



**MEETING OF MASSEY UNIVERSITY COUNCIL**

**FRIDAY 4 OCTOBER 2013**

**commencing at 11.00 am**

**to be held in**

**THE QUAD A BOARD ROOM, LEVEL 2,  
QUAD A BUILDING, ALBANY CAMPUS**

## **MASSEY UNIVERSITY COUNCIL**

**A meeting of Massey University Council will be held in the Quad A Board  
Room, Level 2, Quad A Building, Albany Campus**

**on**

**Friday 4 October 2013**

**commencing at 11.00am**

### **AGENDA- PART I**

Official Information Act 1982 and Local Government Official Information and Meetings Act 1987

Massey University (including its Council) is subject to the Official Information Act 1982. This means that if a specific request for disclosure is made, information that it holds must be disclosed unless non-disclosure can be justified in the terms of the Official Information Act 1982.

Matters that are included in Part II and most matters in the Finance Section of Council (or Committee) meetings are protected from disclosure under the Official Information Act 1982. That is, non-disclosure of information relating to such matters can usually be justified in terms of the Official Information Act 1982. Therefore, care should be taken to ensure that papers relating to Part II or Finance Section matters are not seen outside Council (or its relevant Committee) and that such matters are not mentioned outside Council (or its relevant Committee).

All requests (whether written or oral) by any person who is not a Council member for information included under Part II or the Finance Section of Council (or Committee) meetings and requests for the minutes of those parts of Council (or Committee) meetings must be referred immediately to the Registrar for decision on disclosure or otherwise. Individual members are advised not to disclose Part II or Finance Section matters.

#### **Interest: Declaration and Disqualification**

In accordance with the Education Act 1989 members are reminded that if they have any direct or indirect pecuniary interest (including their conditions of service as the Chief Executive or as a member of the staff of the institution) in a matter being considered or about to be considered by the Council (or Committee) then as soon as possible after the relevant facts have come to their knowledge they:

- (a) must disclose the nature of the interest at a meeting of the Council (or Committee);
- (b) must not be present during any deliberation or take part in any decision of the Council (or Committee) with respect to that matter unless the Council decides otherwise.

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<b>6.0 MOVING INTO PART II</b>		
	6.1 Exclusion of the Public	

**THE CHANCELLOR WILL MOVE THAT, EXCLUDING**

- Mr Stuart Morriss, Assistant Vice-Chancellor and University Registrar
- Ms Rose Anne MacLeod, Assistant Vice-Chancellor – Finance, Strategy and Information Technology
- Ms Lana Simmons-Donaldson, Communications Manager
- Ms Paddy Nicol, Executive Secretary

**WHO HAVE, IN THE OPINION OF COUNCIL, KNOWLEDGE THAT COULD BE OF ASSISTANCE, MEMBERS OF THE PRESS AND PUBLIC BE NOW EXCLUDED FROM THE MEETING SO THAT FOR THE UNDERNOTED REASONS THE FOLLOWING MATTERS MAY BE DISCUSSED WITHOUT PUBLIC DISCLOSURE; THE COMMITTEE BEING SATISFIED, WHERE APPROPRIATE, THAT THERE ARE CONSIDERATIONS WHICH OUTWEIGH THE PUBLIC INTEREST OF DISCLOSURE.**

**Reference: Section 48 (1) of the Local Government and Information and Meetings Act 1987.  
Reference: Section 9 as detailed hereunder of the Official Information Act 1982.**

<b>Item</b>	<b>Reason for Proposed Public Exclusion</b>
<b>Item 7.1</b> C13/121 Confirmation of Minutes	These matters were considered in Part II of the meeting held on 6 September 2013
<b>Item 7.2</b> Matters Arising	These matters were considered in Part II of the meetings held on 6 September 2013
<b>Item 7.3</b> Follow-up Schedule as at 4 October 2013	These matters were considered in Part II of the meetings held on 6 September 2013 and before
<b>Item 8.1.1</b> Chancellor's Report	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k) To protect the privacy of natural persons Reference: Section 9 2 (a)
<b>Item 8.2.1</b> C13/122 Vice-Chancellor's 2013 Objectives: Period January - August 2013	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k) To protect the privacy of natural persons Reference: Section 9 2 (a)
<b>Item 8.2.2</b> C13/123 Financial Report for the eight months ended 31 August 2013	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 8.2.3</b> C13/124 Review of 2014 University Operating Budget	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 8.2.4</b> C13/126 Student Management System (SMS) Project Milestones	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 8.2.5</b> C13/127 Health and Safety Bimonthly Report	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 9.1</b> C13/125 2014 Capital Plan	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)

<b>Item</b>	<b>Reason for Proposed Public Exclusion</b>
<b>Item 9.2</b> C13/128 Renewal of Insurance Placement 2013-2014: Delegation	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 10.1.1</b> C13/129 Massey University Foundation Council Discussion	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 10.1.2</b> Massey University Foundation Chair's visit	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 10.2</b> C13/130 Agri One Limited Statement of Corporate Intent	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 10.3.1</b> C13/131 Audit and Risk Committee Report –Meeting held on 6 September 2013	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 10.3.2</b> Audit and Risk Committee Report – Meeting held on 4 October 2013	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 10.4</b> C13/132 Academic Board Report – meeting held on 21 August 2013	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)

**AND**

**Item 11.0**

Such matters as members of Council declare their intention to raise under Late Items in the privileged part of the meeting.



**MINUTES OF MASSEY UNIVERSITY COUNCIL**

**A MEETING OF MASSEY UNIVERSITY COUNCIL HELD IN THE EXECUTIVE SEMINAR SUITE, 5B14, LEVEL B, CLOCK 5, WELLINGTON CAMPUS**

**On**

**FRIDAY 6 SEPTEMBER 2013 AT 11.00am**

**PART I**

**PRESENT:** Dr Russ Ballard (Chancellor), Mr Michael Ahie, Ms Fiona Coote, Associate Professor Grant Duncan, Ms Nitika Erueti-Satish, Mr Chris Kelly (Pro Chancellor), Hon Steve Maharey (Vice-Chancellor), Mr Alastair Scott, Professor Tony Signal, Mr Ralph Springett, Mr Bruce Ullrich, Mr Ben Vanderkolk, Ms Rebekah Walker, Professor Cynthia White and Ms Lesley Whyte

**IN ATTENDANCE:** Mr Stuart Morriss, Assistant Vice-Chancellor Operations & University Registrar  
Ms Rose Anne MacLeod, Assistant Vice-Chancellor Finance, Strategy and Information Technology  
Mr James Gardiner, Director Communications  
Ms Paddy Nicol, Executive Secretary

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- (a) Must disclose the nature of the interest at a meeting of the Council (or Committee);
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**1.0 INTRODUCTION**

**1.1 WELCOME**

The Chancellor opened the meeting at 11.00 welcoming those present and noting the positive and successful Council Strategy Day that has been held the previous day.

**1.2 APOLOGIES**

Apologies were received and noted from Ms Kura Denness.

**1.3 DECLARATION OF INTEREST**

The Chair noted the Interests Register and called for any further declarations. Ms Lesley Whyte declared an interest as the person named in the Part II decision paper C13/104 Council Health and Safety Spokesperson and Terms of Reference.

Members were asked to provide updated information for the Register to the Executive Secretary.

**1.4 MEETING AGENDA REVIEW**

There were no late items for Part I or Part II.

**1.5 C13/83  
CONFIRMATION OF PART I MINUTES - MEETING HELD ON 5 JULY 2013**

**RESOLVED** THAT THE MINUTES OF THE MASSEY UNIVERSITY COUNCIL MEETING HELD ON FRIDAY 5 JULY 2013 (PART I) BE RECEIVED AS A TRUE AND CORRECT RECORD

CHANCELLOR/ULLRICH  
Carried

## 1.6 MATTERS ARISING

There were no matters arising further to those on the Follow-up Schedule.

## 1.7 FOLLOW-UP SCHEDULE AS AT 6 SEPTEMBER 2013

The Follow-up Schedule as at 6 September 2013 was noted.

## 1.8 COUNCIL AGENDA PLAN – UPDATE FOR 6 SEPTEMBER 2013

It was noted that the Student Forum which was to have taken place immediately prior to this meeting had been postponed to enable fuller student representation. An alternative time was to be arranged with the possibility that the students meet with members of the Governance Committee, rather than the full Council, at the time of the Committee's next meeting.

## 2.0 KEY REPORTS

### 2.1 CHANCELLOR'S REPORTS

#### 2.1.1 CHANCELLOR'S REPORT – *oral*

The Chancellor reported that since the 5 July 2013 Council meeting he had attended a variety of meetings and events. These included:

- A DairyNZ dinner;
- The FoodHQ launch. He attended this in both his capacity as Chancellor of Massey University and to make a presentation on "FoodHQ in the context of a Call to Arms";
- Performance Review Committee and Honorary Awards Committee meetings; and
- His bi-weekly meetings and calls to the Vice-Chancellor.

### 2.2 VICE-CHANCELLOR'S REPORTS

#### 2.2.1 C13/84 VICE-CHANCELLOR'S REPORT – PART I

The Vice-Chancellor spoke to his report highlighting a range of items including the launch of FoodHQ. Mr Vanderkolk acknowledged the work of the Chancellor and Vice-Chancellor in undertaking the lead on this national strategy and anchoring it in the Manawatu.

**RESOLVED** THAT COUNCIL RECEIVE THE PART I VICE-CHANCELLOR'S REPORT

CHANCELLOR  
Carried



2.2.2 C13/85  
FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED 31 JULY 2013 -PART I

**RESOLVED** THAT COUNCIL RECEIVE THE FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED 31 JULY 2013

CHAIR  
Carried

3.0 DECISION ITEMS

3.1 UNIVERSITY POLICIES

3.1.1 FINANCE POLICIES

Assistant Vice-Chancellor Finance, Strategy and IT Ms MacLeod spoke to the finance policies and the Insurance Policy.

3.1.1.1 C13/86  
REIMBURSEMENT OF EXPENSES POLICY

**RESOLVED** THAT COUNCIL APPROVE THE REIMBURSEMENT OF EXPENSES POLICY (C13/86)

AHIE/SCOTT  
Carried

3.1.1.2 C13/87  
TRUST FUNDS POLICY

Discussion took place and it was agreed to hold over the approval of the Trust Funds Policy until the 6 December 2013 Council meeting following consideration of including:

- Revision of the proposed Trust definition in line with the legal definition;
- Inclusion of a definition of cash reserves; and
- Inclusion and definition of a Constructive Trust.

*Action: Assistant Vice-Chancellor Finance, Strategy and IT to work with Council member Mr Vanderkolk as required, making the suggested changes and tabling the revised Trust Funds Policy at the 6 December 2013 Council meeting.*

3.1.1.3 C13/88  
ASSET DISPOSAL AND WRITE-OFF POLICY

Discussion took place on the additional statement that had been recommended for inclusion in the Policy and Council determined that it would be prudent to seek two independent valuations by registered valuers when the expected value was to be over \$5 million.

**RESOLVED** THAT COUNCIL APPROVE WITH THE FOLLOWING AMENDMENT THE ASSET DISPOSAL AND WRITE-OFF POLICY (C13/88):

First Page: Policy Header: second bullet point: (additions in **bold**, deletion with ~~strikeout~~)

- Property assets should be independently valued by a **one** registered valuer, **or if expected to be over \$5 million two registered valuers**, prior to being offered to the market for sale.

KELLY/SIGNAL  
Carried

**RESOLVED** THAT COUNCIL APPROVE THE ASSET DISPOSAL AND WRITE-OFF POLICY (C13/88) WITH THE APPROVED AMENDMENT

KELLY/ULLRICH  
Carried

### 3.1.2 C13/89 INSURANCE POLICY

Audit and Risk Committee acting Chair Mr Scott noted that the Audit and Risk Committee had recommended to Council the approval of the Insurance Policy.

**RESOLVED** THAT COUNCIL APPROVE THE INSURANCE POLICY (C13/89)

WHYTE/ULLRICH  
Carried

### 3.1.3 C13/90 RECORDS MANAGEMENT POLICY

Assistant Vice-Chancellor Operations and University Registrar Mr Morriss spoke to the Records Management Policy noting the change of the additional responsibility statement.

**RESOLVED** THAT COUNCIL:

1. NOTE THAT NO CHANGES ARE TO BE MADE TO THE CURRENT POLICY, EXCEPT FOR THE INSERTION OF THE VICE-CHANCELLOR'S AND ASSISTANT VICE-CHANCELLOR OPERATIONS AND UNIVERSITY REGISTRAR'S ACCOUNTABILITY ON RECORDKEEPING AT MASSEY; AND
2. APPROVE THE RECORDS MANAGEMENT POLICY (C13/90)

SCOTT/KELLY  
Carried

3.2 C13/91  
**PROPOSED COUNCIL AND COUNCIL COMMITTEE MEETING SCHEDULE  
2014**

Discussion took place as follows:

- It was noted that September was a better month for Council member attendance at the Council Strategy Day and that such a change of month would suit the strategy development cycle;
- The April Audit and Risk Committee would take place on Monday 7 April 2014 in agreement with the External Auditor;
- The Honorary Awards Committee dates may change with a proposed change to the nomination processes;
- The Performance Review Committee was to meet in late January 2014; and
- Governance Committee meetings were not scheduled as it met on an ad hoc basis.

**RESOLVED** THAT COUNCIL APPROVE THE COUNCIL AND COUNCIL COMMITTEE MEETING SCHEDULE 2014 (C13/91) WITH THE AMENDMENTS AS DISCUSSED

KELLY/WHYTE  
Carried

3.3 C13/92  
**DRAFT COUNCIL AGENDA PLAN 2014**

Discussion took place on strategic discussion topics, site visits and the venues at which Council meetings might be held. These would be considered and embedded in the document.

*Action: Vice-Chancellor and Executive Secretary to update the Draft Council Agenda Plan 2014 and bring to the 6 December 2013 Council meeting for approval.*

The Draft Agenda Plan 2014 was noted.

4.0 **COMMITTEE, ASSOCIATED ENTITIES AND OTHER REPORTS**

4.1 C12/93  
**ACADEMIC BOARD MEETING HELD ON 17 JULY 2013 – PART I**

Academic Board Chair and Academic Board Appointee to Council Professor Signal spoke to the report noting that the student engagement policies had yet to come to the Board for approval. Assistant Vice-Chancellor Operations and University Registrar Mr Morriss noted that because of limited engagement with students a new process was currently being developed.

**RESOLVED** THAT COUNCIL RECEIVE THE ACADEMIC BOARD REPORT – PART I - OF THE MEETING HELD ON 17 JULY 2013

CHANCELLOR  
Carried

**4.2 C13/94  
TRACKING COUNCIL DECISIONS AND DELEGATIONS – PART I**

**RESOLVED** THAT COUNCIL NOTE THE PART I TRACKING COUNCIL DECISIONS AND DELEGATIONS REPORT AS AT 6 SEPTEMBER 2013

CHANCELLOR  
Carried

**5.0 INFORMATION/BACKGROUND ITEMS**

There were no Information/Background items in Part I of the meeting.

**6.0 MOVING INTO PART II**

**EXCLUSION OF THE PUBLIC**

THE CHANCELLOR MOVED THAT, EXCLUDING

- Mr Stuart Morriss, Assistant Vice-Chancellor Operations & University Registrar
- Ms Rose Anne MacLeod, Assistant Vice-Chancellor Finance, Strategy and IT
- Mr James Gardner, Director Communications
- Ms Paddy Nicol, Executive Secretary

WHO HAVE, IN THE OPINION OF COUNCIL, KNOWLEDGE THAT COULD BE OF ASSISTANCE, MEMBERS OF THE PRESS AND PUBLIC BE NOW EXCLUDED FROM THE MEETING SO THAT FOR THE UNDERNOTED REASONS THE FOLLOWING MATTERS MAY BE DISCUSSED WITHOUT PUBLIC DISCLOSURE; THE COMMITTEE BEING SATISFIED, WHERE APPROPRIATE, THAT THERE ARE CONSIDERATIONS WHICH OUTWEIGH THE PUBLIC INTEREST OF DISCLOSURE.

Reference: Section 48 (1) of the Local Government and Information and Meetings Act 1987.

Reference: Section 9 as detailed hereunder of the Official Information Act 1982.

