week – May 2025

Author/s: Professor Grant Edwards

Date: 21/10/2024

1. Purpose

The purpose of this report is to provide Council with a proposed schedule of events for the week of Graduation 2025. This includes plan to hold key events (e.g. Chancellor's cocktail function, PhD award function) back on campus, so as to create focus on campus as well as Town Hall.

2. Content

1. Executive summary.
2. Table of events for graduation week.

3. Recommendations

That Council approve the schedule of events for Graduation 2025.

Executive Summary

Planning is underway for Graduation 2025 which will be held during the week of 5 May 2025, in the Town Hall Christchurch.

Due to rising student numbers, and to meet expectations around number of guests three graduation ceremonies will be required. It is proposed the three graduation ceremonies will be: Thursday 8 May (p.m.), Friday 9 May (a.m.) and Friday 9 May (p.m.). It is proposed that one graduation ceremony would be allocated to the students graduating from each Faculty. Graduation ceremonies require a quorum of Council.

It is also important to consider placement of other key events in graduation week. It is proposed that these will be directed towards campus, emphasizing the "place" of Lincoln University in graduation, and provide stronger linkages to staff and current students.

It is proposed that a focus on campus is created by having "Lincoln Celebration Day", which would include: Sport and Future Leaders forum, PhD lunch (Te Kete Ika), Staff Afternoon Tea (Waimarie); Bledisloe Medal Address (Ross or Stewart Building), and Chancellor's Cocktail Function (Memorial Hall). The Bledisloe Medal Address would be a new address (45 mins) where the medalist highlights their significant contribution, and would be open to all staff and students, and stakeholders. The Chancellor's Cocktail function would move to Memorial Hall to celebrate and connect to the recent development of this historic building.

Thursday would provide further opportunity for celebration and is proposed to include Ra Whakamana. It is preferred that Ra Whakamana would take place on campus and include enhanced engagement with Lincoln University staff and students. However, this requires identification of a suitable venue a suitable venue can be identified. Memorial Hall is a possibility, as long as sufficient time is scheduled to travel to Town Hall for graduation on Thursday afternoon; otherwise Ra Whakamana could take place at the Town Hall. In time, a the Whare Wanaka could be used for Ra Whakamana, and thoughts needs to be given to positioning of this important event.

Schedule of Events

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 am					Graduation - Ceremony 2 Town Hall
10.00 am			Sport & Future Leaders		
11.00 am				Rā Whakamana (Memorial Hall orTown Hall)	
12.00 pm			VC's Invitational PhD Lunch (Te Kete Ika)		
1.00 pm				Graduation - Ceremony 1 Town Hall	Graduation - Ceremony 3 Town Hall
2.00 pm					
3.00 pm			All Staff Afternoon Tea (Waimarie Foyer)		
4.00 pm					
5.00 pm			Bledisloe Address (Waimarie)		
6.00 pm			Chancellor's Cocktail Function (Memorial Hall)		
7.00 pm					



Kia ora koutou

The 2024 Elections for both Te Awhioraki and LUSA have occurred. Grace O'Shaughnessy & Halle Gravatt have been appointed as Tumuaki Takirua and Zara Weissenstein as President. 6 out of the 10 LUSA positions were contested. 4 out of the 6 Te Awhioraki positions were contested. Nathaniel was the Returning Officer for the election and their support and work was hugely appreciated. This year we saw 12.4% of students vote in the LUSA election and the voter turnout for Te Awhioraki reached an outstanding 25% (in 2024 UCSA had the highest voter turnout in Australasia with 24.9%). Both execs will continue focussing on how to increase voter turnout for 2025, however, this year was a major increase from last year.

This year Te wiki ō te reo Māori had a calendar packed with events that was attended by many staff and students. Every morning Te Awhioraki held Karakia and breakfast, which saw more people attend each day and resulted in us having to order additional food for the last two days, an awesome issue! We also provided students the opportunity to see kapa haka, learn traditional Māori kēmu and weaving through the tukutuku panels (see the weeks events outlined below). We also did daily kupu where a member of each exec (LUSA and Te Awhioraki) would collaborate on a short social media video.

 TE WIKI O TE REO MĀORI 	
SEPTEMBER 16-20TH AKE AKE AKE IA FOREVER LANGUAGE	
IA RĀ 16-20	KARAKIA + BREAKFAST <i>Forbes Lawn</i> Everyday 8-9 AM
RĀHINA 16	HĀKINAKINA KĒMU <i>Whare Hākinakina</i> Monday 12pm
RĀTŪ 17	PERFORMANCE + HĀNGĪ <i>Performance in Grounded</i> <i>Hāngi in Te Whare Whakakotahi</i> Tuesday 12pm
RĀAPA 18	WAIATA WEDNESDAY <i>Te Whare Whakakotahi</i> Wednesday 1-2pm
RĀPARE 19	TUKUTUKU PANEL MAKING <i>Te Whare Whakakotahi</i> Thursday 1pm

Wā ako has continued each Thursday, with engagement slowly increasing. The continued support of LU Learning, Teaching, and Library is hugely appreciated each week. We held our annual LUSA's Best Awards to which we recognised the Course Reps, Clubs and students that have had a positive impact on their peers. We also recognised 4 LU staff for going above and beyond, without the support of amazing Lincoln staff LUSA couldn't do what we do, the blurbs that were submitted by students are attached below;

"Sheree and Kihere are continually voices of support and love for all

students at Lincoln University. Sheree's bi-cultural narrative at orientation is one of the most welcoming speeches given to students. Kihere and Sheree put so much work into Waiata Wednesday, providing a healing and spiritual midweek break that is beneficial to students and staff members. They always smile at every person they pass, and represent everything Lincoln University values; Leadership, cultural support, community, acceptance, guardianship, growth"



“Mohini consistently goes out of her way for students, prioritising and actioning any feedback received from us and actively advocates for any course issues we have. She really is the embodiment of Students At The Core.”

