



MASSEY UNIVERSITY

MEETING OF MASSEY UNIVERSITY COUNCIL

FRIDAY 7 DECEMBER 2012

commencing at 10.15 am

to be held in

THE UNIVERSITY HOUSE MEETING ROOM,

UNIVERSITY HOUSE

MANAWATU CAMPUS



MASSEY UNIVERSITY

MASSEY UNIVERSITY COUNCIL

A meeting of Massey University Council

To be held in the University House Meeting Room, University House,
Manawatu Campus

on

Friday 7 December 2012

commencing at 10.15am

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.

Index Number	Item	Paper Number
	1.0 INTRODUCTION	
	1.1 Welcome	
	1.2 Apologies	
A	1.3 Declaration of Interest/ Register of Interest	
	1.4 Meeting Agenda Review	
B	1.5 Minutes of Council meetings – Part I - Meeting held on 5 October 2012	C12/129
	1.6 Matters Arising	
C	1.7 Follow-up Schedule as at 7 December 2012	
	1.8 Council Agenda Plans	
D	1.8.1 As at 7 December 2012	
E	1.8.2 Agenda Plan 2013	
	2.0 KEY REPORTS	
	2.1 Chancellor’s Report - Part I	
	2.1.1 Chancellor’s Report - <i>oral</i>	
	2.2 Vice-Chancellor’s Report – Part I	
F	2.2.1 Vice-Chancellor’s Report	C12/130
G	2.2.2 Financial Report for the ten months ending 31 October 2012	C12/131
	3.0 DECISION ITEMS	
	3.1 University Policy Approval	
HI	3.1.1 Business Continuity Policy	C12/132
	3.2 Council Policy Approval	
JK	3.2.1 Guidelines for the Conduct of Council and Council Sub-committees	C12/133
L	3.2 Student Election Statute	C12/134
	4.0 COMMITTEE, ASSOCIATED ENTITIES AND OTHER REPORTS	
	4.1 Academic Board Reports	
M	4.1.1 Academic Board Meeting held on 17 October 2012	C12/136
N	4.1.2 Academic Board Meeting held on 21 November 2012	C12/137
	5.0 INFORMATION/BACKGROUND ITEMS	
	5.1 Outcome of election for Chancellor & Pro Chancellor 2012-2013 - oral	
O	5.2 Council Evaluation 2012	C12/138
	6.0 LATE ITEMS	

7.0 MOVING INTO PART II

7.1 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
- Mr James Gardiner, Director of 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.**

Item	Reason for Proposed Public Exclusion
Item 8.1 C12/139 Confirmation of Minutes	These matters were considered in Part II of the meeting held on 5 October 2012
Item 8.2 Matters Arising	These matters were considered in Part II of the meetings held on 5 October 2012
Item 8.3 Follow-up Schedule as at 7 December 2012	These matters were considered in Part II of the meetings held on 5 October 2012 and before
Item 9.1.1 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)
Item 9.1.2 C12/140 Council Committee membership 2013	To protect the privacy of natural persons Reference: Section 9 2 (a)
Item 9.2.1 C12/141 Vice-Chancellor's Report	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 9.2.2 C12/142 Vice-Chancellor's Objectives 2012 Update Report	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 9.2.3 C12/143 Financial Report for the ten months ended 31 October 2102	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)

Item	Reason for Proposed Public Exclusion
Item 9.2.4 C12/144 Quarterly Consolidated Performance Report: Quarter Three, 2012	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 9.2.5 C12/145 Aged Debtors Report	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 9.2.6 C12/146 New Zealand School of Music Report	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.1 C12/147 Council Strategy Day: Key Performance Indicators for the Road to 2020	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.2 C12/148 Updated Investment Plan 2013-2015	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.3 C12/149 Capital Asset Management Plan - Draft	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.4.1 C12/150 Massey University Annual Plan 2013	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.4.2 C12/151 2013 Operating Budget	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.5.1 C12/152 Refurbishment and Extension of the Wellington Campus Library	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.5.2 C12/153 Sir Geoffrey Peren Building Upgrade	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.6 C12/154 Bad Debts Write Off for Students Enrolled in the 2010 and Prior Academic Years	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.7.1 C12/155 New Zealand School of Music Statement of Corporate Intent	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)

Item	Reason for Proposed Public Exclusion
Item 10.7.2 C12/156 Massey Ventures 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)
Item 10.7.3 C12/157 Agri One Ltd Statement of Corporate Intent	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 10.8 C12/158 Conferment of Degrees	To protect the privacy of natural persons Reference: Section 9 2 (a)
Item 10.9 C12/159 Terms of Insurance Renewal 2012-2014: Electronic Resolution	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 11.1.1 C12/160 Audit and Risk Committee Report –Meeting held on 5 October 2012	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 11.1.2 Audit and Risk Committee Report –Meeting held on 7 December 2012	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 11.2 C12/161 Honorary Awards Committee Report – meeting held on 13 November 2012	To protect the privacy of natural persons Reference: Section 9 2 (a)
Item 11.3.1 C12/162 Academic Board Report – meeting held on 17 October 2012	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 11.3.2 C12/163 Academic Board Report – meeting held on 17 October 2012	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)

AND

Item 12.0

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



MASSEY UNIVERSITY

MINUTES OF MASSEY UNIVERSITY COUNCIL

A MEETING OF MASSEY UNIVERSITY COUNCIL HELD IN THE EXECUTIVE SEMINAR SUITE, (5B14), BLOCK 5, LEVEL B, WELLINGTON CAMPUS

On

FRIDAY 5 OCTOBER 2012 AT 11.00AM

PART I

PRESENT: Dr Russ Ballard (Chancellor), Ms Fiona Coote, Ms Kura Denness, Associate Professor Grant Duncan, Mr Chris Kelly, Hon Steve Maharey (Vice-Chancellor), Dr Alison Paterson (Pro Chancellor), Ms Tiri Porter, Mr Ralph Springett, Mr Ben Thorpe, Mr Bruce Ullrich, Mr Ben Vanderkolk and Ms Lesley Whyte

IN ATTENDANCE: Mr Stuart Morriss, Assistant Vice-Chancellor & University Registrar
Ms Rose Anne MacLeod, Assistant Vice-Chancellor Finance, Strategy and Information Technology (FSI)
Mr James Gardiner, Director Communications
Ms Paddy Nicol, Executive Secretary
Dr Nigel Gould, Chair Massey University Foundation for item 11.4

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.

1.0 INTRODUCTION

1.1 WELCOME

The Chancellor opened the meeting at 11.00am welcoming those present and noting that there would be a tour of the campus prior to lunch.

1.2 APOLOGIES

Apologies were received and noted from Mr Alastair Scott, Professor Tony Signal and Professor Cynthia White.

1.3 DECLARATION OF INTEREST

The Chancellor noted the Interests Register and called for any further declarations that were of relevance to this meeting, of which there were none. 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.

Part II late item

Council Elections 2013: Student membership: Reason for exclusion from Part I: To prevent the disclosure or use of official information for improper gain or improper advantage
Reference: section 9 2 (k)

1.5 C12/108

CONFIRMATION OF PART I MINUTES - MEETING HELD ON 7 SEPTEMBER 2012

RESOLVED THAT THE MINUTES OF THE MASSEY UNIVERSITY COUNCIL MEETING HELD ON FRIDAY 7 SEPTEMBER 2012 (PART I) BE RECEIVED AND CONFIRMED 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 as at 5 October 2012.

1.7 FOLLOW-UP SCHEDULE AS AT 5 OCTOBER 2012

Last meeting: No 1: Emergency Management Policy: The Risk Manager synchronised the activities of all relevant stakeholders to achieve a common purpose.

1.8 COUNCIL AGENDA PLAN – UPDATE FOR 5 OCTOBER 2012

The Council Agenda Plan as at 5 October 2012 was noted.

2.0 KEY REPORTS

2.1 CHANCELLOR'S REPORTS

2.1.1 CHANCELLOR'S REPORT – *oral*

The Chancellor reported that since the 7 September 2012 Council meeting he had attended the following Committee meetings and events:

- A Governance Committee meeting that would be reported in Part II;
- An Honorary Awards Committee meeting that would be reported in Part II;
- Attended an enjoyable Blues Awards Dinner in Albany at which 13 successful Olympians were present, all of whom were students of or who had graduated from Massey University;
- Had been on the Appointment Panel for Trustees of Central Energy Trust; and
- Had regular meetings or calls with the Vice-Chancellor.

2.2 VICE-CHANCELLOR'S REPORTS

2.2.1 C12/109 VICE-CHANCELLOR'S REPORT – PART I

The Vice-Chancellor highlighted the following sections of his report:

1.0 Topical Issues

- 1.1** 2012 London Paralympics
- 1.2** 2012 QS World University Rankings
- 1.6** Advanced Technology Institute (ATI)

2.0 Key Strategic Issues and Positioning

- 2.2** Internationalisation Update: The Vice-Chancellor noted his upcoming trip to India with the Minister of Tertiary Education.
- 2.3** Agri-food Update

4.0 Connections and Responsibility

4.4 Bereavements: The Vice-Chancellor noted the recent death of Major General (Retired).Piers Reid

8.0 Overall sense/feel of the place

The Vice-Chancellor noted the considerable changes taking place currently for the staff in the College of Education but that given the current tertiary education context the University must keep changing.

In response to a question the Vice-Chancellor agreed that the six-monthly Human Resources Report tabled at the Audit and Risk Committee would in future include the reasons behind staff choosing to join or leave the University and the processes the University used to retain staff.

Action: Assistant Vice-Chancellor People and Organisational Development to include a section in his Human Resources Report on the reasons staff joined and left Massey University and processes used for retaining staff.

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

CHANCELLOR
Carried

2.2.2 C12/110 FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED 31 AUGUST 2012

The Assistant Vice-Chancellor Finance, Strategy and IT Ms MacLeod spoke to the report noting that the University was on track to achieve the budgeted surplus.

RESOLVED THAT COUNCIL RECEIVE THE FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED 31 AUGUST 2012

CHANCELLOR
Carried

3.0 DECISION ITEMS

3.1 UNIVERSITY POLICY APPROVAL

3.1.1 C12/111 GENERAL DEBT COLLECTION POLICY

Page 1: last sentence: Clarity was sought on the parameters of the 3% of outstanding debt. It was agreed that the qualifier 'greater than 30 days' would be added.

Page 1: second to last sentence: 'cost centre' be changed to 'budget centre' to align with the rest of the Policy.

RESOLVED THAT COUNCIL APPROVE, WITH THE FOLLOWING AMENDMENTS:
(in bold)

- Page 1: last sentence: to read ‘... of 3% of outstanding debt **greater than 30 days**, unless...’
- Page 1: second to last sentence: ‘... appropriate ~~cost~~**budget** centre.’

THE GENERAL DEBT COLLECTION POLICY (APPENDIX 1)

WHYTE/SPRINGETT
Carried

3.2 C12/112 DRAFT COUNCIL AGENDA PLAN 2013

The Chancellor gave early notice to Council of a paper that was to come to the 7 December 2012 Council meeting giving consideration to changing October Audit and Risk Committee and Council meetings to November meetings. The paper would lay out any advantages or disadvantages of such a change to the established meeting schedule.

Action: Assistant Vice-Chancellor and University Registrar to prepare the Meeting Schedule change paper and table at the 7 December 2012 Council meeting.

The Strategic Discussions and Site Visits were noted. Additionally it was considered that:

- When a business case was tabled a related site visit would be useful; and
- It would be of value to visit Marae when taking a campus tour.

RESOLVED THAT COUNCIL APPROVE THE DRAFT COUNCIL AGENDA PLAN 2013 (APPENDIX 2)

COOTE/VANDERKOLK
Carried

4.0 COMMITTEE, ASSOCIATED ENTITIES AND OTHER REPORTS

There were no Committee, associated entities or other reports.

5.0 INFORMATION/BACKGROUND ITEMS

5.1 C12/113 CHANCELLOR AND PRO CHANCELLOR ELECTIONS 2012-2013

The Chancellor noted that the completed forms of those members eligible to stand in the elections for Chancellor and Pro Chancellor were to be returned to the Returning Officer no later than 5 November 2012.

**5.2 C12/114
COUNCIL GRADUATION SCHEDULE 2013**

The Chancellor noted that the completed schedules were to be returned to the Executive Secretary no later than 30 November 2012 after which time the 2013 Graduation Schedule would be drawn up.

6.0 LATE ITEMS

There were no late items for Part I.

7.0 MOVING INTO PART II

EXCLUSION OF THE PUBLIC

THE CHANCELLOR MOVED THAT, EXCLUDING

- Mr Stuart Morriss, Assistant Vice-Chancellor & University Registrar
- Ms Rose Anne MacLeod, Assistant Vice-Chancellor Finance, Strategy and Information Technology
- Mr James Gardner, Director Communications
- Ms Paddy Nicol, Executive Secretary
- Dr Nigel Gould , Chair Massey University Foundation for item 11.4

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.

Item	Reason for Proposed Public Exclusion
Item 8.1 C12/115 Confirmation of Minutes	These matters were considered in Part II of the meeting held on 7 September 2012
Item 8.2 Matters Arising	These matters were considered in Part II of the meetings held on 7 September 2012
Item 8.3 Follow-up Schedule as at 5 October 2012	These matters were considered in Part II of the meetings held on 7 September 2012 and before
Item 9.1.1 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)

Item	Reason for Proposed Public Exclusion
<p>Item 9.1.2 C12/116 Governance Committee Report – meeting held on 21 September 2012</p>	<p>To protect the privacy of natural persons Reference: Section 9 2 (a)</p>
<p>Item 9.2.1 C12/117 Vice-Chancellor’s 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>Item 9.2.2 C12/118 Financial Report for the eight months ended 31 August 2102</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p>Item 9.2.3 C12/119 2013 Operating Budget</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p>Item 9.2.4 C12/120 2013 Massey University Capital Plan</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p>Item 10.1 C12/121 Relocation of the School of Public Health, Wellington</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p>Item 10.2 C12/122 Delegation to approve Terms of Insurance Renewal 2012-2013</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>
<p>Item 10.3 C12/123 Council Appointment: Human Ethics Committee: Southern A</p>	<p>To protect the privacy of natural persons Reference: Section 9 2 (a)</p>
<p>Item 10.4 C12/124 New Zealand Food Innovation Network and Massey University</p>	<p>To protect the privacy of natural persons Reference: Section 9 2 (a)</p>
<p>Item 11.1.1 C12/125 Audit and Risk Committee Report –Meeting held on 7 September 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>Item 11.1.3 Audit and Risk Committee Report –Meeting held on 5 October 2012</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)</p>

Item	Reason for Proposed Public Exclusion
Item 11.2 C12/126 Honorary Awards Committee Report – meeting held on 11 September 2012	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 11.3 C12/127 Estendart Sale Report, Chair Massey Ventures Limited	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)
Item 11.4 C12/128 Report from Massey Foundation Chair	To prevent the disclosure or use of official information for improper gain or improper advantage Reference: section 9 2 (k)

AND

Item 12.0

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

CHANCELLOR
Carried

14.0 ITEMS MOVED FROM PART II TO PART I

The following decisions were was moved from Part II into Part I

10.1 RELOCATION OF THE SCHOOL OF PUBLIC HEALTH, WELLINGTON

RESOLVED THAT COUNCIL:

1. NOTE THAT EXTENSIVE CONSULTATION AND ENGAGEMENT HAS ENABLED A WORKABLE SOLUTION TO RELOCATE THE SCHOOL OF PUBLIC HEALTH FROM THE ADELAIDE ROAD PREMISES TO THE CENTRAL CAMPUS AS OUTLINED IN THIS PAPER;
2. NOTE THAT THE APPROACH WILL BE A STAGED RELOCATION, WHICH REQUIRES SEISMIC STRENGTHENING OF BLOCK 4 AS PREVIOUSLY APPROVED BY COUNCIL;
3. SUBJECT TO FUNDING APPROVED IN THE 2013 CAPITAL PLAN APPROVE THE RELOCATION OF THE SCHOOL OF PUBLIC HEALTH TO THE OFFENBERGER BUILDING (BLOCK 3) AND BLOCK 4 ON THE MAIN WELLINGTON CAMPUS AT A COST OF \$5,829,500 PLUS CONTINGENCY OF \$580,500; AND
4. APPROVE THE RELOCATION OF THE CENTRE FOR PUBLIC HEALTH RESEARCH CENTRE IN BLOCK 3 EARLY IN 2013 WITH ALTERATIONS COMMENCING LATE 2012 AND THE RELOCATION OF THE SLEEP WAKE RESEARCH CENTRE AND THE RESEARCH CENTRE FOR MAORI HEALTH AND DEVELOPMENT IN BLOCK 4, TO TAKE PLACE FOLLOWING SEISMIC STRENGTHENING IN 2013

**10.3 COUNCIL APPOINTMENT: HUMAN ETHICS COMMITTEE:
SOUTHERN A**

RESOLVED THAT COUNCIL APPROVE THE APPOINTMENT OF ASSOCIATE PROFESSOR PATRICK MOREL TO THE MASSEY UNIVERSITY HUMAN ETHICS COMMITTEE: SOUTHERN A, AS A VICE-CHANCELLOR NOMINEE FOR A TERM OF THREE YEARS FROM OCTOBER 1 2012 TO SEPTEMBER 30 2015

**10.4 NEW ZEALAND FOOD INNOVATION NETWORK AND MASSEY
UNIVERSITY**

RESOLVED THAT COUNCIL:

1. NOTE THAT THIS DIRECTORSHIP IS PART OF AN INTERIM PLAN FOR APPROXIMATELY LESS THAN ONE YEAR. THE NEW ZEALAND FOOD INNOVATION NETWORK (NZFIN) WILL MOVE UNDER THE OWNERSHIP OF THE ADVANCED TECHNOLOGY INSTITUTE (ATI) WHICH IS ANTICIPATED TO BE ESTABLISHED BY GOVERNMENT TOWARDS THE END OF 2012;
2. NOTE THAT PROFESSOR RICHARD ARCHER WILL REMAIN AS A DIRECTOR OF THE NZFIN ONCE THE NETWORK HAS MOVED UNDER ATI CONTROL;
3. NOTE THAT PERMISSION MAY BE SOUGHT TO REPLACE THE MASSEY DIRECTOR IN THE FUTURE; AND
4. APPROVE THE NOMINATION OF PROFESSOR RICHARD ARCHER AS THE MASSEY UNIVERSITY DIRECTOR OF THE NZFIN

11.2 HONORARY AWARDS COMMITTEE REPORT

RESOLVED THAT COUNCIL APPROVE THAT THE NOMINATION FOR HONORARY DOCTORATE AND MASSEY UNIVERSITY MEDAL COVER SHEET BE AMENDED TO INCLUDE SECTIONS ON ‘ONGOING LINKS TO MASSEY UNIVERSITY’ AND ‘FINANCIAL IMPLICATIONS OF MAKING THE AWARD’ AS ATTACHED

Signature: _____

Date: _____

Council Follow-up Schedule Part I – 7 December 2012
From last meeting

Note: bracketed italics are completed actions

Item	Outcome	Action	Milestone dates
1. Council Meeting Schedule 2012	<ul style="list-style-type: none"> The Chancellor gave early notice to Council of a paper that was to come to the 7 December 2012 Council meeting giving consideration to changing October Audit and Risk Committee and Council meetings to November meetings. The paper would lay out any advantages or disadvantages of such a change to the established meeting schedule. 	<ul style="list-style-type: none"> <i>Assistant Vice-Chancellor and University Registrar to prepare the Meeting Schedule change paper.</i> Upon further consideration Assistant Vice-Chancellors FSI and University Registrar have determined that the meeting schedule should remain as it is i.e. the October meeting remain and there not be a November meeting. 	<ul style="list-style-type: none"> 7 December 2012 Council meeting.

Council Follow-up Schedule Part I – 7 December 2012
Ongoing Issues

Note: bracketed italics are completed actions

Item	Outcome	Action	Milestone dates
1. Consistencies in Policies of the University and Wholly Owned Subsidiaries	<ul style="list-style-type: none"> It was noted that wholly owned subsidiaries have their own policies and that this could result in risks resulting from inconsistencies with Massey University's policies e.g. Health and Safety Policy. 	<ul style="list-style-type: none"> Vice-Chancellor and Assistant Vice-Chancellor & University Registrar were to take the matter of risks related to inconsistencies between wholly owned subsidiary policies and Massey policies to the Boards of Massey's wholly owned subsidiaries. Assistant Vice-Chancellor & University Registrar Mr Morriss noted that he would report on this issue at the 2 December 2011 Council meeting. This was deferred to the 2 March 2012 meeting. Report to be given at a future meeting. 	<ul style="list-style-type: none"> 2 March 2012 Council meeting Later meeting

OUNCIL AGENDA PLAN – MARCH - DECEMBER – 2012

	Friday 2 March (Manawatu) Function: <u>Close off of previous year; Establishing parameters for new year; Strategy approval for the current year</u>	Friday 4 May (Albany) Function: <u>Consolidation of business for current year</u>	Friday 6 July (Manawatu) Function: <u>Strategy planning for the following year; Approval of International Fees</u>
	<ul style="list-style-type: none"> • Induction of new members • VC scene setting • Approve Road to 2020 (Feb) • Preparation for graduations and Honorary Awards • Annual Accounts for previous year (delegation) • Review of Council performance 	<ul style="list-style-type: none"> • Monitoring progress re enrolments 	<ul style="list-style-type: none"> • Approve International Student Fees
Strategic Discussions	Presentation on Branding and Marketing 2012: <i>Cas Carter, Assistant Vice-Chancellor External Relations</i>	Student Forum	Commercialisation and Business Development- <i>AVC& University Registrar and AVC Research and Enterprise</i>
Site visits	No visit – Maori Protocols Training and Hangi	Albany Campus, including student facilities and Student Association representatives	Milson Flight Centre - deferred
Key Reports	<ul style="list-style-type: none"> • Chancellor’s Report • VC Reports - to include <ul style="list-style-type: none"> • VC Report • VC scene setting 2012 • Financial Reports 	<ul style="list-style-type: none"> • Chancellor’s Report • VC Reports - to include <ul style="list-style-type: none"> • VC Report including CoRE reporting to Council • Financial Report • Quarterly Performance Reports • Aged Debtors Report 	<ul style="list-style-type: none"> • Chancellor’s Report • VC Reports - to include <ul style="list-style-type: none"> • VC Report • Financial Reports • Performance Review Report
Decision Items	<ul style="list-style-type: none"> • 2011 Annual Accounts delegation to A&R Committee • Conferring of Degrees & Awarding of Diplomas and Certificates at graduation ceremonies delegation • Terms of Reference- Council Committees • Policies as per schedule 	<ul style="list-style-type: none"> • Student Fee Setting Process and Principles (Domestic and International) • Research Strategy • MVL Statement of Corporate Intent 2012 • Maori Protocols Feedback Report • Policies as per schedule 	<ul style="list-style-type: none"> • International Student Fees 2013 • Massey Ventures Ltd Annual Report 2011 • Council Code of Conduct • Gazette Notice: Student Membership • Governance Committee Terms of Reference • Academic Board Terms of Reference • Policies as per schedule
Committee, Associated Entities and Other	<ul style="list-style-type: none"> • Audit & Risk Report – including high level risks • Academic Board Reports • Performance Review Committee Report • Honorary Awards Committee Report • Review of Council Evaluation 2011 • Tracking Council Decisions and Delegations 	<ul style="list-style-type: none"> • Audit & Risk Report – including high level risks • Academic Board Reports • Governance Committee Report • NZSM Annual Report 2011 • Massey University Foundation Annual Report 2011 • Massey Ventures Ltd Annual Report 2010 	<ul style="list-style-type: none"> • Audit & Risk Report –including High level risks • Academic Board Reports • Academic Board Chair’s Report (in person) • Honorary Awards Committee Report • Report from PVC College of Creative Arts (in person) • Report from PVC College of Business (in person)