<b>Item</b>	<b>Reason for Proposed Public Exclusion</b>
<b>Item 7.1</b> C13/95 Confirmation of Minutes	These matters were considered in Part II of the meeting held on 5 July 2013
<b>Item 7.2</b> Matters Arising	These matters were considered in Part II of the meetings held on 5 July 2013
<b>Item 7.3</b> Follow-up Schedule as at 6 September 2013	These matters were considered in Part II of the meetings held on 5 July 2013 and before
<b>Item 8.1.1</b> Chancellor's Report	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k) To protect the privacy of natural persons Reference: Section 9 2 (a)
<b>Item 8.2.1</b> C13/96 Vice-Chancellor's Part II Report	To protect the privacy of natural persons Reference: Section 9 2 (a)

Item	Reason for Proposed Public Exclusion
<p><b>Item 8.2.2</b> C13/97 Vice-Chancellor’s 2013 Objectives: Period January - July 2013</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k) To protect the privacy of natural persons Reference: Section 9 2 (a)</p>
<p><b>Item 8.2.3</b> C13/98 Financial Report for the five months ended 31 July 2013</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p><b>Item 8.2.4</b> C13/99 Major Capital Projects Report: Quarter Two</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p><b>Item 8.2.5</b> C13/100 Consolidated Performance Report: Quarter Two</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p><b>Item 8.2.6</b> C13/101 Enrolment Update as at 26 August 2013</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p><b>Item 8.2.7</b> C13/102 Health and Safety Update Report</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p><b>Item 9.1</b> C13/103 Business Case: Rich Media Learning Business Case</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p><b>Item 9.2</b> C13/104 Council Health and Safety Spokesperson and Terms of Reference</p>	<p>To protect the privacy of natural persons Reference: Section 9 2 (a)</p>
<p><b>Item 10.1</b> C13/105 Driving the University Research Strategy Update</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p><b>Item 10.2</b> C13/106 Massey University Foundation Annual Report 2012</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p><b>Item 10.3.1</b> C13/107 Audit and Risk Committee Report –Meeting held on 5 July 2013</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>

<b>Item</b>	<b>Reason for Proposed Public Exclusion</b>
<b>Item 10.3.2</b> Audit and Risk Committee Report – Meeting held on 6 September 2013	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 10.3.3</b> C13/108 Audit and Risk Committee Risk Management Report commentary	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 10.4</b> C13/109 Academic Board Report – meeting held on 17 July 2013	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
<b>Item 10.5</b> C13/110 Honorary Awards Committee Report – meeting held on 13 August 2013	To protect the privacy of natural persons Reference: Section 9 2 (a)
<b>Item 10.6</b> C13/111 Tracking Council Decisions and Delegations	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k) To protect the privacy of natural persons Reference: Section 9 2 (a)
<b>Item 10.7</b> Performance Review Committee Report	To protect the privacy of natural persons Reference: Section 9 2 (a)

**AND**

**Item 11.0**

Such matters as members of Council declare their intention to raise under Late Items in the privileged part of the meeting.

CHANCELLOR  
Carried

**13.0 ITEMS MOVED FROM PART II TO PART I**

The following decisions were moved from Part II into Part I

**9.1 BUSINESS CASE: RICH MEDIA LEARNING BUSINESS CASE**

**RESOLVED THAT COUNCIL:**

1. APPROVE THE BUSINESS CASE: RICH MEDIA LEARNING PROJECT;
2. ENDORSE THE PREFERRED OPTION OF EXPANDING AND UPGRADING THE EXISTING INFRASTRUCTURE AND MEDIASITE TECHNOLOGY AT AN ENTERPRISE LEVEL IN STRATEGICALLY SELECTED LEARNING SPACES; AND

3. APPROVE THE RELEASE OF \$2.68 MILLION AS PROVIDED FOR IN THE TEN YEAR CAPITAL PLAN TO SUPPORT THE COMMENCEMENT OF THE RICH MEDIA LEARNING PROJECT

**9.2 COUNCIL HEALTH AND SAFETY SPOKESPERSON AND TERMS OF REFERENCE**

**RESOLVED** THAT COUNCIL:

1. APPROVE THE TERMS OF REFERENCE FOR THE HEALTH AND SAFETY SPOKESPERSON ROLE; AND
2. APPOINT MS LESLEY WHYTE AS COUNCIL’S HEALTH AND SAFETY SPOKESPERSON FOR A TERM ENDING DECEMBER 2014

**AND FURTHER RESOLVED** THAT THE MASSEY UNIVERSITY FOUNDATION ANNUAL REPORT 2012 BE MOVED INTO PART I

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Council Follow-up Schedule Part I – 4 October 2013**

**From last meeting**

**Note:** *bracketed italics are completed actions*

<b>Item</b>	<b>Outcome</b>	<b>Action</b>	<b>Milestone dates</b>
1. Trust Funds Policy	<ul style="list-style-type: none"> <li>• It was agreed to hold over the approval of the Trust Finds Policy following consideration of:               <ul style="list-style-type: none"> <li>○ Reviewing the proposed Trust definition in line with the legal definition;</li> <li>○ A definition of cash researches; and</li> <li>○ Inclusion and definition of a Constructive Trust.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Vice-Chancellor Finance, Strategy and IT Ms MacLeod to work with Council member Mr Vanderkolk as required, making the suggested changes.</li> <li>• To be brought to the December Council meeting for approval.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 December 2013 Council meeting.</li> </ul>
2. Draft Council Agenda Plan 2014	<ul style="list-style-type: none"> <li>• Discussion took place on strategic discussion topics, site visits and the venues at which Council meetings might be held. These would be considered and embedded in the document.</li> </ul>	<ul style="list-style-type: none"> <li>• Vice-Chancellor and Executive Secretary to update the Draft Council Agenda Plan 2014 and bring to December meeting for approval.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 December 2013 Council meeting</li> </ul>

**Council Follow-up Schedule Part I – 4 October 2013**

**Ongoing Issues**

**Note:** *bracketed italics are completed actions*

<b>Item</b>	<b>Outcome</b>	<b>Action</b>	<b>Milestone dates</b>
1. Disciplinary Committee	<ul style="list-style-type: none"> <li>• The Disciplinary Committee of Terms of Reference have not been reviewed since 2005. Need to ensure they meet the needs of the University.</li> </ul>	<ul style="list-style-type: none"> <li>• AVC Operations &amp; University Registrar to review Terms of Reference and Membership criteria</li> <li>• The Disciplinary Committee Terms of Reference form part of a wider review of the Disciplinary Procedures being undertaken by the Office of the AVC Academic and International. AVC Operations &amp; University Registrar liaising with the Office in their review.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 September 2013</li> <li>• 6 December 2013</li> </ul>



COUNCIL AGENDA PLAN – MARCH - DECEMBER – 2013

	<b>Friday 1 March (Manawatu)</b> <b>Function: <u>Close off of previous year; Establishing parameters for new year; Strategy approval for the current year</u></b>	<b>Friday 3 May (Wellington)</b> <b>Function: <u>Consolidation of business for current year</u></b>	<b>Friday 5 July (Manawatu)</b> <b>Function: <u>Strategy planning for the following year; Approval of International and Domestic Fees</u></b>
	<ul style="list-style-type: none"> <li>• VC scene setting</li> <li>• Approve Road to 2020</li> <li>• Preparation for graduations and Honorary Awards</li> <li>• Annual Accounts for previous year (delegation)</li> <li>• Review of Council performance</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring progress re enrolments</li> <li>• Induction of new members</li> </ul>	<ul style="list-style-type: none"> <li>• Approve International Student Fees</li> </ul>
Strategic Discussions	Branding Presentation – <i>Assistant Vice-Chancellor External Relations</i>	TEC Strategies and Priorities – Chair TEC Student Forum – deferred until student members in place	Strategies to climb the (QS) rankings – <i>Assistant Vice-Chancellor Finance, Strategy and IT</i>
Site visits	Farms (adjacent to Turitea Campus)	No site visit	Milson Flight Centre
Key Reports	<ul style="list-style-type: none"> <li>• Chancellor’s Report</li> <li>• VC Reports - to include <ul style="list-style-type: none"> <li>• VC Report</li> <li>• VC scene setting 2013</li> <li>• Financial Reports</li> <li>• Workforce Shaping</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor’s Report</li> <li>• VC Reports - to include <ul style="list-style-type: none"> <li>• VC Report including CoRE reporting to Council</li> <li>• Financial Report</li> <li>• Quarterly Performance Reports</li> <li>• Aged Debtors Report</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor’s Report</li> <li>• VC Reports - to include <ul style="list-style-type: none"> <li>• VC Report</li> <li>• Financial Reports</li> <li>• Performance Review Report</li> </ul> </li> </ul>
Decision Items	<ul style="list-style-type: none"> <li>• 2012 Annual Accounts delegation to A&amp;R Committee</li> <li>• Conferring of Degrees &amp; Awarding of Diplomas and Certificates at graduation ceremonies delegation</li> <li>• Terms of Reference- Council Committees</li> <li>• Policies as per schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Student Fee Setting Process and Principles (Domestic and International)</li> <li>• Honorary Awards Committee Report</li> <li>• Policies as per schedule</li> </ul>	<ul style="list-style-type: none"> <li>• 2014 Student Fees – (<i>AVC Academic and International in person</i>)</li> <li>• Policies as per schedule</li> </ul>
Committee, Associated Entities and Other	<ul style="list-style-type: none"> <li>• Audit &amp; Risk Report – including high level risks</li> <li>• Massey University Foundation Report</li> <li>• Academic Board Reports</li> <li>• Performance Review Committee Report</li> <li>• Honorary Awards Committee Report</li> <li>• Review of Council Evaluation 2012</li> <li>• Tracking Council Decisions and Delegations</li> </ul>	<ul style="list-style-type: none"> <li>• Audit &amp; Risk Report Committee – including Risk Management Report commentary</li> <li>• Academic Board Reports</li> <li>• NZSM Annual Report 2012</li> <li>• Agri One Limited Annual Report 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Audit &amp; Risk Committee Report</li> <li>• Academic Board Reports</li> <li>• Academic Board Chair’s Report (<i>in person</i>)</li> <li>• Honorary Awards Committee Report</li> <li>• Māori Protocols Review Report</li> <li>• Massey Ventures Ltd Annual Report 2012 and visit from Chair</li> </ul>

Business Cases will brought to Council for approval as appropriate

**C13 - October  
Part I**

	<b>Friday 6 September (Wellington)</b> <b>Function: <u>Approval of Investment Plan</u></b> <ul style="list-style-type: none"> <li>Approve Investment Plan (2 year approval given in 2012)</li> <li>Establish Council agenda plan and schedule for following year</li> </ul>	<b>Friday 4 October (Albany)</b> <b>Function: <u>Budget review</u></b> <ul style="list-style-type: none"> <li>Review Operating and Capital Budget for following year</li> <li>Insurance Renewal – delegate authority to approve</li> </ul>	<b>Friday 6 December (Manawatu)</b> <b>Function: <u>Budget approval &amp; Final Decisions for current year and prep for following year</u></b> <ul style="list-style-type: none"> <li>Approve Operating &amp; Capital Election of Chancellor and Pro-Chancellor</li> <li>Committee membership established</li> </ul>
Strategic Discussions	Student Forum - postponed	College of Health: strategies ( <i>PVC College of Health</i> )	IP Commercialisation ( <i>tbc: MVL and Bio Centre Chairs/CEOs</i> )
Site Visits	Possible campus site visit - <i>tbc</i>	Campus site visit	PN Campus site visit ( <i>detail tbc</i> )
Key Reports	<ul style="list-style-type: none"> <li>Chancellor's Report</li> <li>VC Reports - to include               <ul style="list-style-type: none"> <li>VC Report</li> <li>Financial Report</li> <li>Major Capital Projects Report</li> <li>Quarterly Performance Reports</li> <li>Performance Review Report</li> <li>Enrolment Report</li> <li>Health and Safety Report</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Chancellor's Report</li> <li>VC Reports - to include               <ul style="list-style-type: none"> <li>VC Report</li> <li>Financial Report</li> <li>Performance Review Report</li> <li>Enrolment Report</li> <li>Health and Safety Report</li> <li>2014 University Operating and Capital Budget</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Chancellor's Report</li> <li>VC Reports - to include               <ul style="list-style-type: none"> <li>VC Report</li> <li>Financial Report</li> <li>Major Capital Projects Report</li> <li>Quarterly Performance Reports</li> <li>Performance Review Report</li> <li>Enrolment Report</li> <li>Health and Safety Report</li> <li>Aged Debtors Report</li> <li>Road to 2025</li> </ul> </li> </ul>
Decision Items	<ul style="list-style-type: none"> <li>Investment Plan 2013-2015 – 2 year approval given in 2012</li> <li>Draft Agenda Plan 2014</li> <li>Draft Meeting Schedule 2014</li> <li>Policies as per schedule</li> </ul>	<ul style="list-style-type: none"> <li>Renewal of Insurance 2014- delegation</li> <li>Policies as per schedule</li> </ul>	<ul style="list-style-type: none"> <li>2014 University Operating and Capital Budget</li> <li>2014 Annual Plan</li> <li>Renewal of Insurance 2014-report delegation</li> <li>NZ School Music SCI 2014</li> <li>MVL SCI 2014</li> <li>Student Bad Debts</li> <li>Criteria and Regulations – Honorary Awards</li> <li>Governance Committee Terms of Reference</li> <li>Council Committee membership</li> <li>Review Guidelines Council meeting conduct</li> <li>Review Council Code of Conduct</li> <li>Election of Chancellor and Pro Chancellor</li> <li>Policies as per schedule</li> </ul>
Committee, Associated Entities and Other	<ul style="list-style-type: none"> <li>Audit &amp; Risk Committee Report—including Risk Management Report commentary</li> <li>Academic Board Reports</li> <li>Honorary Awards Committee Report</li> <li>Performance Committee Report</li> <li>Research Strategy Framework Report (<i>AVC RE in person</i>)</li> <li>Massey Foundation – Annual Report</li> <li>Tracking Council Decisions and Delegations</li> </ul>	<ul style="list-style-type: none"> <li>Audit &amp; Risk Committee Report</li> <li>Massey Foundation –<i>Chair's visit</i></li> <li>Notice of Intention for Chancellor and Pro Chancellor</li> <li>Council Graduation Schedule 2014</li> </ul>	<ul style="list-style-type: none"> <li>Audit &amp; Risk Report Committee – including Risk Management Report commentary</li> <li>Academic Board Reports</li> <li>Academic Board Chair Report (<i>in person</i>)</li> <li>Honorary Awards Committee Report</li> <li>Council Evaluation 2013</li> <li>Disciplinary Committee Review</li> </ul>

Business Cases will brought to Council for approval as appropriate



## VICE-CHANCELLOR'S OFFICE

**To:** Members of Council  
**From:** Vice-Chancellor  
**Date:** 23 September 2013  
**Subject:** **Vice-Chancellor's Part I Report to Council**  
**Period: late-August to late-September 2013**

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### **Purpose:**

This report is presented to update Council on key achievements, highlights and major issues arising over the period late-August to late-September 2013 and also seeks to give Council a flavour of the breadth and depth of University-associated activities. The report gathers together strategic items provided by college and service lines, the Vice-Chancellor's elog and diary. Further detail is provided in the appendices to this report.

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## **1.0 Topical Issues**

- 1.1 Marketing and recruitment for Summer School and Semester One 2014 are in full swing. It has been very encouraging to see the increased interest shown by students in Massey through Open Days, school visits and social media.
- 1.2 Students will be able to submit Enrolment 2014 admission documents online for the first time this year (commencing October 1). This is a considerable benefit for students with approximately 8000 students having to submit supporting documentation (eg, identity documents, transcripts) as part of the established enrolment process. For postgraduate students, this will allow Student Administration to begin an initial assessment of eligibility to study in advance of receiving verified copies of documents. This will reduce the overall time between admission, enrolment and confirmation as formal offers can be made pending receipt of the verified documents.
- 1.3 The accelerated first-year intake in the College of Health and College of Sciences started in August at Albany campus with 15 students enrolled. These students will complete their entire first year of papers in a condensed 25-week period and, on successful completion, this will allow them to enter our second year in February, 2014. They are a mix of entirely new students to Massey, returning students and those who have come through the PaCE short courses. We look forward to teaching these students and seeing them all succeed so they can join our current regular year one students in 2014 as they enter year two.

## **2.0 Key Strategic Issues and Positioning**

### **2.1 Massey University Council Planning**

The Council planning meeting in September gave Council members, along with members of the Senior Leadership Team, a chance to do what many staff have already done – look

towards 2025. The Council was briefed on the internal and external environment that is likely to shape the University over the next 12 years before taking part in an extended workshop that allowed them to identify strengths, weaknesses, opportunities and threats. They also discussed the financial model of the University and the way we measure our reputation.

## **2.2 Massey University 2025 strategic plan**

The views of the Council (as per item 2.1 above), staff, students and stakeholders that have been gathered over recent months will now be used to shape the University's 2025 strategic plan. This will be released when it has been approved at the Council's first meeting in 2014.

## **3.0 Research and Scholarship**

### **3.1 Research and Scholarship update**

- 3.1.1 The implementation of the Research Services restructuring progressed with the appointment of new staff. Dr Michael Millan will join the team as the director, research operations in September, bringing knowledge of research management from Europe and Australia. Another new face will be Dr Jo Innes, the new group leader for the research development advisors. Marise Murrie has been appointed as researcher development coordinator highlighting our commitment to developing all researchers at Massey.
- 3.1.2 The Graduate School recently reported a record number of doctoral examinations with a significant increase in submissions as staff and students take on board the need to focus on completions within the internationally benchmarked time period. The colleges have also responded with nominations for a new group of convenors to support this increased level of activity.
- 3.1.3 Recent successes with Ministry of Business, Innovation and Employment funding provide further good news; Massey performed well in a very competitive round. With four major bids funded, our successes give voice to the alignment of our research with topics of key interest to New Zealand. Please refer to Appendix I for further details.
- 3.1.4 Researchers drawn from across all colleges have been active participants in a series of workshops around the key topics being promoted as part of the dialogue supporting the National Science Challenges. Many of our staff were invited to participate in the strategic discussions hosted by the Ministry of Business, Innovation and Employment. Massey researchers have also been very active in developing their submissions for the Tertiary Education Commission 2013 Centres of Research Excellence bidding exercise and a record number of outline expressions of interest were loaded into the Health Research Council portal this month.
- 3.1.5 The development of the Massey Research Commercialisation platform continues, with exciting new prospects emerging from student enterprise. Our business development managers in Taranaki and Hawke's Bay are providing new links to local businesses that we are well placed to support through Massey's links with Callaghan Innovation and the Ministry of Business, Innovation and Employment. A key topic of current discussion is summer studentships and internships.

