



MEETING OF MASSEY UNIVERSITY COUNCIL

THURSDAY, 7 MARCH 2019

commencing at 9.00 am

to be held in

**THE VICE-CHANCELLOR'S
EXECUTIVE MEETING ROOM, (S1.01)
UNIVERSITY HOUSE
MANAWATŪ CAMPUS**



MASSEY UNIVERSITY COUNCIL

A meeting of Massey University Council will be held in the
 Vice Chancellor's Executive Meeting Room (S1.01)
 University House, Manawatū Campus and by teleconference

Thursday, 7 March 2019

Commencing at 9.00am

AGENDA - PART I

[Link to Arrangements Memorandum](#)

Bookmark	Item	Approval (A) Discussion (D) Priority Discussion	Page Numbers
1.0	INTRODUCTION		
	1.1 Whakatauākī		
	1.2 Welcome		
	1.3 Teleconferencing		
	It is recommended that this meeting of the Council, held by way of teleconference, be conducted in accordance with the "Guidelines for the Conduct of Council and Council Sub-Committees", subject to the following specific requirements:		
	(a) A member may not leave the meeting by disconnecting unless he or she has previously obtained the express consent of the chairperson of the meeting.		
	(b) At the beginning of the meeting a roll call will be taken to establish those present. A roll call will again be taken at the end of		

the meeting to ascertain those members still present.

- (c) The Chairperson will invite members individually to vote by voice “aye” or “no”. As such, no show of hands will be necessary in the event of a division.

1.4 Apologies

1.5 Health and Safety Briefing

1

1.6 Declaration of Interest/Register of Interest

8-11

Members are reminded to disclose any actual, perceived or potential conflicts of interest in a matter being considered or about to be considered by the Council or committee.

1.7 Confirmation of Agenda and Urgent Items

In accordance with Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson’s explanation that specified item(s), which do not appear on the /Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

2

1.8 C19/01

Minutes of the Part I Council meetings held on 5 December 2018

A

12-20

1.9 Matters Arising

3

1.10 C19/02

Council Work Schedule May-December 2019

D

21-25

Bookmark	Item	Approval (A) Discussion (D) Priority Discussion *	Page Numbers
	2.0 STRATEGIC DISCUSSION		
	2.1 Chancellor's Report - Part I - oral <i>Chancellor, Mr Michael Ahie</i>	D	
4	2.2 C19/03 Vice-Chancellor's Report – Part I <i>Vice-Chancellor, Professor Jan Thomas</i>	D	26-33
5	2.3 C19/04 December 2018 Month End Financial Report <i>Ms Cathy Magiannis, Deputy Vice-Chancellor Finance and Technology</i>	D	34-36
	3.0 POLICIES/PAPERS FOR APPROVAL		
6	3.1 C19/05 Procedures for Council and Council Committee Meetings and Code of Best Practice <i>Mr Stuart Morriss, Deputy Vice-Chancellor Operations</i>	A	37-38
7	3.2 C19/06 Delegation – Conferment of Degrees and Diplomas and Certificates to be Awarded at Graduation Ceremonies 2019 <i>Mr Stuart Morriss, Deputy Vice-Chancellor Operations</i>	A	39-40
8	3.3 C19/07 Payments to Council Members Policy 2019 <i>Mr Stuart Morriss, Deputy Vice-Chancellor Operations</i>	A	41-42

Bookmark	Item	Approval (A) Discussion (D) Priority Discussion	Page Numbers
		*	
9	3.4 C19/08 Health and Safety Annual Report 2018 <i>Mr Stuart Morriss, Deputy Vice-Chancellor Operations</i>	A	43-44
10	3.5 C19/09 Health and Safety Annual Plan 2019 <i>Mr Stuart Morriss, Deputy Vice-Chancellor Operations</i>	A	45-46
11	3.6 C19/10 Court of Convocation Statute <i>Mr Stuart Morriss, Deputy Vice-Chancellor Operations</i>	A	47-48
12	3.7 C19/11 Review of Council Committee Terms of Reference <i>Mr Stuart Morriss, Deputy Vice-Chancellor Operations</i>	A	49-50
13	3.8 C19/12 Student Fee Setting Process and Principles (Domestic and International) <i>Mr Stuart Morriss, Deputy Vice-Chancellor Operations</i>	A	51-52
14	3.9 C19/13 Delegation to Sign Letter of Representation <i>Ms Cathy Magiannis, DVC Finance and Technology</i>	A	53-54

4.0 LATE ITEMS

5.0 EXCLUSION OF PUBLIC

To be moved:

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for passing of this resolution are as follows:

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
Item 6.1 C19/14	Minutes of Council Meeting held on 5 December 2018	For the reasons set out in the Part I minutes of 5 December 2018 held with public present	
Item 6.3 C19/15	Council Action Schedule, dated 7 March 2019	Improper gain or advantage	s7(2)(j)
Item 6.4 C19/16	Part II Council Work Schedule – May-December 2019	Improper gain or advantage	s7(2)(j)
Item 7.1	Chancellor’s Report – Part II - <i>verbal</i>	Improper gain or advantage	s7(2)(j)
Item 7.2 C19/17	Key Strategic Issues	Improper gain or advantage	s7(2)(j)
Item 7.2.1 C19/18	Strategic Discussion - Teaching/Learning	Improper gain or advantage	s7(2)(j)
Item 7.2.2 C19/19	Strategic Discussion – 2019 topics	Improper gain or advantage	s7(2)(j)
Item 7.3 C19/20	December 2018 Year End Finance Report	Improper gain or advantage	s7(2)(j)
Item 8.1 C19/21	MU Honorary Awards Committee Recommendations	Personal privacy	s7(2)(a)
Item 8.2 C19/22	Massey University Capital Portfolio Report – Quarter 4 2018	Improper gain or advantage	s7(2)(j)
Item 8.3 C19/23	Service Performance Reporting	Improper gain or advantage	s7(2)(j)
Item 8.4 C19/24	Controlled Entities Register Report	Improper gain or advantage	s7(2)(j)
Item 8.5 C19/25	School of Aviation Internal Audit	Obligation of confidence	s7(2)(c)(i)
Item 8.6 C19/26	Update on Emergency Management, Business Continuity Planning and Crisis Management	Improper gain or advantage	s7(2)(j)
Item 8.7 C19/27	University Council Risk Report and Discussion	Improper gain or advantage	s7(2)(j)
Item 8.8 C19/28	Buckle Street Property Wellington Campus – Update	Negotiations	S7(2)(i)

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
Item 10.1 C19/29	*Items For Noting – Separately Circulated	Improper gain or advantage	s7(2)(j)
Item 8.9 C19/30	Performance and Remuneration recommendation Vice-Chancellor’s Objectives and KPI’s <i>(to be distributed and returned at the meeting)</i>	Personal privacy	S7(2)(a)
Item 8.10 C19/31	Independent Report - Cancellation of Venue for Dr Brash Speaking Event	Deliberations in private	s48(1)(d)
Item 8.11 C19/32	Correspondence <i>(to be distributed and returned at the meeting)</i>	Personal privacy	S7(2)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also, that the persons listed below are permitted to remain after the public has been excluded for the reasons stated.

- Mr Stuart Morriss Deputy Vice-Chancellor Operations, Ms Cathy Magiannis, Deputy Vice-Chancellor Finance and Technology, Distinguished Professor Sally Morgan, Academic Board Chair, Provost, Professor Giselle Byrnes, Mr James Gardiner, Director of Communications and Ms Suzie Valentine, Senior Advisor - Special Projects, because of their knowledge and ability to provide the meeting with advice on matters both from an organization-wide context and also from their specific role within the University.
- Mrs Priscilla Jeffrey, Executive Secretary because of her ability to provide the meeting with procedural advice and record the proceedings of the meeting.”