Business Cases will brought to Council for approval as appropriate

COUNCIL AGENDA PLAN – MARCH - DECEMBER – 2012

	Friday 7 September (Manawatu) Function: <u>Approval of Investment Plan and Domestic Fees</u>	Friday 5 October (Wellington) Function: <u>Budget 2013 review</u>	Friday 7 December (Manawatu) Function: <u>Budget approval and Final Decisions for current year & preparation for following year</u>
	<ul style="list-style-type: none"> Approve Investment Plan Approve Domestic Student Fees Establish Council agenda plan and schedule for following year 	<ul style="list-style-type: none"> Review Operating and Capital Budget for following year Insurance Renewal – delegate authority to approve 	<ul style="list-style-type: none"> Approve Operating Budget for following year Election of Chancellor and Pro-Chancellor Committee membership established Farewell to leaving Council members
Strategic Discussions	Asset Management Strategy – <i>AVC Finance, Strategy and IT</i> –addressed at Council Strategy Day	Report from AVC Maori and Pasifika Strategy – <i>AVC Maori and Pasifika</i>	Road to 2020 including Academic Reform – <i>AVC Academic and International</i>
Site Visits	Turitea Campus, including student facilities and Student Association representatives	Wellington Campus, including student facilities and Student Association representatives	<i>Farms - Moved the March 2013</i>
Key Reports	<ul style="list-style-type: none"> Chancellor’s Report VC Reports - to include <ul style="list-style-type: none"> VC Report Financial Report Quarterly Performance Reports Performance Review Report 	<ul style="list-style-type: none"> Chancellor’s Report VC Reports - to include <ul style="list-style-type: none"> VC Report Financial Report Performance Review Report Draft Operating Budget 2013 Draft Capital Plan 2013 	<ul style="list-style-type: none"> Chancellor’s Report VC Reports - to include <ul style="list-style-type: none"> VC Report Financial Report Quarterly Performance Reports Performance Review Report Aged Debtors Report Road to 2020 update
Decision Items	<ul style="list-style-type: none"> Investment Plan 2013-2015 Domestic Student Fees 2013 Student Election Statute Draft Agenda Plan 2013 Draft Meeting Schedule 2013 Policies as per schedule 	<ul style="list-style-type: none"> Renewal of Insurance 2013 – delegation Policies as per schedule 	<ul style="list-style-type: none"> 2013 University Operating Budget & Annual Plan Renewal of Insurance 2013 – delegation report Student Bad Debts MVL Statement of Corporate Intent 2013 NZSM Statement of Corporate Intent 2013 Agri One Ltd Statement of Corporate Intent 2013 Council Committee membership Revised Guidelines for Conduct of Council and Council Committees meetings Election of Chancellor and Pro Chancellor (<i>as required</i>) Policies as per schedule
Committee, Associated Entities and Other	<ul style="list-style-type: none"> Audit & Risk Report—including high level risks Academic Board Reports including Chair Research Strategy Framework Report (AVC RE in person) Tracking Council Decisions and Delegations 	<ul style="list-style-type: none"> Audit & Risk Report – including high level risks Honorary Awards Committee Report Notice of Intention for Chancellor & Pro Chancellor Council Graduation Schedule 2013 Report from Massey University Foundation Chair’s (in person) 	<ul style="list-style-type: none"> Audit & Risk Report – including high level risks Academic Board Reports Honorary Awards Committee Report NZSM Report Council Evaluation 2012

Business Cases will brought to Council for approval as appropriate

COUNCIL AGENDA PLAN – MARCH - DECEMBER – 2013

	Friday 1 March (Manawatu) Function: <u>Close off of previous year; Establishing parameters for new year; Strategy approval for the current year</u>	Friday 3 May (Wellington) Function: <u>Consolidation of business for current year</u>	Friday 5 July (Manawatu) Function: <u>Strategy planning for the following year; Approval of International Fees</u>
	<ul style="list-style-type: none"> • Induction of new members • VC scene setting • Approve Road to 2020 • Preparation for graduations and Honorary Awards • Annual Accounts for previous year (delegation) • Review of Council performance 	<ul style="list-style-type: none"> • Monitoring progress re enrolments 	<ul style="list-style-type: none"> • Approve International Student Fees
Strategic Discussions	TEC Strategies and Priorities – Chair TEC (tbc)	Student Forum	Strategies to climb the QS rankings
Site visits	Farms (adjacent to Turitea Campus)	Campus site visit (<i>detail tbc</i>)	Milson Flight Centre
Key Reports	<ul style="list-style-type: none"> • Chancellor’s Report • VC Reports - to include <ul style="list-style-type: none"> • VC Report • VC scene setting 2013 • Financial Reports • Workforce Shaping 	<ul style="list-style-type: none"> • Chancellor’s Report • VC Reports - to include <ul style="list-style-type: none"> • VC Report including CoRE reporting to Council • Financial Report • Quarterly Performance Reports • Aged Debtors Report 	<ul style="list-style-type: none"> • Chancellor’s Report • VC Reports - to include <ul style="list-style-type: none"> • VC Report • Financial Reports • Performance Review Report
Decision Items	<ul style="list-style-type: none"> • 2012 Annual Accounts delegation to A&R Committee • Conferring of Degrees & Awarding of Diplomas and Certificates at graduation ceremonies delegation • Terms of Reference- Council Committees • Policies as per schedule 	<ul style="list-style-type: none"> • Student Fee Setting Process and Principles (Domestic and International) • Maori Protocols Review Report • Policies as per schedule 	<ul style="list-style-type: none"> • International Student Fees 2014 – (AVC Academic and International in person) • Governance Committee Terms of Reference • Policies as per schedule
Committee, Associated Entities and Other	<ul style="list-style-type: none"> • Audit & Risk Report – including high level risks • Massey University Foundation Report • Academic Board Reports • Performance Review Committee Report • Honorary Awards Committee Report • Review of Council Evaluation 2012 • Tracking Council Decisions and Delegations 	<ul style="list-style-type: none"> • Audit & Risk Report – including high level risks • Academic Board Reports • Research Strategy Annual Report 2012 • NZSM Annual Report 2012 • Massey University Foundation Annual Report 2012 • Massey Ventures Ltd Annual Report 2012 	<ul style="list-style-type: none"> • Audit & Risk Report –including High level risks • Academic Board Reports • Academic Board Chair’s Report (in person) • Honorary Awards Committee Report

Business Cases will brought to Council for approval as appropriate

	Friday 6 September (Albany) Function: <u>Approval of Investment Plan and Domestic Fees</u>	Friday 4 October (Manawatu) Function: <u>Budget review</u>	Friday 6 December (Manawatu) Function: <u>Budget approval & Final Decisions for current year and prep for following year</u>
	<ul style="list-style-type: none"> Approve Investment Plan Approve Domestic Student Fees Establish Council agenda plan and schedule for following year 	<ul style="list-style-type: none"> Review Operating and Capital Budget for following year Insurance Renewal – delegate authority to approve 	<ul style="list-style-type: none"> Approve Operating and Capital Budget for following year Election of Chancellor and Pro-Chancellor Committee membership established Farewell to leaving Council members
Strategic Discussions	College of Health: strategies (<i>New PVC</i>)	Institute of Education strategies (<i>New Director</i>)	-IP Commercialisation (<i>tbc: MVL and Bio Centre Chairs/CEOs</i>)
Site Visits	Campus site visit (<i>detail tbc</i>)	School of Sport and Exercise	PN Campus site visit (<i>detail tbc</i>)
Key Reports	<ul style="list-style-type: none"> Chancellor’s Report VC Reports - to include <ul style="list-style-type: none"> VC Report Financial Report Quarterly Performance Reports Performance Review Report 	<ul style="list-style-type: none"> Chancellor’s Report VC Reports - to include <ul style="list-style-type: none"> VC Report Financial Report Performance Review Report 2014 University Operating and Capital Budget 	<ul style="list-style-type: none"> Chancellor’s Report VC Reports - to include <ul style="list-style-type: none"> VC Report Financial Report Quarterly Performance Reports Performance Review Report Aged Debtors Report Road to 2020
Decision Items	<ul style="list-style-type: none"> Investment Plan 2013-2015 Domestic Student Fees 2014 Draft Agenda Plan 2014 Draft Meeting Schedule 2014 Policies as per schedule 	<ul style="list-style-type: none"> Policies as per schedule 	<ul style="list-style-type: none"> 2014 University Operating and Capital Budget Renewal of Insurance 2014-report delegation NZ School Music SCI 2014 MVL SCI 2014 Student Bad Debts Council Committee membership Review Guidelines for Conduct of Council and Council Committees meetings Review Council Code of Conduct Election of Chancellor and Pro Chancellor (<i>as required</i>) Policies as per schedule

	<p>Friday 6 September (Albany) Function: <u>Approval of Investment Plan and Domestic Fees</u></p> <ul style="list-style-type: none"> • Approve Investment Plan • Approve Domestic Student Fees • Establish Council agenda plan and schedule for following year 	<p>Friday 4 October (Manawatu) Function: <u>Budget review</u></p> <ul style="list-style-type: none"> • Review Operating and Capital Budget for following year • Insurance Renewal – delegate authority to approve 	<p>Friday 6 December (Manawatu) Function: <u>Budget approval & Final Decisions for current year and prep for following year</u></p> <ul style="list-style-type: none"> • Approve Operating and Capital Budget for following year • Election of Chancellor and Pro-Chancellor • Committee membership established • Farewell to leaving Council members
Committee, Associated Entities and Other	<ul style="list-style-type: none"> • Audit & Risk Report—including high level risks • Academic Board Reports including Chair • Honorary Awards Committee Report • Research Strategy Framework Report (AVC RE in person) • Tracking Council Decisions and Delegations 	<ul style="list-style-type: none"> • Audit & Risk Report – including high level risks • Honorary Awards Committee Report • Notice of Intention for Chancellor and Pro Chancellor • Council Graduation Schedule 2014 	<ul style="list-style-type: none"> • Audit & Risk Report – inc high level risks • Academic Board Reports • Academic Board Chair Report (in person) • Honorary Awards Committee Report • Council Evaluation 2013

Business Cases will brought to Council for approval as appropriate



MASSEY UNIVERSITY

VICE-CHANCELLOR'S OFFICE

To: Members of Council
From: Vice-Chancellor
Date: 26 November 2012
Subject: **Vice-Chancellor's Part I Report to Council**
Period: late-September to mid-November 2012

Purpose:

This report is presented to update Council on key achievements, highlights and major issues arising over the period late-September to mid-November 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 e-log and diary. Further detail is provided in the appendices to this report.

1.0 Topical Issues

1.1 VIP visit

We have heard officially that the Duchess of Cornwall, who is accompanying the Prince of Wales on his visit to New Zealand as part of The Queen's Diamond Jubilee celebrations, is coming to Massey. The Duchess has a special interest in things equine and this will be the focus of her visit, which will be to Massey's equestrian centre and Veterinary Teaching Hospital at the Manawatū campus on November 15. Please refer to Appendix I for further details.

1.2 2012 QS World University Rankings

In my last report I advised that Massey University had improved its performance in the QS World University Rankings compared to last year's overall rankings, placing in the 308th position amongst the top 400 universities in the overall QS rankings.

I would like to add that QS have placed Massey in the top 100 universities for communication and media studies, in the top 150 for accounting and finance, and the top 200 for economics and econometrics. Please refer to Appendix II for further details.

1.3 Massey's design school ranked among best in world

Global design awards scheme Red Dot has ranked Massey 11th among Asia Pacific institutions for design concept, up one place from six months ago. Massey remains the only New Zealand or Australian university to be recognised. Red Dot is a global design awards scheme based in Germany and Singapore. The awards are highly competitive. In a letter to Massey's Vice-Chancellor, Red Dot's President (Asia) Ken Koo says the red dot design ranking "seeks to honour leaders in innovation for their pursuance of design excellence". He describes Massey as "one of the most innovative universities in Asia."

Last year, Red Dot received a total of 3536 entries in the design concept category. These entries came from 54 countries and comprised concepts and prototypes from 90 universities, 230 companies, and a host of individual designers.

The top ranked Asia Pacific institution for design concept was National Taiwan University of Science and Technology, with the same ranking as six months ago; in the Americas and Europe, top rank went to Sweden's Umeå Institute of Design, which edged out ENSCI - Les Ateliers in France. The ranking is calculated using a weighted formula considering the number and classes of awards won by an institution over five years, with a strong emphasis on the most recent awards won.

1.4 **Massey volcanologists predict latest Mt Tongariro eruption**

After the most recent eruption on August 6 (the first time in more than 100 years), Massey's Volcanic Risk Solutions Group director Professor Shane Cronin said it was likely Tongariro would erupt again soon after finding low levels of fresh glass in the ash. As we all now know, he was right! Mount Tongariro erupted shortly after 1.30pm on November 21 sending a plume of ash into the skies.

Massey University scientists are analyzing the ash samples at the Manawatū to learn more about what type of eruption it was.

2.0 **Key Strategic Issues and Positioning**

2.1 **Research update**

2.1.1 **2012 Massey research celebrations**

This has been an exciting and challenging year for Research at Massey. We have completed an audit of our research and completed the 2012 Performance-Based Research Fund submission to the Tertiary Education Commission. We have been very successful in bidding to major funders with significant grants secured from Marsden, the Health Research Council and the Ministry of Business, Innovation and Employment to name a few.

It is important that we acknowledge and celebrate the importance of research and researchers to the vibrancy and creativity of our academic character as a leading New Zealand University. Accordingly, a multi-campus 2012 research celebration was held on November 2 to thank the research community for an impressive year under very difficult conditions. Thanks to the wonders of modern technology the party brought together all staff from all campuses so they could celebrate together.

2.1.2 The launch of the Infectious Diseases Research Centre in late October went well and mapped out a programme of work that draws on a network spanning the University, New Zealand and leading institutions around the world. Please refer to Appendix III for further details.

2.2 **Teaching and Learning update**

2.2.1 **Distance Education and Learning Futures Alliance launched**

Associate members of the Distance Education and Learning Futures Alliance were announced in mid-October at a launch event held at the Manawatū campus. The alliance was established this year to foster innovation and to create a network of leaders at the forefront of new developments in teaching and learning in tertiary education.

Assistant Vice-Chancellor (Academic and International) Professor Ingrid Day presented associate membership certificates to the following staff: Dr Maggie Hartnett (College of Education), Associate Professor Eva Heinrich (College of Sciences), Associate Professor Lynn Jeffrey (College of Business), Associate Professor David Parsons (College of Sciences), Dr Terry Stewart (College of Sciences and Centre for Teaching and Learning) and Dr Sandi Shillington (Manawatū campus registrar).

Members of the Distance Education and Learning Futures Alliance International Advisory Board, leading scholars in tertiary teaching and learning from universities in Australia, Canada, Germany, Portugal, the United Kingdom and the United States were also announced.

More information about the International Advisory Board and associate membership can be found at <http://delfa.massey.ac.nz/>.

2.3 Internationalisation update

2.3.1 Vice-Chancellor's international visits - Indonesia

I spent the last week of September in Indonesia. The visit resulted in memoranda of understanding with:

- The Sampoerna Foundation.
- The Directorate General of Higher Education (DIKTI).
- Bogor Agricultural University.
- University of Brawijaya, Mataram University Institute of Geochemistry, Chinese Academy of Science and the Ministry of Energy and Mineral Resources.
- Institute of Teknologi Sepuluh Nopember (ITS).
- Airlangga University.

The visit also included a meeting with the Ministry of Education, an alumni function, a guest lecture and attendance at the Convocation at Bogor Agricultural University where the Indonesian Vice-President spoke on the importance of food security.

Thank you to the International Office – especially Jackie Koenders – for a well organised visit. Thanks also to Associate Professor Stephen Marsland (School of Engineering and Advanced Technology) and Dr Chris Anderson (Institute of Natural Resources) who were in Indonesia having developed projects and programmes that have allowed memoranda of understanding to be signed. The work of many other staff like Professor Norm Williamson (and other IVABS staff), Professor James Chapman (and other College of Education staff) has also made a great contribution.

Thanks also to the New Zealand Ambassador to Indonesia, David Taylor and Izak Human, the Educational Counsellor for Asia.

The opportunities in Indonesia are many and significant. Once again our task will be to ensure we focus on creating long-term deep relationships of mutual benefit.

A full report of the visit is available through the International Office.

2.3.2 Vice-Chancellor's international visits – India

In mid-October I was in Delhi in India as a member of the about to be formed India New Zealand Education Council. The other university involved is Waikato. The visit is being led by the Minister of Tertiary Education, Steven Joyce.

The other universities represented in the education delegation were Waikato, Victoria and Canterbury. The chief executive of Universities New Zealand was also part of the delegation.

India is one of the priority countries in Massey's internationalisation strategy.

After fighting our way through the considerable traffic in Delhi the visit included:

- The Association of Indian Universities
- Sharda University
- University of Delhi
- Education Representatives of foreign embassies
- Federation of Indian Chambers of Commerce and Industry
- Planning for the India New Zealand Education Council
- New Zealand High Commission
- The India New Zealand Education Council

Massey University signed a memorandum of understanding with Delhi University (the highest ranking university in India) during the visit. The memoranda is the result of some months of work beginning with a visit to Massey by the Delhi Vice-Chancellor Dinesh Singh earlier this year. Thanks to everyone who has been involved.

Thank you to those in the International Office who assisted in organising the visit – in particular the relationship with Delhi.

- 2.3.3 I was in the United Kingdom in November. The Council requested that I take some time out to look at trends in higher education and the development of strategy. During 2013 we will be running an inclusive process to “refresh” our 2020 strategy so the time to consider how universities and other organisations are coping with change will be well spent.

While in the United Kingdom I joined a week long Oxford University Strategic Leadership programme. The topics covered, the calibre of the staff involved and the experience of the other course participants made the week intense and useful. Lessons learned will be passed on.

2.3.4 International Office activities

- The International Office hosted four visits in September; the Saudi Cultural Commission visited to meet with students and to discuss the possibility of sending further students from key institutions in Saudi Arabia; Anhui Agricultural University, to discuss potential research collaboration; and Shanghai University of Electric Power with the possibility of receiving exchange students. The Chinese Scholarship Council (CSC) also visited together with Peking and Shihezi Universities to renew their tripartite agreement with Massey (see item 2.3.5 below).
- Arthur Chin, Director International, visited Taichung and Taipei as part of the Auckland Mayor's trade delegation to Taiwan, and then attended meetings in China. The visit included co-hosting an alumni function with the New Zealand Commerce and Industry Office - Taipei; meetings with Feng Chia University and National Taiwan University; site visits to Industrial Technology Research Institute - Taiwan and Hsinchu technology parks; and the regional State Administration of Foreign Experts Affairs office in Zhejiang province. Subsequent discussions are underway with Feng Chia University to establish a memorandum of understanding, with Study Abroad as a main theme.
- The International Office has established a small group to further develop and promote distance education for international students living in home countries or elsewhere overseas. The group is currently working through programme availability with colleges and will soon engage in a country targeted promotion.

2.3.5 China

- Deputy Vice-Chancellor and Pro Vice-Chancellor of the College of Sciences, Professor Robert Anderson, was an invited presenter at the international forum of the 60th anniversary celebration of Inner Mongolia Agricultural University. The feature of the celebration was an International Forum on Higher Education and Social Development.
- A delegation of 10 from the China Scholarship Council, Peking University and Shihezi University visited Massey, the outcome of which saw the signing of a memorandum of understanding tripartite agreement between the three parties, together with the signing of an academic co-operation agreement.
- Professor Steve La Grow, School of Health and Social Services, conducted a three-week workshop in Ulaanbaatar, Mongolia to teach the first orientation and mobility instructors for the blind for the Mongolian Federation of the Blind. This effort at knowledge transfer was a key component of a professional development project funded by the Danish Association of the Blind, and sanctioned by the World Blind Union.

2.3.6 Australia

- The National Centre for Dairy Education, Australia, has approached the Institute of Food, Nutrition and Human Health to present web-based seminars on select topics – these commenced on October 16.

2.3.7 Papua New Guinea

- Following a visit by the Chief of Staff from the Papua New Guinea Defence Force, hosted by the *Centre for Defence and Security Studies*, opportunities are being explored for existing undergraduate papers to be delivered by distance to officers of the PNGDF.

Additionally, the opportunity for the development and delivery of short courses on Security Strategy are being explored for delivery to senior staff of a range of government agencies involved in national security.

- 2.3.8 At Manawatū campus International students from 22 countries and their families celebrated completing their studies in 21 different programmes at a farewell/going home function for students who will not be taking part in a formal graduation ceremony. They were presented with Goodwill Ambassador Certificates from the University and the Palmerston North City Council along with Massey pins and other mementoes. Students, families and Academic Supervisors were very positive about the event.

2.4 Agri-Food update

- 2.4.1 The New Zealand Food Awards event at the end of September was a success. While the event was a success, there is a lot more to the awards than is seen on the night. Judging takes place over many months. Following the awards, the companies who have won make good use of the recognition they received. The overall impact is one of building New Zealand's most important industry. Please refer to Appendix IV for further details.

Thank you to everyone who worked so hard to make the Awards a success. Such events ensure that Massey University is seen as the “engine of the new New Zealand” in a tangible way.

- 2.4.2 The Agri-Food Business Advisory Group has signed off on a high-level agri-food business strategy, including the overall objective – “growing the agri-food economy”. This will make it possible for researchers across the University to see how their current projects contribute to this objective, both directly and indirectly. This includes work with agricultural businesses and/or food producers, as well as those that make up the support environment, such as accountants. An open meeting was held by Director of Agri-food Business Professor Claire Massey on October 24 on the Manawatū campus to develop a research agenda for agri-food business.

2.5 Sustainability update

- 2.5.1 Dr Brennan Wood, a communications sociologist from the School of People, Environment and Planning in the College of Humanities and Social Sciences, will work alongside staff within the newly established Institute of Agriculture and Environment in the College of Sciences, as part of a three-year cross-college secondment to build interdisciplinary research links with staff in the agriculture and environment platform from January.

Dr Wood will continue in his role as director of the Bachelor of AgriCommerce's new major in Food Economies and Society. This programme recently expanded to offer six majors that are taught by staff in three colleges: Business, Humanities and Social Sciences and Sciences. Dr Wood will remain a member of the Centre for Excellence in Farm Business Management and continue with his research for industry and commercial clients.

- 2.5.2 Transport surveys on mode of travel to campus are now complete for all three campuses and this has yielded some useful insights into how we might encourage more sustainability. At the Wellington campus a remarkable total of 68 per cent of all trips to University by respondents were by a sustainable transport mode (walking, cycling, bus or train).
- 2.5.3 Massey University recently renewed its membership of Australasian Campuses Towards Sustainability, an incorporated society that aims to inspire, promote and support change towards best practice sustainability in the tertiary education sector.

Membership provides all Massey staff and students with access to a range of resources and networking opportunities around sustainability. Anyone with a Massey email address can create an account by registering on the ACTS website. Regular webinars hosted by ACTS are available for those who register.

2.6 Creativity update

The cross-College creativity working group on the Wellington campus have been discussing how to extend Massey's reputation for creativity and reach further out from the University to the wider community, starting in Wellington. The focus of discussion was on the development of an offering to support creativity in the public sector and creativity in business. This would build on connections made this year by the College of Creative Arts, e.g. extensive meetings with state sector chief executives and senior managers during the Massey-sponsored visit by David Kester (former head of the UK Design Council) and ongoing links with Grow Wellington. More work will be done to develop the concept in the New Year. In the meantime, on campus, an internal visual identity has been developed for staff who wish to host other staff at lunchtime seminars to share creative ideas and foster transdisciplinary collaboration.

2.7 Innovation update

Further to the update in my July report, the innovation lecture series (led by Professor Anne deBruin of the Social Innovation and Entrepreneurial Research Centre) continues to attract large audiences to Massey.