“Alex's passion for diversity, inclusion and creating a safer community for all students to belong does not go unnoticed and is evident through everything she does; from her interactions with students and staff and her support of Clubs striving to make a difference through to the workshops she organises and facilitates. Alex's caring and accepting nature has a positive impact on the student body and creates a welcoming and supportive environment for all students and staff to belong.”

LUSA's Constitution has had changes to meet the Incorporated Societies Act 2022 as well as a reclassification of voting members and students, we have also added an additional Postgraduate Rep, which will be open for running in the 2026 elections (unless a by-election is ran in 2025).

Te Awhioraki held an end of year event Ping Pong, Darts and Kai which was well received and a great way to wrap the year up before everyone knuckles down with final assignments and exams. LUSA held an International Student Dinner which was similarly well received and it was a great event where we were able to host both LU students and their family.

Ngā mihi
Demetrio & Kendall



2025 Te Awhioraki Exec



**Grace O'Shaughnessy
& Halle Gravatt**
Tumuaki Takirua



Alexis Tahana-Payne
Te Kaitiaki Putea



Cheyenne Laugesen
Kaituhituhi



Corbin Tuwairoa
Kaimahi



Samuel Hokopaura
Kaimahi



Wiremu Bartlett
Kaimahi

**Te Awhioraki
Executive
Elections
2025**





TE AWHIORAKI
STUDENTS' ASSOCIATION

2025 LUSA EXECUTIVE



ZARA WEISSENSTEIN
PRESIDENT



GANN HOLMES
VICE-PRESIDENT



TROY DOLMAN
SECRETARY



DIPTI ACHHARY
POSTGRAD REP



ALEESHA YOUNG
ENGAGEMENT AND MEDIA REP



NATHAN CAMPBELL
SUSTAINABILITY REP



GEORGE GIBBS
DISABILITY EDU & WELLBEING REP



SAM DRUDEN
RAINBOW EDU & WELLBEING REP



CATERINA CAMPESE
INTERNATIONAL REP



MONI RIVA
PACIFIC REP

**LUSA'25
EXECUTIVE
ELECTIONS**





LUSA
STUDENTS' ASSOCIATION
lusa.org.nz/elections



Vice-Chancellor's Office

Version:

Academic Board

Author/s: Paula Morrison

SLT Authoriser: Professor Grant Edwards, Chair

Date: 21/10/2024

Time estimate to present report to Council/Committee

Min:

1. Purpose

To provide a summary of the public meeting of the Academic Board held on 25 September 2024.

Content

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

2. Recommendations

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

3. Executive Summary

Academic Board met on Wednesday 25 September 2024 in the Council Chambers.

Standing reports were received from the Learning and Teaching Committee and the Research Committee.

The Board approved ten Graduating Year Review reports to progress to CUAP, one modification to an existing course, revisions to the Assessments in Te Reo Māori Policy and Procedures and the Code of Conduct for Field Trips, and the Academic Committees meeting dates for 2025

The next, and final meeting for the year, is scheduled for Wednesday 13 November.

Appendix One

Vice-Chancellor's Office

Academic Board Report September 2024

Academic Board held its seventh meeting of the year on Wednesday 25 September in the Council Chambers. The agenda included standing reports from the Research Committee and the Learning and Teaching Committee which included the 2024 Graduating Year Review reports, a proposal to amend an existing course and revisions to two policies.

GOAL 1 - A DISTINCTIVE AOTEAROA NEW ZEALAND END-TO-END STUDENT EXPERIENCE

Revisions to an Existing Course

ENTO 612 Advanced Entomology

Revisions were made to ENTO 612 Advanced Entomology to remove outdated prerequisites.

Revisions to Academic Policy and Procedures

Completing Assessment in Te Reo Māori Policy and Procedures

Substantive revisions were made to this Policy and Procedure in order to add more specificity towards those taura who are expected to enrol at university from the Kura Kaupapa.

Code of Conduct for Field Trips, Tours and Other External Activities

Updates were made to the Code of Conduct around attendance, alcohol and recreational drug consumption, and the Health and Safety Regulations.

Timetable Pathways

The Team Leader, Student Success and Insights, and the University Timetabler had attended the September meeting of the Learning and Teaching Committee. They provided a valuable update on the review of the timetable pathways, and responded to questions from committee members.

GOAL 4 - WORLD-CLASS RESEARCH AND TEACHING WITH IMPACT

Research Awards

The Research Committee has submitted a proposal to the Senior Leadership Team proposing five new categories of Research Awards:

1. Early Career Researcher Award- recognise outstanding research achievements by early career staff
2. Impact Award - celebrating Lincoln University research making real world societal impact.
3. Research Excellence Award: outstanding scholarly achievement
4. Vision Mātauranga Award
5. Research Support Award: Unsung research heroes

Appendix One

Graduating Year Review Reports 2024

The Board approved 10 Graduating Year Review reports to be submitted to CUAP by 1 October 2024:

- Master of Applied Computing
- Master of Precision Agriculture
- Bachelor of Commerce (Agriculture and Professional Accounting)
- Diploma in Horticultural Business
- Additional Major in Accounting
- Additional Major in Economics
- Additional Major in Environmental Management
- Additional Major in Finance
- Additional Major in Marketing
- Additional Major in Supply Chain Management

A report received from Te Huka Kouka | Academic Quality regarding issues associated with the GYR process was noted, and a series of recommendations for process enhancement will be presented to the Board's November meeting.