For other highlights please also refer to section 5.1 Celebrating Excellence, and section 8.0 Generating Income, below.

## **4.0 Teaching and Learning**

### **4.1 Teaching and Learning update**

Work across the Teaching and Learning portfolio continues at a pace, key highlights over the reporting period include:

- Work is continuing on Massey's first Open2Study (MOOC) subjects, with the official launch planned for early October, in Wellington.

- A revised Academic Standing Model was approved and will be implemented in 2014. The model will establish a new approach to student progress, one that acknowledges success and addresses the issues associated with unsatisfactory progress. Students will be advised of their progress in their study each semester with offers of assistance or extra opportunities.
- The University's Self Review Report for the upcoming Academic Audit was finalised and sent to the audit panel and director of the Academic Quality Agency. The chair of the panel and agency director will visit the University in mid-October to discuss logistics and seek further information, if required, for the audit site visit planned for late November. During the site visit the audit panel will interview appropriate staff on the key academic activity themes that form the framework for the audit. Further information on the audit can be obtained through Fiona Coote, accreditation consultant.
- The Rich Media Learning (Lecture Recording) business case has been approved and implementation will commence immediately to ensure time frames are met.
- A series of meetings have taken place on each campus between Student Administration staff and college staff to look at ways to work even more closely and effectively together on student advising, programme information and administration and enrolments. This information will be critical for the 2014 enrolment round. Modifications have been implemented in consultation with the PVCs.

#### 4.2 **Stream**

The first full month of reporting of Google Analytics for Stream has been completed. Monitoring of these analytics shows that access through Smartphone or tablet devices accounts for 10 per cent of the 489,000 visits to Stream over the month of August.

- 4.3 Postgraduate papers in Ergonomics will be offered in 2014. Massey is the only university in New Zealand to offer an ergonomics programme.

#### 4.4 **Accreditations**

- 4.4.1 Bachelor of Construction (Quantity Surveying and Construction Management majors) and the Bachelor of Business Studies (Valuation and Property)  
The Royal Institution of Chartered Surveyors (RICS) has advised that the Bachelor of Construction (Quantity Surveying and Construction Management majors) and the Bachelor of Business Studies (Valuation and Property) have been accredited by the Institute following a panel visit in March this year.

- 4.4.2 Master of Science (Nutrition and Dietetics)  
Further to my September report, the Dietitians Board has advised that the Master of Science (Nutrition and Dietetics) will be fully accredited for a five-year period commencing September 15, subject to minor conditions, which will be fully met.

In addition, the cohorts currently enrolled (2012-13 and 2013-14) are eligible for registration with the Dietitians Board on successful completion of their current programmes of study.

- 4.4.3 Accountancy Programme  
The New Zealand Institute of Chartered Accountants has reviewed Massey's accountancy programmes and has re-accredited the programmes for the maximum period of five years.

- 4.4.4 Master of Professional Accountancy and Finance  
The Association of Chartered Certified Accountants has accredited the Master of Professional Accountancy and Finance. This programme has also been accredited by the New Zealand Institute of Chartered Accountants and Certified Practising Accountants Australia.

- 4.4.5 Graduate Certificate in Science and Technology (Lighting)  
The Illuminating Engineering Society visited in August to evaluate the Graduate Certificate in Science and Technology (Lighting) for accreditation. The outcome is awaited.

## 5.0 Celebrating Excellence – Awards and Recognition

### 5.1 Congratulations to our staff, students and alumni whose expertise and excellence has been recognised in the following ways:

- 5.1.1 Distinguished Professor Anne Noble, School of Art, has been awarded a 2014 Fulbright Scholar's Award to spend five months as Artist in Residence at Colombia College Chicago.

Professor Noble has been appointed by the Australian Research Council as an international expert to peer review art and design research funding applications.

- 5.1.2 Maddie Leach, School of Art, has been selected as international artist in residence for Spike Island, Bristol, England, in March 2014.

#### 5.1.3 Best Awards 2013

College of Creative Arts staff and students continue to perform highly at the Designers Institute of New Zealand Best Awards, to be announced on October 11.

##### *Staff Best Finalists:*

- Associate Professor Chris Bennewith for Squid Soup and Massey University (installation at the Royal Society)
- Professor Tony Parker and Open Lab for HR4 Hand Held Reader (Gallagher)
- Nick Kapica for Massey's Te Ara Hihiko Wayfinding (Athfield Architects)
- Open Lab – Associate Professor Chris Bennewith, Anna Brown, Nick Kapica, Stu Foster and students (Lux Light Festival 2013)

##### *Student Best Finalists:*

- Graphic Design - 12 out of 27 finalists 44 per cent (one student from Auckland School of Design)
- Interactive Design - five out of nine finalists 55 per cent
- Spatial Design - two out of 11 finalists 18 per cent
- Product Design - 16 out of 26 finalists 61 per cent (five from Auckland School of Design)

Professor Tony Parker convened the product category and Associate Professor Chris Bennewith judged the graphic's category.

- 5.1.4 Westpac Young Fashion Designer Awards 2013  
Massey Fashion students or recent graduates, Matt Hickmott, Georgie Veitch and Zoey Radford-Scott, took the top three places in the prestigious Westpac Young Fashion Designer Awards 2013. Georgie Veitch was the winner.

- 5.1.5 Professors Boyd Jones and Dave West, Institute of Veterinary, Animal and Biomedical Sciences, received the NZ Veterinary Association President's Award and the Outstanding Service Award, respectively, for their outstanding contributions to the veterinary profession. They have made a significant impact on the profession and it is especially gratifying that they have been recognised during the Massey University veterinary jubilee year.

- 5.1.6 Associate Professor Rachel Page, Institute of Food, Nutrition and Human Health, is involved in adaptation of an American Pharmacology textbook into an Australian and New Zealand edition. The book has been published this year: Pharmacology in Nursing: Australian and New Zealand Edition (2014). This textbook was nominated in the recent Australian Educational Publishing awards under the category of Tertiary Education (Adaptations 25 per cent) Student Resource and was awarded runner up "highly commended" for the student resources associated with this textbook.

- 5.1.7 The National Dietetics conference was held in Auckland in early September. Two of our College of Health students received prizes (total worth \$2000). Briar Emmett won Top Student 2012/2013 group – Nestle award (\$500). Sara Bodel – Most improved student

2012/2013 group – Abbott award (\$1500). Massey University has well and truly arrived in the dietetics arena.

- 5.1.8 Associate Professor Peter Lineham, School of Humanities, published a monograph with Penguin Books titled *Destiny: the life and times of a self made apostle*, a book exploring the Destiny Church phenomenon.
- 5.1.9 Professor Glenda Anthony, Institute of Education, had her book, titled *Student Voice in Mathematics Classrooms around the World*, published. The book was jointly edited with colleagues at Nanyang Technological University, Singapore, Kanazawa University, Japan, and Melbourne University, Australia.
- 5.1.10 Dr John Matthewson, School of Humanities, was awarded the biennial Marjorie Green prize by The International Society for History, Philosophy, and Social Studies of Biology for a paper he delivered in 2011.
- 5.1.11 Massey's postgraduate teaching module on web-based reporting has won top prize in a competition of teaching ideas run by the US association of journalism educators. Head of Journalism Dr Grant Hannis and senior lecturer Dr Cathy Strong were awarded first prize in the Great Ideas For Teachers competition for their paper *Teaching web-based reporting fast and efficiently*. The prize was awarded at the Association for Education in Journalism and Mass Communication at its August conference, held in Washington DC. The judging panel said the paper was the number one teaching idea for 2013 "by far". There were 54 entries, mostly from United States universities.
- 5.1.12 Sport Manawatū Grassroots Sports Awards - In recognition of the great support given to sport in the community, Massey University was nominated for the Sports Partner of the Year Award at the 2013 Manawatū Grassroots Sports Awards.
- 5.1.13 Acushla O'Carroll, PhD Arts candidate, has been awarded a prestigious Fullbright-Harkness New Zealand Fellowship.
- 5.1.14 Congratulations to Ann Noseworthy, Dr Suzanne Phibbs, and Cheryl Benn, School of Health and Social Services, whose article has been identified as being among the 20 most downloaded Midwifery articles from Science Direct. The paper is in the Journal Midwifery and the full citation is: Noseworthy A., Phibbs, S. and Benn, C. (2013) Towards a relational model of decision-making within midwifery care. *Midwifery*. Volume 29, Issue 7, July. Pages e42-e48.
- 5.1.15 Congratulations also College of Business staff Professor Anne de Bruin, Professor Ben Jacobsen, Associate Professor Martin Perry and Dr Lorenzo Ductor for their 2013 Marsden applications finishing in the top 40 per cent of all Marsden applications. The College of Business has awarded them each \$2000 to assist in their resubmission of the 2014 Marsden round.

Please also refer to Appendix I for recent success in the Ministry of Business, Innovation and Employment funding round.

## 6.0 Connections and Responsibility

### 6.1 Creativity Update

The Creativity Working Group has met recently and is planning a 'creative speed dating' event to foster creative research collaborations on the Wellington campus.

The College of Creative Arts and the University Registrar are jointly funding an assessment of the economic impact of Massey Wellington campus on the Wellington economy. The assessment will be undertaken by Professor Christoph Schumacher, School of Economics and Finance, who has already undertaken similar assessments for Massey's Albany campus and Distance Learning.

The University also hosts numerous creative activities every month. Highlights include:

- Two series of creative events from the College of Humanities and Social Sciences continue to have impact: in September, Writers Read (a nationwide series) featured Kapiti in History and Fiction; and Arts on Wednesdays continues on the Wellington campus with play readings, performances, and a recent successful cross-college session on arts in Christchurch civic life after the earthquakes. A science and poetry seminar was also held recently.
- The College of Creative Arts is leading the University's preparation for the Creative Industries Symposium in October, and planning is in full swing for this year's BLOW Creative Arts Festival (November 8-24).
- Two major New Zealand School of Music events recently have been disrupted by earthquakes, but were musically successful, and the School has a Polish Music Week in mid-September.

## **6.2 Māori and Pasifika update**

The work of the Office of Māori and Pasifika is focused on leading and supporting the implementation of the Kia Marama: Māori@Massey strategy and Pearls of Wisdom Growing Pearls of Wisdom: Pasifika@Massey strategy. Key highlights over the reporting period include:

- Engagement with secondary schools involved on-campus and in-school visits from Māori senior students from 44 schools. This included an overnight stay with 50 students from Bay of Plenty schools at Te Pūtahi a Toi. A highlight of the on-campus visits was the inter-tertiary event for 118 year-11 Māori students from 15 local secondary schools and one Whangarei school held at Albany in August.
- Several events, designed to promote the university and engage the community, were organised in August. This included a presentation by Dr Moana Jackson at the Albany campus on constitutional issues. Dr Jackson discussed the implications of proposed constitutional changes for Māori and the possible role of the Treaty of Waitangi. Dr Polly Atatoa-Car also presented (again on the Albany campus) on the results of the Growing up in New Zealand longitudinal study, particularly the results from the anti-natal and nine-month data collections. Various other meetings were organised to profile research and build connections. In all, in excess of 100 staff, students, and members of the community attended these events.
- Discussions were held with interested parties willing to contribute to the development and delivery of Māori and indigenous leadership programmes once the College of Business' Māori Business Research and Leadership Centre is launched later this year.
- A Writing Retreat Workshop was held for master's and PhD students in Manawātū in September. Interest has been shown by participants particularly around creating "100 Pasifika PhDs" idea.
- The inaugural Massey Alumni Pasifika was launched in Auckland by guest speaker Chris Freer Chair of NZ Business Council and Director at Tonkin and Taylor. Research and internship opportunities were identified with Mr Freer as well as Massey University membership on the Council – the only tertiary institution to be offered such an opportunity.
- An interim Cook Island committee was set up as part of the Massey University Pasifika Alumni group. The formal body is to be officially launched before the end of 2013. Members of the interim committee include the Minister of Finance, Minister of Health, Education and Foreign Affairs. The Chief of Staff of the Cook Island Prime Minister's Office indicated her interest in coming back to Massey to do her PhD next year.
- Ben Taufua, Senior Advisor Pasifika, was elected as co-chair of Raise Pasifika, a network of providers in the education sector that includes in its membership community groups to partner with the Ministry of Pacific Island Affairs and the Ministry of Education to facilitate initiatives for the advancement of Pasifika student's achievement rates, amongst other education outcomes.

Also of note, is that Massey University was a finalist in the New Zealand marketing awards for the Māori and Pasifika campaign.



### 5.3 Sustainability Update

Work in this area continues across the University. Highlights of initiatives coordinated through the Massey University Steering Group on Sustainability and the Challenging Sustainability project include:

- Further to my last report, appointments that were made in August to the positions of the College of Humanities and Social Sciences Living Lab Project manager Mr Stephan FitzHerbert and Sustainability Project officer Dr Jane Richardson have set in place some new processes and are building relationships internally and externally that will enable the sustainability agenda to be moved along more quickly than has been possible to date. In particular, the following list gives a flavour of the issues being progressed:
- Meetings with facilities management staff on the Manawatū campus have identified a range of issues that can be progressed through campus-based living labs eg waste minimisation, energy audits and projects around the grounds at Manawatū (meetings on the Albany and Wellington campuses have been scheduled).
- Discussions with staff working on the No 1 Dairy Farm project have identified opportunities for a living lab engagement model with external and internal parties;
- Meetings with Palmerston North City Council and the Auckland Council's Research Investigations and Monitoring Unit have identified further opportunities for collaborative research and engagement projects;
- Summer scholarships on indigenous agrifood, and urban sustainability in Manawatū and Albany have been advertised.
- Professor Allanah Ryan, head of the School of People, Environment and Planning and chair of the Steering Group on Sustainability, has been involved with a Centre of Research Excellence bid, led by Victoria University of Wellington, currently called Taonga Nuku, Taonga Rangi – Growing Natural Capital. This centre will focus on the opportunities that natural capital provides for ecological, economic, social and cultural benefits to accrue to people in urban, peri-urban/agricultural and ecological restoration sites. The Living Lab model of engagement is a key component of the research programme. There are six other Massey staff members whose CVs have been submitted as part of the bid.

### 6.4 Agri-food update

The work of the Director of Agri-Food Business, Professor Claire Massey, is focused on implementing the Massey agrifood business strategy (launched December 2012). This means supporting core business in relation to agrifood business as well as identifying new strategic projects where there is the potential for the University to earn revenue and/or demonstrate thought leadership.

Strategic/regional initiatives include:

- Participated in a food networking event in Hawke's Bay,
- Hosted a group of Hawke's Bay business at a one-day workshop on the Manawatū campus
- Hosted the Marlborough Research Centre at a workshop in the Manawatū to identify their needs and potential collaborations

### 6.5 Examples of other connections, relationships, contributions and impacts:

- 6.5.1 Professor Sally Morgan, College of Creative Arts, was appointed as Independent Reviewer for art projects for the Austrian Science Foundation, the National Research funding body for Austria.

Professor Morgan was also appointed to the editorial board of the journal *Studio Research*.

- 6.5.2 Karl Kane, School of Design, Jo Bailey, Open Lab and freshwater ecologist Kati Doehring, from the Cawthron Institute presented a paper called *Science Communication at the interface* at the New Zealand Freshwater Sciences Society, New Zealand Marine Sciences Society and the Australian Society for Fish Biology at Waikato University.

- 6.5.3 Staff from the College of Sciences were again heavily involved in the Fonterra, Manawatū Science and Technology Fair in judging and the awarding of prizes across various subject

events. College staff members have a long history of involvement with this fair and the college contributes financially in the form of sponsorship.