The following are the Innovation group's major work themes:

1. *ICE core: Teaching Innovation Creativity and Entrepreneurship across the curriculum (chaired by Professor Marti Anderson, New Zealand Institute for Advanced Study):*
This initiative aims to deliver a Massey-wide core papers in innovation, creativity and entrepreneurship emphasising Massey distinctiveness. The establishment of a working party for the development of a formal proposal is currently being considered. A number of Pro Vice-Chancellor's have already identified college champions for this activity.
2. *Innovation and the research agenda:*
Discussions have taken place with Assistant Vice-Chancellor (Research and Enterprise) Professor Brigid Heywood on Massey's Research Strategy and how we leverage our innovation platform to deliver on it. Professor Heywood has offered dedicated training at all levels around intellectual property management for Albany based staff and these workshops will take place in 2013.
3. *Knowledge Exchange Hub (chaired by Professor Christoph Schumacher, School of Economics and Finance):*
This activity is progressing extremely well under the leadership of Professor Christoph Schumacher and Professor Paul Spoonley. A report on these activities is being developed.
4. *External Engagement Strategies (chaired by Assistant Vice-Chancellor Cas Carter):*
This initiative aims to manage and facilitate growing external engagement with schools, companies and community and includes internal communication and alumni. Several meetings with Assistant Vice-Chancellor (External Relations) Cas Carter and innovation forum members have advanced our agenda here. Discussions around recruitment strategies and stakeholder management strategies have informed our activities and set out an agenda for next year.
5. *Innovator-in-Residence programme:*
Colin Gilchrist, the Former Innovator-in-Residence, has been appointed as Honorary Research Fellow within School of Engineering and Technology so we can still access his expertise for industry contacts and mentoring students. College of Business is currently discussing the best way forward for identifying a useful successor activity.
6. *ICT/Hi-Tech strategy:*
This initiative is in response to the identification of the Albany Basin as an ICT/HiTech hub by the Auckland Supercity plan. Professor Dave Parsons from the School of Engineering and Advanced Technology has started engagement with the e-center in facilitating the development of the ICT hub. As a start they have three ICT students working over summer on innovative commercially funded projects to provide software for cloud based systems under the guidance of Manfred Lange the e-center's professional development software consultant. The vision is that this project can become the first concrete component of a future ICT hub and facilitate engagement with the local ICT community.

Other activities:

- *Innovative Thinking workshop* (run by Aruna Shekar/Dorian Scott for Innovation Forum members) was run in November 2012.
- *Secondary school science business project* (Managed by Albany Campus Registrar Andrea Davies) is being run over 2012/2013.

2.8 Connections update

2.8.1 Defining events

One of the ways Massey University can make clear its intention to define the future of New Zealand is through the events it organises. The New Zealand Food Awards are an excellent example of this. The sustainable production of quality food is one of the main issues confronting the world and is central to New Zealand. The Food Awards help drive the industry forward and has gained a very high level of support.

The same goes for sport. Massey is New Zealand's leading sports university as demonstrated by the number of our students who took part in the Olympic and Paralympic Games. Sport is set to grow in importance not only in New Zealand but also around the world.

The Blues Awards at Albany in early October provided an excellent opportunity to showcase what Massey is doing in the sports area. Blues were awarded, Olympians recognised, gold medallist Valerie Adams spoke and everyone present went home feeling they were a part of something special. That feeling was reproduced in Palmerston North on October 9 and will be again in Wellington on December 6 when Massey will host the New Zealand Universities Blues Awards.

The 2012 Massey University Blues supreme winners were:

- Manawatū sportsman of the year – Hamish Bond (Rowing)
- Manawatū sportswoman of the year – Kayla Sharland (Hockey)
- Albany sportsman of the year – Daniel Holt (Paralympics, Swimming)
- Albany sportswoman of the year – Gemma Flynn (Hockey)
- Extramural sportsperson of the year – Hamish Bond (Rowing)

Please refer to Appendix V for all the Massey Blues recipients.

Thinking ahead – it is vital that appropriate high profile events are organised in all of the areas Massey is seeking to be known for. Anyone thinking of such an event for 2013 or 2014 should discuss their plans with Assistant Vice-Chancellor (External Relations) Cas Carter to ensure that the maximum potential is gained from the event.

- 2.8.2 Continuing on the theme of defining events, the Blow Creative Arts Festival at the College of Creative Arts has nearly completed its sixth rollout, with record attendance across its wide range of events. Opening night at the Exposure Exhibition saw more than 1400 students, guests and industry supporters gather in the new courtyard area adjacent to Te Ara Hihiko and the Fine Arts buildings, which facilitated a more cohesive exploration of the extensive exhibits. This was reviewed glowingly on Radio New Zealand by arts commentator Courtney Johnston.

Our figures show an average daily attendance of 600 per day, including many school groups: there were two sellout Fashion Shows: an auction evening for the John Drawbridge Scholarship Trust that raised over \$20,000; and a great deal of interest was garnered from all corners by special guest David Kester. Events included the Blast Design forum, the MINA Mobile Innovation symposium, Pasifika and Iwi Exhibitions and media screenings in collaboration with the School of English and Media Studies. Four more esteemed alumni were welcomed to the Hall of Fame, with an abundant 180 guests expected at the Gala Dinner. The Blow Festival has continued to gather momentum over the years, and is supported by excellent communications and publicity on television, radio, major and provincial papers as well as lively social media interaction.

- 2.8.3 As mentioned in item 2.8.1 above, as another example of Massey University's strong commitment to sport, we will be hosting the New Zealand University Blues awards.

University Sport New Zealand (USNZ) is the National Sporting Organisation for tertiary sport in New Zealand. The New Zealand University Blue, awarded annually since 1919, is one of New Zealand's most prestigious and long standing awards that recognise a University student's performance representing New Zealand in their sport whilst successfully achieving within their academic studies.

A total of 67 outstanding athletes, including Olympians, will be honoured at this year's awards. This event will be hosted by Massey University, working in association with University Sport New Zealand and sponsored by ASB Bank.

2.8.4 Future U and the new New Zealand Forum

The Future U Finals saw 12 very talented young people deliver their vision for New Zealand at the Albany campus in mid-October. Stephen Lines of Hutt International Boys Schools was the winner and will speak at the new New Zealand symposium in Auckland on December 3. Daniel Franklin will be the key note speaker at the symposium. The feedback suggests Future U should have a future. Please refer to Appendix VI for further details.

Acceptances received from approximately 100 business, financial, media and government for the new New Zealand forum on December 3, 2012. The event is being sponsored by Westpac. Coverage of the forum, and keynote speaker Dr Daniel Franklin, has appeared in The New Zealand Herald, and the New Zealand Listener, with further pre-event coverage likely in the Sunday Star-Times Sunday Magazine, Radio New Zealand and the New Zealand Herald's business section.

2.8.5 Social media – YouTube

At the end of October Massey's You Tube channel has achieved a phenomenal 1 million views. Massey currently has the highest number of subscribers of all the New Zealand universities. The top 10 videos on the Massey channel, by views, included content from both our teaching and learning areas and our marketing and communication department. They were: writing structure paragraphs; hagfish; report writing; kiwi on a treadmill; horse on a treadmill; the literature review; the research proposal; 3D guitar; APA referencing; time management. Massey's current television commercial comes in 14th place with 24,000 views.

2.9 **One-University projects:**

2.9.1 Institute of Education update

- The academic staffing review has now been completed. Decisions were released on November 7, with an overall reduction of 25 academic staff. The reduction will provide scope for making new appointments in growth areas as well as provide for fixed term contract positions to "teach out" the two undergraduate initial teacher education programmes that are being phased out.
- Many staff are also retiring. Appropriate functions will be held to acknowledge their contribution over the course of their careers at Massey.
- Staff in the College of Education will begin the relocation from Hokowhitu to Turitea on the November 26, with a staggered move up until the January 7 to accommodate the selection process interviews for some of the teacher education courses.

2.9.2 College of Health update

- Web pages went live in early October to coincide with enrolments opening and students are now able to enrol in programmes in the college.
- Professor Paul McDonald has been appointed to the new position of Pro Vice-Chancellor of the College of Health – please refer to item 6.1 below for further details.
- All heads of school/institutes in the agreed College of Health structure have been offered positions, four have accepted and one yet to confirm. All Directors of the Public Health Centres have been confirmed.
- The college brings together a team of 250 staff representing five Schools and Institutes. The new college has three broad goals – health promotion (the promotion of health and wellbeing), disease prevention (prevention of disease and injury at primary, secondary and tertiary levels) and health protection (protection from environmental risks to health) and their expertise will greatly contribute to its success.

- Stakeholder meetings have been held with Counties Manakau District Health Board, Whanganui DHB, Tariana Turia, Health Workforce New Zealand, Department of Labour and Marsden Council.
- The first in a series of public health seminars jointly hosted by the Centre for Ergonomics, Occupational Safety and Health and the Centre for Public Health Research will be held on December 11 at Massey's Sleep/Wake Research Centre. Professor Per Langaa Jensen from the Technical University of Denmark will give a presentation on 'Fit work to people – How can national occupational health regulation work in practice?'
- A Health symposium is being planned for early 2013, which will provide the opportunity to launch the College of Health and welcome the new Pro Vice-Chancellor.

3.0 Academic

3.1 Professors Emeriti

Three new Massey University Professors Emeriti have been announced – Professors Sir Mason Durie, Ian Evans and Margaret Tennant. An outstanding group.

3.2 Marsden Grants

I am very pleased to announce the results from the 2012 Marsden funding round. Eight Massey proposals were successful this year, with funding worth a total of \$5,585,000.

Successful Massey Principal Investigators:

- Mary Morgan-Richards, Institute of Natural Resources (Standard)
- Phil Battley, Institute of Natural Resources (Standard)
- Gaven Martin, NZ Institute of Advanced Studies (Standard)
- Paul Plieger, Institute of Fundamental Sciences (Standard)
- Oleksandr Fialko, NZ Institute of Advanced Studies (Fast Start)
- Regina Scheyvens/Glenn Banks, School of People, Environment and Planning (Standard)
- Helen Moewaka-Barnes, Whariki Research Centre (Standard)
- Imran Muhammad, School of People, Environment and Planning (Fast Start)

Massey submitted 110 preliminary proposals, 22 of those were invited to submit a full proposal and eight were ultimately funded. The overall success rate for Massey is 7.3 per cent, which is almost the same as the nationwide success rate of 7.7 per cent.

This is an outstanding result in such a competitive environment. Congratulations.

3.3 Māori Book Awards

The fourth Ngā Kupu Ora / Māori Book Awards were held on the October 25 and were attended by about 200 people. There were six award winners including a special Lifetime Achievement Award for Dame Katerina Te Heikoko Mataira. Media coverage was national and international this year demonstrating the relevance of the occasion and the sense of acknowledgement for Māori authors and literature. There were printed media releases and radio before the event profiling Hēni Jacob's publication, *Mai i te Kāmano*, published by Te Wānanga o Raukawa and Paula Morris, who won the Award for Fiction, highlighted her win from the Frankfurt Book Fair. After the event coverage was on Te Kaea, Māori Television, and Te Karere on TV 1 with coverage in Palmerston North in the Manawatū Standard and in Hastings for *Matatoa* by Marina Sciascia, Hilary Pedersen, and Brian Morris. Sponsorship this year was provided by Tohu Wines.

3.4 Massey has been named as a finalist in the tertiary education sector of the Māori language awards; the award ceremony takes place in November.

3.5 Associate Professor Nicola Shadbolt, Institute of Food, Nutrition and Human Health, was named one of the top 10 women in agriculture by *Primary magazine*.

3.6 Professor Anne Noble, School of Fine Arts, was co-author of the recent book, *These Rough Notes* – Manhire, B, Noble, A, Meehan, N, Griffin, H. VUP, 2012. ISBN 978-0-86473-831-8 The book launch was followed by a public discussion.

- 3.7 Associate Professor Lynne Ciochetto, Institute of Communication Design, published a book chapter: Profit, People, Planet and Global rebalancing: the environmental implications of the next decades of development in the East Asian nations of Japan, South Korea, China and India', in *Global Rebalancing*, Pieterse, J. and Kim, J. (eds). (2012) New York: Routledge.
- 3.8 Lecturer Tanya Marriot has been selected to present work in a four-page spread in the second edition of *White Cloud worlds* – a collection of science fiction and fantasy concept art with contributions from the world's leading artists.
- 3.9 Lecturer Tanya Marriot, Institute of Communication Design, was producer and concept designer for a 48-hour film festival film, which was a Wellington region finalist, nominated for eight awards, won Best Art direction and Sexiest Short and was one of five finalists for the national finals in both sections. The film was shot in the Massey University green screen room with a crew of 30, most of whom were Massey alumni.
- 3.10 Dr Andrea 't Mannetje, Centre for Public Health Research within the School of Public Health, was awarded funding from the Health Research Council of New Zealand to undertake a three-year project titled "MOBI-KIDS New Zealand: Risk factors for brain cancer in children and adolescents".
- 3.11 Professor Cynthia White, School of Humanities, was appointed external expert on a 2012-13 United States National Middle East Language Research Centre project, the Arabic distance language project, funded by a Qatar Foundation International Grant.
- 3.12 Professor John O'Neill, School of Arts, Development and Health Education, received the Teacher Education Forum of Aotearoa New Zealand award for Sustained Excellence in Teacher Education at the forum's conference in October.
- 3.13 Associate Professor Lisa Emerson, School of English and Media Studies, has been awarded a 2013 Fulbright Scholar Award, which will enable her to write two new books on the life cycle of the scientific writer.
- 3.14 Ms Veronica Tawhai, Te Pūtahi a Toi School of Māori Studies, has been awarded the 2013 Fulbright-Ngā Pae o te Māramatanga Scholar Award to engage with other indigenous political educators in the United States.
- 3.15 An academic paper co-authored by Massey University Professor of Human Nutrition Bernhard Breier (Institute of Food, Nutrition and Human Health) has been named the most cited paper of the past 10 years in the *American Journal of Physiology – Endocrinology and Metabolism*. The paper, *Fetal origins of hyperphagia, obesity, and hypertension and postnatal amplification by hypercaloric nutrition*, was published in 2000 when Professor Breier (senior lead investigator) was with the Liggins Institute.
- "This paper was the first to demonstrate the importance of interactions between nutrition before and after birth and showed the critical role of eating behaviour and appetite control in long-term health and wellbeing." The American Physiological Society acknowledged the paper in its 125th Anniversary Collection. It is a landmark paper in the field with over 500 citations. The *American Journal of Physiology* is the top United States journal for original basic research in physiology.
- 3.16 School of English and Media Studies creative writing tutor Dr Pip Adam has been presented with a \$25,000 award from the New Zealand Arts Foundation for her fiction writing. Dr Adam was presented with a New Generation Award, which recognises an artist's independence, individuality and outstanding promise. The foundation was established 11 years ago to support the generation of more creative work by New Zealand artists. Dr Adam's first collection of short stories, *Everything We Hoped For*, won last year's New Zealand Society of Authors Hubert Church Best First Book Award for Fiction.
- 3.17 Professor Olaf Diegel, School of Engineering and Advanced Technology, has been selected as a finalist in the most inspiring individual category section of the New Zealand Innovation Awards 2012 for his entry *ODD Guitars*.

- 3.18 Cat owners can look forward to fewer scratches while administering medicine thanks to a new drug delivery technology developed by Massey University researchers. The technology, developed by Institute of Veterinary, Animal and Biomedical Sciences researchers Kate Hill and Dr Paul Chambers, allows medicine to be administered and absorbed through the skin, rather than having to be given orally. The innovation was a finalist in the health and science section of the 2012 New Zealand Innovation Awards. The technology was developed in conjunction with Bayer New Zealand, which subsequently used it in a new product, *Hyper-T EarSport*, a treatment for hyperthyroidism in cats. Hyperthyroidism is the most common hormonal disorder of cats.
- 3.19 Associate Professor Marta Camps, Institute of Natural Resources, has been appointed to the position of Vice-Chairperson of the International Biochar Initiative, a non-profit organisation supporting researchers, commercial entities, policy makers, farmers and gardeners, development agents and others committed to sustainable biochar production and use.
- 3.20 Distinguished Professor Peter Schwerdtfeger, Institute of Natural Sciences, has been elected to the International Academy of Quantum Molecular Sciences (IAQMS) (one of six new members).
- 3.21 Distinguished Professor Gaven Martin, Institute of Information and Mathematical Sciences/Institute for Advanced Study, has been elected as one of the inaugural Fellows of the American Mathematics Society.
- Professor Martin has been awarded Senior Research Fellow at the Institute for Computational and Experimental Research in Mathematics (Brown University).
 - Professor Martin has been awarded Senior Fellow at the Institute for Pure and Applied Mathematics (IPAM) (UCLA).
- 3.22 Distinguished Professor Paul Rainey, Institute of Molecular Biosciences/Institute for Advanced Study, has been awarded the KITP Simons Distinguished Visiting Scholar at UCLA Santa Barbara.
- 3.23 Senior Lecturer Ann Shelton, School of Fine Arts, is currently Artist in Residence at the Tylee Cottage residency programme run by the Sarjeant Gallery in Whanganui. This is one of the oldest and most significant residency programmes for contemporary artists in New Zealand. The residency will run November 2012-end of January 2013. The resulting new body of work will be the focus of a substantial solo exhibition mounted by the Sarjeant Gallery in 2013.
- 3.24 Associate Professor David Cross, School of Fine Arts, has been commissioned by Cambelltown Arts Centre Sydney to engage with them on a three-year duration art in public space episodic residency and new work commission.
- 3.25 Professor Anne Noble, School of Fine Arts, has collaborated with Associate Professor Norman Meehan (New Zealand School of Music), Hannah Griffin and Bill Manhire *These Rough Notes – an evocation of Antarctica* was staged at Museum of New Zealand Te Papa Tongarewa in October. It has also been part of the IceFest in Christchurch. A consecutive and interlinked project is the collaborative book *These Rough Notes* published by Victoria University Press.
- 3.26 Funding for Massey health researchers**
In addition to item 3.10 above and health funding success noted in my previous reports this year, Massey University researchers have now been awarded almost \$1 million in research funds by the Health Research Council.
- Dr Helen Fitzsimons has been awarded \$500,000 to study how Alzheimer's disease and dementia affects long-term memory storage. She is one of three researchers given a prestigious Sir Charles Hercus Research Fellowship, announced by the council. The Sir Charles Hercus Health Research Fellowships are awarded to outstanding emerging health researchers who are committed to a career in health research in New Zealand.

Dr Fitzsimons, of the Institute of Molecular BioSciences, will study how long-term memories are formed and stored, and how these processes are disrupted in people with cognitive disorders such as Alzheimer's disease and dementia. About 43,000 New Zealanders have dementia, and Alzheimer's New Zealand project this will increase to 74,000 by 2026. Dr Fitzsimons is focusing on the role of histone acetylation in memory formation, firstly through genetic interaction studies in the fruit fly *Drosophila*. "This research aligns with my career objective of building a research team and collaborative network to study how long-term memories are formed and stored, with the ultimate goal of providing new targets to develop treatments for disorders such as Alzheimer's and dementia."

Massey University researchers were also awarded four Māori health research PhD scholarships:

- Monica Koia (Research Centre for Māori Health and Development) received \$110,050 to investigate Māori health cancer workforce initiatives.
- Sharon Awatere (School of Māori Studies) was given \$109,500 for her study Māori elders' resilience and arthritis: Measuring home health outcomes.
- Teah Carlson (SHORE and Whariki) received \$109,500 for her study Kaupapa Māori evaluation of a health literacy-appropriate CVD intervention.
- Felicity Ware (School of Māori Studies) received \$108,402 for her study Whanau kopepe: Young Māori parents experiences of raising a family.

Diane Koti of the School of Psychology was awarded a Māori Health Research Summer Scholarship worth \$5000.

- 3.27 Associate Professor Helen Moewaka Barnes, SHORE & Whariki Research Centre within the School of Public Health, was awarded funding of \$850,000 from The Royal Society of New Zealand, to undertake a three year project titled *Affective practice, identity and wellbeing in Aotearoa*.
- 3.28 Dr Imran Muhammad, School of People, Environment and Planning, was awarded a \$345,000 a Royal Society of New Zealand Marsden Fast-Start grant for the three-year project titled *Institutional change, path dependence and public transport planning in Auckland*.
- 3.29 Professor Chris Cunningham, Centre for Māori Health and Development, was awarded funding from The Cardiac Society of Australia and New Zealand to undertake a one year project titled *Cardiac – Roy Hoerara – One heart many lives – a comparative discourse into cardiovascular disease and indigenous men*.
- 3.30 Professor Paul Spoonley, Regional Director, and Richard Bedford's book, *Welcome to Our World? Immigration and the Reshaping of New Zealand* has been published and was first available to those participating in the Pathways to Metropolis in the 21st Century: Immigration Issues and Futures conference at the Albany campus (October).
- 3.31 Dr Geoff Watson, School of Humanities, had his book titled *Sporting Foundations of New Zealand Indians* published in October by the New Zealand Indian Sports Association.
- 3.32 Associate Professor Lisa Emerson, School of Humanities, was a Visiting Research Scholar at Queen Mary University of London during October, hosted by the Thinking Writing programme. Associate Professor Emerson conducted research on scientists as writers, and ran seminars on the scientist as writers, and teaching science writing.
- 3.33 Professor Paul Spoonley, Regional Director, College of Humanities and Social Sciences, was appointed a member of the Royal Society Awards committee for the 2012 Dame Joan Metge Medal and the James Cook Fellowship, and was also a member of the Fellowship Selection Panel.
- 3.34 Dr Pip Adam, School of English and Media Studies, received an Arts Foundation of New Zealand New Generation Award.
- 3.35 Dr Simona Fabrizi, School of Economics and Finance, has been invited to be a research fellow at the School of Economics at the University of New South Wales during January

2013. Dr Fabrizi will be working with Professor Hodaka Morita and Associate Professor Arghya Ghosh within their project 'Industrial Economics Network'.

- 3.36 Professor Malcolm Wright, School of Communication, Journalism and Marketing, gave an invited talk to the MLeague conference in Beijing. He was also appointed a member of the International Academic Council and Editorial Board Member of the Education Blue Book of MLeague. Other appointees to the Council include representatives from the Sorbonne, University of Grenoble, Michigan State University, the University of North Carolina at Chapel Hill, Hong Kong Baptist University and Macquarie University.
- 3.37 Associate Prof Dennis Viehland, School of Management, has been elected deputy chair of the Professors and Heads of Information Systems in New Zealand for a two-year term.
- 3.38 Professor Ralph Stablein, School of Management, has been invited to take up the role of ANZAM Research Fellow for the Australian–New Zealand Academy of Management for 2013-2015.
- 3.39 Prof David Deakins, School of Management, has been commissioned by the OECD's Centre for Entrepreneurship as a member of an Expert Group to contribute to their report *Entrepreneurship for Disadvantaged and Under-Represented Groups*, which will be produced for the European Commission. He will produce the chapter on 'Access to Finance'.
- 3.40 Dr Jason Wargent, Institute of Natural Resources, has been awarded a Central Energy Trust grant.
- 3.41 Aly Thompson, Bachelor of Communication student, has been awarded a SenateSHJ Prize for her essay German politics and societal culture affects its public relations practice.
- 3.42 Maria Baker, Bachelor of Arts student, has been awarded a PhD scholarship of \$85,050 in Māori health research - a Māori centred grounded theory study of Māori with addiction and related problems.
- 3.43 Jodi Porter, postgraduate diploma in Public Health student, has been awarded a PhD scholarship of \$ 110,050 in Māori health research: Ngaitai wellbeing indicators: Measuring iwi health outcomes.