GOAL 5 – AN ORGANISATION FOCUSED ON MEANINGFUL PARTNERSHIPS

Centres of Asia-Pacific Excellence

A delegation visited Latin America earlier this year. From that, two agreements were signed:

- Ministry of Economy and Finance of the Republic of Paraguay on behalf of the Coordination of the National Scholarship Program Carlos Antonio López (BECAL) and the eight universities in Aotearoa New Zealand, to establish a joint scholarship programme.
- Council of Humanities, Sciences and Technologies of the United Mexican States, and the eight universities in Aotearoa New Zealand to establish a joint programme – Conahcyt-UNZ – for the granting of scholarships for postgraduate students (PhD).

Joint institute

There are now 221 new undergraduate students. A new President has been appointed to HZAU, who is a geneticist in maize crops and who is keen to establish a research initiative with Lincoln University.



Vice-Chancellor's Office

Version: 1

Health and Safety Report

Author/s: Health and Safety

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

Date: 21/10/2024

1. Purpose

The purpose of this report is to provide a Health and Safety summary for the months of August and September 2024.

2. Content

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

3. Recommendations

That the following are noted:

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

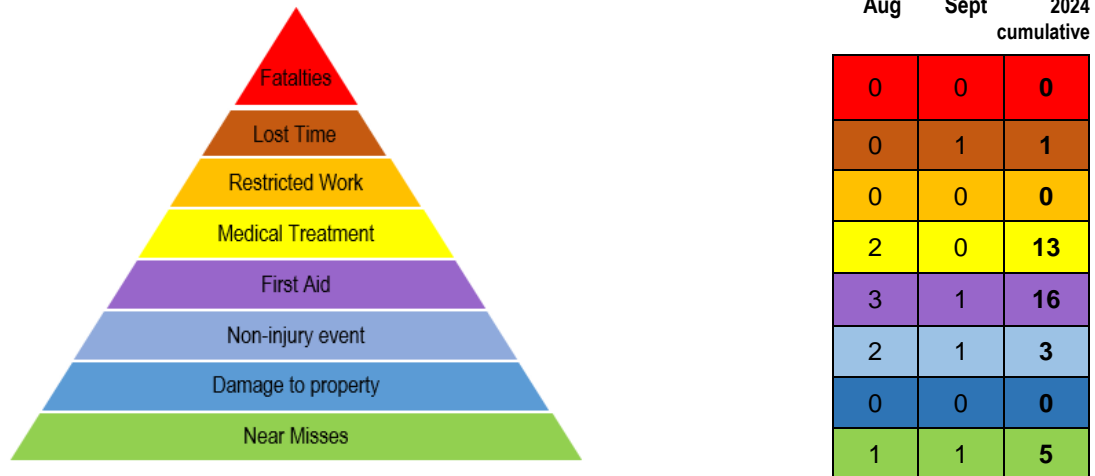
4. Executive Summary

This report is a summary of health and safety activities across the University in the areas of:

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

Health and Safety Lag Indicators

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



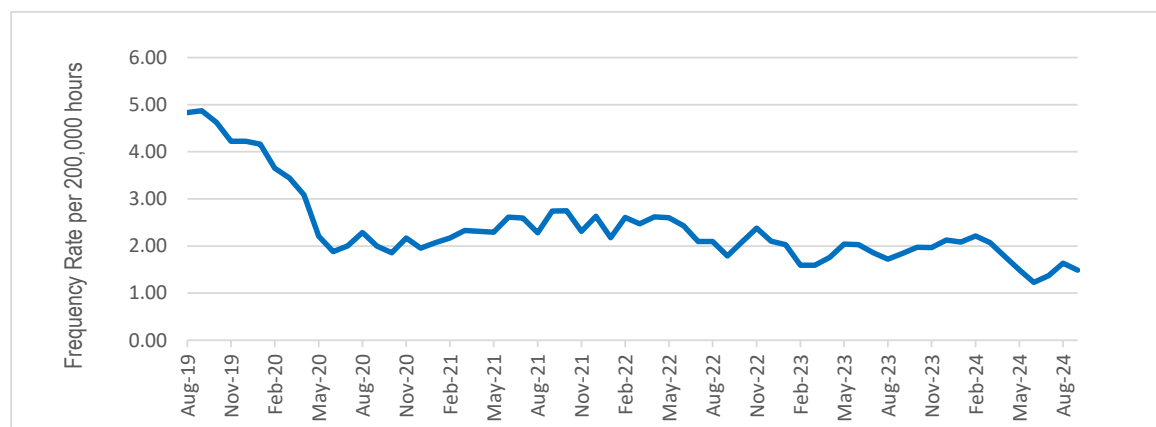
August:

- One near miss when a field trip bus slid off an icy farm track;
- Two medical treatment injuries (chemical splash in eye, Agritech staff member) and LU staff member (Agribusiness and Commerce) straining shoulder on field trip.

September:

- One lost time injury (staff member concussed by falling vent in Forbes);
- One Notifiable Incident when post driver become uncoupled and fell on tractor cab while being towed. Investigation instigated and, at the time of compiling this report, WorkSafe have not followed up.
- One near miss when a fire exit was discovered blocked by contractor material during the biannual fire evacuation tests.