* *The noting papers include:*

- (i) Enrolment Report Update*
- (ii) Massey University Honorary Awards Committee Conferment of Professor Emeritus/Emerita Titles*
- (iii) Finance and Assurance Committee Minutes 14 February 2019 (draft)*

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**MASSEY UNIVERSITY COUNCIL MEMBERS INTERESTS REGISTER –
as at 1 November 2018**

Michael Ahie Taranaki, Nga Ruahine, Ngati Ruanui	BBS(Hons)
Position	Council member – Minister of Tertiary Education Appointee
Responsibilities	Chancellor Performance and Remuneration Committee member Finance and Assurance Committee
Term:	17 December 2012 – 16 June 2014 17 June 2014 – 16 June 2018 1 January 2016 – 31 December 2019
Declaration Date:	3 May 2018
Interests:	
Chairman	Spring Sheep Dairy Ltd Partnership
Chairman	Plant and Food Research Limited
Chairman	Food Safety and Assurance Advisory Council
Chairman	ComplyWith NZ Ltd
Chairman	Plant Market Access Council
Director	FMG (Farmers Mutual Group)
Director	The Bio Commerce Centre Limited
Director	MIG (Manawatu Investment Group) Limited
Director	MIG Nominee No 1 Limited
Director	AltusQ New Zealand Limited
Director and Shareholder	Clearwater Limited
Director and Shareholder	Jama Property Limited
Member	IRD Risk and Assurance Advisory Committee
Trustee	The Jama Trust
Trustee	Ripo Tautahi Whanau Trust

Dr Helen Anderson QSO	PhD (<i>Cantab</i>), CRSNZ, CFIInstD
Position	Council member – Minister of Tertiary Education Appointee
Responsibilities	Pro Chancellor Finance and Assurance Committee member Performance and Remuneration Committee member
Term:	25 June 2014 – 31 May 2017 1 January 2016 – 31 December 2019
Declaration Date:	3 May 2018
Interests:	
Chair	BRANZ Group
Chair	SCION
Chair	Wellington Branch, Institute of Directors
Independent Director	Dairy NZ Group
Director	NIWA
Director	Anderson Associates NZ Ltd.
Director	Antarctica NZ
Councillor	NZ Institute of Directors
Member	Assurance and Risk Committee, NZ Police
Director	ClearPoint Ltd.
Trustee	Helen Anderson Family Trust
Trustee	NZ Antarctic Research Institute
Chair	MBIE, Building Advisory Panel

Mr Alistair Davis	LLB BCA
Term:	17 May 2018 to 17 May 2022
Declaration Date:	28 June 2018
Interests:	
CEO and Managing Director	Toyota New Zealand
Director	Toyota Finance New Zealand
Chair	Sustainable Business Council
Member	New Zealand Initiative
Member	Business New Zealand Major Companies Group
Member	Motor Industry Association

Colin Harvey ONZM	BAGSc, BCom(Auck)
Position	Council member – Minister of Tertiary Education Appointee
Responsibilities	Council member Finance and Assurance Committee chair Performance and Remuneration Committee member
Term:	17 December 2013 – 16 December 2017 1 January 2016 – 31 December 2019
Declaration Date:	3 May 2018
Interests:	
Chairman	Hobbiton Scenic Tours JV
Managing Director	ANiDEA Ltd
Managing Director	Lake McKay Station Ltd Polybotics
Managing Director	Harvey Investment Fund Ltd
Director	Country TV Ltd, Canterbury Fresh Ltd, Wool Industry Research Ltd, Scitox Ltd, Northland Properties Ltd, Topgene Ltd, BRP Ltd,
Director	Kiwicare Ltd
Director and consultant	Polybatics
Partner	iGlobe Investments Ltd
Member/Executive	ARPPA
Member	Agbio and Biotech Sub Committee Return on Science
Member	NZ Institute Directors

Jacqui Hofmann	GDiplInfSc, BA <i>Well.</i>
Position	Council member – Elected by Permanent members of the Professional Staff
Responsibilities	Council member
Term:	1 January 2016 – 31 December 2019
Declaration Date:	3 May 2018
Interests:	
Member	Universities New Zealand Committee on Student Administration and Academic Services, NZQA subcommittee
Staff member	Massey University - Associate Director, Academic Services Student Administration

Ngahuia Kirton	
Position	Council member – Elected by Students
Responsibilities	Council member
Term:	6 September – 30 August 2020
Declaration Date:	27 September 2018
Interests:	
Member	Massey University Students' Association
Member	Manawatu Tenants Union

Ian Marshall	BCom (<i>Natal</i>) CAANZ
Position	Council member – Council Appointee
Responsibilities	Council member Finance and Assurance Committee Chair
Term:	9 October 2014 – 31 December 2015 1 January 2016 - 8 October 2018
Declaration Date:	3 May 2018
Interests:	
Chair of Audit and Risk Sub-committee	Marlborough District Council Board
Member	New Zealand Auditing and Assurance Board
Director and Chair of Audit Committee	Wools of New Zealand Ltd
Independent Director	Massey Global Limited

Distinguished Professor Gaven Martin	MSc, PhD <i>Michigan</i> , FRSNZ FAMS, FNZMS
Position	Council member – Elected by Permanent members of the Academic Staff
Responsibilities	Council member Finance and Assurance Committee Member
Term:	1 January 2016 – 31 December 2019
Declaration Date:	3 May 2018
Interests:	
Director	New Zealand Mathematics Research Institute
Chair of a variety of subcommittees	New Zealand Mathematics Society
Board member	Rotary Science Trust
Member	International Council for Science / Committee for Freedom and Responsibility in Science (ICSU)
Trustee	Sir Neil Waters Trust
Academy Councillor	Royal Society of New Zealand
Staff member	Massey University (Deputy PVC College of Sciences)

Ben Vanderkolk	LLB (<i>Cantab</i>), loD
Position	Council member – Ministerial Appointee
Responsibilities	Council member Performance and Remuneration Committee chair
Term:	29 August 2011 – 30 November 2012 1 December 2012 – 30 November 2016 1 January 2016 – 31 December 2018
Declaration Date:	3 May 2018
Interests:	
Deputy Chair	UCOL Council
Member	Bio Commerce Trust Board
Principal	BVA The Practice, Palmerston North and Wellington

Tina Wilson	BBS BA (<i>Massey</i>) loD
Position	Council member – Council Appointed Māori Representative
Responsibilities	Council member Finance and Assurance Committee member
Term:	6 October 2016 to 5 October 2020
Declaration Date:	3 May 2018
Interests:	
Director	Tem Corporation Aotearoa Ltd
Chair	Te Iwi O Tukorehe Ltd
Trustee	Te Iwi O Tukorehe Trust
Board Member	Generosity NZ, Tupu Toa
Full-time employee	NZTE - Te Tumu Whakarāe/ Director Maori Business

Carl Worker	MA (Hon) <i>Oxf.</i>
Position	Council member – Council Appointee
Responsibilities	Council member
Term:	26 May 2016 – 25 May 2020
Declaration Date:	3 May 2018
Interests:	
Full-time employee	Ministry of Foreign Affairs and Trade with the dual roles of MFAT Principal Business Adviser and New Zealand Ambassador for Counter-Terrorism.
Ambassador	Consulate Hong Kong



UNIVERSITY OF NEW ZEALAND

MINUTES OF MASSEY UNIVERSITY COUNCIL

**THE MEETING OF MASSEY UNIVERSITY COUNCIL
HELD IN THE VICE-CHANCELLOR'S EXECUTIVE MEETING ROOM (SC1.01), UNIVERSITY
HOUSE, MANAWATŪ CAMPUS AND BY TELECONFERENCE**

on

WEDNESDAY, 5TH DECEMBER 2018 AT 9.00AM

PART I

PRESENT: Mr Michael Ahie (Chancellor) (in the Chair), Dr Helen Anderson (Pro Chancellor), Mr Alistair Davis, Mr Colin Harvey, Ms Jacqui Hofmann, Ms Ngahuia Kirton (via teleconferencing), Mr Ian Marshall, Distinguished Professor Gaven Martin, Professor Jan Thomas (Vice-Chancellor), Mr Ben Vanderkolk, Ms Tina Wilson (via teleconferencing) and Mr Carl Worker (via teleconferencing).

IN ATTENDANCE: Mr Stuart Morriss, Deputy Vice-Chancellor Operations
Ms Cathy Magiannis, Deputy Vice-Chancellor Finance and Technology
Ms Suzie Valentine, Senior Advisor Special Projects
Mrs Priscilla Jeffrey, Executive Secretary

(NOTE: The following items were first considered in that part of the meeting held with public excluded and subsequently released and recorded in the Part I Minute:

- (i) C18/162 – Appointment of Director to Massey Global Limited Board
- (ii) C18/166 – In Council Graduation
- (iii) C18/167 – Reappointment of Council Member)

1.0 INTRODUCTION

1.1 WHAKATAUĀKĪ

A whakatauākī was observed at the commencement of the meeting.

1.2 WELCOME

The Chair opened the meeting and welcomed everyone in attendance. He advised the format for the day.

1.3 TELECONFERENCING

The Chair advised members that this meeting would be held by way of teleconference and needed to follow the "Procedures for Council and Council Committee Meetings".

18-80 RESOLVED that this meeting of the Council be held by way of teleconference and conducted in accordance with the "Procedures for Council and Council Committee Meetings", subject to the following specific requirements:

- (a) A member may not leave the meeting by disconnecting unless he or she has previously obtained the express consent of the chairperson of the meeting;
- (b) At the beginning of the meeting a roll call will be taken to establish those present. A roll call will again be taken at the end of the meeting to ascertain those members still present; and
- (c) The chairperson will invite members individually to vote by voice "aye" or "no". As such, no show of hands will be necessary in the event of a division.

Ahie/Davis
CARRIED

1.4 APOLOGIES

There were no apologies received.

1.5 HEALTH AND SAFETY BRIEFING

The Deputy Vice-Chancellor Operations, Mr Stuart Morriss, gave a health and safety briefing.

1.6 DECLARATION OF INTEREST/REGISTER OF INTEREST

Members were reminded to disclose any actual, perceived or potential conflicts of interest in a matter being considered or about to be considered by the Council or committee.