3.44 **Massey historian in BBC series on the real lives of servants**

Professor Susan Mumm, Pro Vice-Chancellor of the College of Humanities and Social Sciences and a specialist in the social, economic and religious constraints on women and domestic service in the 19th Century, was asked by the BBC to be part of a series, which begins airing in the United Kingdom on Friday September 28.

The success of television shows *Downton Abbey* and *Upstairs Downstairs* has prompted the BBC to create a three-part documentary *Servants: The True Story of Life Below Stairs*. The series is partially set in what was formerly the St Faith's Penitentiary in Cornwall and is presented by social historian Dr Pamela Cox, who uncovers the reality of servants' lives from the Victorian era through to the Second World War.

The documentary is expected to draw in more than a million viewers per episode. The series is expected to air in New Zealand next year.

- 3.45 Ashley Vosper, Bachelor of Science (Hons) graduate (1999), has helped discover a new species of monkey in the Democratic Republic of Congo. The new species "Lesula" was recently confirmed after taking a few years for ratification.
- 3.46 Massey students and graduates did well in the Chorus New Zealand student digital art competition taking two (out of three) winning places and another two (out of ten) finalist places. Recipients were:
- Winners: Elspeth Hoskin, 2011 Auckland School of Design graduate.
Johnson Witehira, PhD Fine Arts student.
- Finalists: Eric Cai, Wellington School of Design student.
Riley Sanders, Wellington School of Design graduate and current tutor.

The winning works were the centre piece of a digital exhibition which showcases the talents of New Zealand art students to the world on one of the biggest and most recognisable digital stages – Times Square New York. The winners were flown to New York so that they could see their artwork hit the massive digital displays in the Times Square on October 10. The finalists also have their work screened in the exhibition.

To celebrate this Chorus provided a free screening at Massey Wellington campus in October, live from New York City on a massive screen located on the forecourt of Te Ara Hihiko.

3.47 **Best Awards**

Massey College of Creative Arts student finalists totalled 24 in this year's Designers Institute of New Zealand Best awards, more than other tertiary entries in almost every category. There were also alumni spread throughout the categories and established businesses who employ many of the college's graduates.

- Student Product: 9/20 Massey finalists, four of whom are from Auckland School of Design
- Student Graphics: 9/27 Massey finalists, (representing 10 projects)
- Student Interactive: 4/9 Massey finalists,(representing 11 students, plus Tanya Marriott and her student team)
- Student Spatial: 2/8 Massey finalists

Massey awardees were:

- Jamie Hee, Bachelor of Design (Hons) student, along with other team members Bachelor of Design (Hons) graduates Leo Chida, Nikko Hull and Kasumi Saito received a Silver award in the Product Student section with their design *Synaesthesia*.
- Nicholas Marks, Bachelor of Design (Hons) student, received a Bronze award in the Product Student section for his entry *Pressure Aid*.
- Marcus Brown, Bachelor of Design (Hons) graduate, received a Gold award in the Interactive Student section for his design *Who is Thomas Revell*.
- Nick Graham, Bachelor of Design (Hons) graduate, received a Gold award in the Product Student section for his design *Back Yak*.
- Bruce Walls, Bachelor of Design (Hons) graduate, received a Silver award in the Product Student section for his design *ORA*.
- Rachel Reeves, Bachelor of Design (Hons) graduate, received a Bronze award in the Graphics Student section for her design *I am Now*.
- Andre Heller, Bachelor of Design (Hons) graduate, received a Bronze award in the Produce Student section for his design *Spearfishing Watercraft*.
- Courtney Norman, Bachelor of Design (Hons) graduate, received a Bronze award in the Spatial Student section for his design *Wisper Series*.

3.48 Five School of Fine Arts photography students received silver or bronze awards in the New Zealand Institute of Professional Photographers annual print awards (NZIPP). They were:

- Ben Pexton.
- Robyn Daley.
- Kayla Ward.
- Warattaya Bullo.
- Bryn Chadwick.

3.49 Ten Massey fashion students and one graduate were finalists in this year's World of Wearable Arts Awards 2012, and the four who took places as listed below:

- Rebecca Maxwell (graduated 2012) - Noor Reverie. WOW Factor Award - 'Winner'.
- Nicole Linnell (third year student) - Rise From the Ruins - Shell Student Innovation Award - 'Winner'.
- Sally Spackman (third year student) - Powelliphanta Pine - Air New Zealand South Pacific Section - 'Commended'.
- Kayla Christensen (third year student) - Taniwha Aboard - Air New Zealand South Pacific Section - 'Honourable Mention'.

The other Massey finalists (all Bachelor of Design students) were: Anna Hicks, Georgia Whelan, Se Uem Lee, Renee Louie, Meredith Collinson, Ashleigh Lloyd and Tasha Smith.

More information and images are available from
<http://www.worldofwearableart.com/category/image-galleries/winners/2012-winners>

- 3.50 Lucy Townend, Graduate Diploma in Journalism student, received the Alex Veysey Memorial Prize for her drive and enthusiasm.
- 3.51 Helene Sterzik, PhD Science candidate, received a scholarship from the Claude McCarthy fellowship to present her research at the international life cycle management conference in Sweden in 2013.
- 3.52 Lucy Cahill, Bachelor of Veterinary Science graduate, received the Young Achiever Award established by the New Zealand Equine Research Foundation and the Waikato Stud.
- 3.53 Further to my last report where I advised that one Massey student and two recent graduates had been voted into the top three at the Westpac Young Fashion Designer competition 2012, I am please to advise that current Massey fashion student Jack Hill has won the Westpac Young Designers Award at New Zealand Fashion Week. This competition is considered a launch pad for emerging fashion designers. The career-enhancing prize package includes \$5000 cash, mentoring from a leading New Zealand fashion designer, and business banking advice from Westpac. Judges said his work was a “Brilliant collection from a very talented up and coming young New Zealand designer.”

Stephanie Bellamy and Kerry Wong, both recent graduates from our fashion programme were runners-up.

- 3.54 Two year-one Bachelor of Engineering teams have been selected as New Zealand finalists for the Engineers Without Borders Challenge. The focus of the challenge this year was to design a solution for a specific problem in the Mekong Delta region of Vietnam. The two teams are: Albany “*Anytime Cooking solution*” and Palmerston North *Mimosa pigra - extracting tannins as a source of extra revenue for rice farmers*.
- 3.55 Nicole Walton, a third-year accountancy student on the Manawatū campus, has won the NZICA 2012 Executive Insight programme award. Nicole submitted her winning report after her three-day placement with Palmerston North City Council in August. She has since secured employment with KPMG.

Sophie Stanley, Bachelor of Business Studies and Bachelor of Science graduate, has been announced as a Nuffield Scholar for 2012.

- 3.56 **Another Massey first**
Next year Massey will become the only university in New Zealand to offer a Master of Journalism degree. Under the change the Graduate Diploma in Journalism will become a Postgraduate Diploma, and also the first year of the Master of Journalism.

- 3.57 **Accreditation**
Further to my September report, I am pleased to advise that the Executive MBA programme has had its Association of MBAs (AMBA) accreditation officially confirmed, following a reviewed by a panel of international experts

4.0 Connections and Responsibility

- 4.1 It was great to see so many Massey people recognised in the Palmerston Creative Giants launch. There is no doubt that Massey has made a significant and very diverse contribution to the city of Palmerston North. The website is not yet fully populated so if you know of a Massey person who should be on it, let the organisers know. The website address is: <http://www.creativegiants.co.nz/>.

- 4.2 **Wildbase receives award for conservation work**
Congratulations to Massey University’s Wildbase team was presented with an award from the Department of Conservation at the end of October. The award was in recognition of their long-term commitment to caring for injured wildlife, and in particular, their quick and

comprehensive response to the wildlife crisis created by the grounding of the ship *Rena* last year.

The department's area manager Jason Roxborough presented the award to Wildbase director Associate Professor Brett Gartrell. Mr Roxborough read a citation from the department's director-general Al Morrison, who said that Massey could be proud of Wildbase for their unwavering commitment to native wildlife. The conservation awards are an opportunity to celebrate those who work tirelessly to protect and cherish the natural heritage of the Manawatū-Rangitikei area.

Based at Massey's Manawatū campus, Wildbase is New Zealand's leading wildlife health centre. Its mission is to promote and implement collaborative investigation and management of wildlife in support of the welfare and conservation of New Zealand native fauna. Wildbase offers four areas of wildlife health: hospital, oil response, research and pathology.

- 4.3 The College of Creative Arts War History Heritage Art and Memory research group (WHAM), of whom Institute of Communication Design staff, Tanya Marriot and Euan Robertson, are members, have founded a national chapter. The chapter, in partnership with the Auckland War Memorial Museum, Auckland University, Te Papa Tongarewa, Waiouru Army Museum, and Massey Defence Studies, intends to develop a symposium “-360 degrees” which will describe a global perspective in recognition of the upcoming centenary commemorations. Institutional and individual members continue to grow including membership from the imperial war museum, and leading museums from Germany, France, United States and Canada.
- 4.4 Congratulations to Lin Tozer lecturer in the School of Accountancy, for receiving the Regional Volunteer of the Year award at the Manawatū Grassroots Sports Awards. Race secretary for the Ice Breaker Aquatics club, Ms Tozer also won the All-Rounder Award for her administration, coaching work and general support of the club at the ceremony
- 4.5 Professor Emeritus Ian Evans, (past member of the School of Psychology), served on the Social Sciences selection panel for the Rutherford Discovery Fellowships for 2012, sponsored by the Royal Society of New Zealand.
- 4.6 Health and Counselling Centre Manager, Gabrielle Graham, has been appointed to a working group with Waitemata DHB/PHO, reviewing the Nurse Practitioner role in Primary Health.
- 4.7 Following the memorandum of understanding signed with Venture Taranaki, a companion document covering the agreement to employ a Business Development Manager has been signed and the position is currently being advertised. A pilot system to support the Taranaki Outreach initiative is being developed by the Information Technology section.
- 4.8 Following the memorandum of understanding signed with Hawke's Bay Regional Council earlier this year, a companion document covering the agreement to employ a Business Development Manager has been signed off and the position is currently being advertised. Hawke's Bay Regional Council also worked with us on the Hawke's Bay Food day held in November.
- 4.9 The Tertiary Education Commission's New Zealand Tertiary Council workshop and associated functions for 45 plus Council members were held on the Wellington Campus.
- 4.10 Frankfurt Book Fair**
Associate Professor Heather Galbraith and Lecturer Bryce Galloway mounted a co-curated exhibition *Zines aus Neuseeland* at the Museum Welkulturen, Frankfurt – part of the arts and culture programme associated with New Zealand's guest of honour status at the Frankfurt Book Fair. The exhibition featured over one hundred titles by 36 NZ makers and opened on 2 October 2012, with a performance by Mr Galloway and Daniel Powell (Mr Galloway's collaborator based in Germany) under their musical moniker *Wendyhouse*. Mr Galloway had been artist-in-residence at the Welkulturen Museum at the invitation of Director Clementine Deliss. Mr Galloway conducted two workshops for young people and he and Associate Professor Galbraith joined the Director in a panel discussion about independent and counter-

culture publishing. Associate Professor Galbraith also held a research discussion and critique within the exhibition with members of the Staedelschule/Goethe University postgraduate curatorial studies programme, on the invitation of their programme Director Stephanie Heraeus.

Also part of the official NZ@Frankfurt programme was the large exhibition *Contact: Artists from Aotearoa*, at the Frankfurter Kunstverein, curated by Dr Leohnard Emmerling and Aaron Kreisler (Massey University ex-staff member and Curator at Dunedin Public Art Gallery). This exhibition included a newly commissioned wall painting by Senior Lecturer Simon Morris. As part of the invitation to make a new work, Simon was hosted as part of the Kunstverein's Deutsche Börse Residency Programme. Other artists in the exhibition included; Te Putahi a Toi Lecturer Rachel Rakena, Len Lye, Peter Robinson, Judy Millar, Marti Friedlander, Alex Monteith, Jim Allen, and School of Fine Arts alumni Murray Hewitt (who also has a solo exhibition on in October/November at City Gallery Wellington).

The third significant contribution by School of Fine Arts researchers to the Frankfurt Book Fair was within the New Zealand pavilion where art work 'a library to scale' by Senior Lecturer Ann Shelton was screened in the curated audio visual presentation, experienced by over 67,000 people during the five days the Book Fair was open to trade and then the general public. Ms Shelton's work was the most frequently used set-up as it was screened in between the narrative-based presentation (designed by Mike Mizrahi and Marie Adams, engineered by Mike Hodgson), and as a backdrop to readers and writers talks and events.

- 4.11 Dr Raja Peter (School of Communication, Journalism and Marketing) and Dr Barbara Crump (School of Management) have prepared a report for Wellington ICT, a charitable trust, on the voluntary sector and local community's thoughts on the value of shared services and the role of ICT in the Wellington region. The report findings were presented to Wellington non-profits, funding agencies and the Wellington City Council on October 24.
- 4.12 With the purpose of reinforcing strong strategic connections and taking the opportunity to present the University's point of view, I meet with, talk and interface with various people and groups around New Zealand and overseas. The following are by way of example:
- Presented a Guest Lecture to the Department of International Relations, Faculty of Social and Political Sciences, Airlangga University, Indonesia.
 - Interview with RadioSports The Farming Show.
 - Meeting with John Spencer, the Chair of the Tertiary Education Commission.
 - Visit with Paul Davies, Director Intellectual Property EverEdge IP.
 - Met with Auckland Council.
 - Speech to Auckland Council planning office quarterly meeting.
 - Catch up with Simon Power, Westpac.
 - Attended the AgriFood Innovation Board strategy meeting.
 - Briefing from Education NZ for the India New Zealand Education Council.
 - Attended an AgriOne Board meeting.
 - Attended a New Zealand School of Music meeting with Victoria University and Board.
 - Attended Universities New Zealand monthly meeting.
 - Attended the New Zealand University Vice-Chancellors' meeting with Lesley Longstone and the Senior Team of the Ministry of Education.
 - Discussion with Sue Suckling the chair of the new the Advanced Technology Institute NZ.
 - Met to consider Vision Manawatū Board applications.
 - Discussion on the Ministry of Education's policy regarding teacher training.
 - Attended the Creative Giants launch in Palmerston North.
 - Opened the Teacher Education Forum of Aotearoa New Zealand conference (TEFANZ) hosted by the College of Education and attended and spoke at the conference dinner. The forum was, to quote many of those who attended, the best ever.
 - Participated in the signing of the Zero Waste Agreement with Palmerston North Council.
 - Met with Bentham Ohia, chief executive of Te Wānanga o Aotearoa.
 - Interview with Jamie MacKay RadioSport.
 - Visit to Peter Miskimmin, Sport NZ, at their invitation. They communicated considerable enthusiasm for what Massey is doing and want to explore ways of working closely with

us. This is a tangible endorsement of the outstanding work being done by the Massey sports community – well done.

- Spoke at the Secondary Schools Sports Awards in Palmerston North. On behalf of the School of Sport and Exercise I announced a Coach in Residence position at the awards. The initiative is a partnership with Sport Manawatū and was well received.
- Speech to the Women on Boards New Zealand Diversity Summit.
- Spoke at the AIMES Awards with the North Harbour Club in Takapuna. There was a stellar group of Massey staff and Council members in attendance. The Hon Sir Hugh Williams (Chancellor at the time the Albany campus was developed) joined us.
- Visit to Birkbeck College, London.
- Met with Universities UK.
- Met with Professor Angela Wilkinson from Oxford University to discuss work she will be doing with Massey next year.
- Met with Daniel Franklin Executive Editor of the Economist who will be speaking at a Massey and Westpac Sponsored event in December.
- Met with the New Zealand Deputy High Commissioner to London to discuss our internationalisation strategy.
- All day visit to Warwick University.
- Speech to the Milford Rotary.
- Attended a BioCommerce Centre Board teleconference meeting.
- Spoke to the National Research Centre for Growth and Development science symposium.
- Attended a Wellington Employers' Chamber of Commerce teleconference meeting.
- Attended the Royal Society Research Honours dinner where the inaugural Mason Durie Medal to the leading Social Scientist was presented.
- Met with the Board members of Te Wānanga o Aotearoa, Mana Forbes (Chair) and Ray Miller.
- Participated in SLT Wellington Engagement. This included time with staff, students and regional school Principals.

Please also refer to item 2.3.1, 2.3.2 and 2.3.3 above for international connections.

4.13 **Bereavements**

4.13.1 **Sir Wilson Whineray**

It is with sadness that I note the passing of Sir Wilson Whineray, in late October. Sir Wilson is an alumni of Massey. He contributed greatly to New Zealand as leader in sport and business. He was also one of the most impressive people I have met.

4.13.2 **Bryan Hennessey**

I also wish to note the passing of Bryan Hennessey, on October 1. Bryan will remain a figure in Massey's history as he was the principal of the Palmerston North College of Education from 1989 until the college merged with Massey University in 1996.

4.13.3 **Collis Blake, MNZM, JP**

I also note the passing of Collis Blake, peacefully on November 10, aged 81 years. Collis received a Diploma in Agriculture from Massey University in 1952 and was a Queens Birthday Honours Recipient in 2000 for services to farming and the community. He was a member of the Massey University Council over the period 1999 – 2001 and a Collis Blake prize in animal science is awarded at the Massey Agriculture dinner each year. He is survived by his wife, Helen. Collis was an ongoing supporter of Massey University and he will be missed.

5.0 **Financial**

5.1 **Budget 2013**

Work on Budget 2013 continues. Baselines and establishment have been agreed at the SLT level and contributing budgets are currently being worked on.

5.2 **Massey University Investment Plan**

The University's three-year Investment Plan has been lodged with the Tertiary Education Commission and is currently awaiting consideration by their board.

5.3 A Palmerston North couple, the late Kenneth and Elizabeth Powell, have made the largest donation received by the Massey University Foundation, an endowment of more than \$1.2 million. We are incredibly grateful and humbled by this extremely generous bequest. Please refer to Appendix VII for further details.

5.4 Massey Ventures Limited has appointed Auckland business strategist Terry Allen as its new chair. Massey Ventures Limited is a fully-owned subsidiary of Massey University and was incorporated in 2005. It holds the University's portfolio of investments in spinout companies and manages the holdings to deliver value to the University.

Mr Allen is currently the only director outside of the University; other board members include Assistant Vice-Chancellor (Research and Enterprise) Professor Brigid Heywood and Assistant Vice-Chancellor (Finance, Strategy and IT) Rose Anne MacLeod. It is the intention of the University to appoint another external director in the last quarter of 2012.

5.5 Following discussions with the Wellington branch of the New Zealand Federation of Graduate Women, they have confirmed they will establish a scholarship for Postgraduate Studies at Massey's Wellington campus.

5.6 11 Peoples Republic of China officers were welcomed to new Interpreters' Course run by the Professional and Continuing Education section.

5.7 Coatesville Market will hire the eastern carpark adjacent to the Recreation Centre on the Albany campus, on the second Sunday of each month, commencing November 2012.

5.8 Joint Centre for Disaster Research within the School of Psychology, signed a partnership agreement with the United States Geological Society to research earthquake hazard education in New Zealand and Washington State.

5.9 Joint Centre for Disaster Research within the School of Psychology, also signed an agreement with Te Rūnanga o Ngāi Tahu to work in partnership around disaster recovery research.

5.10 **Professional and Continuing Education (PaCE)**

Planning is under way for the delivery of two of Massey's Foundation Education qualifications at the three Unitec Institute of Technology campuses in Auckland. An agreement was signed in August for the delivery of the Certificate of University Preparation and Certificate in Foundation Studies from February next year.

5.11 The Centre for Defence and Security Studies has been asked by the Director of the Security and Risk Group from the Department of Prime Minister and Cabinet to develop a range of short courses on national and international security for delivery on a bi-annual basis to an inter-agency audience.

5.12 An interesting report on a "dispute" between Auckland University and the Government appeared in the New Zealand Herald on Monday. The focus of the dispute is the recent decision by the Government to fund more engineering and IT students. This is an issue which will impact on Massey as well so it will be worth following. The Herald is covering tertiary education throughout the week. Please refer to Appendix VIII for further details.

6.0 Enabling Excellence

6.1 I am pleased to announce the appointment of Professor Paul McDonald as the first Pro Vice-Chancellor of the College of Health. Professor McDonald is an internationally-recognised researcher currently based at the University of Waterloo in Ontario, Canada. The new college, which takes effect from January, is an exciting strategic development at Massey that will put us at the forefront of tackling some of the big issues the world faces. Paul will join us

around late March and Professor Ingrid Day has agreed to act as Pro Vice-Chancellor of the college until his arrival. Please refer to Appendix IX for further details.

- 6.2 Professor Sarah Leberman has been appointed to a three-year term as head of the School of Management. Professor Leberman currently serves on numerous committees within the university including Academic Board, the Massey University Blues Committee and is currently Chair of the Doctoral Research Committee. She has been a steering group member of New Zealand Woman in Leadership programme since its inception in 2006, a member of the New Zealand Olympic Committee, Women in Sport Group and the Manager of the Women's Junior Black Sticks and Black Sticks teams, and has been a board member of Volleyball New Zealand and Western Netball and Hockey Manawātū.

Professor Leberman was a Fulbright Senior Scholar in 2008, and tenured at the Tucker Centre for Research on Girls and Women in Sport, at the University of Minnesota. She is an Editorial Board member for Journal of Sport Management, a regularly review for the Sport Management Review and the European Sport Management Quarterly, along with being a PhD supervisor.

- 6.3 Professor Kambiz Maani has been appointed to the new position of Associate Pro Vice-Chancellor (Research) in the College of Business and will take up the position on January 7, 2013. He comes to Massey from the University of Queensland where he was Professor and Chair in Systems Thinking and Practice. Kambiz has published widely in his field and has led or participated in numerous funded research projects, including one currently entitled "Rural Futures" in collaboration with colleagues at AgResearch. Prior to his current post at UQ, he held several leadership positions at the University of Auckland, so he knows the New Zealand research environment well.

6.4 **Library excellence**

The Library has just received the results of the 2012 Insync survey, which focuses on client satisfaction, and is run across the 38 Australian and eight New Zealand university libraries. The Library scored in the first quartile (top 25 per cent) of the libraries surveyed over the last two-years. Congratulations to the Library.

6.5 **Vice-Chancellor's Symposium 2012**

I presented the keynote address at this year's Vice-Chancellor's Symposium, which explored the question: What defines academic scholarship at Massey University in the 21st century? This question is central to our mission and the 2012 Symposium provides an excellent opportunity to help shape the future of scholarship at Massey. The event this year was hosted on the Wellington campus, with staff from Palmerston North bused through for the day and the event streamed live so that staff had a chance to participate online from other campuses.

This was a great success with more than 120 staff attending. As always happens on these occasions, the opportunity for discussion across campuses and Colleges was a highlight. Over 40 posters were presented and discussed in response to the question, "How are we defining ourselves as 21st century scholars?". The posters were excellent and reflected a shared view of the challenges and opportunities academic scholarship in the 21st century presents.

There were three presentations in the afternoon, from Professor Anne Noble (School of Fine Arts) on reforming academic scholarship from an art and design perspective; Assistant Vice-Chancellor (Research and Enterprise) Professor Brigid Heywood on reframing academic scholarship in a digital world; and Assistant Vice-Chancellor (Academic and International) Professor Ingrid Day on mapping the research-teaching nexus. Breakout sessions were also held to explore several questions including: What would a Massey model of academic scholarship look like, how can Massey foster, recognise and reward a greater breadth of academic scholarship, and how should Massey access the outcomes and evidence of academic scholarship.

You can watch recordings of the keynote and spotlight presentations, view digital versions of posters presented on the day, see photos from the live event and a number of informal

interviews of Massey's staff discussing their views on the symposium website:
<http://vcsymposium.massey.ac.nz>

Thank you to everyone who helped ensure that the VC's Symposium was a success.