- 6.5.4 Mr Steve Denby, manager of the Service Workshop for the Institute of Fundamental Sciences has been approached by Antarctica NZ, the Crown entity that manages Scott Base to winter-over at the base for a year and assist with the annual maintenance carried out at this time of year. Mr Denby has spent time on Antarctica in a similar role several years ago and it was this, together with his extensive engineering experience, which led to this invitation. Mr Denby has taken a one-year leave of absence.
- 6.5.5 Professor Richard Archer and Professor Steve Flint, Institute of Food, Nutrition and Human Health, were members of the recent Ministry of Primary Industry Taskforce Advisory Group that met and wrote a report in response to the flaw found in dried milk powder produced by Fonterra and whether the clostridial contaminant was neurotoxic *C. botulinum*. The group had eight members plus a chair – one further member was a Massey University current staff member, while one other was a previous staff member of the Institute of Food, Nutrition and Human Health. The group was formed, met and produced its final report within this reporting period.
- 6.5.6 For several years Massey University has been involved with the Brewers' Guild of New Zealand Beer Awards, an international beer competition featuring world leaders in the beer judging arena. This year it was held in Christchurch in early August over three days. The team from the Institute of Food, Nutrition and Human Health were sorting, pouring and delivering around 530 local and international beers to a line-up of 24 expert judges.
- Chief Steward was Helen Matthews from the Albany campus and Helen had a team of Heather McClean from Manawatū and six Food Technology and Engineering students. Massey's relationship with the guild is aimed at fostering engagement with the young food technologists who express interest in careers in the craft brewing industry.
- Our team did Massey proud and we are front of mind with many key players in the craft brewing industry. Winners were announced at an awards dinner in Wellington in August. The unique paddles that the stewards use to serve beer samples were designed and made in the Institute.
- 6.5.7 A series of very successful dietetics symposia was held around the country in August. They were aimed at health professionals and were well subscribed and received. These were presented by Dr Cath Conlon, Institute of Food, Nutrition and Human Health, who spoke at two Wellington and two Christchurch events on the subjects of fussy eating and dispelling myths surrounding starting solids and baby-led weaning.
- 6.5.8 Professor Sally Casswell, Taisia Huckle, Dr Martin Wall, and Lanuola Asiasiga from SHORE and Whariki Research Centre convened a stakeholder meeting on Alcohol Policy Interventions in New Zealand at the Health Promotion Agency in Wellington in August.
- 6.5.9 Professor Stephen Legg and Dr Kirsten Olsen, Occupation, Safety and Health, attended planning meetings for a Wellington regional forum on "Creating a healthy workplace on a budget" to be held at Te Papa on November 19 in conjunction with ACC and The Health Promotion Agency.
- 6.5.10 Dr Alison Sewell and Ms Rose Atkins, Institute of Education were appointed to the Social Sciences Advisory Panel for the National Monitoring Study of Student Achievement–Wanangatia te Putanga Taurā. The study replaces the former, world-renowned National Education Monitoring Project.
- 6.5.11 The Auckland Knowledge Exchange Hub partnered with the Institute of Finance Professionals to hold another stakeholder engagement evening in September. Members of the business community and Infanz were invited to hear Professor Ralph Walking speak. The top finance professor and corporate governance expert from Drexel University is currently visiting the School of Economics and Finance and also gave a seminar on *The Agency Costs of Managerial Indiscretions: Sex, Lies and Firm Value* in September at the Albany campus.

- 6.5.12 Dr Claire Matthews, School of Economics and Finance, presented two workshops on personal financial planning at the Association of Administrative Professionals New Zealand Inc Conference in Palmerston North.
- 6.5.13 The College of Business Fin-Ed Centre held a successful financial literacy symposium during Money Week at the beginning of September. The symposium consisted of presentations, panel discussions and workshops on the theme of retirement. It was attended by regulators, industry practitioners and academics from a number of institutions.
- 6.5.14 The Fin-Ed Centre also released updated Retirement Expenditure Guidelines in August, including housing information for the first time.
- 6.5.15 The Centre for Small and Medium Enterprise Research has released the largest systematic study of how and why New Zealand companies internationalise, with the aim of identifying the factors that lead to successful export activity. It has received considerable media attention.
- 6.5.16 The ecentre is holding its next Demo Day on September 25. This is an opportunity for entrepreneurs to present their ideas in the form of a short pitch to attract interest in their business. The event will feature some of the finalists from the recent Go Innovate! competition held on the Albany campus.
- 6.5.17 Property valuation lecturer Alan Pope, School of Economics and Finance, organised an extremely successful seminar that brought property valuers, quantity surveyors and property lawyers together to discuss approaches to determining the replacement values of residential buildings for insurance purposes. The event was oversubscribed, with around 280 people in attendance.
- 6.5.18 Professor Anne de Bruin, School of Economics and Finance, was invited as a special guest to serve on the panel of judges for P3 Foundation's Regional Social Enterprise Competition final, recently held at Auckland University. The P3 Foundation is a youth-led New Zealand development organisation that empowers young people to take action to eradicate global poverty in the Asia-Pacific region.
- 6.5.19 Veterinarians that featured in the recent *Animal Files* television series toured New Zealand to speak to groups of alumni in Wellington, Christchurch, Auckland and Palmerston North in August. The Massey University Foundation produced a small brochure and posted it to all alumni participants after the tour. The brochure is now also being included in all Veterinary Teaching Hospital customer invoices.
- 6.5.20 The Manawatū campus Sport and Rugby Institute hosted the NZ Defence Force inter-services rugby tournament, the King George Cup, in September.
- 6.5.21 A Latin American Film Festival is being hosted at the Albany campus over two weeks in September, with free entry to the 10-film season. The festival is screening at Albany campus for the first time to mark the option of Massey's Spanish Language programme there this year. The Cuban Ambassador María del Carmen Herrera Caseiro will open the festival on September 16 as guest speaker.

The festival, in its 12th year, will run in Palmerston North in November at the Palmerston North City Library – a popular event initiated by Dr Leonel Alvarado, head of the Spanish Language programme.

- 6.6 With the purpose of reinforcing strong strategic connections and taking the opportunity to present the University's point of view, I meet with various people and groups around New Zealand and overseas. The following are by way of example:
- Meeting with Andy Lowe, chief executive of Te Manawa.
  - Meeting with Manawatū Mayor Margaret Kouvelis.
  - Speech to Public Sector Leadership Development Programme.
  - Meeting with the chair and chief executive of the Tertiary Education Commission.

- Attended the Wellington Employers' Chamber of Commerce Policy Council meeting (August).
- MC for the second in the series of Wellington Debates in August.
- Meeting with Michael Barnett, Auckland Chamber of Commerce.
- Speech to the Mahurangi College senior assembly.
- Attended the Wellington campus Open Day in August and spoke to parents and students at the parents information session. A vote of thanks must go to the many staff and students who made this day a success. The weather was not as kind as it could have been but that did not seem to dampen the obvious enthusiasm shown by prospective students and their parents.
- SLT meeting with principals from Manawatū region schools in August.
- Meeting to discuss connection between Massey and genetic technologies.
- The Chancellors' and Vice-Chancellors' met with Steven Joyce, Minister of Tertiary Education, Skills and Employment in August (refer to item 10.1 below for further details).
- Spoke at the announcement of the NZ Food Awards Finalists, hosted by Villa Maria Winery in Auckland.
- Interview with Jamie MacKay for RadioSport's The Farming Show.
- Visit to C-Dax with Profesor Ian Yule.
- Attended a meeting of the College of Business Advisory Board.
- Chaired the foodHQ Governance Board meeting in September.
- Speech to the New Plymouth Principals' Association conference dinner.
- Speech to The Public Sector Conference.
- Participated in a TV3 *Three60* programme on the Australian election, screening on September 15.
- Visit to Taylor's College, Auckland, who provide a pathway into Massey for international students.
- Speech to Orewa College senior students.
- Meeting with key stakeholder Dick Hubbard.
- Opened the Albany Innovation Lecture with Professor Margaret Brimble.
- Attended the Wellington Mayoral Debate hosted by Massey in September.
- Meeting with Vision Manawatū.
- Closed the NZ Institute of Safety Management and NZ Occupational Nurses' annual conference.
- Hosted a presentation to Albany external stakeholders about plans for the West Precinct.
- SLT Engagement Day at Wellington including a meeting with regional school principals.
- Meeting to discuss the Massey University Foundation study on fundraising results.
- Hosted a visit to Massey by the NZ Qualifications Authority.
- Attended a BioCommerce Centre Board meeting in September.
- Speech to Wanganui parents, pupils and teachers on 21st Century Careers.
- Meeting with the NZ Police to review our memorandum of understanding.
- Meeting with the Wellington City Council.
- Meeting with David Smol chief executive of the Ministry of Business, Innovation and Employment.
- Chaired the Universities New Zealand Committee on University Academic Programmes.
- Spoke at the New Zealand Food Awards hosted by Massey University.
- Interview for a TV3 *Three60* programme on current American political issues, screening on September 21.

## 7.0 Internationalisation

### 7.1 Internationalisation update

Highlights of the work supported by the International Office include:

- i-graduate presented the Massey results of the 2013 International student Barometer survey. Massey continues to perform well and there has been a clear improvement in the results when compared to the previous two surveys. One area of increasing concern is job opportunities for graduates. According to Alex Grace (ENZ education counselor in Beijing), a number of Australian universities, Austcham, and a China based HR company recently organised a careers fair seeking to promote opportunities in Australia. The

Universities leveraged onto the opportunity by supporting the event and promoting their programmes.

- Qatar Airways officially launched the Massey University MBA offshore programme last week, and in attendance was Ashok Poduval, School of Aviation, and Michael O'Shaughnessy, Massey director of international relations.
- Other significant contracts included: University of Economics Ho Chi Minh City (memorandum of understanding renewal and new 1 +3; 2+2; 2.5 + 1.5 Bachelor of Business Studies pathway Agreement); and University of Economics and Business Hanoi.
- Two new Letters of Intent for collaboration were signed by Arthur Chin, director international, during the Auckland-Ningbo education delegation. The Letters of Intent were focused on articulation and professional development for China institutions. Discussion was also carried out between Arthur Chin and the Vice Mayor of Ningbo, to explore opportunities in providing training for staff development.
- The annual self-review and attestation of the Code of Practice for the Pastoral Care of International Students has been completed with no areas of concern identified.
- Planning continues for the new Summer Study Abroad 3.0 Programme. A recruitment trip to the United States to promote the programme is planned for September. This will also provide an opportunity for the International Office to strengthen relationships with our US partners.
- A full review of our Risk Management and Safety and Security procedures for International Study Tour groups is being carried out subsequent to the recent earthquakes in Wellington. After some initial concern and some quick assurances from our programme coordinators, Edogawa University have arrived for their 2013 study tour with 63 participants across the three campus locations.

## **7.2 Examples of other international connections, relationships, contributions and impact:**

- 7.2.1 The College of Sciences hosted a senior delegation from the Ministry of Livestock, Fisheries and Rural Development (the livestock breeding and veterinary department of the Myanmar Government), and Yezin Veterinary University. The talks covered up-skilling and training of Myanmar veterinarians both in Myanmar and in New Zealand and providing options with regard to the provision of consultancy services in Myanmar around policy development in the areas of animal health and welfare, processing, and cool chain development.
- 7.2.2 A senior presidential adviser-led Mongolian Government delegation visited Massey University to study disease investigation methods as part of the EU/World Bank One Health project. Professor Emeritus Roger Morris, Institute of Veterinary, Animal and Biomedical Sciences, is currently drafting a follow-up project proposal for the Mongolian Government and World Bank to consider.
- 7.2.3 Delegations were also received by the College of Sciences from Nanjing Agricultural University (re Bachelor of Business Studies, Bachelor of Food Technology, Bachelor of AgriCommerce student articulation), Nanjing University of Finance and Economics (SEF), and Tokyo Kasei University (PACE).
- 7.2.4 Professor Steve La Grow, School of Health and Social Services, visited Mongolia to work with the Mongolian National Federation for the Blind, sharing with them over a two-week period the skills necessary for teaching blind people to get about independently. This is the second trip to Mongolia for that purpose.
- 7.2.5 Dr Arabinda Mitra and Mr Shri Varshney, from the Department of Science and Technology in the Ministry of Science and Technology, India, were hosted on a visit to New Zealand by the Ministry of Business, Innovation and Employment met with staff from the Riddet Institute and Professor Robert Anderson, Pro Vice-Chancellor, College of Sciences.
- 7.2.6 Associate Professor Marjan van den Belt, director of Ecological Economics Research New Zealand, with Dr Reol Boumans, Affordable Futures, Vermont, United States, led a week-long workshop on Multi-scale Integrated Modelling of Ecosystem Services, in August. This service provides a unifying approach, a thinking space and a design tool to consider

ecosystem services. The result of this research was presented at the 6th Annual International Ecosystem Services Partnership Conference, Bali, Indonesia, in August.

- 7.2.7 Two new memoranda of understanding have been signed to promote collaborative research between the School of Psychology and the Faculty of Management Sciences, Tshwane University of Technology, South Africa, and the School of Psychology, Makerere University, Kampala, Uganda.

## **8.0 Generating Income and Financial**

- 8.1 The official opening of the Massey University Veterinary Teaching Hospital Pet Emergency Centre was held in August. The centre is part of the new 24/7 availability of the hospital.
- 8.2 A short course in Dairy Science and Technology is being presented to 20 staff from the international ingredient company Symrise, an international food ingredient company. It ran for four days in September at the Manawatū campus. The course has been brokered by Symrise's Singapore technical centre and Massey's Singapore office. Symrise has gathered staff from around the world for this course.
- 8.3 The Institute of Food, Nutrition and Human Health's School for Supervisors of Low-Acid Canned Food Thermal Processing Systems is being run for Heinz Watties in Hastings with two sessions in August and one in September, and is being taught by Dr Owen McCarthy and Dr Jon Palmer, Institute of Food, Nutrition and Human Health, and Tom Robertson, School of Engineering and Advanced Technology.
- 8.4 The Institute of Food, Nutrition and Human Health also secured a \$20k AGMARDT project to test our storage technology that may overcome chilling injury for tomatoes and enable sea freight to Asia.
- 8.5 Associate Professor Jane Coad, Institute of Food, Nutrition and Human Health, collaborated with Francis Amagloh on an application to the Bill and Melinda Gates Foundation for a research grant as part of the Emerging Agricultural Research Leaders Program in Sub-Saharan Africa, 2013 – *Knockout Punch to Vitamin A Deficiency: Integrating Orange Sweet Potato with Vitamin A Supplementation Initiative for Lactating Mothers in Tolon District, Ghana*.
- 8.6 Professor Sally Casswell, SHORE and Whariki Research Centre was awarded a contract from the Ministry of Health for the project to Review of Tobacco Control Services.
- 8.7 Following successful delivery of the Master of International Security programme to the Royal Brunei Armed Forces over the past three years, they have requested that the Centre for Defence and Security Studies extend this contract for a further two years.
- 8.8 The School of Psychology received a variation of contract with GNS Science to continue our partnership in the Joint Centre for Disaster Research. The partnership contract has been renewed for a further two years.

For further items relating to generating income please also refer to section 3.0 Research and Scholarship, Section 4.0 Teaching and Learning and Appendix I.

## **9.0 Enabling Excellence**

### **9.1 Emerging Managers Programme**

The Emerging Managers Programme is due to commence on October 23 with an extra-large intake of successful applicants into the programme this time round. Typically, this programme has an intake of 16 applicants, however due to the high calibre of applicants, we will have a total of 21 staff members (both academic and professional services) taking part. Thanks to all the staff involved in what is an exciting opportunity for aspiring managers.

## **9.2 Staff Survey**

On the day of lodging this report (September 23) the Massey Staff Survey opened. This is an important opportunity for all staff to share their views about their workplace and the wider University. The aim of the survey is to get a clear idea of what staff think will make the University a great place to work. The survey will close on October 6. Our goal is maximum participation.

## **9.3 Highlights of meetings I have had with Massey staff and associated groups included:**

- Attended an International Student Barometer Presentation.
- Attended a Wellington Professorial meeting (August).
- SLT catch up with Manawatū campus staff.
- SLT catch up with Manawatū campus students.
- Attended the Three-Minute Thesis finals. This event showcased some of the best PhD talent at Massey. The winner was Thomas Finn with Mirjam Guesgen taking the second spot.
- Discussion focused on Northland.
- Catch up with the team that put together the Accelerated First-Year Engineering programme at Albany in September. A large number of academic and support staff contributed to putting the new programme in place but particular thanks go to Dr Kylie Foster. All going well, we will see a Spring Intake become a regular part of the Massey calendar.
- Wellington campus earthquake debrief (August).
- Chaired the Academic Promotions Committee.
- Chaired Tenders Board (August and September).
- Launch of Professor Glyn Harper and John Tonkin-Covell's book on Monte Cassino.
- Participated in the Council planning day in September.
- Meeting to discuss marketing the Wellington region to international students.
- Attended the Massey University Council meeting in September.
- Chaired the SLT Meeting at Albany in September.
- Participated in the Innovation focused meeting with staff at Albany.
- SLT Engagement Day at Wellington including presentations by staff, a catch-up with students. SLT members move around the campuses every week but we set aside specific times when the whole team is present at the same time to engage with campus and regional staff, students and stakeholders.

These meetings with staff are very useful. I actively seek meetings but am also pleased to be invited to discuss any of the issues the University is dealing with.

## **9.4 There are a lot of issues being advanced through SLT at the moment, these include: 2014 SLT meeting schedule; 2014 Ten-Year Capital Plan; draft University Annual Plan 2014; 2014 Mix of Provision; Cisco handset replacement 2013; credit card policy; 2014 Operating Budget; Treasury report for 31 July 2013; monthly portfolio update papers (for August and September) from Assistant Vice-Chancellors (Research and Enterprise; External Relations; Academic and International; Finance, Strategy and Information Technology; Operations and University Registrar; People and Organisational Development; Māori and Pasifika), and Pro Vice-Chancellors (Business; Health; Humanities and Social Sciences; Creative Arts; Sciences).**

Further explanation on these items is provided in the SLT web reports available via the University Management-Senior Leadership Team webpage  
[http://www.massey.ac.nz/massey/about-massey/university-management/university-management/university-management\\_home.cfm](http://www.massey.ac.nz/massey/about-massey/university-management/university-management/university-management_home.cfm).

## **10.0 Opportunities/Threats**

### **10.1 As mentioned in item 6.6 above, the Chancellors' and Vice-Chancellors' met with Steven Joyce, Minister of Tertiary Education, Skills and Employment in August. The Minister covered a range of topics placing special emphasis on the recruitment of international student. Given the very tight regulation of universities within New Zealand, it is clear that any significant**

growth is going to have to come from international activity. Assistant Vice-Chancellor Academic and International Professor Ingrid Day, the Director, National Centre for Teaching and Learning Professor Mark Brown and others have been working on plans for more activity in the international arena.