Dr Helen Anderson declared an interest in item 9.4 "Capital Investment: Facilities Development Dairy 4".

1.7 CONFIRMATION OF AGENDA AND URGENT ITEMS

The Chair advised that there were two items in addition to those on the Agenda which needed consideration.

1.7.1 OUTCOME OF THE DECLARATION FOR PREPAREDNESS TO STAND FOR THE ELECTION OF CHANCELLOR AND PRO CHANCELLOR

The Returning Officer, Mr Stuart Morriss, advised that notification of the Chancellor and Pro Chancellor election process was sent to Council members eligible to stand for either position on 14 November 2018.

At the close of notification, 12.00noon Friday 30 November 2018, it was established that there was one declaration to stand for the position of Massey University Chancellor. Mr Morriss therefore declared that Mr Michael Ahie be elected Massey University's Chancellor for a period of one year commencing from the end of the current term, being 15th December 2018.

Mr Morriss further advised that at the close of notification it was established that there was one declaration to stand for the position of Pro Chancellor. Mr Morriss therefore declared that Dr Helen Anderson be elected Massey University's Pro Chancellor for a period of one year commencing from the end of the current term, being 24 January 2019.

Pursuant to Section 46A(7A) of the Local Government Official Information and Meetings Act the outcome of notification of the declaration for preparedness to stand for the election of Chancellor and Pro Chancellor be received for information.

1.7.2 C18/181 COUNCIL – DELEGATED AUTHORITY

18-81 RESOLVED:

- 1.7.2.1 That subject to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 and in accordance with the advice by the Chair the item entitled "Council – Delegated Authority" be considered as an urgent item as the item was not available at the time the Council papers were circulated, and consideration of the item was a matter of urgency, requiring a decision without delay to enable the Council to manage its business over the holiday period.
- 1.7.2.2 That delegated authority be given to the Chancellor, Pro Chancellor, Finance and Assurance Committee Chair, and Vice-Chancellor to act on the Massey University Council's behalf as required covering the period from 6 December

2018 to 31 January 2019, and that Council members would be advised if any major strategic issues arise during this period.

Martin/Marshall
CARRIED

The Agenda was confirmed with no further changes.

**1.8 C18/140
CONFIRMATION OF THE PART I COUNCIL MINUTES FOR THE MEETING HELD ON
1 NOVEMBER 2018**

Consideration was given to the draft minutes.

18-82 RESOLVED that the minutes of the Massey University Council meeting held on Thursday, 1 November 2018 [Part I public] be confirmed as a true and correct record.

Harvey/Martin
CARRIED

1.9 MATTERS ARISING

No matters arising.

**1.10 C18/141
COUNCIL ACTION SCHEDULE AS AT 5 DECEMBER 2018**

The Council noted the Council Action Schedule as at 5 December 2018.

ACTION: The Executive Secretary to update the Council Action Schedule.

**1.11 C18/142
COUNCIL WORK SCHEDULE – MARCH 2019**

The Committee noted the Council Work Schedule for March 2019.

2.0 STRATEGIC DISCUSSION

2.1 CHANCELLOR'S REPORT - PART I - VERBAL

The Chancellor gave a brief report on the Council related activities he had undertaken since the last Council meeting.

The Council noted the Chancellor's verbal report.

**2.2 C18/143
UPDATE ON VICE-CHANCELLOR'S PART I REPORT TO COUNCIL PERIOD: EARLY
SEPTEMBER TO MID-OCTOBER**

The Vice-Chancellor, Professor Jan Thomas, spoke to her report. She noted the conferment of an honorary doctorate in health to Professor Emeritus Sir Mason Durie.

Professor Thomas commented on the busy year for Massey University she encouraged members to take a good rest over the holiday break.

Professor Thomas advised that six or seven high achieving Palmerston North Girls High School students would be joining Massey University's Food Technology School in the College of Sciences in 2019.

The Council noted the Vice-Chancellor's Part I report.

**2.3 C18/144
OCTOBER 2018 MONTH END FINANCIAL REPORT - PART I**

The Deputy Vice-Chancellor Finance and Technology, Ms Cathy Magiannis, spoke to the report.

18-83 RESOLVED that the contents of the paper, dated 23 November 2018 and entitled "October 2018 Month End Financial Report - Part I", by the Deputy Vice-Chancellor Finance and Technology, Ms Cathy Magiannis, together with the finance report for the ten months ended 31 October 2018 be noted.

Davis/Martin
CARRIED

3.0 POLICIES/PAPERS FOR APPROVAL

**3.1 C18/145
DRAFT ASSET INVESTMENT POLICY REVIEW**

The Deputy Vice-Chancellor Finance and Technology, Ms Cathy Magiannis, spoke to the report.

18-84 RESOLVED that the Asset Investment Policy be approved.

Marshall/Martin
CARRIED

**3.2 C18/146
HEALTH AND SAFETY STRATEGY**

Mr Stuart Morriss, Deputy Vice-Chancellor Operations, spoke to the report.

In discussion the following comments were made:

- There did not appear to be a sense of audit. The methodology for on monitoring or verification needed to be included.
- Approaches to bullying and harassment needed to be linked into the health and safety.
- The Health and Safety and Wellbeing strategies could be considered for merging into one document or better linked.
- Consideration needed to be given to treaty implications and how this was going to be communicated.
- The report needed to have an explanation of what was meant by “risk-based approach”.

18-85 RESOLVED that the Draft Health and Safety Strategy be endorsed.

Davis/Martin
CARRIED

**3.3 C18/147
WELLBEING STRATEGY**

Mr Stuart Morriss, Deputy Vice-Chancellor Operations, spoke to the report.

Members were not sensing a difference with the Massey University’s Wellbeing Strategy to other organisations and wanted to know how being Treaty led gave Massey University’s approach to wellbeing a point of difference.

18-86 RESOLVED that, subject to the above comments, the Wellbeing Strategy be approved.

Hofmann/Davis
CARRIED

**9.6 C18/162
APPOINTMENT OF DIRECTOR TO MASSEY GLOBAL LIMITED BOARD**

18-98 RESOLVED that Mr Ian Marshall be appointed as an independent Director of the Massey Global Limited (MGL) Board.

Anderson/Davis
CARRIED

**9.10 C18/166
IN COUNCIL GRADUATIONS**

The Deputy Vice-Chancellor Operations, Mr Stuart Morriss, spoke to the report.

18-101 RESOLVED that the degrees be conferred to those listed in Document C18/166 and the seal affixed to the parchments.

Harvey/Anderson
CARRIED

**9.11 C18/167
REAPPOINTMENT OF COUNCIL MEMBER**

The Vice-Chancellor, Professor Jan Thomas, spoke to the report.

18-102 RESOLVED that on the nomination of the Vice-Chancellor, Mr Ian Marshall be reappointed as a Council member for a further term of three years effective 5 December 2018.

Martin/Davis
CARRIED

4.0 LATE ITEMS

There were no late items to be considered.

5.0 EXCLUSION OF PUBLIC

18-87 RESOLVED that the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each matter to be considered while the public was excluded, the reasons for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the local government official information and meetings act 1987 for passing of this resolution were as follows:

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
Item 6.1 C18/148	Minutes of Council Meeting held on 1 November 2018	For the reasons set out in the Part I minutes of 1 November 2018 held with public present	
Item 6.3 C18/149	Council Action Schedule, dated 5 December 2018	Improper gain or advantage	s7(2)(j)
Item 6.4 C18/150	Part II Council Work Schedule – March 2019	Improper gain or advantage	s7(2)(j)
Item 6.5 C18/151	Confirmation of E-ballot – Insurance Renewal	Improper gain or advantage	s7(2)(j)

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
Item 7.1	Chancellor's Report – Part II - <i>verbal</i>	Improper gain or advantage	s7(2)(j)
Item 7.2 C18/152	Key Strategic Issues	Improper gain or advantage	s7(2)(j)
Item 7.2.1 C18/153	Strategic Discussion - Research	Improper gain or advantage	s7(2)(j)
Item 7.2.2 C18/154	Strategic Discussion - Wellington	Improper gain or advantage	s7(2)(j)
Item 7.3 C18/155	October 2018 Month End Financial Report	Improper gain or advantage	s7(2)(j)
Item 8.1 C18/156	Risk Management Update Report	Improper gain or advantage	s7(2)(j)
Item 9.1 C18/157	Consolidated University Plan 2019-2021	Improper gain or advantage	s7(2)(j)
Item 9.2 C18/158	2019 University Operating Budget	Improper gain or advantage	s7(2)(j)
Item 9.3 C18/159	2019 Ten Year Capital Plan	Improper gain or advantage	s7(2)(j)
Item 9.4 C18/160	Dairy Farm 4 Business Case	Improper gain or advantage	s7(2)(j)
Item 9.5 C18/161	Massey Ventures Limited – Statement of Corporate Intent	Improper gain or advantage	s7(2)(j)
Item 9.6 C18/162	Appointment of Director to Massey Global Limited Board	Improper gain or advantage	s7(2)(j)
Item 9.7 C18/163	Bad Debt Write-off	Improper gain or advantage	s7(2)(j)
Item 9.8 C18/164	Closure of Applied Leadership in Professional Practice Limited (ALPP)	Improper gain or advantage	s7(2)(j)
Item 9.9 C18/165	Buckle Street Property Wellington Campus - Update	Improper gain or advantage	s7(2)(j)
Item 9.10 C18/166	In Council Graduation	Improper gain or advantage	s7(2)(j)
Item 9.11 C18/167	Reappointment of Council Member	Personal Privacy	S7(2)(a)

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
Item 9.12 C18/180	Wellington Student Accommodation Project Update	Improper gain or advantage	s7(2)(j)
Item 11.1 C18/168	* Items For Noting – Separately Circulated	Improper gain or advantage	s7(2)(j)

This resolution was made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also, that the persons listed below be permitted to remain after the public had been excluded for the reasons stated.