- 6.6 The Massey Women in Leadership programme run in October brought together an impressive group who are already making a great contribution to the University and are looking to do more.
- 6.7 **2013 Enrolments**
The 2013 Enrolment round opened on October 1, with new students expected the first week of December and the bulk of our 2013 enrolments after Christmas. Students will be able to upload documents in support of their applications later this year. Fees have been loaded and went live online on October 3. It is worthy of note that student use of the Paper Manager (an outcome of the Student Programme Management (SPM) Project) has increased significantly in 2012 and is expected to increase again for the 2013 enrolment round. For the 2011 academic year, students planned about 3500 papers related to the limited numbers of programmes available in the 'box model' at that time. In 2012 this has increased to almost 20,000 papers planned.
- 6.8 Further to my July report, where I mentioned that the new College of Creative Arts building Te Ara Hihiko had been nominated for two New Zealand Timber Design Awards, I am pleased to advise that the building has been named the winner of the engineering excellence award at the Timber Design Awards 2012.
- The awards recognise the best in craftsmanship and timber design. This year's event in Auckland attracted 93 entries across nine categories, the largest response in the 30 years the awards have been held.
- Te Ara Hihiko was designed by Athfield Architects and engineered by Dunning Thornton Consultants. It was also nominated for the commercial architectural excellence award but received the ultimate accolade for its use of engineered timber. Its construction was project managed by Arrow International.
- The building is the first in the world to use a post-tensioned timber seismic frame, which flexes like a push-puppet toy during earthquakes. This concept was explained as part of the winning citation by showing a video produced by students from the College's Wellington School of Design. It features 'CoCABot', a jaunty push-puppet held together by wires that stretch then spring into shape like the building.
- 6.9 The MBA Programme's new 'MBA Breakthrough' campaign has had more than 50 specific leads in less than a month since its launch. In the campaign five Massey alumni share stories of how they made a career breakthrough. The campaign heroes include:
- Mark Young, corporate manager at Toyota.
 - Adri Isbister, chief executive of Radius Medical Group.
 - Hamish Nuttall, chief executive of NakedBus.
 - Natalie Milne, global marketing manager of Zespri,
 - Ruma Karaitiana, chief executive of Building and Construction ITO.
- Their stories are available at www.mbabreakthrough.ac.nz.
- 6.10 The Intranet and electronic document and records management (EDRMS) projects will create a foundation and framework for advancing the way staff communicate, collaborate and manage records and information; and strengthening the business continuity capabilities of the University. More information on the Records Management project can be found on the Staffroom website under Shared Services – Records Services.
- 6.11 Highlights of meetings I have had with Massey staff and associated groups included:
- A discussion with staff interested in the links being built between the University and Sri Lanka.
 - Attended a meeting of the Innovation Forum at Albany campus.
 - Discussion on the University Research Strategy.

- Participated in the Albany Blues Awards and Olympic Function (Valerie Adams presented).
- Attended a distance education event.
- iPhone video for “make your voice count”.
- Pasifika policy and Research discussion. This was very useful. A group of around 25 took part in the discussion and will now focus on preparing a specific proposal to be implemented in 2013. Anyone wanting to get involved should contact Dr Selwyn Katene.
- Review of the outcomes of the International Office visit to Indonesia.
- Follow up discussion concerning more Iranian students studying at Massey.
- Spoke at the Blues Sports Awards Manawatū.
- Chaired the Senior Leadership Team meeting (at Albany campus in October and Manawatū campus in November)
- Attended the informal launch of the National Data Centre at Albany campus.
- Shortlist for the Institute of Education Director.
- Spoke at the Future U Finale (see item 2.8.4 above for further details).
- Spoke at the Massey University Agriculture student’s annual end of year awards dinner. It was bigger and brighter than ever. A lot of interest from the industry and an outstanding group of students. Thanks to all of the staff involved in these very successful events.
- Tenders Board (October and November).
- Spoke at the launch of the Emerging Managers Programme.
- Attended the Council October meeting.
- Institute of Education shortlisting.
- Met with staff developing a very exciting Massey “app”
- Met with New Zealand Women in Leadership attendees
- Preparation for the Vice-Chancellor’s Symposium (refer item 6.3 above)
- Spoke at the Launch of the Infectious Diseases Research Centre.
- Attended the Distinguished Alumni Awards committee meeting.
- Spoke at the Massey Women in Leadership Programme.
- Catch up with Council member Professor Cynthia White.
- Pro Vice-Chancellor College of Health interviews.
- Key note speaker at the VC’s Symposium – the focus is on scholarship in the 21st century (refer item 6.3 above).
- Met to discuss the Agrifood business strategy.
- Met with the College of Creative Arts executive.
- Met with the Creativity Working Group at Wellington campus.
- Met with new Associate Professors and Professors at Albany.
- Met with the International Office at Albany.
- 2013 Budget meeting.
- New Associate Professors and Professors at Manawatū.
- Attending the 2012 Massey research celebrations (refer item 2.1.1 above)
- Attended the Combined Union’s meeting.
- Chaired a University Press meeting.
- Catch-up with Sir Hugh Williams, past Chancellor of Massey Council.
- Attended the end of year stakeholder function at Albany.
- Attended SLT Subcommittees (November).
- Attended an Albany Professors meeting.
- Attended Academic Board (November).
- Met with Student Presidents elect.
- Participated in SLT Wellington Engagement. This included time with staff, students and regional school Principals.
- Attended the College of Creative Arts Hall of Fame Dinner. The Blow Festival – which is proving to be yet another huge success – continues over the weekend (refer to item 2.8.2 above).

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.

- 6.12 There are a lot of issues being advanced through SLT at the moment, these include: SLT meeting dates 2013; Workload policy; Intranet replacement project – phase one; General

debt collection policy; factual corrections to Student Grievance procedures in 2012 University Calendar; 2013 Ten Year Capital Plan; January 1 2013 Review of Professor and Associate Professor salaries; relocation of the Wellington School of Public Health; 2013 operating budget; Leave and Ancillary Appointments committee – August 21 2012; Service excellence; Risk report – September 2012; Annual Report timeline; Strategy planning agenda – December; Health and safety policies (Dogs on Campus policy; Rehabilitation policy; Safe Driving policy and procedure; Smoke Free policy; Working in a situation likely to cause serious harm); International SOS; Review of the Matua Reo Kaupapa / Māori Language policy and Review of the Treaty of Waitangi policy; Process outline — 2014 update of the University's strategic plan; Printer and photocopier replacement 2012; End of year functions; Lead indicators: successful paper completions; Report on MOST surveys in semester 1, 2012; monthly portfolio update papers (for October and November) from Assistant Vice-Chancellors (Research and Enterprise; External Relations; Academic and International; Finance, Strategy and Information Technology; University Registrar; People and Organisational Development; Māori and Pasifika), and Pro Vice-Chancellors (Business; Humanities and Social Sciences; Education; Creative Arts; Sciences); Updated Investment Plan 2013-2015; Annual Plan 2013; refurbishment and extension of the Wellington campus Library; Sir Geoffrey Peren business case; Harassment policy and procedures; Health and Safety plan 2013; review of the Massey University strategic emergency management framework; Conflict of Commitment and Interest policy; Fraud Prevention policy; Business Continuity policy; Capital Asset Management plan 2012; Process outline - 2014 update of the University's strategic plan (The Road to 2025); video conferencing consolidation – Discovery 2013; Consolidated Performance report: quarter three, 2012; bad debts write-off; revision of Pre-Employment Check policy and procedure; Albany campus space reallocation project ; Massey University Risk Management workplan 2013; Leave and Ancillary Appointments committee – October 16 2012; Debtors Report as at September 30 2012; Procurement Programme status report.

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.

7.0 Opportunities/Threats

- 7.1 Further to item 6.5 above on the Vice-Chancellor's Symposium: What defines academic scholarship at Massey University in the 21st century? This was an opportunity to broaden and stimulate the discussion begun at Academic Board and the Teaching and Learning committee as to what we mean by academic scholarship within the context of the 21st century. The discussion will continue.

The world outside is changing, we have a strategic plan that is more a play-pen than a dictate. We have agreed the general framework but our job is to start thinking how we can, in multifarious ways, take this forward. We are on the way. There are real signs of people getting it and understanding the need for them to take forward their disciplines or their service. This is an ongoing discussion. We know the direction, we know the challenges but it is up to each of us to engage with the rest of our community and talk through the many ways that will take our academic scholarship forward. We also need to contribute to a narrative about autonomous universities contributing to a better world through real connection.

Massey University sees academic scholarship as a 'project' – we are trying to think through how a university, of our kind, can work in this kind of environment to advance the concept of the university in this new kind of way, which really is productive for ourselves, as a university community, but also for the wider society that we serve. The debate has to carry on – the question is how we participate in that and draw the whole university into it. The vehicles are many – the research strategy roll-out, the big changes through academic reform project, how we think through what we teach, where we teach and how, the College of Health establishment. What do these things mean? We need all our staff to contribute to the debates and discussions.

8.0 Overall sense/feel of the place

8.1 It is always a bit of a shock to see Christmas begin to appear in the shops. It is a signal that the end of the year is not far away. So much yet to do!

8.2 As we have done for the past four years, we are going to finish off 2012 by having a look at the progress we have made and our plans for 2013.

In December I will host meetings on our Manawatū, Wellington and Albany campuses, all staff are welcome to attend. These meetings will be an opportunity for us to review what has been happening around the University during 2012 and to discuss the year ahead.

If you are unable to attend the campus meetings in person, the Manawatū meeting will be webcast via mediasite:

<http://webcast.massey.ac.nz/mediasite/Viewer/?peid=15562ffa511c46baac24208c8e1d484b1d>

For further information please contact Toni Wilson: t.j.wilson@massey.ac.nz or ext 7866

Wellington: Wednesday, December 5 in LT200 from 12 noon - 1 pm

Manawatū: Monday, December 10 in SSLB1 from 12 noon - 1 pm

Albany: Thursday, December 13 in SNW300 from 12 noon - 1 pm

Appendices attached:

Appendix I: Duchess of Cornwall to visit Massey (Ref. item 1.1)

Appendix II: Quality of teaching, research reflected in ranking (Ref. item 1.2)

Appendix III: Infectious Disease Research Centre to be launched (Ref. item 2.1.2)

Appendix IV: 2012 NZ Food Awards winners announced (Ref. item 2.4.1)

Appendix V: Massey Blues 2012 recipients (Ref. item 2.8.1)

Appendix VI: Vision of a skilled nation wins competition (Ref. item 2.8.4)

Appendix VII: Couple's record bequest 'humbling' (Ref. item 5.3)

Appendix VIII: Skills crisis: Minister's threat to union funding (Ref. item 5.12)

Appendix IX: Inaugural head of new College of Health announced (Ref. item 6.1)

Steve Maharey



Robert Anderson escorting Queen Elizabeth II around campus in 1970.

Duchess of Cornwall to visit Massey



Camilla, the Duchess of Cornwall

Camilla, the Duchess of Cornwall, will visit Massey's equestrian centre and Veterinary Teaching Hospital at the Manawatū campus on November 15 as part of The Queen's Diamond Jubilee celebrations.

Prince Charles and Camilla will be in Manawatū, visiting Feilding and Ohakea together and splitting up for him to visit a farm while she comes to Massey.

The visit reflects her particular interest in animal welfare.

Deputy Vice-Chancellor and Pro Vice-Chancellor College of Sciences Professor Robert Anderson will lead the official delegation that welcomes Camilla to Massey and he will host the visit to the hospital. It is the second royal visit to Massey. At the first, in 1970, Professor Anderson, who was students' association president at the time, met Queen Elizabeth.

This visit includes a short tour of the hospital led by Institute of Veterinary, Animal and Biomedical Sciences head Professor Frazer Allan, a tour of Wildbase wildlife health centre led by Associate Professor Brett Gartrell, who will share insights into the work of specialist wildlife veterinarians, and a visit to the equestrian centre, which will be hosted by Assistant Vice-Chancellor and University Registrar Stuart Morriss. There, students will give a display of jumping and riding in the arena.

Professor Anderson says the visit highlights Massey's strengths in the areas of equine research, veterinary teaching, animal health and specialist wildlife rehabilitation. "During the Duchess' time with us we hope to be able to introduce her to some of our native wildlife being treated at Wildbase.

"We think she will also enjoy finding out that students with horses who are serious competitive equestrians – as many are – are able to stable them on campus so they can keep up their training throughout the academic year."

Camilla's kiwi experience



Camilla, Duchess of Cornwall, with wildlife veterinarian Kerri Morgan



Camilla, Duchess of Cornwall, at the Equestrian Centre



At the Veterinary Teaching Hospital



Holding a rehabilitating kiwi

Camilla, Duchess of Cornwall, held a kiwi, saw a Jack Russell terrier recovering from surgery, met Team Massey riders at the Equestrian Centre and said she was thrilled with the "wonderful visit" to the university's Manawatū campus this afternoon.

Camilla was welcomed by Deputy Vice-Chancellor and College of Sciences Pro Vice-Chancellor Professor Robert Anderson along with University Chancellor Dr Russ Ballard and Palmerston North Mayor Jono Naylor.

Crowds of locals, including children from the Massey Childcare Centre, dressed up for the occasion, applauded after waiting a few minutes longer than expected for her arrival. They lined the footpath outside the vet hospital to get a glimpse of the Duchess, before she was led on the hospital tour by Institute of Veterinary, Animal and Biomedical Sciences head Professor Frazer Allan.

There she met staff and students working with companion animals, native wildlife and horses.

Camilla held a female brown kiwi being treated at Wildbase, the wildlife treatment facility within the hospital, and took a special interest in a Jack Russell recovering from surgery as she toured the hospital. "I'm thrilled to get a chance to look around," she told staff and students. "I've had a wonderful visit."

Plans for the \$75 million upgrade and extension of the school – New Zealand's only vet school – were discussed.

Victoria Tyson, head nurse of the small animal hospital, said Camilla was drawn to 12-year-old Jack Russell Emil, who was recovering from chest surgery, and talked of her two rescued Jack Russells in England, Bluebell and Beth. "She said one was naughty and one was nice, and she hoped they were behaving," Ms Tyson said. "She was lovely, really down to earth."

Associate Professor Brett Gartrell and wildlife lecturer Kerri Morgan shared insight into the work of specialist wildlife veterinarians at Wildbase, where injured and sick native and endemic species are treated and rehabilitated, and gave her the kiwi to hold. The kiwi was receiving treatment for an

injured leg and would be released back into the Rimutaka Ranges. Camilla demonstrated a keen interest and considerable knowledge of animal welfare with her questions during the visit.

At the Equestrian Centre she watched a show jumping clinic run by elite coach and former New Zealand Olympian John Cottle for Team Massey riders. She then walked into the arena to chat with the riders.

Chloe Akers, an education student, said Camilla asked about her horse Cortaflex-letitbe and displayed a genuine interest in the centre and horses. "She was really nice, very talkative, very smiley. Just the way she was patting him and asking questions, I could sense she loved horses."

Assistant Vice-Chancellor and University Registrar Stuart Morriss said Camilla enjoyed the hospital and equestrian centre visit. "She was delighted to meet the kiwi and thoroughly enjoyed seeing all the animals and meeting our staff and students at the vet hospital, she really thought it was a fantastic. She was interested in the fact the students can bring their own horses to the centre, and can carry on with their studies, and continue to compete internationally.

"It's a lovely day, lovely backdrop, it's fantastic for us to have her here and to show her what we have got and what we are able to achieve."

Quality of teaching, research reflected in ranking

Massey is pleased to have improved its place in the Quacquarelli Symonds (QS) world university rankings.

The rankings are based on various criteria including a university's reputation among academics and employers, the percentage of international staff and students it has, its ratio of academics to students and the frequency that papers by its academics are cited in other academics' papers.

Of the 20,000 universities worldwide, QS says it considers just 700 for its rankings. Massey has an overall ranking of 308 (compared to 329 last year) and in eight subject areas it ranks in the top 200.

Its highest ranking is for education – 50th equal in the world. In earth sciences and communication and media studies it is in the top 100. In statistical and operations research and accounting and finance it is in the top 150 and in biological sciences, sociology, and economics and econometrics it is in the top 200.

Massey Vice-Chancellor Steve Maharey says the result is pleasing, particularly with more universities being ranked every year and all of them striving to increase their performance. "New Zealand universities perform very creditably in a challenging environment," Mr Maharey says.

"Massey is committed to on-going improvements in the quality of our teaching and research activities. We are delighted that recent advances in our international research alliances and improvements in the quality of our research outputs in key areas of specialisation have been recognised.

"Equally important are the advances in the quality of our unique blended learning environment, which enables students to receive a world-class education by distance or on one of our campuses – or a mix of the two.

"We have updated our curriculum to make it more attractive for students seeking quality outcomes and grown our international student numbers and this too has been recognised by QS.

"Key emerging developments are the new student engagement strategy to support and build student success, the implementation of the Graduate Destination Survey to improve our knowledge of graduate employment and the enhanced provision of academic advice to students.

"Massey has growing authority in research in health sciences, research in technologies underpinning food systems research, and the growth of our capability in social science-based research in such domains as citizenship, migration dynamics, poverty remediation and environmental management.

"Our notable improvement relative to other New Zealand institutions is also very pleasing as it reflects our endeavours to lead in education and research in support of our role as New Zealand's defining university."

Infectious Disease Research Centre to be launched

Massey is bringing together researchers from across the University to combat infectious diseases that pose a threat to health, biosecurity and trade.

The Infectious Disease Research Centre will build on the University's world-leading research into infectious disease. It will be launched at an inaugural symposium this month.

Centre director Professor Nigel French says the centre brings a "one health" approach to the work being carried out at Massey. It also builds on the University's proven record of producing relevant research that can be quickly applied to bring about interventions with real health and economic benefits.

The centre will bring together researchers from across the University to combat infectious diseases that pose a threat to health, biosecurity and trade.

"No single discipline has all the knowledge and skills needed to meet the challenges faced by human, animal, plant and ecosystem health," he says. "There is a growing global recognition that multidisciplinary teams are essential to tackle both the current disease problems and those that will emerge in the future."

This interdisciplinary approach has already led to major health and economic gains, he says. "It was research led by Massey epidemiological staff that informed the national strategy to combat campylobacteriosis," he says. "That has led to a halving of notified cases and a \$40 million annual saving."

The centre will be made up of research groups from across the University:

- mEpiLab: molecular epidemiology and veterinary public health group (Professor Nigel French)
- Epicentre: veterinary epidemiology and economics (Professor Tim Carpenter)
- The Rainey Lab: ecological processes and evolutionary genetics (Professor Paul Rainey)
- Institute of Information and Mathematical Sciences: infectious disease modelling (Professor Mick Roberts)
- Centre for Public Health Research: public health effects of microbial exposures (Professor Jeroen Douwes)
- Statistics and Bioinformatics Group: spatial and temporal modelling of disease (Professor Martin Hazelton)

The symposium, at the Palmerston North Convention Centre from October 23-24, will feature introductory presentations by the group leaders and some of their leading researchers, as well as keynote addresses from Professor Bruce Levin of Emory University in the United States, Professor Christopher Dye of the World Health Organisation, Professor Ian Gardner of the University of Prince Edward Island in Canada, and Associate Professor Michael Baker of the University of Otago.

The centre launch function will be held at Wharerata on the Manawatū campus at 6.30pm on Tuesday October 23. More information about the symposium and keynote speakers can be found on the IDReC website: <http://www.idrec.ac.nz/>



Madelaine Colombie of Paneton Bakery accepts the Supreme Award at the New Zealand Food Awards

2012 NZ Food Awards winners announced

The 2012 winners of the New Zealand Food Awards were announced at a gala dinner held at the Langham Hotel in Auckland on Thursday night. The awards celebrate the innovation and creativity of New Zealand food products and businesses.

From a record number of 102 entries, 43 finalists from all over New Zealand were selected across 13 categories by a panel of judges, including Ray McVinnie, Geoff Scott and Nici Wickes.

The Massey University Supreme Award went to Auckland-based Paneton Bakery for their Ready to Use Flaky Puff Pastry. They also took out the Ministry of Primary Industries Bakery Award.

Two other companies won honours in two awards categories – South Island artisan honey maker J.Friend & Co won the New Zealand Herald Viva Gourmet Award and the KPMG Export Award, while fledgling food enterprise I AM SAUCE won the Villa Maria Other Food and Beverage Award and the Foodbowl Value-Added Processing Technology Award.

Vice-Chancellor Steve Maharey says the NZ Food Awards are the perfect opportunity to showcase New Zealand's largest export sector, and recognise wider aspects of the businesses entering their products.

“The awards put the spotlight on so many aspects of the food industry - from food safety and product design to export capability and business innovation, as well as taste and presentation. It's an area where New Zealand leads the world developing innovative products and best practice and Massey University is right at the forefront with these food and beverage producers,” he says.

The audience enjoyed a mystery box challenge put to Masterchef finalist Jax Hamilton, who was encouraged by food blogger, comedian and master of ceremonies Jesse Mulligan.

The 2012 NZ Food Awards winners are:

Massey University Supreme Award
Paneton Bakery – Ready to Use Flaky Puff Pastry

Ministry for Primary Industries Bakery Award
Paneton Bakery – Ready To Use Flaky Puff Pastry

Ministry for Primary Industries Cereal & Breads Award

Wild Wheat Specialty Breads – Kumara Sourdough

ATEED Snacks and Confectionery Award
Fonterra Brands Tip Top Ltd – The Ice Bar Co

ATEED Convenience & Meal Solutions Award
LHF Ltd – Naked Kitchen Fresh Chilled Meals range

Villa Maria Other Food & Beverages Award
I AM SAUCE – All Purpose Sauce

The New Zealand Herald VIVA Gourmet Award
J. Friend & Co – New Zealand Artisan Honey

Countdown Grocer's Choice Award
J.H. Whittaker & Sons Ltd – Whittaker's Mini Slabs

AsureQuality Food Safety Award
Greenshell NZ Ltd – Ikana Live Greenshell Mussels

Packaging Design Award
Archer MacRae Beverages Ltd – Ritzling

Foodbowl Value-Added Processing Technology Award
I AM SAUCE – All Purpose Sauce

KPMG Export Award
J. Friend & Co.

Rabobank Business Innovation Award
Aria Farm for Woolworths Select

Massey University Research & Development Award
Fonterra Brands Ltd – Symbio Probalance Probiotic Yoghurt

All finalists and winners will have the opportunity to attend business capability-building workshops run by KPMG and Rabobank, and retail and commercialisation sessions run by Countdown.