Massey University was allowed some modest domestic growth last year. We are particularly focused on growth in Auckland and the Government's priority area of engineering – but some growth across all campuses is possible. With the Spring Intake, Summer School and the 2014 1st Semester not far off, the aim has to be to ensure we meet our recruitment goals.

10.2 As mentioned in item 1.2 above, the official enrolment period for Massey University's first semester starts on October 1st. But, thanks to some very smart work by enrolments staff, it is possible from this week to register. This means students intending to enrol can complete details now and not have to wait a month.

10.3 The meetings held as part of the SLT campus engagement days, mentioned in items 6.6 and 9.3 above have reinforced for me the importance of strategy and focus. Our success depends on us having a clear sense of purpose while focusing on those things that will build our reputation.

A good example of this came on Friday afternoon when I took part in the closing session of the Health and Safety Conference in Palmerston North. Associate Professor Ian Laird, Occupational Safety and Health, outlined some of the changes he and his colleagues have been making within the new College of Health to a very appreciative audience. There is no doubt that our intention to lead change and focus on the determinants of health is supported by people within the health community.

## **11.0 Overall sense/feel of the place**

11.1 As mentioned in items 6.6, 9.3 and 10.3 above, during the year members of the SLT move around the campuses to ensure they are in touch with local issues. For what are called Engagement Days we try to be all together on the same campus. This is what has been happening over the reporting period. The meetings with staff, students and members of the local community have been very encouraging.

- In Manawatū, I was struck by the strong interest in the extensive campus developments that are planned and the newly announced foodHQ initiative. It was also great to hear schools report that Massey University is very much on the radar of senior students – something, they say, was not the case in the past.
- At Albany, it was great to see so many staff taking part in the Innovation Strategy seminar. Albany is beginning to develop a reputation as an innovation focused campus important to the development of the region and the nation.
- Wellington staff once again provided short, sharp outstanding presentations on their work. The third in the series of debates on the subject of Wellington's future was a huge success. Some 800 people crammed into the Museum Buildings Great Hall to hear mayoral candidates explain where they want to take the city. It has been a challenge to lift our profile in Wellington but there is no doubt we are getting there.

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### **Appendices attached:**

Appendix I: \$7.2m for new Massey agri-food and health research (Ref. item 3.1.3)

Steve Maharey



# \$7.2m for new Massey agri-food and health research

Massey University researchers in agri-food and health and wellbeing have been awarded total funding of more than \$7.2 million in the Government's annual Science Investment Round.

Science and Innovation Minister Steven Joyce announced \$278 million in funding today, 54 per cent of which went to crown research institutes, 34 per cent to independent research organisations and 12 per cent to universities. Of that, Massey received about 20 per cent.

The successful projects cover 51 programmes in the biological industries, high-value manufacturing and services, energy and minerals, environmental, and health and society sectors.

A project led by senior post-harvest scientist Dr Andrew East of the Institute of Food, Nutrition and Human Health and Professor John Bronlund of the School of Engineering and Advanced Technology has received more than \$5.1 million to develop modelling tools to assist in the design of better packaging solutions to export food products. The application of the modelling tools and the associated performance evaluation methods will allow New Zealand exporters to develop tailored packaging with superior performance.

Albany-based scientists Dr John Grigor, Dr Kylie Foster and Professor Kerry Chamberlain have been awarded \$593,876 to develop sensory and consumer facilities as a joint collaboration with Singapore scientists over three years. This will take place at Massey's Singapore campus, where food producers will have access to high quality consumer data and design solutions. The project will help New Zealand exporters better understand the thinking and behaviour of Asian consumers and build on the emergence of the "health and wellness" food market that reached a global value of \$802 billion.

The School of Public Health's Research Centre for Māori Health and Development director, Professor Chris Cunningham, and Family Centre Social Policy Research Centre director Reverend Charles Waldegrave have together been awarded \$1.4 million for a three-year project that will change and improve the way services are delivered to whānau/families as they support the development of tamariki/children. The project will analyse evidence from research and practice and develop a set of tools to enhance practice, including e-based solutions for tablets and smartphones.

Vice-Chancellor Steve Maharey says the results highlight the connection of Massey research with key issues of concern to New Zealand. "Massey is committed to teaching and research grounded in real-world issues," he says. "Health and wellbeing and food security are two of the big issues this nation faces, and Massey is well placed to provide the research that will underpin future success."

Assistant Vice-Chancellor (Research and Enterprise) Professor Brigid Heywood says the funding is extremely sought after and most applications are rejected. "This is recognition that Massey is addressing the major issues. Our research teams are committed to developing innovative projects around key science challenges and these results, which reflect the approval of independent peers and experts, speak very clearly to the authority and excellence of our world-class research-driven contributions."

The new research contracts take effect from October.



## MASSEY UNIVERSITY COUNCIL

### FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED 31 AUGUST 2013

4 OCTOBER 2013

#### **PURPOSE**

This report summarises the University's financial results for the eight months ended 31 August 2013.

#### **DISCUSSION**

##### ***INCOME STATEMENT (Appendix I)***

The University's year to date (YTD) operating surplus is \$14.47M, \$2.23M better than budget. The full year surplus is forecast to be largely unchanged at \$6.7M.

##### ***EFTS Related Income***

Government Grants are in line with budget YTD but the forecast has been revised down by \$0.7M following the release of the PBRF 2012 Quality Evaluation (QE) assessments.

Student Fee Income is \$4.5M below budget YTD. It is expected that this gap will increase to \$6.5M at year end.

Other Income sources are close to budget YTD and are expected to meet full year targets.

##### ***EFTS Related Expenditure***

EFTS related costs are \$2.0M lower than budget YTD mainly in salaries. With EFTS income reducing, a number of initiatives are being undertaken to compensate for revenue shortfalls.

##### ***Contracts and Trading Contribution***

The Contract and Trading surplus is \$1.5M above budget YTD with the forecast expected to be better than budget by \$0.7M.

##### ***UNIVERSITY BALANCE SHEET (Appendix 2)***

Working capital is managed in line with the treasury framework guidelines and is in line with the YTD budget. Currently the University has \$0.95 of current assets for every \$1.00 of current liabilities and working capital is forecast to be \$1.04 at the end of the financial year. The University is finely tuning its working capital to increase its income wherever possible.

Total assets are \$8.9M higher than budget. Delays in the capital programme have added to overall cash position.

With a large number of students clearing their debt and a reduction in general debtors, the aging debtors' turnover has decreased to 25.5 days.

The University's equity at the end of August remains within 0.15% of budget. The full year forecast remains in line with budget.

### ***UNIVERSITY CASH FLOW STATEMENT (Appendix 3)***

Cash and cash equivalents are \$3.5M lower than budget at the end of August. Delays in the capital expenditure programme have helped offset shortfalls in student fee receipts. The combined cash position including long term investments remains in line with the treasury policy.

Net operating cash flows for the period are \$2.6M lower than budget due to a short fall in student fee receipts.

Net cash flows from investing are in-line with budget largely due to delays in the capital expenditure programme.

### ***CAPITAL EXPENDITURE (Appendix 4)***

A summary of Capital expenditure to date and forecast year end is included in the table below:

	<b>2013 YTD Actual (\$000)</b>	<b>2013 YTD Budget (\$000)</b>	<b>2013 FY Budget (\$000)</b>	<b>2013 FY Forecast (\$000)</b>
Group 1 (Recurrent)	14,280	15,300	26,172	26,502

## **RECOMMENDATIONS**

It is recommended that Massey University Council:

1. Receive the financial report for the eight months ended 31 August 2013.

Rose Anne MacLeod  
Assistant Vice-Chancellor  
(Finance, Strategy & Information Technology)

25 September 2013

### Appendices

1. Income Statement
2. Balance Sheet
3. Cash Flow Statement
4. Capex Report

Appendix 1

University Income Statement

For the Eight Months Ended 31 August 2013

	YTD Actual (\$000)	YTD Budget (\$000)	YTD Variance (\$000)	2013 FY Budget (\$000)	2013 FY Forecast \$(000's)
<b>EFTS Related Income</b>					
<b>Government Grants</b>					
EFTS Related Government Grants	98,718	97,209	1,509	146,974	146,974
TEOC Income	23,979	24,066	(87)	36,126	35,456
<b>Total Government Grants</b>	<b>122,697</b>	<b>121,275</b>	<b>1,422</b>	<b>183,100</b>	<b>182,430</b>
<b>Student Fee Income</b>					
Domestic Student Fees	53,096	56,292	(3,196)	84,556	79,472
International Student Fees	30,636	32,427	(1,791)	49,358	48,011
Non Tuition Fees	13,748	13,214	534	16,831	16,799
<b>Total Student Fees</b>	<b>97,480</b>	<b>101,933</b>	<b>(4,453)</b>	<b>150,745</b>	<b>144,282</b>
Other Income	19,436	17,283	2,153	23,964	24,738
Interest	3,062	2,789	273	4,184	4,219
Trust Income	962	1,628	(666)	3,143	3,143
<b>Total EFTS Income</b>	<b>243,637</b>	<b>244,908</b>	<b>(1,271)</b>	<b>365,136</b>	<b>358,812</b>
<b>EFTS Related Expenses</b>					
Salaries	135,310	136,838	1,528	204,602	201,716
Other Staff Related Costs	10,888	10,457	(431)	17,776	15,490
Asset Related Costs	16,735	16,802	67	27,351	26,949
Other Direct Costs	38,686	39,185	499	61,014	61,183
Depreciation	30,196	30,575	379	46,900	46,779
Interest	688	692	4	1,033	1,033
Trust Expenditure	1,047	978	(69)	2,026	1,953
<b>Total EFTS Expenditure</b>	<b>233,550</b>	<b>235,527</b>	<b>1,977</b>	<b>360,702</b>	<b>355,103</b>
<b>Contribution - EFTS</b>	<b>10,087</b>	<b>9,381</b>	<b>706</b>	<b>4,434</b>	<b>3,709</b>
<b>Contract and Trading Related Income</b>					
Research Income	34,913	39,010	(4,097)	56,256	56,563
Consultancy Income	2,638	3,356	(718)	4,938	4,234
Teaching & Conference Income	4,358	3,386	972	4,911	5,351
Trading & Other Income	11,119	9,689	1,430	13,587	16,525
<b>Total Contract &amp; Trading Income</b>	<b>53,028</b>	<b>55,441</b>	<b>(2,413)</b>	<b>79,692</b>	<b>82,673</b>
<b>Contract and Trading Expenses</b>					
Staff Related Costs	21,392	20,274	(1,118)	28,959	30,621
Asset Related Costs	1,871	1,778	(93)	2,660	2,600
Other Direct Costs	25,380	30,527	5,147	45,726	46,439
<b>Total Expenditure</b>	<b>48,643</b>	<b>52,579</b>	<b>3,936</b>	<b>77,345</b>	<b>79,660</b>
<b>Contribution - C&amp;T</b>	<b>4,385</b>	<b>2,862</b>	<b>1,523</b>	<b>2,347</b>	<b>3,013</b>
<b>Total Trading Operating Surplus</b>	<b>14,472</b>	<b>12,243</b>	<b>2,229</b>	<b>6,781</b>	<b>6,722</b>

**Appendix 2**

**University Balance Sheet**

**As at 31 August 2013**

	<b>YTD Actual (\$000)</b>	<b>YTD Budget (\$000)</b>	<b>YTD Variance (\$000)</b>	<b>2013 FY Budget (\$000)</b>	<b>2013 FY Forecast \$(000's)</b>
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	30,960	34,424	(3,464)	24,789	21,493
Prepayments	2,520	1,400	1,120	8,500	7,600
Trade and Other Receivables	29,535	27,700	1,835	23,000	24,000
Inventories	1,539	1,400	139	1,500	1,500
Biological Assets	3,349	3,400	(51)	3,400	3,400
Other Financial Assets	56,197	61,740	(5,543)	21,740	45,832
Non Current Assets Held for Sale	618	465	153	465	80
<b>Total Current Assets</b>	<b>124,718</b>	<b>130,529</b>	<b>(5,811)</b>	<b>83,394</b>	<b>103,905</b>
<b>Non Current Assets</b>					
Trade and Other Receivables	125	125	-	125	125
Other Financial Assets	61,796	40,000	21,796	40,000	21,346
Biological Assets	636	661	(25)	670	670
Property, Plant & Equipment	946,808	953,854	(7,046)	952,517	973,145
<b>Total Non Current Assets</b>	<b>1,009,365</b>	<b>994,640</b>	<b>14,725</b>	<b>993,312</b>	<b>995,286</b>
<b>Total Assets</b>	<b>1,134,083</b>	<b>1,125,169</b>	<b>8,914</b>	<b>1,076,706</b>	<b>1,099,191</b>
<b>LIABILITY AND EQUITY</b>					
<b>Current Liabilities</b>					
Accounts Payable and Accruals	16,755	18,682	(1,927)	26,645	27,682
Borrowings	207	206	1	663	663
Provision for Employee Entitlement	21,295	19,500	1,795	16,000	18,700
Receipts in Advance	93,150	85,700	7,450	49,000	52,500
<b>Total Current Liability</b>	<b>131,407</b>	<b>124,088</b>	<b>7,319</b>	<b>92,308</b>	<b>99,545</b>
<b>Non Current Liability</b>					
Borrowings	14,507	14,509	(2)	13,834	19,935
Provision for Employee Entitlements	34,510	34,500	10	31,500	34,500
Receipts in Advance	1,037	839	198	793	839
<b>Total Non Current Liabilities</b>	<b>50,054</b>	<b>49,848</b>	<b>206</b>	<b>46,127</b>	<b>55,274</b>
<b>Total Liabilities</b>	<b>181,461</b>	<b>173,936</b>	<b>7,525</b>	<b>138,435</b>	<b>154,819</b>
<b>Public Equity</b>					
Capital & Reserves	938,841	938,990	(149)	938,990	938,841
Revaluations/ Other	(691)	-	(691)	(7,500)	(1,191)
Surplus/(Deficit)	14,472	12,243	2,229	6,781	6,722
<b>Total University Equity</b>	<b>952,622</b>	<b>951,233</b>	<b>1,389</b>	<b>938,271</b>	<b>944,372</b>
<b>Total Liabilities and Public Equity</b>	<b>1,134,083</b>	<b>1,125,169</b>	<b>8,914</b>	<b>1,076,706</b>	<b>1,099,191</b>

Appendix 3

University Cash Flow Statement


For the Eight Months Ended 31 August 2013

	YTD Actual (\$000)	YTD Budget (\$000)	YTD Variance (\$000)	2013 FY Budget (\$000)	2013 FY Forecast (\$000)
<b>Cash Flows from Operating Activities:</b>					
Cash was provided from:					
Government Grants Receipts	123,400	122,000	1,400	182,995	182,421
Student Fees Receipts	120,097	134,569	(14,472)	150,715	140,791
Other Income Receipts	80,329	74,570	5,759	98,490	111,159
Interest	2,282	2,432	(150)	3,589	3,472
Trust Funds Receipts	817	850	(33)	1,427	937
	<u>326,925</u>	<u>334,421</u>	<u>(7,496)</u>	<u>437,216</u>	<u>438,780</u>
Cash was applied to:					
Payments to Employees and Suppliers	248,179	253,055	4,876	382,435	384,076
Interest Paid	689	689	-	1,033	1,033
	<u>248,868</u>	<u>253,744</u>	<u>4,876</u>	<u>383,468</u>	<u>385,109</u>
<b>Net Cash Flows From Operating Activities:</b>	<b>78,057</b>	<b>80,677</b>	<b>(2,620)</b>	<b>53,748</b>	<b>53,671</b>
<b>Cash Flows from Investing Activities:</b>					
Cash was provided from:					
Withdrawal from Investments	46,875	47,150	(275)	87,150	127,690
Sale of Fixed Assets	163	800	(637)	4,300	1,117
	<u>47,038</u>	<u>47,950</u>	<u>(912)</u>	<u>91,450</u>	<u>128,807</u>
Cash was applied to:					
Purchase of Investments	95,717	87,000	(8,717)	87,000	125,717
Capital Expenditure	30,009	40,030	10,021	66,030	72,744
	<u>125,726</u>	<u>127,030</u>	<u>1,304</u>	<u>153,030</u>	<u>198,461</u>
<b>Net Cash Flows From Investing Activities:</b>	<b>(78,688)</b>	<b>(79,080)</b>	<b>392</b>	<b>(61,580)</b>	<b>(69,654)</b>
<b>Cash Flows from Financing Activities:</b>					
Cash was provided from:					
Loans Repaid	18	-	18	-	18
Loans Raised	-	-	-	-	6,091
	<u>18</u>	<u>-</u>	<u>18</u>	<u>-</u>	<u>6,109</u>
Cash was applied to:					
Loan/ Vested to Massey Subsidiary	400	-	(400)	-	400
Loans Repaid	412	412	-	618	618
	<u>812</u>	<u>412</u>	<u>(400)</u>	<u>618</u>	<u>1,018</u>
<b>Net Cash Flows From Financing Activities:</b>	<b>(794)</b>	<b>(412)</b>	<b>(382)</b>	<b>(618)</b>	<b>5,091</b>
<b>NET INCREASE/(DECREASE) IN CASH</b>	<b>(1,425)</b>	<b>1,185</b>	<b>(2,610)</b>	<b>(8,450)</b>	<b>(10,892)</b>
<b>Cash Brought Forward</b>	<b>32,385</b>	<b>33,239</b>	<b>(854)</b>	<b>33,239</b>	<b>32,385</b>
<b>Ending Cash Carried Forward</b>	<b>30,960</b>	<b>34,424</b>	<b>(3,464)</b>	<b>24,789</b>	<b>21,493</b>