- Mr Stuart Morriss Deputy Vice-Chancellor Operations, International and University Registrar, Ms Cathy Magiannis, Deputy Vice-Chancellor Strategy, Finance, IT and Commercial Operations, Distinguished Professor Sally Morgan, Academic Board Chair, Ms Suzie Valentine, Senior Advisor - Special Projects, Professor Giselle Byrnes, Provost, because of their knowledge and ability to provide the meeting with advice on matters both from an organization-wide context and also from their specific role within the University.
- Mrs Priscilla Jeffrey, Executive Secretary because of her ability to provide the meeting with procedural advice and record the proceedings of the meeting.

Davis/Vanderkolk
CARRIED

Part I of the meeting finished at 9.39am

Signature: _____

Date: _____

Council Work Schedule 2019 – Part I

MAY – Palmerston North Campus – Part I

Function: <u>Approve Business Cases; Consolidation of business for current year</u>				
<ul style="list-style-type: none"> • Monitoring progress re enrolments • Induction of new members • Approve Domestic, International and Other Student Fees • Approve Business Cases 				
Site Visit:				
REPORTS DUE				
Item No.	Action	Responsibility	Due Date	Status
1.	Chancellor’s Report	Chancellor	02-05-19	
2.	Vice Chancellor’s Report	Vice-Chancellor	02-05-19	
3.	Financial Report	DVCF&T	02-05-19	
4.	Policies as per schedule	DVCO	02-05-19	
5.	Academic Board Part I Minutes	DVCO	02-05-19	Noting Paper

NOTE: Business Cases will be brought to Council for approval as appropriate
A Health and Safety Briefing by will be held at the beginning of each meeting

Council Work Schedule 2019 – Part I

JULY – Wellington Campus – Part I

Function: <u>Consolidation of business for current year; Council Strategy Day (3 July)</u>				
<ul style="list-style-type: none"> Establish Council agenda plan and schedule for following year 				
Site Visit:				
REPORTS DUE				
Item No.	Action	Responsibility	Due Date	Status
1.	Chancellor’s Report	Chancellor	04-07-19	
2.	Vice Chancellor’s report	Vice-Chancellor	04-07-19	
3.	Financial Report	DVCF&T	04-07-19	
4.	Proposed Meeting Schedule 2020	DVCO	04-07-19	
5.	Policies as per schedule: ➤ Financial Monitoring	DVCF&T	04-07-19	
6.	Academic Board Part I Minutes	AVC OI&UR	04-07-19	Noting Paper

NOTE: Business Cases will be brought to Council for approval as appropriate
A Health and Safety Briefing by will be held at the beginning of each meeting

Council Work Schedule 2019 – Part I

SEPTEMBER – Auckland Campus – Part I

Function: <u>Approval of Investment Plan; Consolidation of business for current year</u>				
<ul style="list-style-type: none"> Approve Investment Plan 				
Site Visit:				
REPORTS DUE				
Item No.	Action	Responsibility	Due Date	Status
1.	Chancellor's Report	Chancellor	05-09-19	
2.	Vice-Chancellor's Report	Vice-Chancellor	05-09-19	
3.	Financial Report	DVCF&T	05-09-19	
4.	Policies as per schedule	DVCO	05-09-19	
5.	Academic Board Part I Minutes	DVCO	05-09-19	Noting Paper
6.				

NOTE: Business Cases will be brought to Council for approval as appropriate
A Health and Safety Briefing by will be held at the beginning of each meeting

Council Work Schedule 2019 – Part I

NOVEMBER – Palmerston North Campus – Part I

Function: <u>Budget approval & Final Decisions for current year and preparation for following year</u>				
<ul style="list-style-type: none"> • Approve Ten Year Capital Plan and Review Operating Budget for following year • Approve Business Cases 				
Site Visit:				
REPORTS DUE				
Item No.	Action	Responsibility	Due Date	Status
1.	Chancellor’s Report	Chancellor	07-11-19	
2.	Vice Chancellor’s Report	Vice-Chancellor	07-11-19	
3.	Draft Agenda Plan 2019	DVCO	07-11-19	
4.	Financial Report	DVCF&T	07-11-19	
5.	Policies as per schedule	DVCO	07-11-19	
6.	Academic Board Part I Minutes	DVCO	07-11-19	Noting Paper

NOTE: Business Cases will be brought to Council for approval as appropriate
A Health and Safety Briefing by will be held at the beginning of each meeting

Council Work Schedule 2019 – Part I

DECEMBER – Palmerston North Campus – Part I

Function: <u>Budget approval & Final Decisions for current year and preparation for following year</u>				
<ul style="list-style-type: none"> Approve Operating Budget for following year 				
Site Visit:				
REPORTS DUE				
Item No.	Action	Responsibility	Due Date	Status
1.	Chancellor's Report	Chancellor	05-12-19	
2.	Vice Chancellor's Report	Vice-Chancellor	05-12-19	
3.	Financial Report	DVCO	05-12-19	
4.	Policies as per schedule: <ul style="list-style-type: none"> Treasury Capital Development Post Completion Review 	DVCF&T DVCF&T	05-12-19	
5.	Council – Delegated Authority over December/January period	DVCO	05-12-19	
6.	Academic Board Part I Minutes	DVCO	05-12-19	

NOTE: Business Cases will be brought to Council for approval as appropriate
A Health and Safety Briefing by will be held at the beginning of each meeting

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
COUNCIL

DATE OF MEETING: March 7, 2019

REPORT TITLE: **UPDATE ON VICE-CHANCELLOR'S PART I REPORT TO COUNCIL
PERIOD: MID-NOVEMBER TO MID-FEBRUARY**

DATE OF REPORT: February 22, 2019

REPORT AUTHOR: Vice-Chancellor, Professor Jan Thomas

RECOMMENDATION TO THE COUNCIL

It is recommended to the Council:

1. That this update to Council on major issues, key achievements, highlights arising during the period mid-November to mid-February be noted.

NOTE: This report is intended to be a high-level overview summary. I have taken the opportunity to provide links to information in fuller detail, should Council members wish to delve further.

1.0 NGĀ TAKE O TE WĀ TOPICAL ISSUES

1.1 Vice-Chancellor's elogs

Below is a list of the elogs that I have sent to all staff over the reporting period.

- December 20 – Vice-Chancellor's Christmas Elog.
- January 15 – Deputy Vice-Chancellor Māori Appointment.
- January 28 – Graduation | Whakapōtaetanga Ceremony Dates 2019.

Please refer to [All Staff elogs](#) should you wish to read further.

- February 8 – Advancing our Strategy. This elog outlines the result of a number of key reviews as we position the University to advance the strategy. I have included the full content of this elog below to set the scene for the year ahead.

Kia ora rā e hoa mā

A very warm welcome to all staff to the New Year. It might seem belated, especially to those who have been back at campus since early last month, but we are now through Wellington and Auckland anniversaries and Waitangi Day, so I suspect the majority of us are fully focussed on the year ahead. Next week Summer School ends and the following week Semester One begins.

Last year we spent time assessing the “match fitness” of the Strategic Plan approved by the Massey University Council, including our ability to achieve its goals. Two elements of that have been on my mind over summer as absolutely vital to achieving high-quality growth – our global focus and our students and their experience.

High-quality growth in student numbers will come from a range of tactics: growth in international students, growth into new domestic markets and retention of existing students.

Massey University has expertise spanning many decades in the global education arena. This can now be leveraged to further grow our reputation. We can continue to increase international student numbers at the undergraduate and postgraduate levels within New Zealand, online and through trans-national education.

Growth within New Zealand will predominantly be driven by new programmes that attract “new to Massey” students. Substantial work has occurred over the past two years to ensure our existing programme offerings are sustainable. I have now asked the Colleges and the Centre for Professional and Continuing Education to energetically examine new opportunities.