For further information visit: <http://www.foodawards.co.nz>

2012 Massey University Blues Award recipients:

Rachel Hughes – Archery (Bachelor of Science)
Portia Bing – Athletics (Bachelor of Business Studies)
Sarah Cowley – Athletics (Bachelor of Communication)
Andy Kruij – Athletics (Bachelor of Business Studies)
Ben Langton Burnell – Athletics (Bachelor of Agricultural Commerce)
Ryan Tinkle – Athletics (Bachelor of Nursing)
Frazer Wickes – Athletics (Bachelor of Aviation)
Jasper Bats – Canoe/Kayak (Bachelor of Arts)
Carl Duncan – Canoe Polo (Bachelor of Environmental Management)
Benjamin Gibb – Canoe Slalom (Bachelor of Accountancy)
Malcolm Gibson – Canoe Slalom (Bachelor of Veterinary Science)
Dane Cleaver – Cricket (Bachelor of Business Studies/Science conjoint)
Roald Badenhorst – Cricket (Bachelor of Business Studies/Arts conjoint)
Max Annear-Henderson – Cycling (Bachelor of Engineering)
Emily Collins – Cycling (Bachelor of Business Studies)
Cameron Karwowski – Cycling (Bachelor of Business Studies)
Rachel Southee – Cycling (Bachelor of Food Technology)
Chloe Akers – Equestrian (Bachelor of Education)
Nicola French – Equestrian (Bachelor of Arts)
Anna Green – Football (Bachelor of Business Studies)
Hayley Moorwood – Football (Bachelor of Science)
Erin Nayler – Football (Bachelor of Science)
Jenna Anderson – Hockey (Bachelor of Health Sciences)
Samantha Charlton – Hockey (Bachelor of Science)
Simon Child – Hockey (Bachelor of Business Studies)
Mitchell Cronin – Hockey (Bachelor of Science)
Michaela Curtis – Hockey (Bachelor of Sport and Exercise)
Gemma Flynn – Hockey (Bachelor Sport and Exercise)
Elizabeth Horne – Hockey (Bachelor of Agricultural Science)
Hugo Inglis – Hockey (Bachelor of Business Studies)
Richard Petherick – Hockey (Bachelor of Sport and Exercise)
Kayla Sharland – Hockey (Bachelor of Sport and Exercise)
Nick Wilson – Hockey (Bachelor of Business Studies)
Rebecca Watkin – Karate (Bachelor of Science)
Sasha Smith – Mountain Biking (Bachelor of Resource and Environmental Planning)
Amber Bellringer – Netball (Graduate Diploma in Journalism Studies)
Daniel Holt – Paralympics Swimming (Bachelor of Business Studies)
Kate Spencer – Roller Skating (Bachelor of Sport and Exercise)
Michael Arms – Rowing (Graduate Diploma in Business Studies)
Genevieve Armstrong – Rowing (Bachelor of Arts)
Harriet Austin – Rowing (Bachelor of Business Studies)
Hamish Bond – Rowing (Bachelor of Business Studies)
Genevieve Behrent – Rowing (Bachelor of Business Studies)
Toby Cunliffe-Steel – Rowing (Bachelor of Sport and Exercise)
Emily Discombe – Rowing (Bachelor of Business Studies)
Olivia Loe – Rowing (Bachelor of Business Studies)
John Storey – Rowing (Certificate in Business Studies)

Francie Turner – Rowing (Bachelor of Business Studies)
Nick Crosswell – Rugby (Bachelor of Business Studies)
Sarah Goss – Rugby (Bachelor of Arts)
Travis Larsen – Rugby (Bachelor of Business Studies)
Christopher Prentice – Rugby (Masters of Philosophy)
David Thomas – Rugby (Bachelor of Business Studies)
Joseph Brown – Shooting (Bachelor of Information Sciences)
Shelly Gotlieb – Snowboarding (Bachelor of Communication)
Rebecca Sinclair – Snowboarding (Bachelor of Science)
Jeremy Manley – Softball (Bachelor of Sport and Exercise)
Kurt Bassett – Swimming (Bachelor of Business Studies)
Amaka Gessler – Swimming (Bachelor of Science)
Penelope Marshall – Swimming (Bachelor of Business Studies)
Nielsen Varoy – Swimming (Bachelor of Business Studies)
Natalie Paterson – Table Tennis (Bachelor of Education)
Kane Baigent – Taekwon-do (Bachelor of Sport and Exercise)
Michael Davis – Taekwon-do (Bachelor of Engineering)
Estelle Speirs – Taekwon-do (Post Graduate Diploma in Sports Management)
Sophie Corbidge – Triathlon (Bachelor of Arts)
Hayden Moorhouse – Triathlon (Bachelor of Agricultural Commerce)
Molly Meech – Yachting (Bachelor of Arts)
Tamsin Fitzgerald – Ultimate Frisbee (Bachelor of Sport and Exercise)

Supreme Winners

Manawatū Sportsman of the year – Hamish Bond (Rowing)
Manawatū Sportswoman of the year – Kayla Sharland (Hockey)
Albany Sportsman of the year – Daniel Holt (Paralympics, Swimming)
Albany Sportswoman of the year – Gemma Flynn (Hockey)
Extramural Sportsperson of the year – Hamish Bond (Rowing)



Future U finalists – Saijel Dheda, Disha Gomathinayagam, Maia Visnovsky, David Bassett, Peter Scriven, Clare Wu, Edward Boxall, Stephen Lines, Joel Robinson, Prerena Nair, Jonathan Papageorge, Indya Tolo.

Vision of a skilled nation wins competition



Stephen Lines, winner of the 2012 Future U competition.

A vision of New Zealand as a food basket for the world, with 100 per cent renewable energy production and a strong focus on education has won the 2012 Future U competition.

Hutt International Boys' College student Stephen Lines presented his vision with confidence and passion, with the judges describing his presentation as having the “whole package”.

While Mr Lines painted a broad picture of the country he would like to see in 2050, he says his key message was about the important role skilled people will play in New Zealand's future prosperity.

“New Zealand will be relying on its people in the future,” he says. “We can’t compete with the manufacturing output in China, or the mining booms of Australia, so New Zealand really needs to focus on its talent and education if we are to succeed.”

Future U is a joint initiative by Massey University and Westpac to encourage the nation’s youth to become thought leaders. It invited high school students to post videos outlining their vision for New Zealand in 2050.

Mr Lines was one of 12 finalists from all over the country to be chosen to workshop their vision at Massey’s Albany campus. The group were mentored for a day by Massey University academics to help them think critically about their visions, and refine them in preparation for presentation to the Future U judging panel and a live audience.

Massey University Vice-Chancellor and judge Steve Maharey says the 12 presentations outlined some of the changes New Zealand will face and, more importantly, how those changes should be addressed to produce a positive outcome.

“We had a variety of answers – from promoting a vegan way of life, to environmentalism and using technology in innovative ways,” he says. “I think the great thing, though, was the balance of idealism and realism, a sense of trying to look forward to a society where people have done things to try and make it better.”

Westpac’s Director of Corporate Affairs Sue Foley agrees. “It’s encouraging to know that we have a future generation that is intelligent, innovative and switched on,” she says. “They are clearly passionate about seeing the country they call home develop and achieve great things.”

Mr Lines will return to Auckland on December 3 to give the opening address at the It’s Our Future – the new New Zealand Forum, an exclusive, invitation-only event that will bring together prominent international and national thought leaders to discuss a vision for a successful New Zealand.

He will share the stage with world-renowned thought leader Daniel Franklin, executive editor of The Economist, and the editor of Megachange 2050, a book that outlines the big trends that will shape the world’s future.

“Stephen will bring a youthful perspective to the forum,” says Mr Maharey. “He will set the scene by presenting his vision of New Zealand in 2050, and challenging attendees to create the sort of country his generation wants to live in.”

Mr Lines says he is overwhelmed by his win and excited at the prospect of addressing the forum.

“I think it will be a fantastic opportunity to represent New Zealand’s youth in such an important discussion,” he says. “Young people need a future they can look forward to, and I’m excited to have the chance to have my input.”

For more information on Future U visit: www.future-u.ac.nz

For more information on the new New Zealand Forum visit: www.newnzforum.ac.nz



David Stephen (left) and Rangi Royal with Mitch Murdoch and Stuart Morriss.

Couple's record bequest 'humbling'



Kenneth and Elizabeth Powell

A Palmerston North couple have made the largest donation received by the Massey University Foundation, an endowment of more than \$1.2 million.

The late Kenneth and Elizabeth Powell decided several years ago that they wanted upon their deaths to establish a fund to support the study of technology in engineering and health at Massey, although neither of them had been students at the University. Mr Powell, an engineer and specialist in aircraft maintenance, said at the time that as technology and health had been central to their lives they wanted to give young enthusiasts in their home city "an extra edge".

Mr Powell, a World War II veteran who served in the Pacific as instrument fitter with the Royal New Zealand Air Force, died in February this year, aged 88. He did his apprenticeship as an instrument fitter with Union Airways at the Palmerston North Airport at Milson and later established Aero and General Instruments Ltd on the corner of Bourke and Cuba Streets. Mrs Powell was a registered nurse, who trained at Wellington Hospital, and completed her training as a midwife at Palmerston North Hospital, where she worked as well as at the former Rostrata Maternity Home in the city. They married in 1958. She died in October 2006, aged 96.

Their nephew, Rangi Royal, 76, an executor of their estate, says he and Mr Powell shared many common interests, including in rugby, hunting and fishing. Mr Royal was an engineer-fitter with the RNZAF and they often worked together on machinery. "Ken was a very, very clever engineer," Mr

Royal says. "For example he would make new cogs for all the Palmerston North taxi meters whenever prices changed."

When Mr Royal gave the eulogy at Mr Powell's funeral, he recalled a man of great integrity, honesty, humility and modesty – someone who continued working from home as a hobby in retirement. "I was always getting at Ken for undercharging for the knowledge and time he expended on what he did," Mr Royal says. Although they had no children of their own, the Powells adored the children of the wider family. "They lived simply but they were extremely generous with their time for others and the family. When you consider their lifestyle, the fact there are other recipients of the estate the size of the bequest to the foundation is quite amazing."

Assistant Vice-Chancellor and University Registrar Stuart Morriss yesterday thanked Mr Royal and the other estate executor David Stephen, 74, of Wanganui, for their work in winding up the estate and ensuring the smooth transfer of the funds that will enable ongoing provision of grants and scholarships for students in line with the Powells' wishes.

"We're incredibly grateful to Mr and Mrs Powell, and are privileged to be able to develop a programme of scholarships that will provide lasting benefits to generations of Massey students," Mr Morriss said.

The foundation, established in 2004 as Massey's registered charity, provides funding for scholarships and research projects from donations and bequests. It has about \$15 million under management and aims to raise about \$2 million a year, with a goal of having \$100 million endowed that will enable it to spend about \$5 million a year on scholarships and projects that would not otherwise be funded.

Director Mitch Murdoch says the receipt of the Powell's endowment has been a very humbling experience for staff. "For a couple that had no direct connection with the University to choose to give it to Massey for the benefit of future students is amazing."

Skills crisis: Minister's threat to union funding

By [Simon Collins](#) [Email Simon](#)
5:30 AM Monday Nov 19, 2012

Joyce demands more engineers, but academics say change will cost jobs.



Mr Joyce said the Budget changes brought New Zealand's funding system closer to that of Australia.
Photo / Greg Bowker

Auckland University and the Government appear headed for a showdown over what courses the university is offering - and what the country needs.

Tertiary Education Minister Steven Joyce is threatening to force the university to take more engineering students, even though the university says this could cause layoffs elsewhere on the campus.

This year's Budget put an extra \$42 million into engineering and \$17 million into science at universities and polytechnics - while freezing funding for all other subjects - in a bid to ease skill shortages in fields such as engineering and computing.

But Auckland University vice-chancellor Stuart McCutcheon said the increase was paid as a bulk fund, and the university did not have to put it all into engineering and science.

"If we followed that, we would have increased the budgets of those faculties and made large numbers of people in the arts, creative arts, the business school and the law school redundant," he said.

"The other thing to remember is that the programmes people want to increase are generally the most expensive programmes, so to have more engineering students you may have to reduce the number of arts students by twice as many.

"It's not driven only by the needs of industry. It [the Government] wants higher participation rates for Māori and Pacific students, but Māori and Pacific students typically go into arts and education rather than engineering, so if you shift the balance you have impacts on your equity objectives. All that makes it quite a complex picture."

Mr Joyce said that if necessary, he would step in to force change at Auckland University.

"If they want us to be more directive, I'm more than willing," he said. "I'm watching them really closely to make sure they do respond to what the market wants, and if they don't, I can go and tell them how many they should enrol for each department."

Mr Joyce said the Budget changes brought New Zealand's funding system closer to that of Australia, which encouraged students into areas of skill shortage, as well as reflecting students' likely future earnings.

Subject areas in New Zealand have been funded on the basis of course costs, and Mr Joyce said even then they gave universities an incentive to enrol students in cheaper subjects.

"If you look, for example, at the level of tuition subsidy that New Zealand applies to engineering and science relative to say the humanities and commerce, which are much lower costs - they don't need labs and all those sorts of expensive things - then if you were a rational decision-making institution you'd put more into the arts and commerce because you can make effectively more money out of those areas," he said.

"The other thing that we are very generous to in our subsidies is medical. If you match us against Australia we generously fund the lower-cost courses in humanities and commerce and medicine, and we tend not to fund as well science and engineering.

"So over the years we have ended up with exactly what you'd expect, which is very high demand in medicine and humanities and commerce and lower demand in engineering and science, and that's partly as a result of those funding issues. So we have looked to redress that."

Only 5570 (4.3 per cent) of New Zealand students studying for bachelors' degrees last year were in engineering, compared with 67,300 in "society and culture" fields such as languages, law and social sciences.

Engineers NZ says engineers made up 5 per cent of all tertiary graduates in New Zealand in 2007, compared with 7 per cent in Australia and an average in OECD developed nations of 12 per cent.

A New Zealand Herald series, starting today, has found a serious mismatch between the skills required for the 15,000 jobs advertised on the Seek NZ website and the skills of the almost 300,000 unemployed.

Information technology consultants and engineering managers were the two occupations in most demand in Seek's survey released last week.

But few of the jobless had experience in these areas, and 24 per cent had held no job in the previous six years or were seeking their first job.

Inaugural head of new College of Health announced



Professor Paul McDonald

An internationally acclaimed public health specialist has been appointed as the first head of the University's new College of Health, Vice-Chancellor Steve Maharey announced today.

Professor Paul McDonald, 55, is currently director of the School of Public Health and Health Systems at the University of Waterloo in Ontario, Canada. Recognised for his research expertise in population health planning and intervention for challenges such as reducing tobacco use, Professor McDonald is a Fellow of Britain's Royal Society for Public Health.

Mr Maharey says the appointment marks a significant milestone for Massey. "Professor McDonald is a recognised health leader for his work in Canada, the United Kingdom and New Zealand. He will play a key role in Massey's goal of being a world leader in public health, one of our areas of specialisation, and ensuring an exceptional and distinctive learning experience for students at Massey."

More than 315 full-time equivalent staff and 2000 students across the three campuses – Albany (where Professor McDonald will be based), Manawatū and Wellington – will come under the college when it is established from January 1. It is being set up to tackle a looming health crisis that faces the world as governments' spending on restorative health care is unable to keep up with growing demand and costs. The college will focus innovative, leading edge research and teaching to prevent disease, and promote well-being by altering the social, economic, cultural, behavioural, political, biological and environmental factors and conditions that enable health.

Professor McDonald has a Bachelor of Arts with honours in psychology from Waterloo, a Master of Arts in clinical psychology from the University of Western Ontario and a PhD in health studies and population health from the University of Waterloo. In 2008-09 he was visiting associate professor at the Auckland University of Technology's Department of Public Health and Psychosocial Studies.

Professor McDonald says he is excited at joining the Massey University community and he and his wife, Linda, are looking forward to calling New Zealand their home. "New Zealand, like the rest of the world, is facing unprecedented challenges, such as population aging and urbanisation, growing inequities, climate change, as well as increased global connectivity and trade," he says. "Each of them has huge, emerging implications for health. The need for innovation and leadership to deal with these challenges has never been greater. Our new college will build New Zealand's capacity and

international legacy as a global leader and incubator for creative health enhancing people, and solutions."

He is due to take up the position in March. Acting Pro Vice-Chancellor from January until then will be Assistant Vice-Chancellor (Academic and International) Professor Ingrid Day, who chairs the university's College of Health Establishment Group.

The college will include the Institute of Food, Nutrition and Human Health, the School of Health and Social Services, the School of Nursing, the School of Public Health and the School of Sport and Exercise.

Massey University has five colleges – Business, Creative Arts, Education, Humanities and Social Sciences, and Sciences. From January, Education will become an institute within Humanities and Social Sciences.



MASSEY UNIVERSITY

MASSEY UNIVERSITY COUNCIL

FINANCIAL REPORT FOR THE TEN MONTHS ENDED 31 OCTOBER 2012

7 December 2012

PURPOSE

This report summarises the University's financial results for the ten months ended 31 October 2012.

DISCUSSION

Income Statement (Appendix 1)

The University forecast full year operating surplus remains close to target at \$8.9M. Strong controls over expenditure are an important factor in achieving the surplus, offsetting changes in government funding and tuition fees.

The operating surplus year to date is \$5.1M above budget and this is expected to reduce over the next two months as timing differences in revenue and expenditure are realised.

EFTS Related Income

Achieving the EFTS income target for 2012 has not been possible due to unexpected reductions in government funding and a difficult global economy reducing international enrolment growth to 9 %.

EFTS related income is expected to be \$8.4M or 2% lower than budget, including a reduction in Government grants of \$2.9M for performance linked funding and performance based research funding adjustments.

EFTS Related Expenses

Controlling expenditure has enabled the University to offset the revenue shortfall and maintain its surplus within \$0.1M of target. EFTS related costs are \$8.7M under budget year to date and are forecast to be \$8.2M under budget at year end.

Contract & Trading Contribution

Contract & Trading surpluses are tracking in line with budget. Income is \$2.8M better than budget which is offset by related cost increases. The full year outturn is forecast to be close to budget.

Balance Sheet (Appendix 2)

The University balance sheet is \$5.2M better than budget at 31 October 2012 with total assets of \$1.10B.

Current assets are \$12.8M lower than budget YTD due to a change in mix between short term and long term investments in accordance with the Treasury policy. This has resulted in a more efficient use of working capital which now stands at \$1.14 of current assets for every \$1 of current liabilities.

The debtor turnover ratio is 26.9 days which is lower than the University target of 30 days.

Borrowings are \$6.4M lower than budget, YTD, which reflects the early repayment of a loan in July.

The University's balance sheet is in a sound position with Total Equity unchanged at 31 October 2012 of \$ 0.95B.

Cash Flow Statement (Appendix 3)

Cash and cash equivalents balance is \$8.4M better than budget YTD as a result of maturing term investments being retained as cash to meet operating cash flow requirements between now and year end. The combined cash position and other financial assets remain in line with the treasury policy.

Net operating cash flows are \$8.8M lower than budget YTD mainly due to movements within working capital that net off in the balance sheet with no significant impact to the University's operating surplus.

Net cash flows from investing are \$29.7M better than budget due to capital expenditure running behind budget by \$12.4M and timing differences in purchasing longer term investments delivering a more efficient working capital ratio mentioned above.

Capital Expenditure (Appendix 4)

A summary of recurrent capital expenditure for the eight months ending 31 October 2012 is included in the table below:

	2012 FY Budget (\$000)	2012 YTD Actual (\$000)	2012 FY Forecast (\$000)
Group 1 (Recurrent)	23,329	15,959	22,984

RECOMMENDATIONS

It is recommended that Massey University Council:

1. Receive the financial report for the ten months ending 31 October 2012.

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

28 November 2012

Appendices

1. Income Statement
2. Balance Sheet
3. Statement of Cash Flows
4. Capital Expenditure Report

Appendix 1

University Income Statement

For the Ten Months Ended 31 October 2012

	YTD ACTUAL (\$000)	YTD BUDGET (\$000)	YTD VARIANCE (\$000)	2011 YTD ACTUAL (\$000)	2011 FY ACTUAL (\$000)	2012 FY BUDGET (\$000)	2012 FY FORECAST (\$000)
EFTS Related Income							
Government Grant							
EFTS Related Government Grants	121,520	121,575	(55)	119,249	143,100	145,890	144,256
TEOC Income	28,721	29,976	(1,255)	29,957	36,126	35,971	34,605
Total Government Grants	150,241	151,551	(1,309)	149,206	179,226	181,861	178,861
Student Fee Income							
Domestic Student Fees	82,184	83,420	(1,237)	75,017	90,842	99,129	98,299
International Student Fees	34,876	38,267	(3,392)	30,699	37,220	47,881	41,744
Total Student Fees	117,059	121,688	(4,629)	105,716	128,062	147,010	140,043
Other Income	21,672	20,695	978	21,445	26,088	24,596	25,176
Interest Income	3,684	3,333	351	3,964	4,404	4,000	4,077
Trust Income	2,753	1,929	824	1,883	2,943	2,462	3,369
Total EFTS Income	295,410	299,196	(3,785)	282,214	340,723	359,929	351,527
EFTS Related Costs							
Salaries	166,798	164,548	(2,250)	159,544	190,705	195,728	196,977
Other Staff Related Costs	13,784	14,691	907	15,137	18,421	17,652	17,059
Asset Related Costs	20,425	22,907	2,482	20,129	27,502	27,961	26,172
Other Direct Costs	46,351	52,198	5,847	43,002	53,698	63,114	58,212
Depreciation	36,095	37,912	1,817	35,609	42,569	46,050	44,020
Interest	1,146	1,299	153	1,244	1,500	1,554	1,380
Trust Costs	1,822	1,567	(256)	1,563	1,792	1,871	1,961
Total EFTS Costs	286,421	295,122	8,701	276,227	336,187	353,931	345,780
EFTS Contribution	8,990	4,074	4,916	5,987	4,536	5,998	5,747
Contract & Trading Related Income							
Research Income	44,235	44,821	(586)	49,099	59,290	53,548	55,025
Consultancy Income	5,176	3,797	1,379	4,533	4,741	4,268	4,920
Teaching & Conference Income	7,202	7,208	(6)	8,887	10,347	8,271	8,358
Trading & Other Income	14,577	12,486	2,091	9,955	11,570	14,282	14,827
Total Contract & Trading Income	71,190	68,312	2,878	72,474	85,948	80,369	83,129
Contract & Trading Related Costs							
Staff Related Costs	27,082	24,950	(2,131)	28,734	34,405	29,980	31,688
Asset Related Costs	1,967	2,072	106	2,299	2,720	2,419	2,320
Other Direct Costs	38,102	37,473	(628)	35,695	45,681	44,967	45,943
Total Contract & Trading Costs	67,150	64,496	(2,654)	66,728	82,806	77,366	79,952
Contract & Trading Contribution	4,040	3,815	224	5,746	3,142	3,003	3,177
Total Trading Operating Surplus	13,029	7,889	5,140	11,733	7,678	9,001	8,924

Appendix 2

University Balance Sheet

As at 31 October 2012

	YTD Actual (\$000)	YTD Budget (\$000)	YTD Variance (\$000)	2011 YTD Actual (\$000)	2011FY Actual (\$000)	2012FY Budget (\$000)	2012 FY Forecast (\$000)
ASSETS							
Current Assets							
Cash and Cash Equivalents	46,528	38,112	8,416	119,423	40,105	37,024	33,239
Prepayments	2,616	1,470	1,146	1,614	9,382	7,000	9,000
Trade and Other Receivables	15,390	18,466	(3,076)	20,343	22,738	25,141	23,000
Inventories	1,516	1,400	116	1,312	1,505	1,400	1,500
Biological Assets	3,544	3,400	144	3,372	3,544	3,400	3,400
Other Financial Assets	43,349	63,000	(19,651)	-	43,178	30,000	21,890
Non Current Assets Held for Sale	2,297	2,228	69	2,199	2,372	-	465
Total Current Assets	115,240	128,076	(12,836)	148,263	122,824	103,965	92,494
Non Current Assets							
Trade and Other Receivables	125	125	-	125	125	125	125
Other Financial Assets	39,367	22,224	17,143	22,224	23,126	22,224	40,000
Biological Assets	668	661	7	598	668	600	670
Property, Plant & Equipment	949,335	948,483	852	933,952	946,532	951,087	945,287
Total Non Current Assets	989,495	971,493	18,002	956,899	970,451	974,036	986,082
Total Assets	1,104,735	1,099,569	5,166	1,105,162	1,093,275	1,078,001	1,078,576
LIABILITY AND EQUITY							
Current Liabilities							
Accounts Payable and Accruals	20,818	24,364	(3,546)	26,740	29,358	24,322	26,606
Borrowings	95	173	(78)	243	895	950	618
Provision for Employee Entitlement	14,317	14,000	317	12,166	15,987	13,500	15,535
Receipts in Advance	65,790	67,500	(1,710)	67,343	50,533	45,493	50,000
Total Current Liability	101,020	106,037	(5,017)	106,492	96,773	84,265	92,759
Non Current Liability							
Borrowings	15,127	21,485	(6,358)	22,415	21,581	20,535	13,889
Provision for Employee Entitlements	33,376	32,579	797	32,079	32,302	32,579	32,099
Receipts in Advance	1,585	1,618	(33)	1,660	1,585	1,660	839
Total Non Current Liabilities	50,088	55,682	(5,594)	56,154	55,468	54,774	46,827
Total Liabilities	151,108	161,719	(10,611)	162,646	152,241	139,039	139,586
Public Equity							
Capital & Reserves	941,034	929,961	11,073	930,783	930,783	929,961	941,034
Revaluations/ Other	(436)	-	(436)	-	2,573	-	(10,968)
Surplus/(Deficit)	13,029	7,889	5,140	11,733	7,678	9,001	8,924
Total University Equity	953,627	937,850	15,777	942,516	941,034	938,962	938,990
Total Liabilities and Public Equity	1,104,735	1,099,569	5,166	1,105,162	1,093,275	1,078,001	1,078,576