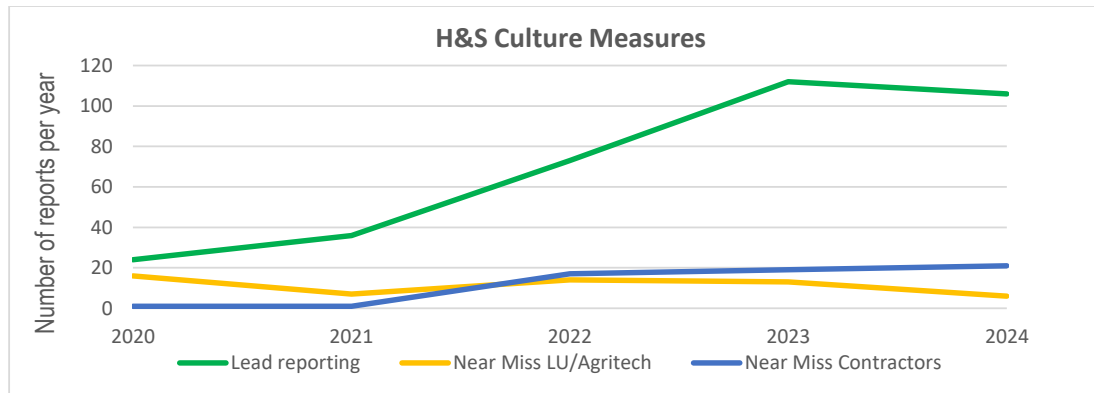
Total Recordable Injury Frequency Rate (LU and Agritech employees)



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

Health and Safety Performance – Lead Indicators

Lead indicators measure proactive actions to control and prevent health and safety risks at the university. These focus on the actions and activities that will prevent serious injury/illness and property damage/loss, and include H&S work area inductions, emergency response training, workstation set-ups, return-to-work programmes, and worker participation via H&S reps and committees.



The above graph demonstrates the increase in lead reporting (safety observations and opportunities for improvement) against Near Miss reports in Risk Manager over the past four years.

Reporting via Risk Manager	August 2024	September 2024	2024 Total	2024 Target
Total reported safety/hazards observations	3	1	38	64
- Safety observations related to external contractors	3	5	42	
Reported opportunities for improvement	8	1	35	12

Processes	August 24	Sept 2024	2024 Total
H&S inductions for new staff (within 4 weeks of start date)	5	10	92
Contractor inductions (Campus Development Programme)	28	tba	58
Contractor inductions (Property Services)	15	tba	151
Contractor inductions (Faculties and Business Units)	0	0	10
First Aid training	2	0	23
Building and Warden training	0	1	9
Workstation assessments	0	0	17
Return to work programmes: work-related injuries	0	1	6
non-work injuries	0	0	5

Health and Safety Committees

Committee	Next meeting	2024 meetings
University H&S committee (Representation from Faculties, Service Areas, Business Units)	November 2024	6
AGLS sub-committee	23 October 2024	8
Property Services sub-committee	13 November 2024	8
Catering sub-committee	November 2024	4

Farms Health and Safety Audits

The Farm H&S Audits for 2023/24 were completed by the Farms Compliance and Training Officer and a list of corrective actions for each farm audit was issued to the Farm Managers. A summary report is still to go to the Farms Committee of Council and the new HoD Farms. The 2024/24 Farm Audits will commence December 2024.

WorkSafe Audits August 2024

A WorkSafe workplace health and safety assessment is a *sample* of a workplace or work activity to assess the effectiveness of health and safety management. WorkSafe carried out audits of the university and Lincoln Agritech in August.

LU Property Services Workshops

The assessment did not raise any safety concerns with the way Property Services are operating their workshops.

Lincoln Agritech Ltd Workshops

Workplace health and safety assessment conducted 8 August 2024. Two enforcement notices were issued:

- no safe and effective machinery lock out tag out (LOTO) procedure in place for cleaning, maintenance, or repair of machinery
- not effectively managing the risks associated with substances hazardous to health. The risks to workers from welding fumes and gases are not being managed in accordance with regulation 5 to 8 of these regulations

Lincoln Agritech have completed the relevant corrective actions against the issued Notices, and WorkSafe have confirmed they have complied the Notices relating to Lock out Tag out and Welding Fumes.

Outdoor Activities Assurance

Considering the recent WorkSafe media release regarding the Whangarei Boys' High School caving fatality, please be advised since 2018 all University Field Trips and Tours have been required to submit Safety Plans in Risk Manager that detail the following:

- Trip/tour dates and itinerary
- Address/location for trip/tour
- Transport provider's contact details
- Attending staff and their contact mobile numbers
- Names of First Aiders
- Contingency plans for weather events for higher-risk trips and tours (i.e. decision-making process and who has responsibility to make the call to change or postpone the trip/tour activity if weather conditions deteriorate)

Safety Plans are submitted in Risk Manager to be reviewed and approved by a member of the LU H&S team. Checks are made to ensure those key contact details and contingency plans for weather events, as well as activities taking place outside of mobile coverage areas, are well planned for. Over the past 7 years several field trips undertaking higher-risk activities (e.g. boat trips to Quail Island, activities in the foothills) have postponed or cancelled due to poor weather forecasts, indicating robust decision-making by our teaching staff.