Thanks to the good work done across the University we now have the strategic funds to allow the Senior Leadership Team to invest in programme development, taking some of the financial burden off the Colleges and sharing the start-up risk. This is exciting for us all and an example of how shifting our priorities to enable reinvestment is used to strategically position Massey University for ongoing success.

In November, following an external review of the way we communicate with students, the Student Success Steering Group signalled the need for an end-to-end seamless and positive experience for students. Serving our diverse student base and enabling them to achieve their best is a deeply-held commitment of all staff. It is important work and is also a key element of growth. It is critical the Massey experience is a positive one so that the stories told about Massey in students’ communities and whānau are aspirational and mutually beneficial.

Also last year we had our international efforts externally reviewed and recommendations were made on how we can generate further growth from our existing strong base. The review has been agreed by SLT and its findings and recommendations are now being circulated to key individuals.

With these in mind, I have commenced a process of consultation to change the Deputy Vice-Chancellor Operations portfolio to create two distinct – but interacting – branches of senior leadership.

The first of these is a new position, Deputy Vice-Chancellor Students and Alumni, which will be advertised internally and externally. The role will focus on domestic student recruitment, the student experience, the student voice and the intersection of these across the entire student journey to create a student environment – both digital and physical – that is an exemplar of best practice.

The second new role is Deputy Vice-Chancellor Global Engagement. I intend to focus the energy, skills and experience of the current DVC Operations, Stuart Morriss, to drive our global efforts and ambition for quality growth internationally. My experience of international education both as a senior manager and as a quality auditor, tells me that this strategy is best driven by someone who deeply understands our university, and the risks and opportunities that present themselves.

Finally, I have decided to focus more closely on the critical areas of internal and external communications and propose to move corporate communications and public relations to work as part of the Office of the Vice-Chancellor.

I am seeking feedback from the staff impacted by this decision. I hope to be in a position to finalise the proposal and put the changes in place over the next few weeks.

For staff, I am hoping the one key takeout from this is the importance I place on students, their experience and Massey's international growth and reputation.

Ngā mihi nui ki a koutou

1.2 Senior Leadership Team elogs

In response to staff indicating a downturn in satisfaction with internal communications in the Mini (Pulse) Survey, the Senior Leadership Team are undertaking to improve this situation. Below is a list of the elogs that SLT members have sent to all staff over the reporting period.

- November 29 – Mini (Pulse) Survey Results. From Alan Davis, Deputy Vice-Chancellor People and Culture.
- December 18 – Enrolment Update. From Stuart Morriss, Deputy Vice-Chancellor Operations.
- January 15 – Enrolment Update. From Stuart Morriss, Deputy Vice-Chancellor Operations.
- January 28 – MyHR Briefings. From Alan Davis, Deputy Vice-Chancellor People and Culture.
- February 8 – University-wide Enrolment Update message. From Stuart Morriss, Deputy Vice-Chancellor Operations.

Please refer to [All Staff elogs](#) should you wish to read further.

1.3 New Year's Honours

Congratulations to staff, former staff, alumni and Massey Honorary Doctorates who received acknowledgements for their service in the New Year's Honours.

For further details on these along with other examples of **celebrating excellence – other awards and recognition** please refer to [Celebrating Excellence – other awards and recognition](#).

2.0 TE RANGAHAU ME TE TOHUNGATANGA RESEARCH AND SCHOLARSHIP

2.1 Research Excellence

2.1.1 Massey University College Research Awards 2018

The winners of the College Research Awards for 2018 were announced in December 2018. These awards recognise outstanding research achievements by Massey University staff, and may be awarded in three categories: Early Career, Supervisor and Individual. This year nominations were considered by College award selection committees. Nominations were considered against criteria for research excellence and impact, including clear evidence of outstanding research or creative contributions in the discipline and support from referees both within and external to the University. The list of College Research Award Winners is outlined below. The winners will be considered for the corresponding Massey University Research Medals for 2018.

Winners of the College Research Awards for 2018 in each award category

Early Career College Award:

- Dr Ozan Alakavuklar, School of Management, Massey Business School
- Dr Carolyn Gates, School of Veterinary Science, College of Sciences
- Dr Bridget Johnson, School of Music and Creative Media Production, College of Creative Arts
- Dr Krushil Watene, School of Humanities, College of Humanities and Social Sciences

Supervisor College Award:

- Associate Professor Gabriel Eweje, School of Management, Massey Business School
- Professor Peter Kemp, School of Agriculture and Environment, College of Sciences

Individual College Award:

- Professor Murray Cox, Institute of Fundamental Sciences, College of Sciences
- Professor Jeroen Douwes, Centre for Public Health Research, College of Health
- Professor Robert Jahnke, School of Art, College of Creative Arts
- Professor Ben Marshall, School of Economics and Finance, Massey Business School

2.1.2 Congratulations to our staff, students and alumni whose research expertise and excellence has been recognised during the reporting period. An example of these include: a Massey Health Professor is one of only 16 New Zealand scientists ranked in the top 1 per cent of cited scientists in the world; the 2019 Fulbright-Ngā Pae o te Māramatanga Scholar; the Sir Charles Hercus Health Research Fellowship; the 2018 Australian Association of Institutional Research Award; two awards at the Illuminating Engineering Society of Australia and New Zealand

(IESANZ) Lighting Awards; winner of the 2018 Society of Dyers and Colourists International Design Competition; and, the winner of the Innovate 2018 competition.

For further details on item 2.1 above and item 2.2 below, along with other examples of **research excellence and recognition**, please refer to [Research Excellence and Recognition](#).

2.2 Generating research income

An example of research income activities that demonstrate the quality and diversity of University expertise attracting funding during the reporting period include three new intellectual property disclosures for: a novel chemical water treatment process for the removal of phosphorus, nitrogen and other pathogens from wastewater; an artificial intelligence-based plant growth measurement and prediction system; and an adaptive, personalised speech recognition approach for motor speech disorders; success in Ministry of Business, Innovation and Employment Pre-seed grants; Massey researchers working with the MacDiarmid Institute secured pre-pre-seed investments for the commercial assessment and development of early-stage research; and, Marsden grants from the Royal Society of New Zealand.

2.3 Research Collaborations

A sample of research collaboration activity during the report period is provided in [Leadership, Collaboration and Contribution](#), including: a new breakthrough technology patent that can put iron into food without affecting quality or taste has been sold to global food company Nestlé; one of two independent advisers to the Government assigned to conduct a review on the KiwiSaver scheme; and, membership on the Ministry of Education's Gifted Learners Advisory Group.

3.0 TE WHAKAAKO ME TE AKO TEACHING AND LEARNING

3.1 Teaching and learning excellence

3.1.1 Massey University 2018 Teaching Awards

Massey University's up-and-coming teaching stars were recognised at the Vice-Chancellor's Teaching Awards, held in late November.

Vice-Chancellor's Award for Teaching Excellence

- Dr Christina Severinsen, School of Health Sciences

Vice-Chancellor's Teaching Excellence Award - Teams

- The Physical Geography Team from the School of Agriculture and Environment
Professor Ian Fuller, Dr Katherine Holt, Dr Sam McColl, Dr Alastair Clement
- The 100-level Statistics Team from the Institute of Fundamental Sciences
Professor Geoff Jones, Dr Katharina Parry, Dr Debbie Leader, Dr Jonathan Marshall and Anne Lawrence

Inaugural winners of the Early Career Teaching Award

Recognising high quality teachers with three to six years teaching experience:

- Dr Carolyn Gates, School of Veterinary Science
- Dr Ella Kahu, School of Psychology
- Eva Schröer-Merker, School of Agriculture and Environment

3.1.2 Introduction to teaching fellowship

A third cohort of staff has now completed the introduction to teaching course. The course has proven to be very popular, with more than 70 staff obtaining associate fellowships from the Higher Education Academy last year. This latest cohort will bring the total number of staff at Massey with Associate Fellow status to more than 90. An event is being planned for March to acknowledge their achievements in an internationally recognised credential that is focused on quality teaching practice.

3.1.3 Teaching month

Taking place in February this year, teaching month is a new initiative to raise the profile of teaching and to encourage collaboration across disciplines to talk about teaching. A series of webinars will be held throughout the month as well as regular blog postings written by academics and support staff that provide tips and resources related to quality teaching practice.

- 3.1.4 Congratulations to all Massey staff, students and alumni who have received awards and recognition. A sample of these is provided in [Celebrating Excellence – other awards and recognition](#), including: the Supreme Award at the 2018 ECC Student Craft/Design Awards; Student Social Work Awards recipients; and, a Prime Minister’s Scholarship for Latin America.

3.2 Generating Teaching and Learning Income

3.2.1 Massey-led consortium wins emergency management contract

The emergency management contract awarded to a Massey-led consortium is part of the Government’s response to a Technical Advisory Group review into how New Zealand responds to all hazards and risks, natural disasters and emergencies.

Emergency managers at the Joint Centre for Disaster Research and Massey’s Centre for Professional and Continuing Education are part of a Massey-led contract to provide training programmes related to response and recovery for 25 senior government managers.