Appendix 3

University Cash Flow Statement

For the Ten Months Ended 31 October 2012

	YTD Actual (\$000)	YTD Budget (\$000)	YTD Variance (\$000)	2011 YTD Actual (\$000)	2011 FY Actual (\$000)	2012 FY Budget (\$000)	2012 FY Forecast (\$000)
Cash Flows from Operating Activities:							
Cash was provided from:							
Government Grants Receipts	150,722	151,550	(828)	149,578	180,063	181,860	180,962
Student Fees Receipts	129,404	136,712	(7,308)	131,264	124,706	143,131	137,478
Other Income Receipts	101,147	93,682	7,465	101,260	125,349	104,654	107,054
Interest	3,862	3,507	355	3,688	2,933	3,987	4,299
Trust Funds Receipts	<u>868</u>	<u>1,800</u>	(932)	<u>1,665</u>	<u>1,952</u>	<u>2,160</u>	<u>1,210</u>
	386,003	387,251	(1,248)	387,455	435,003	435,792	431,003
Cash was applied to:							
Payments to Employees and Suppliers	313,178	305,533	(7,645)	306,601	368,513	378,987	377,400
Interest Paid	<u>1,151</u>	<u>1,243</u>	92	<u>1,211</u>	<u>1,498</u>	<u>1,539</u>	<u>1,331</u>
	<u>314,329</u>	<u>306,776</u>	(7,553)	<u>307,812</u>	<u>370,011</u>	<u>380,526</u>	<u>378,731</u>
Net Cash Flows From Operating Activities:	71,674	80,475	(8,801)	79,643	64,992	55,266	52,272
Cash Flows from Investing Activities:							
Cash was provided from:							
Withdrawal from Investments	109,848	45,000	64,848	33,224	33,413	78,000	131,047
Sale of Fixed Assets	<u>291</u>	<u>-</u>	291	<u>17</u>	<u>170</u>	<u>2,228</u>	<u>300</u>
	110,139	45,000	65,139	33,241	33,583	80,228	131,347
Cash was applied to:							
Purchase of Investments	125,098	78,000	(47,098)	5,450	51,479	78,000	125,098
Capital Expenditure	<u>43,034</u>	<u>54,650</u>	11,616	<u>36,056</u>	<u>55,486</u>	<u>65,585</u>	<u>58,034</u>
	<u>168,132</u>	<u>132,650</u>	(35,482)	<u>41,506</u>	<u>106,965</u>	<u>143,585</u>	<u>183,132</u>
Net Cash Flows From Investing Activities:	(57,993)	(87,650)	29,657	(8,265)	(73,382)	(63,357)	(51,785)
Cash Flows from Financing Activities:							
Cash was provided from:							
Loans Repaid	63	-	63	-	-	-	63
Loans Raised	-	-	-	-	-	-	-
Capital Injection	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	63	-	63	-	-	-	63
Cash was applied to:							
Loan/ Vested to Massey Subsidiary	67	-	(67)	634	-	-	67
Loans Repaid	<u>7,254</u>	<u>750</u>	(6,504)	<u>741</u>	<u>924</u>	<u>923</u>	<u>7,349</u>
	<u>7,321</u>	<u>750</u>	(6,571)	<u>1,375</u>	<u>924</u>	<u>923</u>	<u>7,416</u>
Net Cash Flows From Financing Activities:	(7,258)	(750)	(6,508)	(1,375)	(924)	(923)	(7,353)
NET INCREASE/(DECREASE) IN CASH	<u>6,423</u>	<u>(7,925)</u>	14,348	<u>70,003</u>	<u>(9,314)</u>	<u>(9,014)</u>	<u>(6,866)</u>
Cash Brought Forward	40,105	46,037	(5,932)	49,419	49,419	46,038	40,105
Ending Cash Carried Forward	<u>46,528</u>	<u>38,112</u>	8,416	<u>119,422</u>	<u>40,105</u>	<u>37,024</u>	<u>33,239</u>

Appendix 4

Capital Expenditure Report

For the Ten Months Ended 31 October 2012

Council Capex Report								
 MASSEY UNIVERSITY Project Description as at 31 Oct 2012	Business Case	Project Budget			2012 Full Year Budget			
		Council Approved Budget (\$000)	Actual Expenditure to Date (\$000)	Forecast Final Expenditure (\$000)	Approved 2012 FY Budget (\$000)	YTD Actual Expenditure (\$000)	2012 FY Forecast (\$000)	
GROUP ONE PROJECTS (RECURRENT)								
ICT Infrastructure Refresh		2,310	1,428	2,310	2,310	1,428	2,310	
Capital Equipment - \$2-20k		1,800	1,137	1,800	1,800	1,137	1,800	
Capital Equipment - >\$20k		2,200	1,999	2,200	2,200	1,999	2,200	
Capital Equipment - Farms		220	170	220	220	170	220	
Research Funded Equipment		-	1,822	-	-	1,822	-	
Lab and Desktop Computer Replacement		1,800	1,646	1,800	1,800	1,646	1,800	
Video Linked Teaching	TBC 11/87	466	82	466	466	82	134	
Halls of Residence Refurbishment-Manawatu	PN406	300	277	300	300	277	300	
Campus Infrastructure - Albany		1,000	42	1,000	1,000	42	1,000	
- Manawatu		923	344	923	923	344	923	
- Wellington		577	144	577	577	144	577	
Building Capital Renewal/Refurb Programme (inclu Space consoli	PN605	1,720	283	1,720	1,720	283	1,663	
WCADP/CSPP Projects-Wellington	W502	100	43	100	100	43	100	
Compliance Costs-Albany	A701	250	28	250	250	28	250	
VC Discretionary		-	-	-	-	-	-	
Purchase of Marquee	VCD1	65	68	68	65	68	68	
Position Management Project	F48	105	20	105	105	20	105	
Motor Vehicle Fleet Replacement	TBC 12/88	375	-	375	330	-	375	
Library		6,500	5,221	6,500	6,500	5,221	6,500	
Minor Capital Works -Albany		700	374	700	700	374	700	
- Manawatu		1,134	384	1,134	1,134	384	1,130	
- Wellington		729	447	729	729	447	729	
Aircraft Overhaul and Refurbishment		100	-	100	100	-	100	
TOTAL GROUP ONE PROJECTS (Recurrent)	SUB TOTAL	23,374	15,959	23,377	23,329	15,959	22,984	



**MASSEY UNIVERSITY COUNCIL
BUSINESS CONTINUITY POLICY**

7 December 2012

1.0 Purpose

The purpose of the paper is to recommend to Council approval of the updated Business Continuity Policy.

The Business Continuity Management Framework is appended for information.

2.0 Introduction

The Business Continuity Policy was originally approved in 2005, and has been in force since that date. It has been reviewed every two years since original approval date, and has been largely unchanged. This paper proposes minor updates to the Policy and Framework.

This paper has been prepared by the Risk Manager.

3.0 Discussion

The existing policy is fundamentally sound and reflects good practice.

Only minor amendments are recommended to update definitions to align with the AS/NZS5050:2010 Business Continuity - Managing Disruption-related risk.

The key changes recommended in the Policy are as follows;

- i. Inclusion of a definition for Maximum Acceptable Outage (MAO)

The key changes to the related Business Continuity Management Framework include the inclusion of Maximum Tolerable Outage (MAO) as a standard term referring to the maximum period of time that a critical business function can be disrupted, before unacceptable impacts on service delivery occur.

- ii. Removed of reference to “regions” and replacement with the term ‘campus’
- iii. Inclusion of reference to the Emergency Management Policy, and Strategic Emergency Management Framework
- iv. Inclusion of IT Services as a critical function requiring its own Business Continuity Plan (as well as the IT DRP)

For information;

Appendix One: Business Continuity Policy - tracked changes

Appendix Two: Business Continuity Policy with Business Continuity Management Framework attached for information - clean copy

4.0 Consultation

The proposed changes are minor and consultation was not required. Discussions with IT Services resulted in their services being added on the list of critical functions (section 4.1)

The changes to the Business Continuity Policy and the Business Continuity Framework were endorsed by the Senior Leadership Team on the 21st November 2012.

5.0 Implications of Decision:

Approval of the amended Policy will be communicated using the usual advisories for Policy amendments. The requirements of the Policy will also be brought to the attention of the key managers identified in section 4.1, so that review and updating of BCP plans can be scheduled. Where BCP plans have not yet been prepared, the Risk Management Office is available to facilitate a workshop to progress this work.

6.0 Financial Implications and Treasury Comment

Financial Implications Yes No

6.1 Treaty of Waitangi Implications

Treaty of Waitangi Implications Yes No

There are no Treaty of Waitangi implications.

6.2 Equity and Operational Implications

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

7.0 Implementation

As with approval of all new and/or existing policies, communication to staff will occur through the usual multiple channels of email notifications, website updates, and appropriate communications briefings for SLT and Managers. A management toolkit to assist Managers prepare their departmental BCPs has been prepared by the Risk Management Office, and a programme of work has been scheduled in 2013 to continue to progress business continuity planning.

7.1 Implementation of Decision

As above

8.0 Recommendations

8.1 It is recommended that Council

1. Recommend Council approve the minor changes to the Business Continuity Policy; and
2. Note the Business Continuity Management Framework.

Stuart Morriss
AVC & University Registrar
23 November 2012

BUSINESS CONTINUITY POLICY

Section	Risk Management
Contact	Risk Manager
Last Review	December 2010 2012
Next Review	December 2012 2014
Approval	Council

Purpose:

Through the adoption of Business Continuity Management best practices Massey University will achieve its business continuity aim of safeguarding our reputation and public image, in order to achieve the goals and objectives stated in the Road to 2020 Strategy. This will occur by using best endeavours to meet the needs of staff, students, the wider community, and other critical stakeholders, through ensuring that business critical teaching and research outcomes are not compromised by a major disruptive event.

The Business Continuity Policy forms part of the ~~risk~~Risk management~~Management framework~~Framework at Massey University, and is aligned to AS/NSS5050:2010 Business continuity-Managing disruption-related risk

Definitions:

Business Continuity: Business continuity is “the uninterrupted availability of all key resources supporting essential business functions” (Australian National Audit Office, 2000)

Business Continuity Plans: A collection of procedures and information that is developed, compiled and maintained in readiness for use in the event of an emergency or disaster. (Associated terms: Business Recovery Plan, Disaster Recovery Plan, and Recovery Plan)

Business Continuity Management: Business Continuity Management provides for the availability of processes and resources in order to ensure the continued achievement of critical objectives.

Business Impact Analysis: Detailed risk analysis that examine the nature and extent of disruptions and the likelihood of the resulting consequences. May include consideration of the University’s business functions, people, processes, infrastructure, resources, information, interdependencies and the nature and extent of capability loss over time.

A major disruptive event: May be Natural (e.g. flood, hurricane, earthquake), Accidental (e.g. fire, contamination), Commercial (e.g. loss of supply of critical services) or Wilful (e.g. sabotage, vandalism, arson, terrorism). Associated terms: “major crisis’, ‘disaster’.

Maximum Acceptable Outage (MAO): Maximum period of time that an organisation can tolerate the disruption of a critical business function. Disruption may include both the discontinuance of an activity, or the inability to perform it to an acceptable quality or with sufficient reliability. Associated terms, “Maximum tolerable outage” or ‘maximum tolerable period of disruption”

Risk Assessment: The overall process of risk identification, risk analysis and risk evaluation.

Stakeholders: Those people and organisations that may affect, or be affected by, or perceive themselves to be affected by, a decision or activity.

Policy:

Massey University must;

1. Establish a Business Continuity Plan, or Plans, to ensure business continuity for the Office of the Vice-Chancellor, University Shared Services, each Campus, and College.
 - 1.1. The Business Continuity Plan (or plans) must address both the general management aspects of the continuity process and those for IT and data/voice communications elements.
 - 1.2. The Business Continuity Plan must include action plans for the reactivation of all essential University services, and must include provision for loss of supply of services by those external agents upon which the University is critically dependant.
2. Annually review the Risk Assessment including periodic maintenance of the Business Impact Analysis.
3. Periodically update the Business Continuity plan (or plans) to ensure currency of information, and response strategies. The plan must be reviewed for possible updating within 30 days of any major operational or system changes that will have a material effect on the contingency strategy of any College/Campus/Section.
4. Undertake exercises for training and evaluation purposes of the Business Continuity Plan each year or within 30 days of any major operational or system changes that will have a material effect on the contingency strategy of any College/ Campus/Section.

MANAGEMENT RESPONSIBILITIES

University Managers must ensure that the key functions, for which they have responsibility, are able to continue following credible major disruptive events and that arrangements are in place to achieve this. This requires the proactive development, maintenance and devolution of business continuity planning within their areas. Managers are expected to encourage the active participation of staff in business continuity issues and must ensure that key personnel are able to perform competently during a major disruptive event.

University Managers must;

1. Complete a periodic Risk Assessment or more detailed Business Impact Analysis if requested.
2. Manage risks in accordance with this policy
3. Ensure that the Business Continuity Plan in their area of influence and control is exercised on schedule.

Audience:

All staff

Relevant Legislation:

None

Legal compliance:

None

Related documents and procedures:

AS/NZS 5050:2010; Business continuity – Managing disruption-related risk Standards Australia/Standards New Zealand

ISO31000; Risk Management Principles and Guidelines

[Business Continuity Framework](#)

[Emergency Management Policy](#)

[Strategic Emergency Management Framework](#)

~~[Campus Emergency Response Plans](#)~~

Risk Management Policy

Risk Management Framework

Document management control:

Prepared by: Risk Manager

Authorised by: AVC and University Registrar

Approved by: Council

Date issued: 1 December 2005

Last review: December ~~2010~~[2012](#)

Next review: December ~~2012~~[2014](#)

BUSINESS CONTINUITY POLICY

Section	Risk Management
Contact	Risk Manager
Last Review	December 2012
Next Review	December 2014
Approval	Council

Purpose:

Through the adoption of Business Continuity Management best practices Massey University will achieve its business continuity aim of safeguarding our reputation and public image in order to achieve the goals and objectives stated in the Road to 2020 Strategy. This will occur by using best endeavours to meet the needs of staff, students, the wider community, and other critical stakeholders, through ensuring that business critical teaching and research outcomes are not compromised by a major disruptive event.

The Business Continuity Policy forms part of the Risk Management Framework at Massey University, and is aligned to *AS/NSS5050:2010 Business continuity-Managing disruption-related risk*

Definitions:

Business Continuity: Business continuity is “the uninterrupted availability of all key resources supporting essential business functions” (Australian National Audit Office, 2000)

Business Continuity Plans: A collection of procedures and information that is developed, compiled and maintained in readiness for use in the event of an emergency or disaster. (Associated terms: Business Recovery Plan, Disaster Recovery Plan, and Recovery Plan)

Business Continuity Management: Business Continuity Management provides for the availability of processes and resources in order to ensure the continued achievement of critical objectives.

Business Impact Analysis: Detailed risk analysis that examine the nature and extent of disruptions and the likelihood of the resulting consequences. May include consideration of the University’s business functions, people, processes, infrastructure, resources, information, interdependencies and the nature and extent of capability loss over time.

A major disruptive event: May be Natural (e.g. flood, hurricane, earthquake), Accidental (e.g. fire, contamination), Commercial (e.g. loss of supply of critical services) or Wilful (e.g. sabotage, vandalism, arson, terrorism). Associated terms: “major crisis’, ‘disaster’.

Maximum Acceptable Outage (MAO): Maximum period of time that an organisation can tolerate the disruption of a critical business function. Disruption may include both the discontinuance of an activity, or the inability to perform it to an acceptable quality or with sufficient reliability. Associated terms “Maximum tolerable outage” or ‘maximum tolerable period of disruption”

Risk Assessment: The overall process of risk identification, risk analysis and risk evaluation.

Stakeholders: Those people and organisations that may affect, or be affected by, or perceive themselves to be affected by, a decision or activity.

Policy:

Massey University must;

1. Establish a Business Continuity Plan, or Plans, to ensure business continuity for the Office of the Vice-Chancellor, University Shared Services, each Campus, and College.
 - 1.1. The Business Continuity Plan (or plans) must address both the general management aspects of the continuity process and those for IT and data/voice communications elements.
 - 1.2. The Business Continuity Plan must include action plans for the reactivation of all essential University services, and must include provision for loss of supply of services by those external agents upon which the University is critically dependant.
2. Annually review the Risk Assessment including periodic maintenance of the Business Impact Analysis.
3. Periodically update the Business Continuity plan (or plans) to ensure currency of information, and response strategies. The plan must be reviewed for possible updating within 30 days of any major operational or system changes that will have a material effect on the contingency strategy of any College/Campus/Section.
4. Undertake exercises for training and evaluation purposes of the Business Continuity Plan each year or within 30 days of any major operational or system changes that will have a material effect on the contingency strategy of any College/ Campus/Section.

MANAGEMENT RESPONSIBILITIES

University Managers must ensure that the key functions, for which they have responsibility, are able to continue following credible major disruptive events and that arrangements are in place to achieve this. This requires the proactive development, maintenance and devolution of business continuity planning within their areas. Managers are expected to encourage the active participation of staff in business continuity issues and must ensure that key personnel are able to perform competently during a major disruptive event.

University Managers must;

1. Complete a periodic Risk Assessment or more detailed Business Impact Analysis if requested.
2. Manage risks in accordance with this policy
3. Ensure that the Business Continuity Plan in their area of influence and control is exercised on schedule.

Audience:

All staff

Relevant Legislation:

None

Legal compliance:

None

Related documents and procedures:

AS/NZS 5050:2010; Business continuity – Managing disruption-related risk Standards Australia/Standards New Zealand
ISO31000; Risk Management Principles and Guidelines
Business Continuity Framework
Emergency Management Policy
Strategic Emergency Management Framework
Risk Management Policy
Risk Management Framework

Document management control:

Prepared by: Risk Manager
Authorised by: AVC and University Registrar
Approved by: Council
Date issued: 1 December 2005
Last review: December2012
Next review: December2014



MASSEY UNIVERSITY

Business Continuity Management Framework

Version: 1.1
Last Review: December 2012
Next Review: December 2014

Approved:

This document is based upon a framework prepared by Marsh for the University of Newcastle.

TABLE OF CONTENTS

1.	Introduction.....	3
1.1.	Document Version Control	3
1.2.	Terminology.....	3
1.3.	Purpose and Scope of this Framework	4
1.4.	Structure of this Document	5
1.5.	What is Business Continuity Management?	5
1.6.	Business Continuity Policy Statement	7
1.7.	Relationship to the Risk Management Policy	7
1.8.	Relationship to Other Policies and Procedures.....	7
2.	Business Continuity Management Roles and Responsibilities	8
3.	Notification and Activation Processes	9
4.	Existing Business Continuity Arrangements	10
4.1.	Departments with Business Continuity Plans	10
4.2.	Continuity Arrangement Design	10
4.3.	Alternative Site Strategy	11
5.	Summary of Critical Functions.....	11
6.	Building and Embedding a Business Continuity Management Culture	12
6.1.	General	12
6.2.	Outcomes	13
7.	Training, Testing and Maintenance of Business Continuity Arrangements.....	14
7.1.	Training.....	14
7.2.	Testing	14
7.3.	Review and Maintenance	15
8.	References	16

1. Introduction

1.1. Document Version Control

Version No	Description	Author	Reviewed by	Issue date
0.1	Draft for consultation	A Walker		20/11/2009
0.2	Aligned for consistency with Emergency Management Framework	A Walker	C Schraders	20/09/2011
0.2	Aligned for consistency with AS/NZS5050:2010	A Walker		

1.2. Terminology

Business Continuity is “the uninterrupted availability of all key resources supporting essential business functions” (Australian National Audit Office, 2000).

Business Continuity Plan (BCP) are a collection of procedures and information that is developed, compiled and maintained in readiness for use in the event of an emergency or disaster.

NOTE: Associated terms: Business Recovery Plan, Disaster Recovery Plan, and Recovery Plan.

Business Continuity Management (BCM) provides for the availability of processes and resources in order to ensure the continued achievement of critical objectives.

Business Continuity Planning Coordinator ensures initial co-ordination and ongoing maintenance of the BCP.

Business Continuity Plan Owner is responsible for the implementation and the periodic review of the BIA and the BCP.

Business Continuity Plan Sponsor provides guidance and support for the BCP and development of a BCM culture through communications and reporting.

Business Impact Analysis (BIA) is a detailed risk analysis that examines the nature and extent of disruptions and the likelihood of the resulting consequences. A BIA may include consideration of the University’s or department’s business functions, people, processes, infrastructure, resources, information, interdependencies and the nature and extent of capability loss over time.

Critical functions are those functions and/or processes that are critical for the survival of the organisation, and, if not performed for a time period longer than the identified maximum tolerable outage (MAO), would lead to a risk with a consequence of Moderate or greater (refer to Massey University’s [Risk Management Framework](#) for more information). For simplicity, critical functions

listed in this Framework are those functions with a maximum tolerable downtime (MTDT) of two weeks (10 working days) or less.

Critical user refers to a person, department or organisation that relies on the particular service function or application for most or all of their usual work or study functions.

Department refer to the business unit for which Business Continuity Plan applies. In this Framework document, Department means any sub-set of the University, including but not limited to: Sections / Divisions / Colleges / Institutes / Schools / business groups.

Information Technology Disaster Recovery Plan (IT DRP) refers to the plan and arrangements for restoring information technology assets following a technology interruption. Arrangements may include business continuity arrangements being activated at alternate production facilities.

Major disruptive event may be Natural (e.g. flood, hurricane, earthquake), Accidental (e.g. fire, contamination), Commercial (e.g. loss of supply of critical services) or Wilful (e.g. sabotage, vandalism, arson, terrorism).

NOTES: 1) Associated terms: “event”, “emergency event”.

2) In Massey University’s emergency management arrangements, the terms “event” and “emergency event” have the same meaning as “major disruptive event”.

Maximum tolerable outage(MAO) Maximum Acceptable Outage (MAO): Maximum period of time that an organisation can tolerate the disruption of a critical business function. Disruption may include both the discontinuance of an activity, or the inability to perform it to an acceptable quality or with sufficient reliability. Associated terms “Maximum tolerable outage” or ‘maximum tolerable period of disruption”

Risk assessment is the overall process of risk identification, risk analysis and risk evaluation.

Stakeholders are those people and organisations that may affect, or be affected by, or perceive themselves to be affected by, a decision or activity.

Sub-Plan refers to any additional plan, procedure, Standard Operating Procedure (SOP) or similar document, related to emergency response or business continuity within the University.

1.3. Purpose and Scope of this Framework

This Business Continuity Management (BCM) Framework is designed to assist management and staff of Massey University to implement BCM within the organisation and to assist in familiarising new managers and staff where necessary.

This framework applies to all Massey University staff who are responsible for the establishment, implementation, or maintenance of the University’s Business Continuity Management (BCM) programme.

Massey University’s BCM programme applies to all University operations/functions, regardless of the location in which they are undertaken.

