

POLICIES AND PROCEDURES



Campus Service Council Terms of Reference, Functions and Membership

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Business Owner:	Deputy Vice-Chancellor, Student Life
Approval Authority:	Vice Chancellor, Te Awhioraki Executive, and LUSA Executive

1. Purpose

Lincoln University (LU) recognises the Lincoln University Students' Association (LUSA) is the overarching representative of LU students, and Te Awhioraki is the overarching representative of Māori LU students, and as a key partner in the provision of services and facilities to these students, the purpose of this council shall be:

- 1.1. to formally recognise that LUSA is the representative body of LU students, and that Te Awhioraki is the representative body of all Māori LU students;
- 1.2. to provide a formal forum for LUSA representatives to present the view of the student body to the management of LU related activities, wholly or partially funded by the "Student Services Fee" or any other matters of a non-academic nature where LU, LUSA, and Te Awhioraki work or could work in partnership;
- 1.3. specifically, to inform, advise and make recommendations to the Vice-Chancellor regarding optimal services delivered by LU, LUSA and Te Awhioraki, including but not necessarily limited to;
 - 1.3.1. delivery of specified and agreed student services related to the student experience which are jointly delivered by LU, LUSA and Te Awhioraki;
 - 1.3.2. disbursement of the "Student Services Fee";
- 1.4. to ensure that all service providers who receive income from the Students Services fee, report on how the funds are spent and that it is done so in the areas of activity agreed with the Vice Chancellor;
- 1.5. to ensure that the operations and outcomes of other LU-LUSA-Te Awhioraki shared initiatives and those initiatives delivered by LUSA and Te Awhioraki according to the Service Level Agreements;
- 1.6. to ensure that all funds are distributed in line with government regulations.

2. Functions/Terms of Reference

Make recommendations to the Vice-Chancellor on:

- 2.1. the annual disbursement of funds raised by the "Student Services Fee", to relevant student- related services;
- 2.2. the level of the "Student Services Fee" to be reviewed annually for research, full time, half time, part time, and English language for students both on campus and online.
- 2.3. communications needed from the LUSA President and the Vice-Chancellor about

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- the “Student Services Fee”, its applications or other issues and outcomes;
- 2.4. receiving and analysing reports useful for monitoring the disbursement of funds raised by the “Student Services Fee”, using a standard reporting template (Appendix 1: for each category of funding a service provider receives a separate report must be produced).
- 2.5. contributing to the development and review of policies relevant to the “Student Services Fee” and related student space;
- 2.6. protocols for the functioning of the Campus Service Council.

The LUSA President and Deputy Vice-Chancellor, Student Life are responsible for submitting the proposal to the Vice Chancellor on the level and disbursement of the “*Student Services Fee*”.

3. Conduct at Campus Service Council Meetings

- 3.1. Council members are expected to engage in constructive and collegial debate, contribute their particular expertise and experience, and to make decisions in the best interests of students as a whole.
- 3.2. No member of the Council shall be disrespectful in speech or use offensive or malicious language.

4. LUSA and Te Awhioraki Independence

Although the Campus Service Council allows for an effective partnership between LU, LUSA and Te Awhioraki, the operation of this Council in no way affects the status of LU, LUSA or Te Awhioraki as organisations independent of each other, nor does it have any effect on the ability of the LUSA and Te Awhioraki representatives and staff to carry out their roles as representatives and advocates for students. Similarly, the Campus Service Council does not necessarily have any effect on the ability of LU representatives and staff to conduct their roles in the normal functioning of the institution.

5. Membership

This Council, at all times, shall endeavour to have an even balance of LU staff and LUSA/Te Awhioraki representatives, and recognises the LUSA/Te Awhioraki and LU representatives as full members. These members shall be:

- 5.1. Deputy Vice-Chancellor, Student Life (or nominee)
- 5.2. Chief Operating Officer (or nominee)
- 5.3. President, LUSA (or nominee, Chair)
- 5.4. Vice President, LUSA
- 5.5. Director, Student Administration & Student Health
- 5.6. Student Experience Manager
- 5.7. Position for Te Tuawhiti Pathways and Quality
- 5.8. Position for, Careers Centre
- 5.9. Position for Whare Hākinakina LU Gym

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- 5.10. Undergraduate Student Nominee, LUSA
- 5.11. Postgraduate Student Nominee, LUSA
- 5.12. Association Manager, LUSA
- 5.13. Tumuaki, Te Awhioraki (LU Māori Student Association)
- 5.14. Up to three additional members of the Te Awhioraki Executive
- 5.15. One other representative of each of the recipients of the student services levy, which is not covered above, so long as they provide additional benefit to the Council's functions.
- 5.16. Other nominees of LU, LUSA or Te Awhioraki that might be necessary to effectively conduct the work of the Council but maintaining a balance between LU staff and LUSA/Te Awhioraki representation.

The Vice-Chancellor or nominee has the right to attend meetings of the Council.

6. Chairperson

The Campus Service Council will be chaired by the LUSA President or nominee (as determined by the LUSA President).

7. Promotion of Services

It is strongly encouraged that members of student facing services attend Club Markets Day to promote their services to students.

8. Quorum

A quorum shall be achieved with a meeting of six members, as long as at least two representatives each from LU and LUSA and Te Awhioraki are present.

9. Administrative assistance/Secretariat

Administrative assistance to the Council will be provided by LUSA, or if needed, the office of the Vice-Chancellor.

10. Annual Timeline

The Council will operate on an annual cycle. This will begin with each entity receiving funding from the student services fee in the previous year providing a report that is to be distributed amongst Council members no later than the end of February each year.

Each entities report shall be set out in the following format:

- 10.1. a comprehensive financial report, including;
 - 10.1.1. the total amount of money received from the student services fee;
 - 10.1.2. the definition and description of each category within an entity receiving funding;

- 10.1.3. the amount of money given to each category;
- 10.1.4. the number of students receiving benefit from each category of funding;
- 10.1.5. the rationale for increasing, maintaining or decreasing funds that are going towards a particular category;
- 10.1.6. any other comments.

The first meeting of the Council will occur no later than March of each year, where a representative from each entity will speak to their respective report.

LUSA and Te Awhioraki are required to run a student engagement process, to gather feedback from Lincoln University students from a range of communication streams on where the student services fee is going. Lincoln University will also run a student engagement process, conducting a survey biannually.

The Council will reconvene at least one more time before a final decision is made on the following year's fee distribution, which is typically required by late May, when the University budgeting process occurs.

It is the Council's responsibility to act on recommendations and concerns from students around the "Student Services Fee".

CAMPUS SERVICE COUNCIL SERVICE PROVIDER REPORTING



			2024	2023
Department/Organisation	<i>BU or organisation that received funding</i>	Income from Fee	<i>Supplied by finance</i>	
Activity Area	<i>Must be one of the TEC designated funding areas</i>	Other Income	<i>\$ amount</i>	
Report By		Overheads	<i>Includes staffing, and all other indirect costs relating to the service</i>	
Date		Direct Cost	<i>Direct cost of providing the service</i>	
		Total Costs		
		FTE Allocated to Activity	<i>Estimate of the amount of resource employed to provide the service.</i>	

Services Provided

A specific list of services provided; ideally this will include the number of students using the service(s).

Impact on Students

Commentary on how the service has impacted students in the year being reported on.

Commentary

General commentary on new development/risks/etc. (Overall, the report should be kept to two pages).

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