The four-year contract with the Massey University consortium will be operating under the name Response and Recovery Aotearoa. The contract is part of the Government’s response to a Technical Advisory Group review into how New Zealand responds to all hazards and risks, natural disasters and emergencies.

- 3.2.2 The School of Humanities launched the country’s only tertiary-level Portuguese language programme, in partnership with Brazilian language teaching experts, in a programme tailored for New Zealanders. This is part of an ongoing relationship between Massey and the Federal University of Rio de Janeiro.

3.2.3 Pakistani partnership celebrates 100th PhD scholar

Under an agreement established in 2005 with the Higher Education Commission in Pakistan, Massey University has now welcomed more than 100 Pakistani PhD candidates to study at its campuses

**4.0 KAIHAUTŪ
LEADERSHIP**

4.1 Matters of national interest, working with our communities, promoting leadership and solving the world's big problems

4.1.1 Collaborations

A sample of other leadership, collaboration and contribution activity during the report period is provided in [Leadership, Collaboration and Contribution](#), including: winning the Inaugural Aotearoa New Zealand John Schofield Three Rs Implementation Award; partnership with Volunteer Service Abroad; an appointed member of the New Zealand Council for Educational Research; an elected regional representative for Asia for the International Association of Language and Social Psychology; and, hosting of Pint of Science 2019.

4.2 Celebrating Excellence – Other Awards and Recognition

Congratulations to our staff, students and alumni whose expertise and contributions have been recognised during the reporting period. Further details are provided in [Celebrating Excellence – other awards and recognition](#) (and also in [All Staff elogs](#) and [Research Excellence and Recognition](#)), including: 11 Massey University staff promoted to professor and 16 to associate professor; the Centre for Professional and Continuing Education named as the best venue for occupational English testing in New Zealand; the Albany Students' Association Lecturer of the Year; and recognition of long-serving staff.

4.3 Bereavement

We noted with sadness the unexpected death of School of Accountancy staff member Professor Farshid Navissi in late January. Although Professor Navissi only started with us in November last year, his friendly, positive attitude, and willingness to help had already made an impact on staff he had worked with. He will be missed.

**5.0 KIA TUAWHITI
ENABLING EXCELLENCE**

5.1 There are a lot of issues being advanced through the Senior Leadership Team at the moment, these include: health and safety; SLT Interest Register; monthly discussion on each reporting line; Mini (Pulse) Staff Survey results and recommended communication and actions; Academic Professorial Promotions Committee report 2018; Vice-Chancellor's All Staff presentations (November); Wellbeing strategy; Council update; International review; Budget Allocation Framework; Budget 2019; Massey University performance in rankings – 2018; PSR Framework; Campus Development Plans update; Combined Unions; Leave policy; Legislative Compliance review 2018; SLT developments; verbal update on progress of academic

programmes in anticipation of Planning days; Manawatū Library services platform – strategic assessment; update on Wellington Marae; verbal update for each portfolio.

5.2 **Academic Planning**

Work has been undertaken in the Provost Office to provide colleges with a template that shows all qualifications offered at Massey University, broken down by campus and paper offering level (100-level, 200-level etc). For each of these dimensions, the template provides historical EFTS from 2013-17 and college forecast EFTS from 2018-21. Other information such as percentage of international students, successful course completion and first-year retention rates are also provided. This work will assist colleges in determining their academic footprint and focus on where programmes should be taught. This has been highly time-consuming manual work but the Provost Office is working with other units in the University to automate this report for future use.

5.3 **Pasifika Directorate**

As from January 1, the Pasifika Directorate has transitioned into the Provost portfolio, reporting directly to the Provost. Work has commenced to review and update the *Pearls of Wisdom* strategy this year.

5.4 **Doctoral Scholarships**

The University Scholarships Committee recognised 40 excellent doctoral scholars who will contribute to Massey University's strategic research goals. Of these, five are Māori, comprising around 13 per cent of the awards made, and we awarded our first named scholarship for a Pasifika scholar. A quarter of the scholars will be studying part-time, which represents Massey's commitment to enabling access to educational opportunities, and demonstrates a change in the way in which we acknowledge excellence amongst all doctoral candidates, not just those enrolled in full-time study. More than half (58 per cent) were awarded to female doctoral scholars. The scholars represent all colleges, demonstrating excellence across all disciplines at Massey.

SUPPORTING INFORMATION/DOCUMENTATION

Please refer to:

- (i) [All Staff elogs](#) (ref to items 1.1 and 1.2)
- (ii) [Research Excellence and Recognition](#) (ref to items 2.1.2 and 4.2)
- (iii) [Leadership, Collaboration and Contribution](#) (ref to items 4.1.1 and 4.2)
- (iv) [Celebrating Excellence – other awards and recognition](#) (ref to items 1.3, 3.1.3 and 4.2)

Jan Thomas
Vice-Chancellor

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
COUNCIL

DATE OF MEETING: 7 March 2019

REPORT TITLE: **DECEMBER 2018 YEAR END FINANCE REPORT – PART I**

DATE OF REPORT: 22 February 2019

REPORT AUTHOR/S: DVC Finance and Technology, Cathy Magiannis

RECOMMENDATION(S) TO THE COUNCIL

It is recommended to the Council:

1. **That the contents of this cover paper and the attached finance report for the year ended 31 December 2018 be noted.**

KEY POINTS AND STRATEGIC FIT

- This report summarises the financial results for Massey University (the University) and its controlled entities (the group) for the year ended 31 December 2018.

For the purpose of this paper the group includes the following entities:

- Massey University (the parent);
- Massey University Foundation Trust (MUF);
- Massey Ventures Limited (MVL) and its controlled entities;
- Massey Global Limited (MGL) and its controlled entity;
- ALPP Limited (ALPP); and
- 50% share of Agri One Limited.

It should be noted that 2018 financial results included in the report are the final draft but have yet to be subject to external audit.

Key highlights are:

- **Income Statement**

The group's operating surplus for the twelve months to December 2018 was \$14.9m. It consisted of \$14.3m surplus for the parent and an overall surplus of \$0.6m from subsidiaries. The group result was behind budget by \$0.9m. Refer to the tables below for further information.

Surplus	FY ACTUAL (\$m)	FY BUDGET (\$m)	FY VAR (ACT TO BUD) (\$m)
Parent-\$m	14.3	13.5	0.8
Parent-%	2.73%	2.62%	
Group-\$m	14.9	15.8	(0.9)
Group-%	2.82%	3.00%	

The parent surplus was ahead of budget by \$0.8m (0.11%) which is a positive result as the University moves towards achieving a 3% surplus. However, a decline in financial markets at the end of 2018 was the main contributor towards the lower than budgeted surplus from MUF, which led to the overall group result being below budget. Variances between FY actuals to budgets are explained below.

- **Income**

Group income of \$528.3m was \$2.4m ahead of FY budget mainly due to higher than budgeted interest and research income.

- **Expenses**

Group expenses of \$513.3m were \$3.2m higher than FY budget mainly due to higher spend on research activities consistent with higher revenue, higher depreciation cost as a result of favourable building revaluations and one-off cost to remove exterior sunshades from Block 5 on the Wellington campus.

- **Balance Sheet**

- **Assets**

Assets as at 31 December 2018 were higher than budget, mainly due to higher cash balance resulting from delays in the capital plan and higher student debts due to earlier invoicing students for FY 2019.

- **Liabilities**

Liabilities as at 31 December 2018 were higher than budget due to higher student revenue in advance relating to future semesters as a result of earlier invoicing.

- **Statement of Cash Flows**

Opening cash was \$14.6m lower than budget as available funds were invested in 2017.

- **Net Cash Flow from Operating Activities**

Net cash flows from operating activities were below FY budget by \$1.9m primarily due to higher payments to employees and suppliers, partially offset by early collection of student fees due to early invoicing and higher interest receipts.

- **Net Cash Flow from Investing Activities**

Delays in capital spending, mostly offset by increased investment in term deposits, have resulted in net cash outflows from investing activities being \$15.5m below FY budget.

- **KPIs**

The student debtor aging KPI is no longer comparable to historical data as the timing of invoicing students has changed following the implementation of the new Student Management System. Management is working towards introducing a new KPI in relation to student debts in Q1 2019. All other KPIs were in compliance with targets as at 31 December 2018.

ASSURANCE

The December 2018 Finance Report has been presented to the Finance and Assurance Committee of Council on 14 February 2019.

FINANCIAL

This report summarises the financial results for the year ended 31 December 2018; there are no specific financial implications relating to this report.

TREATY LED

Not applicable.

SUPPORTING INFORMATION/DOCUMENTATION

Please refer to:

- (i) [Finance Report](#)
- (ii) [List of Acronyms](#)

Ms Cathy Magiannis
DVC Finance and Technology

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
COUNCIL

DATE OF MEETING: 7 March 2019

REPORT TITLE: **REVIEW OF PROCEDURES FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS and CODE OF BEST PRACTICE**

DATE OF REPORT: 15 February 2019

REPORT AUTHOR/S: Deputy Vice-Chancellor Operations, Mr Stuart Morriss

RECOMMENDATION TO THE COUNCIL

It is recommended to the Council:

1. That the adoption of the Procedures for Council and Council Committees for 2019 be reconfirmed with no changes.
2. That the adoption of the Massey University Code of Best Practice for 2019 be reconfirmed with no changes.