Appendix 4

Capital Expenditure Report

For the Eight Months Ended 31 August 2013

Council Capex Report								
 <b>MASSEY UNIVERSITY</b>	Business Case	Project Budget			2013 Full Year Budget			
		Council Approved Budget (\$000)	Actual Expenditure to Date (\$000)	Forecast Final Expenditure (\$000)	Approved 2013 FY Budget (\$000)	YTD Actual Expenditure (\$000)	YTD Budget 31 August (\$000)	2013 FY Forecast (\$000)
Project Description as at 31 August 2013								
<b>GROUP ONE PROJECTS (RECURRENT)</b>								
IT Server and Storage Refresh		800	471	800	800	471	447	800
IT Communications Infrastructure		1,000	664	1,007	1,000	664	682	1,007
IT AV Refresh		1,000	386	1,000	1,000	386	350	1,000
IT Support Systems Refresh		700	144	700	700	144	325	700
Capital Equipment - \$2-20k		1,800	931	1,800	1,800	931	927	1,800
Capital Equipment - >\$20k		2,200	1,755	2,200	2,200	1,755	1,718	2,200
Capital Equipment - Farms		220	(9)	220	220	(9)	29	220
Capital Equipment - >\$20k Utility Vehicles		120	-	150	120	-	40	150
Lab and Desktop Computer Replacement		3,400	1,464	3,463	3,400	1,464	988	3,463
Video Linked Teaching	TBC 11/87	35	14	35	35	14	1,063	35
Halls of Residence Refurbishment-Manawatu	PN406	300	165	300	300	165	206	300
Campus Infrastructure - Albany		967	435	967	967	435	611	967
- Manawatu		1,066	281	1,066	1,066	281	228	1,066
- Wellington		467	71	467	467	71	169	467
Building Capital Renewal/Refurb Programme (inclu Space consol	PN605	2,000	609	2,230	2,000	609	501	2,230
VC Discretionary		451	-	451	451	-	197	451
Position Management Project	F48	105	127	47	47	69	47	47
IDEXX Analyser Equipment	IDE	49	49	49	49	49	49	49
Library		6,600	4,926	6,600	6,600	4,926	5,025	6,600
Minor Capital Works -Albany		700	943	700	700	943	655	700
- Manawatu		1,100	398	1,100	1,100	398	359	1,100
- Wellington		700	376	700	700	376	456	700
Aircraft Overhaul and Refurbishment	AIR	150	138	150	150	138	153	150
Strategic Innovation Fund		300	-	300	300	-	75	300
<b>TOTAL GROUP ONE PROJECTS (Recurrent)</b>	<b>SUB TOTAL</b>	<b>26,230</b>	<b>14,338</b>	<b>26,502</b>	<b>26,172</b>	<b>14,280</b>	<b>15,300</b>	<b>26,502</b>



**MASSEY UNIVERSITY COUNCIL**

**REVIEW OF THE CREDIT CARD POLICY**

**4 October 2013**

**1.0 Purpose**

To present the above Policy for renewal for a further three years to August 2016.

**2.0 Introduction**

The Credit Card Policy is due for review. This has been completed in consultation with relevant affected parties, and some changes are being recommended which will enhance the Policy.

**3.0 Discussion**

The Policy has been reviewed and distributed for discussion. The existing Policy with the proposed changes tracked and the clean copy of the reviewed Policy are attached.

The following changes are recommended:

- The purpose has been changed from:  
“to provide a consistent understanding of the use of credit cards” with  
“to define the policies governing the use of credit cards”.

This change strengthens the meaning and application of the policy.

- Reference to the BNZ being the provider of credit cards has been deleted and replaced with:  
“Credit cards can only be issued by the University’s approved credit card supplier”.

This change allows the University to change its supplier without also having to change its policy. It is not best practice to embed supplier names into policies.

- The policy has changed:  
“Credit cards will generally not be issued to non payroll personnel” with  
“Credit cards will only be issued to staff who are permanently employed or on a fixed term contract of at least six months”.

This change allows managerial flexibility to best meet the needs of their portfolio.

- The following policy line has been added:  
Credit cards are to be returned and will be cancelled when the cardholders are no longer



employed by the University. Credit cards that have not been used for a period of six months will be cancelled.

This change ensures that cards only continue in use for those that require them and are in the employment of the University.

- “Approval for the issue of credit cards” has been deleted, and changed to

“All requests to the bank for credit cards to be issued will only be made upon a completed application form, approved by the Assistant Vice-Chancellor – Finance, Strategy and Information Technology or delegate”.

This change was required as the process for issuing of credit cards from BNZ is done on-line after completion of the application.

- “Authorised staff from Finance will undertake inspection of cardholders purchases on an on-going basis” has been replaced with:

“Authorised staff from Finance will undertake review of cardholder purchases on a systematic basis”.

This change defines the activity that is undertaken by the review team and specifies the regularity of it. Each transaction of each cardholder is not reviewed but a system is in place to review irregularities.

- Minor changes were made to the paragraph relating to procurement to ensure that purchases where the University has supply agreements are not made with other suppliers and charged to credit cards.
- Other changes were made to update titles and positions.

#### 4.0 Consultation

Senior Leadership Team and other staff were consulted on the Policy.

#### 5.0 Implications of Decision:

N/A

#### 6.0 Financial Implications and Treasury Comment

N/A

##### 6.1.1 Treaty of Waitangi Implications

*Treaty of Waitangi Implications*  *No*

##### 6.2 Equity and Operational Implications

*People Implications (Staff/Student/Other)* *Yes*

- 6.2.1 All staff issued with a Massey University Credit Card will be affected by the changes in the Policy.

**7.0 Implementation**

**7.1 Implementation of Decision**

It is publishing through the office of the Risk Manager.

**7.2 Implementation and Communication of Proposal**

Communication as a renewed Policy is through the office of the Risk Manager.

**8.0 Recommendations**

8.1 It is recommended that Massey University Council:

1. Approve the changes to the Credit Card Policy.

Rose Anne Macleod  
Assistant Vice-Chancellor  
Finance, Strategy and Information Technology

26 September 2013



**CREDIT CARD POLICY**

<b>Section</b>	<del>Finance and Asset Management, Strategy and Information Technology</del>
<b>Contact</b>	<del>Finance and Asset Management</del>
<b>Last Review</b>	<del>May 2014 August 2013</del>
<b>Next Review</b>	<del>May 2013 August 2016</del>
<b>Approval</b>	<del>C11/77 July: 3.2.4</del>

**Purpose:**

To ~~provide a consistent understanding of the~~ define the policies governing the use of credit cards for Massey University.

**Introduction:**

University procurement costs can be minimised by placing both the authority to buy and the means to pay for low value goods or services or capital purchases with authorised employees. This expedites small value purchases, reduces the reliance on petty cash and staff reimbursements, and reduces the number of small payment transactions processed through the Accounts Payable office.

~~The credit card for use is the Bank of New Zealand (BNZ) Visa Purchasing Card. A custom built web based purchasing system is used to process and report credit card transactions.~~

**Policy:**

- ~~BNZ is the exclusive supplier and the arrangements with BNZ cover all Regions, Divisions, Colleges and Budget Centres. No other providers of credit cards will be approved for the duration of our agreement with BNZ. Credit cards can only be issued by the University's approved credit card supplier.~~
- Staff applying for a credit card must have a Level 4 or above delegation as per the Delegations Authority Document Policy or have been approved by the Assistant Vice-Chancellor ~~(Finance, Strategy and Information Technology)~~ following endorsement by the relevant SLT member. An appropriate financial delegation is required to be in place before a card is issued. Staff must be directly involved in procurement on behalf of the University and willing to undertake training in the use of the card, and comply with the terms of the employee declaration.
- Credit cards will only be issued to staff who are permanently employed or on a fixed term contract of at least six month. ~~generally not be issued to non-payroll personnel.~~ While consideration may be given to contractors, discretion for this lies solely with the Assistant Vice-Chancellor – Finance, Strategy and Information Technology Director, Finance and Asset Management (or nominee).
- Subject to a known or expected need, a credit card may be requested for new employees prior to their first day. The card will not be issued until the employee commences duty, has undertaken formal training in credit card use and has approved financial delegation for the appropriate amount.
- Credit cards are to be returned and will be cancelled when the cardholders is no longer employed by the University. Credit cards that have not been used for a period of six months will be cancelled.

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~~Approval for the issue of credit cards~~ All requests to the bank for credit cards to be issued will only be made upon a completed application form, approved by the Assistant Vice-Chancellor – Finance, Strategy and Information Technology; ~~amended or cancelled will be signed by two approved signatories to the bank account as nominated by the Director, Finance and Asset Management in accordance with the Delegations Document.~~

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- The card holder is the only person authorised to use their card. The use of the card by others is not permitted and on no occasion may a card holder disclose their card's personal pin number to others.
- Credit cards have been supplied for genuine business expenditure only and are not to be used for personal purchases. Persons breaching this policy may expect withdrawal of the card, disciplinary action, including possible dismissal and, for serious and wilful misuse, police action. In all cases of misuse, the University reserves the right to recover any monies from the cardholder by appropriate legal means.
- ~~The Procurement Policy takes precedence over the Credit Card Policy.~~ The University has arrangements with preferred suppliers for travel (including rental cars), accommodation, computing equipment, stationery and fleet vehicle fuel. These purchases should be made in accordance with those arrangements and not charged to a credit card. For details of these arrangements refer to the Procurement ~~Policy document.~~ [Procedures.](#)
- Authorised staff from Finance ~~and Asset Management~~ will undertake ~~inspection reviews~~ of cardholder purchases on an systematic ongoing basis in accordance with the Massey University Credit Card Procedures. In addition, ~~internal and external~~ auditors will be carried out ~~audits~~ from time to time. ~~When documentation on a transaction is requested this must be readily obtainable.~~ In the event that policy and procedures have not been adhered to the cards may be ~~confiscated~~ cancelled. A report of findings will be directed to the cardholder's supervisor and the Assistant Vice-Chancellor – Finance, Strategy and Information Technology ~~Director, Finance and Asset Management~~ or their nominee.

#### Definitions:

Capital purchases include all purchases of computers (regardless of cost) plus property, plant and equipment costing over \$2,000 excluding GST.

#### Audience:

All Staff

#### Relevant Legislation:

None

#### Related Procedures and Documents:

[Credit Card Procedures](#)  
[Delegations of Authority Document](#)  
[Discretionary Expenditure Policy](#)  
[Procurement Policy](#)  
[Procurement Procedures](#)  
[Fraud Prevention Policy](#)



MASSEY UNIVERSITY

Massey University Policy Guide  
**Credit Card Policy – Page 3**

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**Document Management Control:**

Prepared by: ~~Director, Finance and Asset Management~~ Chief Financial Accountant  
Owned by: Assistant Vice-Chancellor ~~(Finance, Strategy and Information Technology)~~  
Approved by: ~~C11/77 July 3-2-1~~  
Date issued: ~~6 May 2014~~  
Last review: ~~May 2014~~ August 2013  
Next review: ~~May 2013~~ August 2016



## CREDIT CARD POLICY

<b>Section</b>	Finance, Strategy and Information Technology
<b>Contact</b>	Finance
<b>Last Review</b>	August 2013
<b>Next Review</b>	August 2016
<b>Approval</b>	

### Purpose:

To define the policies governing the use of credit cards for Massey University.

### Introduction:

University procurement costs can be minimised by placing both the authority to buy and the means to pay for low value goods or services or capital purchases with authorised employees. This expedites small value purchases, reduces the reliance on petty cash and staff reimbursements, and reduces the number of small payment transactions processed through the Accounts Payable office.

### Policy:

Credit cards can only be issued by the University's approved credit card supplier.

- Staff applying for a credit card must have a Level 4 or above delegation as per the Delegations Authority Document or have been approved by the Assistant Vice-Chancellor, Finance, Strategy and Information Technology following endorsement by the relevant SLT member. An appropriate financial delegation is required to be in place before a card is issued. Staff must be directly involved in procurement on behalf of the University and willing to undertake training in the use of the card, and comply with the terms of the employee declaration.
- Credit cards will only be issued to staff who are permanently employed or on a fixed term contract of at least six months. While consideration may be given to contractors, discretion for this lies solely with the Assistant Vice-Chancellor, Finance, Strategy and Information Technology or her/his delegate.
- Subject to a known or expected need, a credit card may be requested for new employees prior to their first day. The card will not be issued until the employee commences duty, has undertaken formal training in credit card use and has approved financial delegation for the appropriate amount.
- Credit cards are to be returned and will be cancelled when the cardholders is no longer employed by the University. Credit cards that have not been used for a period of six months will be cancelled.

All requests to the bank for credit cards to be issued will only be made upon a completed application form, approved by the Assistant Vice-Chancellor, Finance, Strategy and Information Technology or her/his delegate.

- The card holder is the only person authorised to use their card. The use of the card by others is not permitted and on no occasion may a card holder disclose their card's personal pin number to others.



- Credit cards have been supplied for genuine business expenditure only and are not to be used for personal purchases. Persons breaching this policy may expect withdrawal of the card, disciplinary action, including possible dismissal and, for serious and wilful misuse, police action. In all cases of misuse, the University reserves the right to recover any monies from the cardholder by appropriate legal means.
- The University has arrangements with preferred suppliers for travel (including rental cars), accommodation, computing equipment, stationery and fleet vehicle fuel. These purchases must be made in accordance with those arrangements and not charged to a credit card. For details of these arrangements refer to the Procurement Procedures.
- Authorised staff from Finance will undertake reviews of cardholder purchases on a systematic basis in accordance with the Massey University Credit Card Procedures. In addition, audits will be carried out audits from time to time. In the event that policy and procedures have not been adhered to the cards may be cancelled. A report of findings will be directed to the cardholder's supervisor / manager and the Assistant Vice-Chancellor, Finance, Strategy and Information Technology or her/his delegate.

## **Definitions:**

Capital purchases include all purchases of computers (regardless of cost) plus property, plant and equipment costing over \$2,000 excluding GST.

## **Audience:**

All Staff

## **Relevant Legislation:**

None

## **Related Procedures and Documents:**

[Credit Card Procedures](#)  
[Delegations of Authority Document](#)  
[Discretionary Expenditure Policy](#)  
[Procurement Policy](#)  
[Procurement Procedures](#)  
[Fraud Prevention Policy](#)

## **Document Management Control:**

Prepared by: Chief Financial Accountant  
Owned by: Assistant Vice-Chancellor, Finance, Strategy and Information Technology  
Approved by: Date issued:  
Last review: August 2013  
Next review: August 2016



UNIVERSITY OF NEW ZEALAND

**MASSEY UNIVERSITY COUNCIL**

**PROCUREMENT POLICY REVIEW**

**4 OCTOBER 2013**

**1. Purpose**

1.1 The purpose of the paper is to seek Council approval of the Procurement Policy.

**2. Background**

The purpose of the Procurement Policy is to state Massey University (the “University”) intentions, and inform staff and contractors of the University of the appropriate behaviour, when conducting a procurement process.

Massey University and its subsidiaries are large scale procurers of goods and services which are often non-standard and of complex nature.

It is critical that the procurement functions and activities are carried out within a clearly defined framework demonstrating high ethical standards based on honesty, integrity and transparency and seen to be beyond reproach.

Procurement activity is to be conducted in a manner which ensures the University maintains a reputation for being fair, transparent and unbiased towards providers and evidenced through sound record keeping and documentation.

The revised Procurement Policy aligns to the Ministry of Business Innovation and Employment’s (MBIE) new government procurement policy. The policy sets the framework for the procurement procedures which also have been rewritten and will be completed once the policy has been approved.

**3. For Noting**

The Procurement Policy has been developed to ensure consistency with MBIE’s government procurement policy to ensure best procurement practice is adhered to throughout the University.

The revised Procurement Policy attached as Appendix One will replace the existing, but out-of-date policy which did not incorporate all the appropriate policy requirements (Appendix Two).

**4. Consultation**

The Massey Procurement Policy was prepared by the Massey Procurement Group in consultation with MBIE and Victoria University, Wellington (VUW). VUW was consulted to use their approved Procurement Policy as a framework for Massey.



Consultation and feedback was sought from: College Business Managers, Finance Group Managers, Information Technology Services (ITS) Group, Health and Safety, Risk Management, Facilities Directors and Campus Registrars.

**5. Implications of Decision:**

**5.1 Financial Implications and Treasury Comment**

<i>Financial Implications</i>	<del>Yes</del>	<i>No</i>
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**5.2 Treaty of Waitangi Implications**

<i>Treaty of Waitangi Implications</i>	<del>Yes</del>	<i>No</i>
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**5.3 Equity and Operational Implications**

<i>People Implications (Staff/Student/Other)</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>Cultural &amp; Ethnic Implications (Māori/Pasifika/New Migrant/Other)</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>Equity Implications</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>Gender Implications</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>Disability Implications</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>Information Technology Implications</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>Library Implications</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>International Implications</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>Teaching Implications</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>Research Implications</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>
<i>Other (state _____)</i>	<del>Yes</del> <input type="checkbox"/>	<i>No</i>

**6. Implementation**

**6.1 Implementation of Decision**

Once approved by Council, this policy will be placed on the Policy Guide and communicated to all Heads of Department, via the standard notification process.