Health and Safety Critical Risk Elements

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

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

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

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

Lincoln University Campus Development Programme Dashboard



August 2024

Programme Sponsor: Susie Roulston

Programme Lead: Alistair Pearson

PROGRAMME HEALTH & SAFETY DASHBOARD						
	Forbes Stage 3	JML	Heating Upgrade	Ivey West & Memorial Hall	Burns Demo	Ivey Roof
	CW0037	CW0042	CW0052	CW0065	CW0090	CW0102
Activity Levels	Active	Low Activity	Active	Active	Active	
Inspections Conducted	34 (LU)	-	20 (LU)	25 (LU)	22 (LU)	5 (LU)
Lead Contractor Reports: Observations (Safety, Hazardous & Opportunity for Improvement)	3	-	7	2	-	-
Near Miss Events	10	-	-	-	-	-
No Treatment Injury	-	-	-	-	-	-
First Aid Injuries	-	-	-	-	-	-
Medical Treatment Injuries	-	-	-	-	-	-
Restricted Work Injury	-	-	-	-	-	-
Lost Time Injuries	-	-	-	-	-	-
Other Events e.g. Property Damage	4	-	-	1	1	-
Activity Summaries	Demolition works are substantially complete. Roof cladding installed. Internal framing and service first fix completed.	Toilet and changing rooms renovation work completed. Replacement for damaged stormwater and sewer lines have been installed.	Works started at both New Halls & Ivey Substations. CLS plantroom building has been completed.	Completion of the roof to Memorial Hall. Drainage works are progressing. Preparation works to the ramps to the east and west is ongoing.	Hard demolition to the foundations, lift shaft and piles almost complete. Crushing underway.	-
Event Information:	A significant near miss was reported when a Sub-contractor left site after welding, before the required fire watch time was completed (60 mins)	-	4 of the 7 events reported related to parking outside site, blocking egress or emergency routes. 2 incidents related to trenches being left uncovered.	One notifiable incident occurred when a worker dropped a piece of timber from an elevated platform. No one was harmed. <u>Worksafe</u> did not investigate.	One Near Miss reported when the fence was blown down by the wind (west side of the site).	-
Investigations / Corrective Actions	The lead PCBU held multiple toolbox talks to remind the team of appropriate behaviours/actions. Workers were asked to return to complete the fire watch.	-	The lead PCBU was asked to remind the sub contractors of the correct place to park and to provide full traffic plan for each site prior to working on campus.	Investigation completed by PCBU and inconclusive whether cause was human factors such as rushing, tiredness etc of the worker made a mistake.	The lead PCBU for this contract reinstated the fence.	-

1

Lincoln University Campus Development Programme Dashboard



September 2024

Programme Sponsor: Susie Roulston

Programme Lead: Alistair Pearson

PROGRAMME HEALTH & SAFETY DASHBOARD						
	Forbes Stage 3	JML	Heating Upgrade	Ivey West & Memorial Hall	Burns Demo	Ivey Roof
	CW0037	CW0042	CW0052	CW0065	CW0090	CW0102
Activity Levels	Active	Low Activity	Active	Active	Low Activity	No Activity
Inspections Conducted	22 (LU)	-	18(LU)	18 (LU)	10 (LU)	-
Lead Contractor Reports: Observations (Safety, Hazardous & Opportunity for Improvement)	3	-	2	2	1	-
Near Miss Events	3	-	-	-	-	-
No Treatment Injury	-	-	-	-	-	-
First Aid Injuries	-	-	-	-	-	-
Medical Treatment Injuries	-	-	-	-	-	-
Restricted Work Injury	-	-	-	-	-	-
Lost Time Injuries	-	-	-	-	-	-
Other Events e.g. Property Damage	-	-	1	-	-	-
Activity Summaries	Demolition works completed. Roof and external wall cladding installed. Landscaping in progress. Passive fire protection near completion.	Replacement for damaged stormwater and sewer lines have been installed. Muddy gravel driveway has been upgraded with compacted AP40.	Foundation poured at George Forbes with <u>instapipe</u> installed in the ground. Equipment at New Hall Substation have been placed.	Drainage works have progressed and landscaping continues with ramps and stairs installed at entrances.	All works on the project are complete including the <u>Weedons</u> Road bund, <u>sale</u> and removal of excess hardfill and demobilisation.	-
Event Information:	6 events reported. One near miss when contractor used electrical pliers to shorten terminated cables but discovered one of the cables was live.	-	A vehicle incident occurred when a contractor was attempting to move a <u>ute</u> but accidentally had it in first gear instead of reverse.	Two x HO reported relating to vehicles, parking outside site and poor management of pedestrians.	One HO reported relating to dust being observed due to increased vehicle movements into and off the site.	-
Investigations / Corrective Actions	Electrical Contractor, Frank Miller, established where the circuit was connected and made safe. Reiterated at Toolbox Talk about safe procedures.	-	Vehicle was stopped immediately, and co-worker helped get it in reverse. Noted that reverse gear can be hard to find in manual fords if not use to driving them.	Safety advisor increased number of site visits and changed timing of campus walks to occur.	The lead PCBU relocated a mist cannon to cover the site entrance area to mitigate this issue.	-

2

7

Section 1 - Audits completed in last reporting period August and September 2024

August-24		Audits/inspections				
		Internal Audits	External Audits	Client-led Inspections	H&S Safety Visits	PM Safety Visits
Project name	Contractor					
Ivey West + Memorial Hall	Cook Brothers			3	22	
Demolition - Burns	Southern Demolition & Salvage				22	
HV Upgrade – various sites	Air Tech				20	
George Forbes Stage 3	Leighs Construction			3	22	
Ivey East roof	City Care				5	
Accommodation, Farm Road Flats	City Care				5	
Passive Fire Upgrade, Forbes	Contego				9	

Ivey West and Memorial Hall - Cook Brothers

- 22 x informal visits past site
- 3 x formal client visits (12, 13 and 22 August)

Demolition Burns – Southern Demolition and Salvage

- 22 x informal visits past site

HV Upgrade, Orchard Hall, Accommodation, Te Kete Ika, Forbes –Air Tech

- 20 x informal visits past site

George Forbes Stage 3 - Leighs Construction

- 22 x informal visits past site
- 3 x site visits (5, 13 and 28 August)

Ivey East roof - City Care

- 5 x informal visits past site

Farm Road Flats - City Care

- 5 x informal visits past site

Passive Fire Upgrade, Forbes - Contego

- 9 x visits to work area

September-24

		Audits/inspections				
		Internal Audits	External Audits	Client-led Inspections	H&S Safety Visits	PM Safety Visits
Project name	Contractor					
Ivey West + Memorial Hall	Cook Brothers			8	10	
Demolition - Burns	Southern Demolition & Salvage				10	
HV Upgrade – various sites	Air Tech			8	10	
HV Upgrade – New Halls	Connectics			8	10	
George Forbes Stage 3	Leighs Construction			8	10	
Passive Fire Upgrade, Forbes	Contego			8	10	