KEY POINTS AND STRATEGIC FIT

- The Procedures for Council and Council committees provides members with rules which govern the meeting process. Since the procedures were last reviewed there have been no legislative changes which would require an amendment to the document. There are no proposed administrative changes to the procedures, however it is timely for the Council to review and amend, if appropriate, or reconfirm the rules governing meetings of the Council and Council Committees.
- The Code of Best Practice is designed to provide guidance to Council members on expected ethical, behavioural and procedural standards. It sets out the manner in which the Council's powers and functions will be exercised, and the principles of good governance that the Council will adopt in carrying out its duties. It is not intended that the Code be in conflict with the provisions of the Education Act 1989 or any other relevant statutes.

- The Massey University Council has significant responsibilities and accountabilities, all of which are outlined in the Council Operation Manual Governance Responsibilities. It is a body with members appointed, elected or by nature of their position and reflects a range of stakeholder interests. In order to operate effectively in this environment it is important that individual Council members operate and behave in a manner that is conducive to the Council as a whole effectively fulfilling its responsibilities in line with good governance practice, and also in a way that reflects well on the University.
- The Council first adopted the Code of Best Practice in September 2017 and reconfirmed the Code at its March 2018 meeting. It was recommended that the Code be reviewed in 12 months time.
- The Code is being presented to Council for review, noting that there are no proposed changes. It is recommended that adoption of the Code of Best Practice be confirmed with no changes.

ASSURANCE

Consultation on the proposed recommendations is not required as this is an administrative matter.

FINANCIAL

There are no financial implications incurred with the proposed recommendations.

TREATY LED

The Procedures for Council and Council Committee meetings and the Code of Best Practice are not matters which requires Treaty led consultation either within or beyond the University.

SUPPORTING INFORMATION/DOCUMENTATION

Please refer to:

- (i) [Procedures for Council and Council Committee meetings 2019](#)
- (ii) [Massey University Code of Best Practice 2019](#)

Mr Stuart Morriss
Deputy Vice-Chancellor Operations

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
COUNCIL

DATE OF MEETING: 7 March 2019

REPORT TITLE: **Delegation – Conferment of Degrees and Diplomas and Certificates to be Awarded at Graduation Ceremonies 2019**

DATE OF REPORT: 15 February 2019

REPORT AUTHOR/S: Deputy Vice-Chancellor Operations, Mr Stuart Morriss

RECOMMENDATION(S) TO THE COUNCIL

It is recommended to the Council:

1. That the Chancellor, or his nominee, be authorised to confer degrees and award diplomas and certificates at the forthcoming Massey University Graduation Ceremonies to be held on

- **16, 17 and 18 April 2019 in Auckland;**
- **13, 14, 15 and 16 May 2019 in Palmerston North;**
- **30 and 31 May 2019 in Wellington; and**
- **29 November 2019 in Palmerston North**

to those reported as having successfully completed the prescribed courses of study.

KEY POINTS AND STRATEGIC FIT

- Council has delegated the power to confer degrees and award diplomas and certificates 'in Council' to the Academic Board. The conferring of degrees and awarding diplomas and certificates at the graduation ceremonies remains with the Council. As a matter of best practice Council should delegate to the Chancellor, or his nominee, the authority to carry out this power at specified graduation ceremonies.
- Those reported as having successfully completed their prescribed courses of study are those listed for graduation (including those in absentia) in the graduation programmes. A copy will be held in the Office of the Executive Secretary.

ASSURANCE

Consultation on the proposed recommendation is not required as this is an administrative matter.

FINANCIAL

There are no financial implications which will be incurred with the proposed recommendation.

TREATY LED

This matter does not require Treaty led consultation either within or beyond the University.

SUPPORTING INFORMATION/DOCUMENTATION

All information is contained in this report.

Mr Stuart Morriss
Deputy Vice-Chancellor Operations

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
COUNCIL

DATE OF MEETING: 7 March 2019

REPORT TITLE: **PAYMENTS TO COUNCIL MEMBERS POLICY 2019**

DATE OF REPORT: 15 February 2019

REPORT AUTHOR/S: Deputy Vice-Chancellor Operations, Mr Stuart Morriss

RECOMMENDATION(S) TO THE COUNCIL

It is recommended to the Council:

1. **That the Payments to Council Members Policy 2019 be approved.**

KEY POINTS AND STRATEGIC FIT

- The Tertiary Education Institute Council member payments is governed by Ministerial determination which outlines the maximum fees payable and to which the members are currently being paid.
- The Policy was recently amended to include a 10% increase in the annual rate for the Chairs of committees for those members other than the Chair and Deputy Chair of Council who are chairs of a subcommittee. The current fees payable are:

- Chancellor	\$40,000
- Pro Chancellor	\$25,000
- Chairs of Committees	\$22,000
- Council Members	\$20,000
- The Chancellor also has a \$10,000 discretionary budget for the purpose of hospitality and professional development of Council members.
- While there are no changes proposed, the Payment to Council Members Policy is presented to Council annually as a matter of good practice and it is recommended that the Council consider the policy for reconfirmation.

ASSURANCE

Consultation on the proposed recommendation is not required as this is an administrative matter.

FINANCIAL

The Council member fee payments have been calculated in the 2019 budget therefore no financial implications will be incurred with the proposed recommendation.

TREATY LED

The Payments to Council Members Policy is not a matter that requires Treaty led consultation either within or beyond the University.

SUPPORTING INFORMATION/DOCUMENTATION

Please refer to [Payments to Massey University Council Members Policy 2019](#)

Mr Stuart Morriss
Deputy Vice-Chancellor Operations

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
Massey University Council

DATE OF MEETING: March 2019

REPORT TITLE: **Health and Safety Annual Report 2018**

DATE OF REPORT: 22 February 2019

REPORT AUTHOR/S: Deputy Vice-Chancellor People and Culture Alan Davis
Director Health, Safety, and Wellbeing Paul Robertson

RECOMMENDATION(S) TO THE COUNCIL

It is recommended to Council:

1. **That the Health and Safety Annual Report 2018 be reviewed and noted.**

KEY POINTS AND STRATEGIC FIT

The 2018 Annual Health and Safety report details the longer-term frequency rate for lost time injuries and total recordable injuries, and provides commentary on the performance of each. Note that variation when under a score of five is expected, and attributable to changes in working hours undertaken and small increases or decreases in injury numbers can have a significant impact. The report does make commentary on the ratio of injury severity types, and provides a possible rationale for the numbers.

A breakdown of injury numbers by campus and relationship have been provided to give an understanding of the location and severity of the injury, as well as the type of relationship that we have with the injured person.

Ergonomic assessments are down 15% on the previous year, due to intervention from the H&S team to target these interventions more carefully and focus attention on self-assessments, early discomfort and pain reporting, and better tracking and record keeping.

A summary of strategic activity undertaken has been provided to give an indication of the work programmes that either have been completed, or are underway in 2018.

Staff training numbers relating to health, safety and wellbeing has also been included to provide an overview of the amount of training conducted, and the focus areas.

ASSURANCE

No assurance activity has been undertaken on this report.

FINANCIAL

There are no financial implications associated with the recommendation above.

TREATY LED

This is not a matter that requires Treaty led consultation either within or beyond the University.

SUPPORTING INFORMATION/DOCUMENTATION

Please refer to [Health, Safety and Wellbeing Annual Report 2018](#)

Alan Davis
Deputy Vice-Chancellor People and Culture

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
Massey University Council

DATE OF MEETING: March 2019

REPORT TITLE: **Health and Safety Annual Plan 2019**

DATE OF REPORT: 22 February 2019

REPORT AUTHOR/S: Deputy Vice-Chancellor People and Culture Alan Davis
Director Health, Safety, and Wellbeing Paul Robertson

RECOMMENDATION(S) TO THE COMMITTEE/COUNCIL

It is recommended to Council:

- 1. That Council REVIEW AND APPROVE the Health and Safety Annual Plan**

KEY POINTS AND STRATEGIC FIT

The 2019 Annual Health and Safety plan has been developed to continue the work commenced in 2018, and to address a number of items that have been identified through reviewing the university's health and safety performance in the past 12 months, our required compliance activity, and by examining the various risks that exist because of our operations. With Council endorsing a proposed strategic approach in late 2018, this approach and the draft annual plan were presented to each campus health and safety committee to provide a forum for workers to engage and contribute in identifying opportunities for improvement.