**6.2 Implementation and Communication of Proposal**

A communication and training strategy will accompany the new Procurement Policy and Procurement Procedures to ensure staff involved in procurement are aware of their responsibilities.

**7. Recommendations**

It is recommended that Massey University Council:

1. Approve the attached Procurement Policy.

Rose Anne MacLeod  
Assistant Vice-Chancellor  
Finance, Strategy and Information Technology

25 September 2013

## PROCUREMENT POLICY

<b>Section</b>	Finance, Strategy and Information Technology
<b>Contact</b>	Chief Procurement and Contracts Officer
<b>Last Review</b>	September 2013
<b>Next Review</b>	September 2016
<b>Approval</b>	Council

### Policy

The purpose of this procurement policy is to state Massey University (the “University”) intentions, and inform staff and contractors of the University of the appropriate behaviour, when conducting a procurement process.

Massey and its subsidiaries are large-scale procurers of goods and services. To ensure continued accountability and robust governance, it is critical that the procurement function and activities are carried out within a clearly defined framework that is fair, robust and transparent.

All Government funded institutions, of which the University is one, are required to consider their responsibility to the public for the expenditure involved and the manner in which the procurement is made.

Exceptions to this Policy include:

- Disposal or acquisition of property.
- Disposal of assets.
- The power to recruit and make employment related decisions.

This Policy is to be read in conjunction with the Massey University Procurement Procedures, Contract Management Policy and Procedures and relevant University policies and procedures.

### Purpose

The purpose of this policy is to set out a framework within which the University can:

- Meet a justifiable and approved business proposal.
- Maximise efficiency of procurement and distribution.
- Standardise procurement processes by providing certainty to employees of their obligations.
- Negotiate with suppliers in a fair, open and transparent manner; and
- Ensure maximum value taking into consideration Total Cost of Ownership in the procurement of goods and services.

### Audience

This is a University-wide policy and applies to all employees, contractors and/or consultants procuring goods or services on behalf of the University and its subsidiaries.

## Policy Content

### 1. Ethical Procurement

#### 1.1 Principles of Procurement

- a) Representatives of the University involved in procurement must demonstrate high ethical standards based on honesty, integrity and transparency. The principle underlying all University procurement is that it must be (and must be seen to be) beyond reproach. Procurement activity must be conducted in a manner which ensures the University maintains a reputation of being fair, transparent and unbiased towards suppliers and evidenced through sound and robust record keeping.

#### 1.2 Government Procurement Principles

- a) Plan and manage for great results.
- b) Be fair to all suppliers.
- c) Get the right supplier.
- d) Get the best deal for everyone.
- e) Play by the rules.

#### 1.3 Responsibilities

- a) Representatives of the University involved in procurement must be mindful of the fact that the University is subject to and should comply with, all applicable legislation. The Government Rules of Sourcing 2013 must be complied with. They set out the standards for good procurement practice, especially when:
  - Buying goods or services with a total value of \$100k or more.
  - Buying construction works or services with a total value of \$10m or more.
- b) Representatives of the University involved in procurement must declare any perceived or actual conflicts of interest to the Procurement Group as soon as practicable.
- c) Representatives of the University involved in procurement must respect the confidentiality of information they are exposed to in the course of their work, and must not disclose this information to third-parties. Furthermore, this information must not be used for personal gain.
- d) Representatives of the University involved in procurement should not accept gifts or hospitality from suppliers, other than items of a minor value as permitted by the Massey University Discretionary Expenditure Policy as pertaining to gifts. It should be noted that where staff are involved in a tender process, it is **not** acceptable to accept any gifts or hospitality from a tenderer, regardless of its value, until the tender process is completed.
- e) The University's Staff Conduct Policy identifies the required behavioural standards for employees in all areas of their work.

#### 1.4 Sustainability in Procurement

In essence, sustainability is about meeting the needs of today without compromising the ability of future generations to meet their requirements. Social, environmental and economic context all impact on sustainability.

Sustainable procurement means that when buying goods/services the University will consider:

- Strategies to avoid unnecessary consumption and manage demand.
- Minimising environmental impacts of the goods/services over the whole-of-life.

- Suppliers’ socially responsible practices including compliance with legislative obligations to employees.
- Value for money over the whole-of-life, rather than just the initial cost.

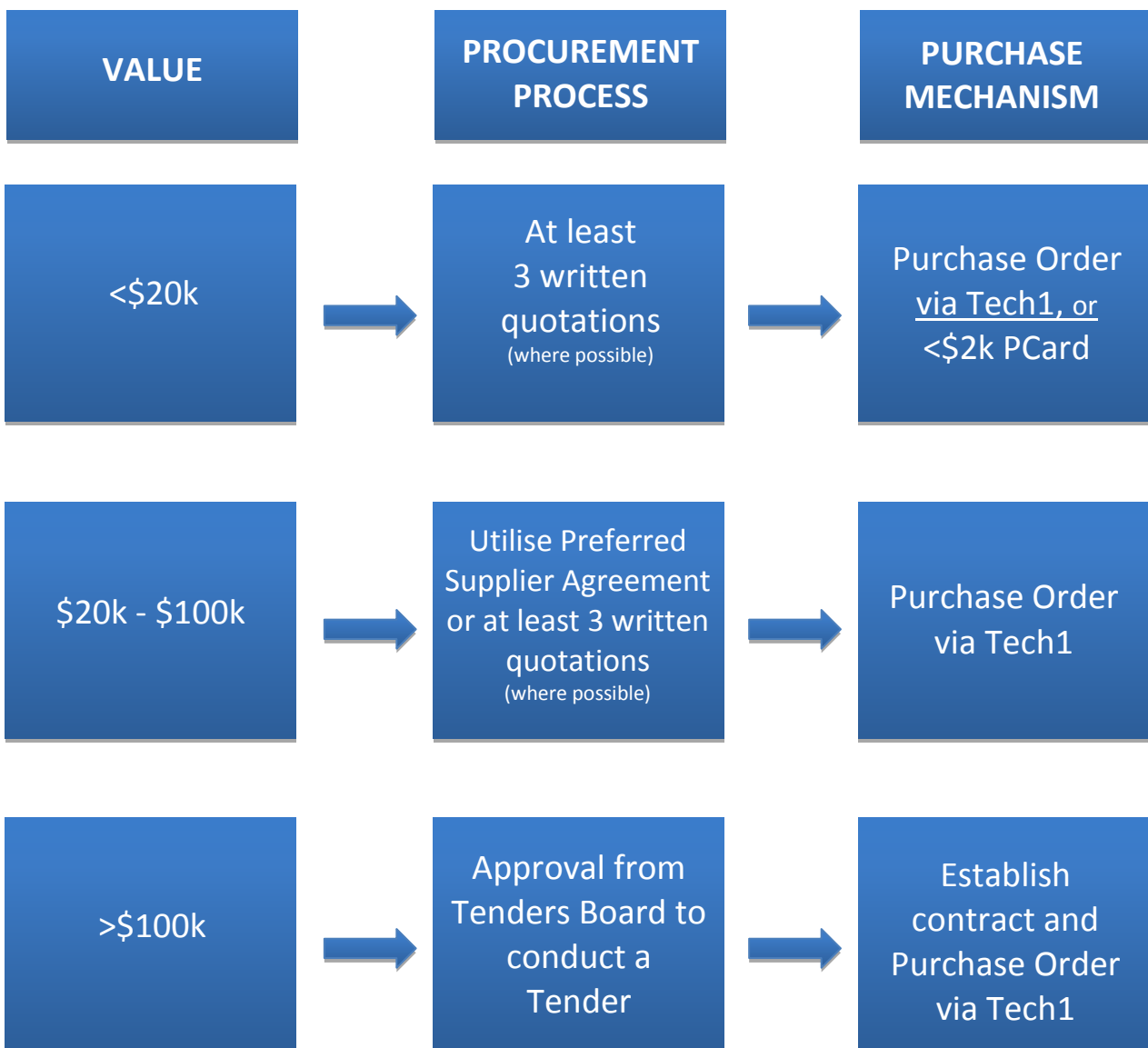
**1.5 Health in Procurement**

The health of staff should be taken into consideration when procuring goods and/services, e.g., a cafeteria contract should provide food of an acceptable healthy standard.

**2. Procurement Methodology (by value of purchase)**

The University’s procurement methodology by value of purchase provides a systematic basis for determining the appropriate procurement method to apply in a given situation. The application of a particular procurement methodology reflects the Delegations Document and the diagram below identifies the value threshold and associated procurement process (for further details please refer to the Procurement Procedures).

Note. The University’s preferred procurement process is open competitive tendering.



### **3. Approvals**

#### **3.1 Appropriate internal approval**

The procurement methodology (by value of purchase) diagram is not a comprehensive or exclusive process guide and should not be treated as such. Colleges and/or Budget centres may wish to introduce more strict rules and/or processes; the Procurement Group should be consulted in their development.

The diagram above is based on the assumption that appropriate internal approval processes and delegations have been carried out and granted.

Before any procurement activity is undertaken the following internal processes should be completed:

- Budget identified and approved.
- Appropriate committee identified and consulted, e.g. Equipment Committee.
- Business case or procurement plan are prepared for all purchases over \$20,000 (must be authorised by the Chief Procurement and Contracts Officer and/or a Senior University Manager other than the business writer); the Procurement Group advice should be sought, if necessary.
- An approved Request for Financial Authority (RFA) is completed, where required.

#### **3.2 Tenders Board**

The Tenders Board is a centrally operated forum whose role is to approve the release of all tenders over \$100k and the subsequent procurement process. If a document is being released to the open market seeking an expression or a response from the market, then it is to be approved prior to release by Tenders Board. The role of Tenders Board is expressed as follows:

Tenders Board role is to ensure that any tender process fully complies with University policies and guidelines, which includes, but not restricted to reviews of the plan, process, advertising, selection of potential tenderers, relevant evaluation criteria, selection of preferred suppliers and complying with appropriate financial approvals that are in place.

For further information refer to [Tenders Board Terms of Reference](#) and [Procurement Procedures](#).

### **4. Exemption from standard policy or procedures**

University procurement is normally subject to the University's approved delegation, but selective procurement may be possible; please check the following conditions and/or seek advice from the Procurement Group.

#### **4.1 Selective Procurement**

Procurement is selective or pre-qualified when it is procured through a supplier without having invited competing quotes from any other supplier. This is an acceptable procurement process for certain purchases under \$20k. This is subject to the University's approved delegation.

At times, the cost of tendering for goods or services can exceed the benefits of the tendering process. Given this, the procurement procedures provide sufficient flexibility to use an alternative procurement process such as selective purchase. The Procurement Group must be consulted prior to the selective procurement.

Where a departure is made from the standard procurement procedures, documentation is required, justifying the rationale for this approach including the suitability of the supplier and the evidence of the approvals from the appropriate delegated authority.

A selective purchase may be justified:

- When there is a limited supply market.
- When the cost of tendering for goods or services exceeds the benefits of the tendering process.
- If only one supplier has the capacity to deliver at the time required.
- Where standardisation or compatibility with existing equipment or services is essential.
- Where there is a mandatory government directive (All of Government Agreements).

A selective purchase will require a Purchase Order and may result in the University entering into a formal contract arrangement with the supplier.

Approval for selective procurement is granted by the Tenders Board or their designate through an exemption process/paper. The Tenders Board or their designate must be satisfied that the exemption is based on exceptional circumstances and not for the purposes of avoiding competition, this way the integrity of the procurement process is maintained.

For purchases between \$20,000 and up to \$100,000 documentation supporting the method of tender and selection of supplier must be kept.

Exemptions to tender for purchases greater than \$100,000 will be required to provide sound justification to the Tenders Board and will be considered on a case-by-case basis.

## **4.2 Emergency Procurement**

In a genuine emergency the University may be permitted to forego routine procurement procedures for goods or services that are urgently required to provide emergency assistance or relief. Emergency procurement is to be used in genuinely unforeseen circumstances only and not in the case of poor planning or avoiding University policy or guidelines.

In the context of this policy an emergency is defined as an event which puts:

- Life, property or equipment at immediate risk; or
- Standards of public health, welfare or safety having to be re-established without delay, such as in the case of disaster relief; or
- The Universities service delivery would be significantly impaired if it failed to respond promptly.

Emergency procurement should be limited to what is required to cope with the particular emergency and should be carried out with the same due diligence and robustness as standard procurement activity.

## **4.3 Exception to Compliance**

Where the particular procurement needs of an individual employee or a group within the University require exemption from this policy, a written request for the exemption will be made to the Assistant Vice-Chancellor, Finance, Strategy and Information Technology (AVC FSI) via the Chief Procurement and Contracts Officer for prior approval.

## 5. Risk

The University must identify potential and actual risks relating to each particular procurement process prior to its commencement. Steps to mitigate risks should be taken wherever possible. Risks could include but not be limited to:

- Inadvertently creating a premature contractual relationship.
- A business risk to the University.
- A legal risk to University (e.g. Intellectual Property Rights).

The University's risk framework should be used, where necessary. This framework assesses the likelihood and impact and enables the development of appropriate mitigations plans. Depending on the nature of the procurement, this risk may also need to be identified on the risk register.

Refer to [Managing Risk in Procurement Guidelines](#).

## 6. Full and Fair Opportunity

The University is obligated to promote open and effective competition in the market place, and provide full and fair opportunity to New Zealand suppliers. In particular, potential suppliers:

- Must not be unreasonably denied the opportunity to bid for the University's business; and
- All bids received must be evaluated and selected in a fair and unbiased manner.

The University recognises the mutual commitment by New Zealand government to other jurisdictions' procurement and free trade agreements; refer to the government procurement policy for further information.

## 7. Compliance

### 7.1 Monitoring of Compliance

- (a) It is the responsibility of the Assistant Vice-Chancellor, Finance, Strategy and Information Technology (AVC FSI) or their designate to ensure that there are adequate controls over the University's procurement processes including adequate financial controls over those procurement processes to safeguard the financial resources of the University.
- (b) Compliance will be monitored and all serious deviations will be reported by the AVC FSI to the Vice-Chancellor (VC) in the first instance, as soon as practicable.
- (c) Where the particular procurement needs of an individual employee or a group within the University require exemption from this policy, a written request for the exemption will be made to the AVC FSI for prior approval. Refer also to point 4.3 above.

### 7.2 Consequences of Non-Compliance

- (a) Full compliance with this policy is required. A breach of this policy may constitute misconduct or, depending on the circumstances, serious misconduct under the [Staff Conduct Policy](#).
- (b) Where an employee breaches the policy the University may apply one or all of the following:
  - (i) Seek reimbursement of costs directly from the employee;



- (ii) Decline to use funds in University accounts to meet the financial commitment arising from the procurement transaction.

### 7.3 Supporting Documentation for Procurement Activity

Staffs who undertake procurement must maintain comprehensive documentation of any procurement activity, including but not limited to; the procurement process and any subsequent decision(s) must be appropriately recorded and stored, all information held by the University is obtainable under the Official Information Act. Also refer to the Public Records Act 2005.

## 8. Health and Safety

Procurement decisions must consider and identify any Health and Safety requirements. Under the Health and Safety in Employment Act, it is a statutory requirement to complete a hazard assessment for any new or modified equipment, material, service or new work process.

Managers and staff who are required to undertake procurement need to ensure health and safety is included in procurement decisions.

Refer to the University's [Procurement Procedure](#), [Health and Safety Policy](#) and [Health and Safety Procurement Procedures](#).

## 9. Training

All University staff engaged in procurement should be trained in the five Principles of Procurement and are able to reasonably demonstrate practicable knowledge and its application.

## Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

	Definitions
<b>Capital Expenditure</b>	Also known as CAPEX. Procurement of an item of property, plant or equipment, or the subsequent development or improvement of an existing asset at a cost exceeding the minimum capitalisation threshold.
<b>Contract</b>	The term "contract" refers to any agreement that commits Massey University in legal or financial terms.
<b>Chief Procurement and Contracts Officer</b>	Is the University Senior Manager appointed and delegated to oversee all procurement policy, procedures and activity, where required.
<b>Conflict of Interest</b>	A situation in which a person has a duty to more than one person or organisation, but cannot do justice to the actual or potentially adverse interests of both parties. This includes (but not limited to) when an individual's personal interests or concerns are inconsistent with the best for a customer, or when a public official's personal interests are contrary to his/her loyalty to public business.
<b>Contracted Supplier</b>	A supplier which has been awarded a contract with the University following a competitive tender process.
<b>Delegated Financial Authority</b>	The authority to commit expenditure as stated in the University's Delegations Document. The granting of authority to execute financial transactions for an agreed



	<b>Definitions</b>
	purpose within a set financial limit.
<b>Operating Expenditure</b>	Also known as “OPEX”. Expenditure incurred in the course of day to day University operations.
<b>Preferred Supplier</b>	This is a supplier that has given the University a discount or fixed pricing either following a competitive tender process or direct negotiation. Preferred Suppliers must have a contract in place with the University. For clarity, a supplier in TechnologyOne must not be assumed to be a Preferred Supplier.
<b>Procurement</b>	The term ‘procurement’ covers all aspects of the acquisition and delivery of goods or services, spanning the whole contract life cycle from the identification of needs to the end of a service contract, or the end of the useful life and subsequent disposal of an asset.
<b>Procurement Group</b>	The Procurement Group is the University’s centrally operated business unit whose role is to provide expert procurement services, advice and support to the <b>Chief Procurement and Contracts Officer</b> and the University.
<b>Quotation</b>	An offer to provide goods or services at a fixed price for a defined period of time.
<b>Request for x (RFx)</b>	A generic term which is one of the most common acronyms in strategic sourcing and procurement, and captures all references to: Request for Information (RFI), Request for Proposal (RFP), Request for Quote (RFQ) and Request for Tender (RFT).
<b>Tenders Board</b>	The Tenders Board is a centrally operated forum whose role is to approve the release of all tenders over \$100k and the subsequent procurement process.
<b>Total Cost of Ownership</b>	Also known as TCO. A calculation of the financial costs associated with buying and using a good or service. TCO takes into account the purchase price, but also considers related costs such as; ordering, delivery, and subsequent consumable and/or maintenance.