Ivey West and Memorial Hall - Cook Brothers

- 10 x informal visits past site
- 8 x formal client visits

Demolition Burns – Southern Demolition and Salvage

- 10 x informal visits past site

HV Upgrade, Orchard Hall, Accommodation, Te Kete Ika, Forbes –Air Tech

- 10 x informal visits past site
- 8 x formal client visits

HV Upgrade, new halls - Connectics

- 10 x informal visits past site
- 8 x formal client visits

George Forbes Stage 3 - Leighs Construction

- 10 x informal visits past site
- 8 x formal client visits

Passive Fire Upgrade, Forbes - Contego

- 4 x visits to work area

Total Contractor Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total 2024
Fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0
Lost Time Injury	0	0	0	0	0	0	0	0	0	0	0	0	0
Restricted Work Injury	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical Treatment	1	0	1	0	0	0	0	0	0	0	0	0	2
First Aid	0	0	0	0	1	0	1	0	0	0	0	0	2
Non-Injury Incident	0	0	0	0	1	0	0	5	0	0	0	0	6
Damage to Property	0	1	1	0	1	0	1	0	0	0	0	0	4
Near Miss	2	1	0	0	1	0	6	11	3	0	0	0	24
Hazardous / Safety Observations	6	8	6	4	4	3	4	12	0	0	0	0	47

Section 2 – Summary of Events Reported August and September 2024

August-24

August-24

Project Name	Contractor	Lead Indicators					Lag Indicators										
		Near Misses (NM)	Safety Observations	Hazardous Observations	Opportunity for Improvement	Inspections	Other events, property damage, etc	No Treatment Injury (NTI)	First Aid Injury (FAI)	Medical Treatment Injury (MTI)	Restricted Work Injury (RWI)	Lost Time Injury (LTI)	Property damage	Corrective actions completed	Environmental NM/ incidents	Notifiable illness/ injuries	Notifiable events
Ivey West + Memorial Hall	Cook Brothers		1		1		1										1
Demolition Burns	Southern Demolition						1										
HV Upgrade	Airtech		1	2	4												
Forbes Stage 3	Leighs Construction	10	1	2			2										
HV Upgrade	Connectics																
Farm Road Flats	City Care																
Passive Fire Upgrade, Forbes	Contego						2										

September-24

September-24		Lead Indicators						Lag Indicators									
		Near Misses (NM)	Safety Observations	Hazardous Observations	Opportunity for Improvement	Inspections	Other events, property damage, etc	No Treatment Injury (NTI)	First Aid Injury (FAI)	Medical Treatment Injury (MTI)	Restricted Work Injury (RWI)	Lost Time Injury (LTI)	Property damage	Corrective actions completed	Environmental NM/ incidents	Notifiable illness/ injuries	Notifiable events
Ivey West + Memorial Hall	Cook Brothers			2													
Demolition Burns	Southern Demolition			1													
HV Upgrade	Airtech		1		1												
Forbes Stage 3	Leighs Construction	3	2	1													
HV Upgrade	Connectics						1										
Farm Road Flats	City Care																
Passive Fire Upgrade, Forbes	Contego																

Section 3 – Commentary for August and September 2024

August-24

Ivey West + Memorial Hall (Cook Brothers)

Three events were reported as occurring in or around this site this reporting period:

- 1 x SO event was reported when a vehicle was seen being reversed without a spotter in place to manage pedestrians.
- 1 x OFI, was reported requesting the pedestrian path outside the site be swept clear of tripping / slipping hazards (stones and mud).
- 1 x Notifiable Incident occurred when a worker dropped a piece of 450 mm long tongue and groove panel from a height of 5m. No one was harmed. Investigation completed by this PCBU was inconclusive whether human factors were a source (rushing, tired, time constraints, poor judgement or over confidence) or the worker made an error / mistake.

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

Continue to visit site more regularly (weekly) with a focus on educating the team to think about the activities on the campus and the work they are doing.

HV Upgrade (Airtech)

Of the seven events reported this month:

- 4 related to parking outside the site, blocking egress or emergency routes.
- 1 x OFI was reported when workers were seen eating in the student space in Forbes ground floor.

- 2 x HO reported (i) trenches left uncovered, behind fencing in the student accommodation zone; (ii) traffic management was placed directly in front of the DG store.

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

The lead PCBU for this project (Air Tech) was asked to remind their sub-contractors of the correct place to park, which is Springs Road over-flow car park and to provide a full traffic plan to be reviewed and approved for each site prior to working on the campus.

Burns Demolition (Southern Demolition and Salvage)

One NM reported when the fence was blown down by wind (west side of the site).

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

The lead PCBU for this project reinstated the fence.

Forbes Stage 3 (Leighs Construction)

A total of 15 events were reported this period, four of which are outlined below:

- 1 report of a potential environmental hazard, when silt socks were not placed around the civil work occurring in front of the student health centre.
- 1 x HO reported when workers were seen welding in a “heavy atmosphere”.
- 2 x SO reported: (i) a positive SO when a worker returning from lunch stopped to act as spotter for a vehicle; and (ii) a worker sprained their back when lifting ducting on the site.

Of the 15 reported events, 11 related to near misses:

- Site fencing was found to have blown down.
- Suspected ACM was discovered then tested. Results were negative.
- Sub-contractor workers were seen leaving the site after welding, before the required fire watch time was completed (60 mins).
- A gasket failed on an evacuator, resulting in an oil leak.
- Items were found “drying” on an electric lamp posing a fire risk.
- Mechanical pipes were found to be stored incorrectly.
- 3 events related to working at height: (i) tools left on 1st floor parapet edge which could have fallen; (ii) a EWP caught scaffolding requiring partial removal of scaffold to remove it; (iii) screws found to be missing on edge protection after it had been altered.
- A worker was observed “riding” scaffold.
- A pathway was obstructed due to construction activity.