The 2019 annual health and safety plan aligns to the draft strategic approach that was presented to and endorsed by Council, and are grouped around the elements of:

- Risk Management
- Health and Safety Management Systems
- Access to Health and Safety Information
- Safety Leadership
- Reducing the Impact of Injuries or Illness

With this approach, some actions that were proposed or identified are to be deferred to 2020 or later, with prerequisite actions phased earlier in order to create a foundation on which to progress

the strategic goals. An example would be the auditing and verification activities for risk management, which has been identified as a requirement. Before this can be effectively undertaken, we need to identify the required standard, build a set of assessment criteria, and provide effective tools for undertaking and managing the verification activity. Much of this activity has been scheduled over 2019, allowing us to include auditing, monitoring and associated reporting in the 2020 annual plan. A risk-based approach to planning has been used, due to the limited resources available within the health, safety and wellbeing team. We have focussed our attention on activities that will either prevent or mitigate serious injuries, or those that present a significant enterprise risk that has not been controlled effectively.

ASSURANCE

The Health & Safety Annual Plan has been created with engagement and consultation that has occurred at campus health and safety committees and with the wider health and safety team, and the people and culture leadership team across the university. It is also aligned with the intended strategic approach that was endorsed by the University Council in late 2018.

FINANCIAL

With the approval of the annual plan, this commits the university to undertake a number of initiatives, which may require an investment by the university, as this involves a range items that are beyond current “BAU” offerings and address a number of improvement activities.

TREATY LED

This is not a matter that requires Treaty led consultation either within or beyond the University.

SUPPORTING INFORMATION/DOCUMENTATION

Please refer to [Health and Safety Annual Plan 2019](#)

Alan Davis
Deputy Vice-Chancellor People and Culture

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
COUNCIL

DATE OF MEETING: 07 March 2019

REPORT TITLE: **COURT OF CONVOCATION STATUTE**

DATE OF REPORT: 20 February 2019

REPORT AUTHOR/S: University Registrar, Stuart Morriss

RECOMMENDATION(S) TO COUNCIL

It is recommended to Council:

1. That the revised Court of Convocation Council Statute be approved.

KEY POINTS AND STRATEGIC FIT

The Massey University Court of Convocation Statute is a requirement of the Massey University Act 1963 section 4 (3) (d).

The Statute is due for review and has been amended to reflect that provisions relating to Massey University Council Membership are no longer required.

ASSURANCE

Consultation on the proposed recommendation is not required as this is an administrative matter.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the above recommendation.

TREATY LED

This matter does not require Treaty led consultation either within or beyond the University.

SUPPORTING INFORMATION/DOCUMENTATION

Please refer to:

- (i) [Appendix 1: Final Massey University Council Statute Court of Convocation](#)
- (ii) [Appendix 2: Massey University Council Statute Court of Convocation showing revisions](#)

Stuart Morriss
University Registrar

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
COUNCIL

DATE OF MEETING: 7 March 2019

REPORT TITLE: **REVIEW OF COUNCIL COMMITTEE TERMS OF REFERENCE**

DATE OF REPORT: 15 February 2019

REPORT AUTHOR/S: Deputy Vice-Chancellor Operations, Mr Stuart Morriss

RECOMMENDATION(S) TO COUNCIL

It is recommended to Council:

1. That the Finance and Assurance Committee Terms of Reference for the 2019 year as amended be approved.
2. That the Performance and Remuneration Committee Terms of Reference for the 2019 year as amended be approved.

KEY POINTS AND STRATEGIC FIT

- Each year the Committees reviews and where appropriate amend their Terms of Reference.
- At the 14th February 2019 meeting the Finance and Assurance Committee reviewed its Terms of Reference. The Committee is seeking an amendment to clause 5 Membership in the first sentence by replacing the word “five” with the word “seven” to reflect the number of members currently appointed to the committee.
- The Performance and Remuneration Committee confirmed its Terms of Reference at its 24th January 2019 meeting, subject to the following changes:
 - Clause 3(b) be amended to read “*To review the performance of the Vice-Chancellor at least annually or otherwise, and to make a recommendation to Council;*”

- Clause 3(d) *“To examine any other matters referred to it by the Council as it considers in the interest of the University;”*
- Clause 6 *“A quorum of members of the Committee shall be three (3).”*
- The Terms of references for the Council committees are submitted for approval.

ASSURANCE

Consultation on the Finance and Assurance Committee’s Terms of Reference and the Performance and Remuneration Committee’s Terms of Reference has been undertaken with the respective management and Committee members.

FINANCIAL

There are no financial implications associated with the recommendations above.

TREATY LED

This is not a matter that requires Treaty led consultation either within or beyond the University.

SUPPORTING INFORMATION/DOCUMENTATION

- (i) Please refer to [Current Finance and Assurance Committee Terms of Reference](#)
- (ii) Please refer to [Current Performance and Remuneration Committee Terms of Reference](#)

Mr Stuart Morriss
Deputy Vice-Chancellor Operations

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
COUNCIL

DATE OF MEETING: 07 March 2019

REPORT TITLE: **STUDENT FEES SETTING PROCESS AND PRINCIPLES (DOMESTIC AND INTERNATIONAL)**

DATE OF REPORT: 20 February 2019

REPORT AUTHOR/S: University Registrar, Stuart Morriss

RECOMMENDATION(S) TO COUNCIL

It is recommended to Council:

1. That the principles for setting of fees for 2020 as outlined in a – i below be approved.

KEY POINTS AND STRATEGIC FIT

The process for setting 2020 fees for domestic and international students will follow a similar path to previous years with updated actions from prior year learning and for changes to Government and University policies. For 2020 this will include the impact, if any, of Government's Fee Free policy for student new to tertiary study in 2020 and beyond.

At its 13 February 2019 meeting, the Senior Leadership Team agreed the fee setting process and principles and recommended that they be forwarded to Council for approval.

A combined International and Domestic Fees recommendation paper will be provided to Council for approval at the 02 May 2019 meeting.

PRINCIPLES

Fee setting for 2020 is to be guided by the following principles, these are unchanged from last year:

- a) Fees set are aligned with the advancement of University strategy;
- b) The reasons for, and benefits to be gained by Students and the University from, increases in fees will be clear;

- c) The University's market position, including relativity of fees with other NZ and relevant Australian universities, will be considered in the setting of fees.
- d) Annual Maximum Fee Movement (AMFM) polices for 2020 may limit domestic fee changes. Exemption applications may be sought for some programmes or courses;
- e) The Students' Associations, as representatives of all students, will be consulted in the process prior to recommendations being made by SLT for fees for 2020;
- f) Consideration will be given to the impact of fees on student affordability and well-being;
- g) Fees will be set in accordance with all current Government policy;
- h) The rationale for the fees set will be transparent and endeavour to demonstrate value to learners; and
- i) The process of fee setting will recognise that there are differential costs and potential benefits to the individual and the University for different types of courses. Therefore, changes to fees may be differentiated by course, discipline, location or mode of study.

ASSURANCE

The Chair of the Fees Working Group has met with or talked with the Presidents or Associate Presidents of the Auckland, Manawatu and Wellington Student Associations and with Te Waka, Manawatahi and the Extramural Student's Society. The purpose of this initial engagement was to advise the Associations, as representatives of the student body, of the process and timelines for the setting of 2020 fees and to invite them to contribute to the recommendation paper that will come to Council in May. All of the Associations were positive and supportive of the engagement opportunity.

FINANCIAL

There are no financial implications relating to the proposed recommendation.

TREATY LED

The domestic and international student fees setting process and principles is not a matter which require Treaty led consultation either within or beyond the University.

SUPPORTING INFORMATION/DOCUMENTATION

All supporting documentation is contained in this report.

Stuart Morriss
University Registrar

REPORT TO COUNCIL



REPORT TO: Chairperson and Members
MASSEY UNIVERSITY COUNCIL

DATE OF MEETING: 7 March 2019

REPORT TITLE: **DELEGATION TO SIGN LETTER OF REPRESENTATION**

DATE OF REPORT: 22 February 2019

REPORT AUTHOR/S: Ms Cathy Magiannis, DVC Finance and Technology

RECOMMENDATION(S) TO COUNCIL

It is recommended to Council:

1. That the authority for signing the letter of representation be delegated to the Chancellor, Vice-Chancellor and Chief Financial Officer.

KEY POINTS AND STRATEGIC FIT

The responsibility for signing the letter of representation to the auditors, in relation to the Annual Financial Statements and Statement of Service Performance (SSP) lies with those charged with governance, being the Council.

It is proposed that the letter of representation is signed by the Chancellor, Vice-Chancellor and Chief Financial Officer. Accordingly the delegated authority of Council is being sought.

A draft copy of the letter of representation has been attached to this paper. Should the format of this letter change prior to 12 April 2019, a copy will be circulated to Council ahead of the Finance and Assurance Committee (FAC) meeting so any issues may also be raised with the Chair of the FAC prior to the meeting.

ASSURANCE

The format of the letter of representation has been agreed with the External Auditors.

SUPPORTING INFORMATION/DOCUMENTATION

Please refer to [Draft 2019 Letter of Representation](#)

Ms Cathy Magiannis
DVC Finance and Technology