### Relevant legislation:

Health and Safety in Employment Act

Official Information Act

Public Finance Act 1989 and the Financial Reporting Amendment Act 2006

Public Records Act 2005

### Legal compliance:

Official Information Act - The purposes of this Act are, consistently with the principle of the Executive Government's responsibility to Parliament, to increase progressively the availability of official information to the people of New Zealand in order; to provide for proper access by each person to official information relating to that person; and to protect official information to the extent consistent with the public interest and the preservation of personal privacy.

Public Finance Act 1989 - The purpose of the Public Finance Act is to provide a framework for parliamentary scrutiny of the Government's expenditure proposals and the Government's management of its assets and liabilities. It also clarifies the lines of responsibility for effective and efficient management of public financial resources, spells out minimum reporting obligations of Ministers and Departments and safeguards public assets by providing control over the borrowing of money.

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Public Records Act 2005 – provides for the selection of public records and archives for creation, maintenance and retention. The Act directs that public records and archives can only be destroyed and disposed of with the authority of the Chief Archivist. Contracts are deemed Vital Records under the Act.

**References:**

A Guide to the Public Finance Act, Treasury

Procurement Guidance for Government Entities, Office of the Auditor General

Visit: [www.procurement.govt.nz](http://www.procurement.govt.nz)

**Related procedures/documents:**

- Asset Management Policy and Plan
- Business Case Policy
- Contract Management Policy and Procedure
- Discretionary Expenditure Policy
- Health and Safety Policy
- Health and Safety Procurement Procedures
- Purchase Order Terms & Conditions
- Procurement Procedures
- Procurement Templates
- Request For Authority
- Rules of Sourcing (the rules) 2013, Ministry Business, Innovation and Employment
- Staff Conduct Policy
- Tenders Board Terms of Reference
- Tenders Board Template

Prepared by: Chief Procurement and Contracts Officer

Authorised by: Assistant Vice-Chancellor, Finance, Strategy and Information Technology

Approved by:

Date issued:

Last review:

Next review:



The Chancellor  
Massey University Council

Dear Chancellor,

**Report from the Academic Board Meeting (Part 1): 21 August 2013**

At the Academic Board meeting held on Wednesday 21 August 2013 in Part I of the meeting the following items are referred to Council for information.

**1. Advice on Matters of Academic Policy**

There was no advice on matters of academic policy to be reported.

**2. Information to Council with Respect to Major Academic Directions**

**Academic Value of Qualifications as Opposed to the Financial Viability of Qualifications**

Assistant Vice-Chancellor Academic and International Professor Day led the academic discussion on Academic Value of Qualifications as Opposed to the Financial Viability of Qualification.

Discussion included, but was not limited to the following:

- The value of this document and discussion was that it provided colleges with an understanding of the context needed to establish their portfolio of qualifications which were both academically robust and financially viable as a whole across the college.
- Offering a 180 credit masterate would challenge further the intellectual quality of the education when a 240 credit masterate was already considered a significant challenge to meet and retain that quality.
- Was the University willing to retain programmes/qualifications that, while not popular and possibly not financially viable, were at the core of university offerings?
- Did the University have a vision of programme/qualification offerings in 2025?
- There was a view held by some that knowledge was not valued unless it was applied and would improve wealth. The focus of such applied knowledge changed over time e.g. engineering was currently a focus while in the past the focus had been agriculture. How were programmes, once core to the University to be kept alive while the demand for others was greater?
- It was suggested that the University should be offering qualifications that while achieving the University's goals also met the social needs of the nation.
- There were possible tensions between what staff determined should be taught and what was academically viable.
- It was noted that decisions regarding qualification offerings were made within and between colleges.
- Where in the University decisions on academic offerings were made was considered crucial as this influenced the amount of support given which in turn impacted on how the University's academic portfolio would look in the future.

It was noted that there was no new academic reform process underway rather it was a matter of ongoing engagement to build on strengths and maintain progress to define the academic platform and that while the Academic Committee considered academic alignment the Pro Vice-Chancellors and College Boards considered the financial sustainability of academic offerings.

The Chair suggested that the views of the Board be integrated into the document and that the Agenda Working Group would then consider how to promote the document to the wider academic community.

### **Teaching and Learning and Research Components of the Draft University Annual Plan**

Assistant Vice-Chancellor Academic and International Professor Day led the discussion on the Teaching and Learning components of the Draft University Annual Plan noting, in addition to information in her discussion document the additional major project, the Student Management System Project.

Discussion included, but was not limited to the following:

- The importance of analysing student feedback but caution was signalled about using the current tool as the reliability of the survey would not enable the depth of analysis suggested.
- A lack of process for staff to provide meaningful contributions to University-wide decision making was suggested. Professor Day agreed that discussions would take place to establish a suitable process.
- In responding to a question that the term ‘comprehensive’ meant ‘focussed planning’ Professor Day suggested that the platforms on which the Teaching and Learning Framework sat – Comprehensive; Research led; Applied; International; Distance and Lifelong Learning; Digital; and Student Administration could be represented more effectively.
- The difficulty of connecting to these big programmes of work and understanding their value when undertaking a full workload carrying out the day to day activities was noted. Professor Day suggested that it could be beneficial to talk with groups to make clear the links and benefits between the big programmes and the delivery of teaching within the University.

Assistant Vice-Chancellor Research and Enterprise Professor Heywood led the discussion on the research components of the Draft University Annual Plan by highlighting the six questions being asked of the Academic Board.

Discussion included, but was not limited to the following:

- It was reiterated that a full workload made it difficult to pursue new initiatives and while these were designed to improve teaching and research that was not always the case, and if that was the case were they the right initiatives.
- Disappointment was expressed that the Teaching and Learning component and Research component of the Draft Annual Plan had not been addressed as one as these were seen to be inextricably linked. Professor Heywood noted that while Massey had not made this link it had been made elsewhere and cited Adelaide University.
- Question No 4: Academic Board was invited to consider what connections across and between research and teaching might be strengthened through this agenda? The Board was also asked to reflect upon what key academic priorities they would wish to see underpin this component of our Enterprise Platform? It was suggested that:
  - The connections across teaching and research were considered to be critical. Academics taught on the frontiers of their subject and that continual connections to research needed to be made.

- The need to find money for scholarships so as to attract good postgraduate students to the University was seen as critical. It was noted that this would have an immediate and positive impact on the University.
- Question No 3: (i) What key actions might be advanced in 2014 with the support of Academic Board at the level of (a) the individual and (b) academic units/groups to strengthen the narrative around these high level meta themes alongside focusing key resources? (ii): How might we better use these meta themes to provide linkages between research and teaching? It was suggested that:
  - Themes should be associated with the ‘real world’;
  - The experiences of early, middle and late researchers be sought and how they relate to theory; and
  - That the Academic Board could be used to drive research
- Objective 1: Statement No 6: In 2014 it was proposed that a dedicated researcher development framework which embraces all from PhD students to professors, and provided support across the career life cycle to strengthen discipline based research and create the linkages which would underpin the evolution of critical mass in those areas where Massey can offer solutions to the problems of the age. It was suggested that:
  - Staff needed to establish where they were in their research cycle and needed to understand who and how to connect to for the purpose of enhancing their research.

Professor Heywood thanked Board members for the debate and comments noting the timely reminder that research undertaken needed to be correctly designed with an appropriate purpose. She also noted that induction into research and forecasting staffing needs were at the heart of discussions and that collaboration and partnerships had to have genuine value to the University. The comments from this discussion would be taken and incorporated into the Annual Plan 2014.

It was noted that further comments from Board members could be made directly to Professor Day and Professor Heywood.

### **3. Report of Academic Approvals Made Under Delegation**

#### **Surrender of Qualifications Policy and Procedures**

The Board approved the withdrawal of the Surrender of Qualifications Policy and Procedures as from 31 December 2013 and noted that they would be replaced by a Regulation.

#### **Qualifications Framework Amendment: Definition of a Masters**

Prior to the Board decision to approve amendments to Qualifications Framework on the definition of a masters including offering a 180 credit masters, discussion on this topic included but was not limited to the following:

- 180 credit masterate:
  - It was considered that the document lacked analysis that demonstrated that the 180 credit masterate was of benefit to domestic students and that it suggested it was being driven for international student enrolments;
  - Graduates of, or those undertaking study towards a 240 credit masterate, might consider their qualification devalued by the introduction of 180 credit masterates;
  - The speed at which this decision was being made was in appropriate;
  - It was noted that there were opportunities to offer both 240 and 180 credit masterates at Massey;
  - Funding for masterate qualifications had changed to a loan rather than a student allowance and this may be an issue for some students;

- It was not considered that the 180 credit masterate would become the norm at Massey University; and
- There were concerns as to how a 180 credit masterate would progress to doctoral study. There was an issue with this not taking into account the academic continuum with a view to recruiting doctoral students.

**4. Sub-Committee Matters**

**Human Ethics Chairs Committee Annual Report 2012**

The Board received the Human Ethics Chairs Committee Annual Report 2012.

All Academic Board Committee Annual Reports 2012 are available to Council members upon request.

**5. Items of Early Notice**

There are not matters for early notice to report in Part I of the meeting.

**6. For Information**

**Academic Board Membership on Academic Board Committees and other bodies**

The outcome of the elections for two academic staff on the University Research Committee resulted in Professor John O'Neill and Professor Geoff Jameson each being elected for a three-year term.

**Conferring of Degrees and awarding of Diplomas and Certificates**

Degrees were conferred and diplomas and certificates awarded under the delegated authority of Council.

Professor Tony Signal  
Chair, Academic Board



**MASSEY UNIVERSITY COUNCIL**

**CHANCELLOR AND PRO CHANCELLOR ELECTIONS 2013-2014**

**4 October 2013**

At the Massey University Council meeting held on Friday 1 July 2011, Council adopted the attached Statute which includes the following provisions:

- (i) That Chancellor and Pro-Chancellor elections be conducted annually.
- (ii) Prior to the meeting of Council preceding the end of the annual term of each of Chancellor and Pro Chancellor the University Registrar should contact each member of Council eligible to stand in the election for Chancellor and Pro Chancellor to request a declaration of preparedness to stand for the position or positions to become vacant.
- (iii) Where there is more than one candidate for either position the University Registrar will conduct an election by postal ballot with the papers to be returned in sufficient time to enable the declaration of the result at the December Council Meeting.
- (iv) That a preferential voting system be used.

This is to notify Council members that the nomination processes is now underway and each member of Council eligible to stand in the election for Chancellor and Pro Chancellor is being requested to declare their preparedness to stand for the position of Chancellor and Pro Chancellor for the one year term, 7 December 2013 to 6 December 2014. Should there be more than one nomination for either position an election will be held for that position. Otherwise the nominee will be declared to be elected to the position unopposed.

Stuart Morriss  
Assistant Vice-Chancellor Operations & University Registrar  
23 September 2013



**MASSEY UNIVERSITY**

**MASSEY UNIVERSITY COUNCIL STATUTE**

**Pursuant to section 194 (l) (j) of the Education Act 1989**

**CHANCELLOR AND PRO-CHANCELLOR ELECTIONS**

Provisions relating to Chancellor and Pro-Chancellor Elections in the Education Act are as follows:

<b>Education Act 1989</b>	177 (4)	The [Chancellor] and [Pro-Chancellor] of a Council each hold office, subject to this section, for one year but are eligible for re-election.
	177 (1)	The Council shall elect one of its members to be the [Chancellor] and another of its members to be the [Pro-Chancellor] of Council.
	177 (2)	Whenever a vacancy subsequently occurs in the office of [Chancellor] or [Pro-Chancellor] of the Council, the Council shall elect one of its members to fill the vacant office.
	177 (3)	A member of Council who is the Chief Executive of the institution, a member of the staff of the institution or a student member is not eligible for election as the [Chancellor] or [Pro-Chancellor]

Also refer Section 171 (6), 174 and 177 (6).

The Education Act and the University's Gazette Notice 1990 detail the requirements for the Constitution of Council. Any candidate for Chancellor or Pro-Chancellor must be properly appointed in line with these requirements.





**MASSEY UNIVERSITY**

**COUNCIL STATUTE:**

**CHANCELLOR AND PRO-CHANCELLOR ELECTIONS**

1. The election of Chancellor and Pro-Chancellor will be held annually subject to the provisions of this Statute.
2. Prior to the meeting of Council preceding the end of the annual term of each of Chancellor and Pro Chancellor the University Registrar should contact each member of Council eligible to stand in the election for Chancellor and Pro Chancellor to request a declaration of preparedness to stand for the position or positions to become vacant.
3. Where there is one candidate for Chancellor that candidate will be declared Chancellor.
4. Where there is one candidate for Pro-Chancellor that candidate will be declared Pro-Chancellor.
5. Where there is more than one candidate for either position the University Registrar will conduct an election by postal ballot with the papers to be returned in sufficient time to enable the declaration of the result at the December Council Meeting.
6. A preferential voting system will be employed by which Council Members will list candidates in order of preference with 1 being the most preferred, 2 being next preferred and so on.
- 7a. The University Registrar will count the scores for the candidates for Chancellor and the candidate with the highest score will be dropped off the list and the process continued until there are two remaining candidates. Whoever then has the lesser score will be declared Chancellor. Where there is an even score for the two remaining candidates a secret ballot will be held at the December Council Meeting.
- 7b. The process in 7a. will then be repeated for Pro-Chancellor, if required.
8. The Office of Chancellor and Pro-Chancellor will, subject to the provision of the Education Act, be held for one year usually commencing December each year.
9. If a vacancy arises in the Office of Chancellor and/or Pro-Chancellor before December in any year then the Council shall by resolution, as soon as practicable thereafter, instruct the University Registrar to commence the election for the successor in terms of this Statute. The person(s) so elected shall hold office for one year from the date of their election as Chancellor or Pro-Chancellor.
10. Each Chancellor and Pro-Chancellor is eligible for re-election as Chancellor and Pro-Chancellor as the case may be.
11. Whenever a person is elected to the Office of Chancellor or Pro-Chancellor pursuant to section (9) of this Statute then the reference to December in this Statute is deemed amended accordingly so that the person holds office for 12 months from the date of their election.



**MASSEY UNIVERSITY COUNCIL**

**GRADUATION SCHEDULE 2014**

**4 October 2013**

Attached please find the Graduation Schedule for 2014. In line with current practice please fill in the graduation ceremonies that you are prepared to attend in 2014. Council aims to have four Council members, other than the Chancellor, Pro Chancellor and Vice-Chancellor attending each graduation ceremony.

Please note that Māori and Pasifika Celebrations to Honour Graduates are not graduation ceremonies and are not official functions of Council. The 2014 dates for the Auckland Māori and Pasifika Celebrations to Honour Graduates have yet to be established.

Can you please return the completed form to me no later than Friday 29 November 2013 and I will compile the Council attendance for 2014 graduation ceremonies.

The Graduation Schedule 2014 for your completion is also available on the Council Team Site.

Paddy Nicol  
Executive Secretary - Council  
23 September 2013

**SCHEDULE FOR COUNCIL MEMBER ATTENDANCE AT GRADUATION CEREMONIES – 2014**

<b>Region</b>	<b>Date</b>	<b>Time</b>	<b>Prepared to attend</b>
Auckland	Tuesday 8 April	10.30 am	
Auckland	Tuesday 8 April	2.30 pm	
Auckland	Wednesday 9 April	10.30 am	
Auckland	Wednesday 9 April	2.30 pm	
<i>Pasifika celebration</i>	<i>tbc</i>		
Auckland	Thursday 10 April	10.30 am	
<i>Māori celebration</i>	<i>tbc</i>		
Palmerston North	Monday 12 May	1.30 pm	
Palmerston North	Tuesday 13 May	9.30 am	
Palmerston North	Tuesday 13 May	2.30 pm	
Palmerston North	Wednesday 14 May	9.30 am	
Palmerston North	Wednesday 14 May	2.30 pm	
Palmerston North	Thursday 15 May	9.30am	
<i>Māori celebration</i>	<i>Thursday 15 May</i>	<i>2.30pm</i>	<i>(Regent)</i>
<i>Pasifika celebration</i>	<i>Friday 16 May</i>	<i>9.30am</i>	<i>(Regent)</i>
Wellington	Thursday 29 May	9.30 am	
Wellington	Thursday 29 May	2.30 am	
<i>Māori celebration</i>	<i>Friday 30 May</i>	<i>10.00am</i>	<i>(Massey Museum Building)</i>
<i>Pasifika celebration</i>	<i>Friday 30 May</i>	<i>3.00pm</i>	<i>(Massey Museum Building)</i>
Palmerston North	Friday 28 November	10.00 am	
Palmerston North	Friday 28 November	2.00 pm	