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

The lead PCBU for this project (Leighs Construction) held a number of tool box talks to remind the team of appropriate behaviours/ actions plus:

- Requested the workers return to complete the fire watch.
- Recommended better ways to store items to be used.

Passive Fire Upgrade, Forbes (Contego)

Two events were reported for this contractor this period and both relate to the actions of their sub-contractor, Aotea Electrical:

- 1 x OFI was reported when the toilets on the 8th floor were found to be covered in dust after the installation of a sounder.
- 1 x incident occurred when the sub-contractor was working on the fire panel on the west side of the building, installing a larger circuit for the amplifiers. In doing so the work caused the smoke release windows in the atrium on level 1one to open. Over

the course of the next two hours this turned the fire panel on and off three more times. The atrium windows remained open after the first deactivation of the panel. A gust of wind hit them at 11.20 am causing two of the west facing windows to be picked up and blown back into their frames, resulting in two panes of glass breaking. Broken glass cascaded down onto the level one floor, on the stairs, and the ground floor, near the café. The area was isolated, the larger bits of glass removed, and an investigation started.

September-24

Ivey West + Memorial Hall (Cook Brothers)

Two events were reported as occurring in or around this site this reporting period:

- 2 x HO relating to vehicles, parking outside site and poor management of pedestrians.

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

Safety Advisor increased number of site visits, and changed timing of campus walks to occur at lecture end times.

HV Upgrade (Airtech)

Two events reported this month:

- 1 x SO, when a contractor was seen entering the site without PPE and did not sign onto the register.
- 1 x OFI, related to radio being played on the site by the workers.

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

The lead PCBU for this project (Air Tech) was informed of the contractor entering the site and the radio being played. On going supervision was maintained to ensure reoccurrence does not occur.

HV Upgrade (Connectics)

One vehicle incident occurred when a contractor was attempting to move a ute to make room for a Hiab truck and accidentally had it in first gear instead of reverse. The ute rolled into the Mackleys Hiab truck causing a small amount of damage to the bumper.

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

Vehicle was stopped and co-worker helped get it into reverse. Noted that reverse gear can be tricky to find in manual fords if drivers are not driving them all the time.

Burns Demolition (Southern Demolition and Salvage)

One HO reported relating to dust being observed due to increased vehicle movements into and off the site.

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

The lead PCBU for this project relocated a mist cannon to cover the site entrance area to mitigate this issue. Levels continue to be monitored.

Forbes Stage 3 (Leighs Construction)

A total of six events were reported this period:

- 1 x NM relating to a sub-contractor not being given specific site access information and was seen driving through the pedestrian zone of the campus.
- 1 x NM when cables that were terminated were hanging low in contractors' way. Contractor used electrical pliers to shorten the cables but one of the cables was live. Contractor was unharmed.

- 1 x NM when a plasterer working on mobile scaffolding opened the gate of the scaffold and put his foot on the top of the parapet wall. Worker was about to stand on top of the wall but was stopped.
- 1 x SO when during the daily TMP check it was observed that road cones that were being used to form the pedestrian walkway were being removed and used for reserved carparking.
- 1 x SO reported relating to painting contractor leaving their equipment on the landing in the Forbes eastern stairwell impeding the fire egress.
- 1 x HO when strong smell of turps detected after painters had cleaned up around painted doors in the eastern stairwell.

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

- The lead PCBU for this project (Leighs Construction) agreed to ensure better information is provided to their sub-contractors prior to arriving on campus.
- Electrical Contractor, Frank Miller, established where the circuit was connected and made safe. Reiterated at Toolbox Talk that all cables that are required to be moved or relocated/terminated to be verified as safe by SQP (electrician).
- Worker was stopped and the risk of falling from height was discussed at the next Toolbox Talk.
- LU were informed and will maintain discussions with event organisers re TMP.
- Reminded contractors of the requirement to keep egress routes clear.
- Reminded all contractors working in occupied buildings that due care must be taken when using solvents in non-ventilated spaces during working hours.

Section 4 – Investigations for August and September 2024

August-24

Cook Brothers Site – Notifiable Incident

An incident occurred in Memorial Hall on 26 August when a worker, working from an elevated work platform at a height of 5m, accidentally dropped a piece of 450 mm length of timber. The timber fell, narrowly missing two other workers who were working alongside. No one was harmed. On review of the incident Cook Brothers HSSQ deemed it met the threshold of a Notifiable Incident and notified WorkSafe.

The investigation was completed by this PCBU and it was noted the partial exclusion zone for the EWP was not adequate due to the number of workers within the Memorial Hall space. Due to the size of Memorial Hall, with multiple personnel working in the area, safe distances could not have been maintained. An effective isolation zone was not established to minimise people in the work area. It was inconclusive whether human factors were a source (rushing, tired, time constraints, poor judgement or over confidence) or the worker made an error / mistake. WorkSafe did not investigate the incident.

Contego

An incident occurred when the smoke release windows in the Atrium on the Forbes building were open then later on, during strong nor-wester winds, were blown closed causing the glass in two panes to break and cascade down on the floor of level one, the stairs and the floor of the grounded area, around the stairs and café. This occurred at 11.20am. No one was harmed.

After the event, the area affected on both floors was isolated, then the larger bits of glass removed. The area was given a vacuum to collect smaller pieces of glass. An investigation was then started.

During the investigation it was established that a sub-contractor for Contego was working on the fire panel on the west side of the building, installing a larger circuit for the amplifiers and

had in the course of this activity, turned off the fire panel several times. In doing so, the “turning off of the fire panel” caused the smoke release windows in the atrium on level one to open as they would if an alarm activated in the building.

It has been established that over the course of two hours, between 9am to 11.20 am, the sub-contractor turned the fire panel on and off a total of four times. After the panel was initially turned off and deactivated between 9am and 9.30am, the atrium windows remained open as they are required to be manually closed. Instructions about this are on the cabinet door to remind those working in the room to manually close the windows after any panel deactivation.

The University was not aware this work was occurring as the work methodology had not been provided for peer review and neither had a “Fire Alarm Isolation permit” been opened.

After the incident, around 1.10pm, Aotea Electrical emailed their “Fire Protection System Shutdown” form that was unsigned – not approved - by the University. The permit was for a two-day shut down.

The investigation concludes that the damage to the windows occurred after the normal checks and balances were missed. The windows were open after the first time the fire panel was deactivated between 9 and 9.30am. A gust of wind later that morning caught the windows and blew them closed. The missed checks and balances include:

- The sub-contractor not informing LU of the work prior to it starting;
- By not being informed, LU was not able to provide guidance on the system in the building, nor open a permit to work, thus preventing the incident;
- The University did not give the work approval and had not signed the Fire Protection System Shutdown form.

September-24

Two events were reported as occurring to Property Services contractors this period that had the potential to cause harm to themselves, or others on the campus:

1. **Crusader Electrical** were observed blocking an egress doorway, working from a step ladder, having an inadequate isolation zone. The unsafe actions were discussed with guidance provided re the requirement for planning and communicating the work.
2. An employee working for **OCS** slipped on the lower stairs of NRE at the end of the nightshift, rolling their ankle. The person had four days off work – a LTI injury. Lights have now been installed on the lower stairway to assist with illumination.

5. Strategic and Policy Framework Implications

<i>Strategic alignment with priority objective areas in Lincoln University Strategy 2019-2028</i>	Goal 1	A distinctive Aotearoa New Zealand end-to-end student experience	<input checked="" 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 checked="" type="checkbox"/>
	Goal 4	A world-class research and teaching precinct	<input checked="" type="checkbox"/>
	Goal 5	An organisation focussed on meaningful partnerships	<input checked="" type="checkbox"/>
	Goal 6	Facilitating Growth	<input checked="" type="checkbox"/>



Vice-Chancellor's Office

Version:

Conferment of Degrees, Diplomas and Certificates 29 October 2024

Author/s: Sonja Wilkinson / Hamish Cochrane

SLT Authoriser:

Date: 22/10/2024

Time estimate to present report to Council/Committee

Min:

1. Purpose

Submission of graduand name for revoking of certificate and names for conferment of degrees, diplomas, and certificates by Council on 29 October 2024.

2. Recommendation

That Council resolves to approve the following awards:

Doctor of Philosophy

Prashansani Madhusa Darshani Silva **Patti Dorage**, in Plant Protection

Master of Applied Computing

Fangxin **Tang**, Distinction

Master of Business in Finance

Xiumin **Ling**, Merit

Master of Business in Global Management and Marketing

Li Dong, Distinction

Master of Environmental Policy and Management

Paige Miriam **Connell-Culver**, Merit

Postgraduate Diploma in Applied Science

Kelly-Anne Francis **Bentley**, Distinction
Xinran **Yu**

Postgraduate Diploma in Environmental Management

Gemma Louise **Coutts**, Distinction

Postgraduate Certificate in Applied Science

Canying **Lai**, Distinction
Tian **Tian**
Rui **Xue**

Postgraduate Certificate in Commerce

Gordon Muir **Grant**, Distinction
Xiumin **Ling**

Postgraduate Certificate in Environmental Management

Demi Leah **Fearn**
James **Gibney**

Graduate Diploma in Commerce

Xinyi **Zhang**

Bachelor of Parks, Recreation and Tourism Management

Sina Anita **Creevey**

Diploma in Agriculture

Sam James **Neal**
Arthur John **Shaw**

Diploma in Farm Management

Sam James **Neal**
Joshua Gary **Sanders**

Diploma in Horticulture

Kate Margaret **Crossman**, Distinction

Diploma in University Studies

Tsuzumi **Higuchi**
Shiori **Nagao**

Motion Carried / Motion Not Carried

Dr Hamish Cochrane
Director, Student Administration and Student Health
4 October 2024

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

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

General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section
Chancellor's Report	To protect the privacy of natural persons To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(a) 7(2)(j)
Audit, Risk, & Assurance Committee Report to Council 1. Report 2. Minutes from meeting on 22 October 2024 3. 10-Year Financial Forecast Multi-Risk Scenario 4. Ivey West/Memorial Hall Contingency Release 5. 2025 Insurance Renewal Update 6. HZAU-LU Joint Institute Update 7. Strategic Risk Register	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)
Awards Committee Report to Council 1. Report 2. Minutes from meeting on 3 October 2024 3. Nominations for various University Awards	To protect the privacy of natural persons	7(2)(a)
Executive Committee Report to Council 1. Report on appointments to Human Ethics Committee	To protect the privacy of natural persons	7(2)(a)
Farms Committee Report to Council 1. Report 2. Minutes from meeting on 13 September 2024	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
Ahumairaki Report to Council 1. Report 2. Minutes from meeting on 25 September 2024	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
Monthly Recruitment Report	To avoid prejudice or disadvantage to the commercial activities of the University 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	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 protect the privacy of natural persons	7(2)(a)
GOG 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)

I move also that: Professor Grant Edwards (Vice-Chancellor), Prof Chad Hewitt (Provost), Ms T Nelson (Bio-Compliance Officer), Prof Merata Kowharu (Deputy Vice Chancellor, Māori and Pasifika), Mrs S Roulston (Chief Operating Officer), Mr A Pearson (Property Director), Mr D Lodge (Deputy Vice-Chancellor, Student Life), Ms K Bramley (Tumuaki-Takirua Te Awhioraki), Mr D Cooper (LUSA President), Mr Alistair Pearson (Property Director), 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.