The framework does not include the operations/functions of the University's controlled entities which are expected to maintain their own BCM programmes which is aligned to good practice.

The information within this BCM Framework serves to provide guidance to University management during an interruption to University operations that is longer than tolerable.

This framework does not include specific requirements and strategies for critical functions; these are detailed in the specific College/Campus/Division BCPs.

1.4. Structure of this Document

This framework provides an overview of Massey University's approach to Business Continuity Management (BCM).

This section outlines the aim and scope of the Framework and relevant documents the University has in place to support the BCM programme as well as documents that are to be utilised should a major disruptive event affect the University's operations.

Section 2 outlines the responsibilities of particular University stakeholders in establishing, maintaining and implementing the BCM programme.

Section 3 outlines the Notification and Activation process for Departmental Business Continuity Plans (BCPs).

Section 4 lists the business continuity arrangements that already exist within Massey University.

Section 5 summarises the University's critical functions which provides an overview of the priority services which need to be restored in the first instance following an event. The basis for determining criticality within each department is any function that has a maximum disruptive period of two weeks (10 working days) or less.

Section 6 contains guidelines for building and embedding a BCM culture within the University.

Section 7 contains guidelines on:

- BCM training
- BCM testing
- The review and maintenance of BCPs and the BCM Framework.

1.5. What is Business Continuity Management?

The objective of Massey University's BCM programme is to promote the continuity and/or rapid recovery of critical services/functions required to support the core business of the University.

The Business Continuity Policy states the following as Massey University's Business Continuity Aim:

To safeguard our reputation and public image ...

by using best endeavours to meet the needs of staff, students, the wider community and other critical stakeholders ...

through ensuring that business critical teaching and research outcomes are not compromised by a major disruptive event.

BCM is a continuous improvement process of establishing and maintaining Business Continuity Plans (BCPs) and other measures in order to respond to and recover from disruptions that threaten key resources, locations and functions. Collectively these measures are referred to as the University's BCM capability. This capability contributes to the University's Emergency Management arrangements; collectively they comprise four components of response and recovery:

- **Emergency Response** – the immediate response to an event with a focus on ensuring the safety of people followed by the protection of assets (refer to the [Emergency Management Policy](#) and the [Massey University Strategic Emergency Management Framework](#) for more information);
- **Crisis Communications** – (refer to the Crisis Communications Plan for more information);
- **Business Continuity (including IT Disaster Recovery)** – the process of restoring critical elements of University services and functions within the University's core business processes;
- **Holistic Recovery** – the broad activities required to restart, rebuild and regenerate the affected community, not just the restart of business operations.

The relationship between these four components of Massey University's Emergency Management and BCM capability is outlined in the diagram below.

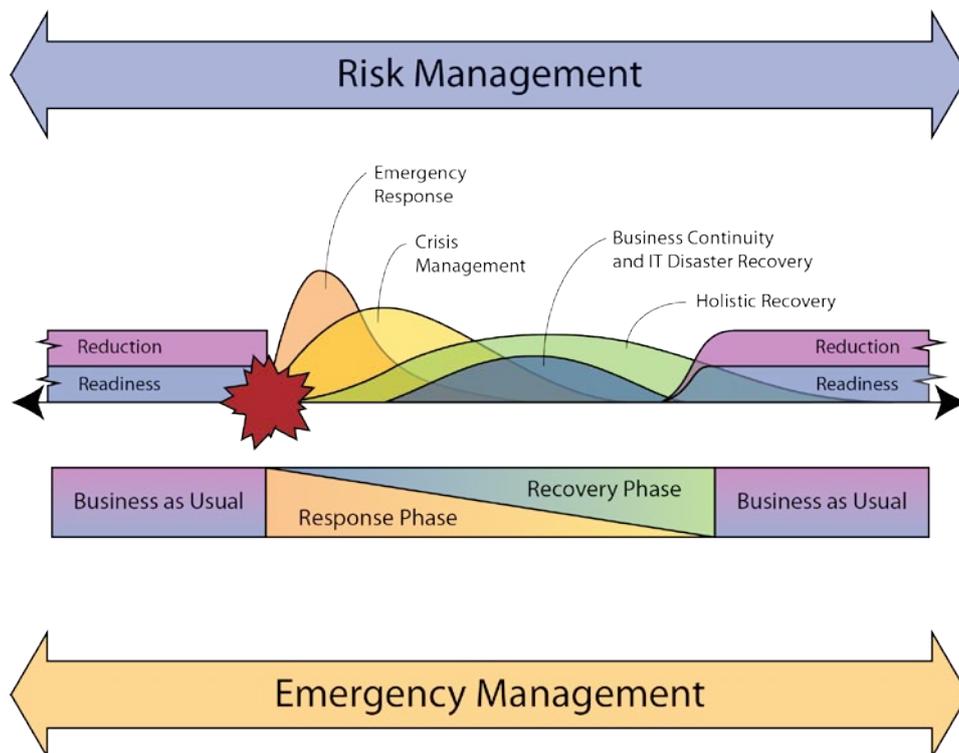


Figure 1: The Relationship between Business Continuity Management, Emergency Management and IT Disaster Recovery.

1.6. Business Continuity Policy Statement

Through the adoption of Business Continuity Management best practices Massey University will achieve its business continuity aim of safeguarding our reputation and public image in order to achieve the goals and objectives stated in The Road to 2020 strategy. This will occur by using best endeavours to meet the needs of staff, students, the wider community, and other critical stakeholders, through ensuring that business-critical teaching and research outcomes are not compromised by a major disruptive event.

The Business Continuity Policy forms part of the risk management framework at Massey University, and is aligned to AS/NZS5050:2010 *Business Continuity – Managing disruption-related risk*

Business Continuity Policy, December 2012

1.7. Relationship to the Risk Management Policy

Business Continuity Management supports Massey University's [Risk Management Policy](#) and provides a means of mitigating certain risks should they occur and impact a Campus, business processes, business operations or IT systems. BCM provides plans to minimise the impacts and allow the University's processes to recover from the incident in a planned manner.

BCM also supports the University's Emergency Management arrangements, and more specifically, BCPs can be activated during or immediately after an emergency event that is being managed in accordance with the University's Emergency Response Plans.

1.8. Relationship to Other Policies and Procedures

The following policies and procedures are relevant to either preparing a BCP or for the implementation of BCM within the University:

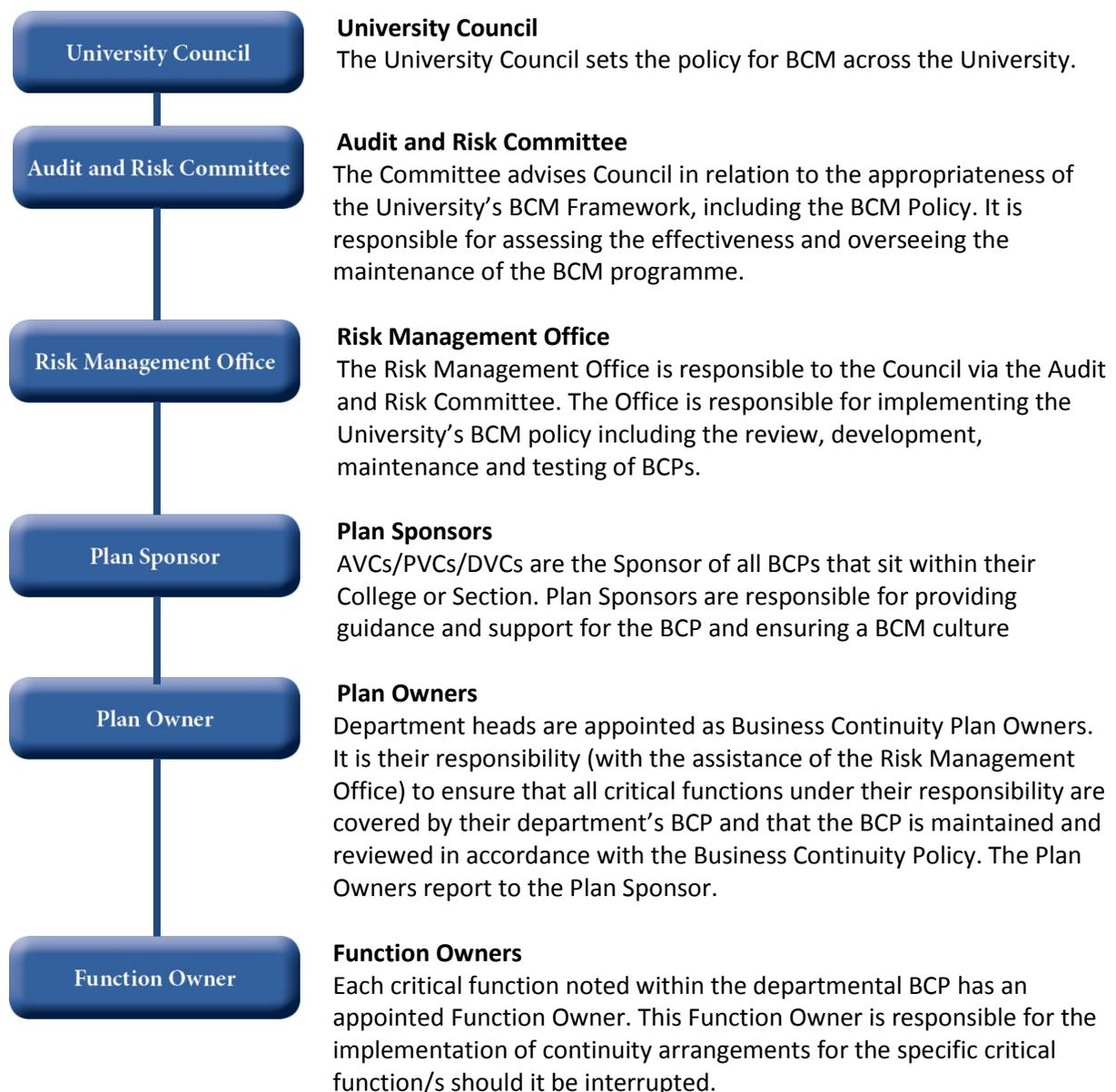
- Risk Management Policy
- Risk Management Framework
- Risk Registers
- Emergency Management Policy
- Massey University Strategic Emergency Management Framework
- University Emergency Response Plan
- Crisis Communications Plan
- Campus Emergency Response Plans
- Business Continuity Management Policy
- Business Continuity Management Framework (this document)
- Guidelines for the development of Business Impact Analyses
- Departmental Business Continuity Plan Template
- BCM Training Modules
- BCM Testing and Exercising Plan
- IT Disaster Recovery Plan
- College/Region/Division Business Continuity Plans

All departmental BCPs shall include:

- Introduction (aim and scope)
- Summary of critical functions including the maximum tolerable downtime (MTDT) for each function
- Continuity arrangements for critical functions
- Contact lists
- Outline of testing/exercising/training/review guidelines
- Document control information
- Resource requirements.

2. Business Continuity Management Roles and Responsibilities

Within the University's BCM programme, the following University stakeholders play an important role:



3. Notification and Activation Processes

There are two main scenarios to consider:

1. An event occurs but departments do not immediately know that their functions and processes have been, or will be, interrupted. Examples include:
 - An event occurs outside working hours which causes loss of physical access to areas of the Campus, e.g. a storm causes a tree to fall through the roof of a building.
 - An event occurs that has an immediate impact on a small area of the Campus, and has the potential to expand to impact other parts of the Campus, e.g. flooding.
2. An event occurs and departments immediately know that their functions and processes have been interrupted, e.g. a power cut.

In both situations the notification and activation processes are the same; however, the size and level of complexity of the event will determine which plans are activated.

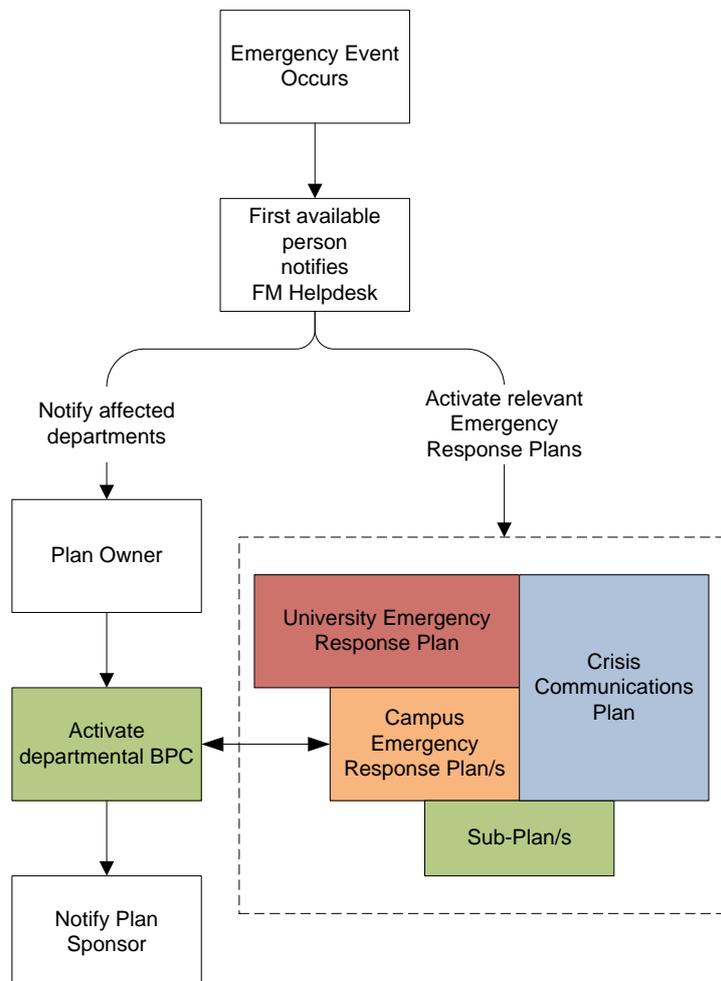


Figure 2: Activation and notification processes.

4. Existing Business Continuity Arrangements

4.1. Departments with Business Continuity Plans

Business Continuity arrangements have been, or are in the process of being, developed for departments that are responsible for critical functions that have a maximum tolerable downtime (MTDT) of two weeks (10 working days) or less. These Business Continuity arrangements are documented in Departmental BCPs for each of these departments.

<i>Department</i>	<i>Plan Sponsor</i>	<i>Plan Owner</i>
Student Management (NSATS)	AVC Academic and International	Director – Student Administration
Research Management Services	AVC Research and Enterprise	Director – Research Management Services
External Relations	AVC External Relations	Director - Communications
Teaching and Learning (Stream)	AVC Academic and International	Education Technology Manager
Library	AVC Academic and International	University Librarian
Finance Operations	AVC Finance, Strategy and IT	Director – Finance and Asset Management
Facilities Management	AVC and University Registrar	Facilities Directors
Student Life	AVC and University Registrar	Campus Registrars
Payroll and HR	AVC People and Organisational Development	HR Services Manager
IT services	AVC Finance, Strategy and IT	CIO

4.2. Continuity Arrangement Design

Continuity arrangement design aims to provide a level of functionality and service which allows (at least) all ‘critical users’ of the recovered service or application across the University to perform their ‘critical functions’ with little or no special training; little or no change to their local workstation and local network configuration; and little or no reduction to their general productivity.

While this is an optimistic view to take, it makes sense to aim for the best solutions possible, within the constraints that exist.

4.3. Alternative Site Strategy

In the case of events that result in the failure of the room or building that houses the affected function and/or supporting systems and services, continuity options have been developed to utilise alternative sites. Three alternative site options are generally considered in the BCPs which are:

- Alternative site on-Campus
- Alternative site off-Campus (University owned)
- Alternative site off-Campus (may be third-party owned).

These options are to be evaluated by the Plan Owner as part of their continuity strategy at the time of the major disruptive event, and are to be facilitated in consultation with Facilities Management and, where applicable, the relevant Emergency Management Team.

For specific alternative site continuity arrangements, refer to individual BCPs for details.

5. Summary of Critical Functions

This table lists all functions within the University's Departments that have been identified as 'critical'. The Maximum Tolerable Downtime (MTDT) for these critical functions is two weeks (10 working days) or less.

Department	Plan owner	MTDT
Communications (including Contact Centre)	AVC – External Relations	1 hour
Security services	Facilities Directors	1 hour
Insurance management	Director – Finance and Asset Management	1 hour
Special needs (e.g. animal welfare, student health and counselling services, student residential services)	Various managers	1 hour
IT Operations	CIO	1 hours
PG Scholarship management process	Dean – Graduate Research School	0.5 days
Bio security / HASNO / Radiation Safety process	PVCs	0.5 days
Enrolment processing	AVC and University Registrar	0.5 days
Emergency management and BCP processes	SLT and Management	0.5 days
E-learning (Stream) operation	AVC – Academic and International	1 day
Timetabling service	Facilities Directors	1 day
Payroll processing	AVC – People and Organisational Development	1 day
Teaching activities (face-to-face)	Relevant PVCs	2 days
Postgraduate enrolment process	Student Management and PVCs	2 days

Department	Plan owner	MTDT
Key research infrastructure (to be further evaluated)	Relevant PVCs	2 days
Library Services (online and books)	University Librarian	2 days
Relationship management with key stakeholders	VC and SLT	2 days
Marketing and Communications service	AVC – External Relations	2 days
Treasury function	Director – Finance and Asset Management	2 days
Finance One (including Procurement)	Director – Finance and Asset Management	3 days
PG Assessment and Completion process	Dean – Graduate Research School	1 week
PG Examinations and final assessments	Dean – Graduate Research School	1 week
RIMS operation	Director – Research Management Services	1 week
Student recruitment	AVC – External Relations	1 week
Printery processing and despatch	AVC and University Registrar	1 week
Internal Assessment, including exam marking	Relevant PVCs	1 week
Extramural support services and liaison	AVC and University Registrar	1 week
Industrial relations advisory	AVC – People and Organisational Development	1 week

6. Building and Embedding a Business Continuity Management Culture

6.1. General

Building and embedding a BCM culture within Massey University is critical for the establishment of an effective and robust business continuity programme. Implementing cultural change is a challenging and continuous process and its success within the University is primarily dependent upon the following:

- a) BCM becoming an integral part of the University's strategic and day-to-day management ethos;
- b) Education, awareness training and participation being used to effect cultural change (merely documenting a BCM strategy and plan represents a narrow and limited method of developing a BCM culture);
- c) Preparation and delivery of a programme to create organisational awareness and enhance the skills, knowledge and experience required to implement, maintain, manage and execute BCM;
- d) Communication of the Business Continuity Policy and the visible proactive support from the University's executive, senior and middle management;
- e) Ownership of BCM by the various Departments where operational risk originates and resides (not just within Facilities Management and/or IT Services);

- f) Commitment to maintain and review the University's Business Continuity Policy, Framework, plans and solutions on a regular basis;
- g) Appreciation and recognition of the importance of BCM to the University and the role of individuals within it;
- h) Communication to all external stakeholders (and third parties) upon whom the University depends, in both normal and major disruptive events, of the importance of BCM to the University and their roles.

If these approaches are adopted, all those associated with the University should have confidence in its ability to manage the continuity of its operations during an event, and have in place the appropriate behaviour and culture to promote business resilience.

6.2. Outcomes

The outcomes from a BCM cultural development programme should include:

- a clearly defined and documented Business Continuity Policy agreed and signed-off by the University's executive or senior management (this already exists);
- acceptance and implementation of BCM as a professional management discipline;
- an understanding of the University's BCM Framework, Policy and supporting plans and management structures;
- an organisational culture that ensures BCM activities and considerations are integral to the business-as-usual activities throughout the University at all levels;
- proactive "hands-on" promotion of BCM by the University's executive, senior and middle management;
- an organisational, managerial and staff BCM competence to execute the organisation's BCM strategy;
- an awareness and understanding by the University's management and staff of the importance of BCM and their roles, accountabilities, responsibilities and authority within it;
- an understanding of the coordination activities that are required between the University's Emergency Management Teams, departmental Business Continuity Teams and the IT Disaster Recovery Team in the event of a major disruptive event;
- an understanding of which Business Continuity Teams are dependent on one another for performance;
- applicable internal documents and plans as well as external standards and guidelines;
- ongoing BCM education and awareness promotion;
- a performance management and appraisal system (and a rewards and recognition system) that explicitly recognises and reinforces the importance of BCM;
- job descriptions and associated skills that include BCM at specified levels within the organisation;
- an ongoing programme of BCM training for those directly involved in the implementation, maintenance and execution of the University's BCM capability;
- a clearly defined and documented management information system to monitor and evaluate the BCM awareness and competency of the University's staff and managers;

- production of BCM awareness aide-memoires.

7. Training, Testing and Maintenance of Business Continuity Arrangements

As part of the University's commitment to BCM and an open continuity culture, the University will maintain an active and regular programme of BCM training, testing and review.

7.1. Training

General BCM training, as well as role-specific training, will be provided to all staff.

To improve awareness of the University's specific BCPs, the following training schedule is to be used:

- Induction training upon appointment for Plan and Function Owners
- Familiarisation training session for Plan Owners and Function Owners annually
- Exercise training for members of University and Campus Emergency Management Teams (refer to the [Massey University Strategic Emergency Management Framework](#) for more details).

BCPs and associated personnel are exempt from the training / testing where the following occurs:

- The respective BCP is invoked as part of a real time incident that occurs within the last 12 months;
- An exemption is obtained for the business function that is approved by the responsible AVC/PVC/DVC (for that functional area) giving the reasons why the training or test cannot be completed and giving a timeframe for the training / testing to occur. This shall be done in consultation with the Risk Management Office.

7.2. Testing

Plan testing will also be conducted. The University is to implement a progressive testing regime based on meeting performance expectations and seeing improvement in applying basic testing techniques. A three-year testing programme would ideally include:

- **In year 1:** a desktop test approach for selected Departments. A desktop approach requires participants to discuss the application of BCPs for responding to a presented hypothetical major disruptive event scenario. The activity does not require the activation and mobilisation of any associated resources or personnel.
- **In year 2:** a restricted plan activation and mobilisation activity. Typically, selected critical functions would be required to mobilise resources (e.g. emergency procedures and warden testing) to respond to a presented major disruptive event scenario. This may also involve utilisation of an alternate site.

- **In year 3:** a simulated exercise developed involving multiple functions and potentially impacting an entire site or Campus. The exercise may require re-locating personnel and resources to an alternate site and apply BCPs to respond the major disruptive event scenario.

The outcomes of these reviews and testing activities will be integrated into the existing business structures and processes as well as the BCPs and other emergency response documentation to ensure that the processes remain focused for the University and the plans remain current and reflective of the University's business needs and strategies.

The Risk Management Office will oversee the Testing Programme, keep records of tests, including participation lists and dates.

7.3. Review and Maintenance

7.3.1. Business Continuity Management Framework

The Risk Management Office is responsible for ensuring that a review of this BCM Framework is conducted annually.

7.3.2. Business Impact Analyses (BIAs)

Massey University must:...

2. Annually review the Risk Assessment including periodic maintenance of the Business Impact Analysis.

Business Continuity Policy, December 2012

The University-wide BIA and all other BIAs, must be reviewed at least annually.

7.3.3. Business Continuity Plans (BCPs)

Massey University must:...

3. Periodically update the Business Continuity Plan (or plans) to ensure currency of information, and response strategies. The plan must be reviewed for possible updating within 30 days of any major operational or system changes that will have a material effect on the contingency strategy of any College/Campus/Section.

Business Continuity Policy, December 2012

BCPs must be reviewed at least annually, in conjunction with the relevant BIA.

BCPs should be updated after each training / testing exercise (if weaknesses or changes are identified) and after actual events, according to outcomes of incident debrief sessions.

Contact names and details within the BCPs (generally contained in the annexes) should be reviewed and updated on a six-monthly basis, or when a restructure occurs (change to operations, change to legislation/compliance, etc), whichever occurs first.

7.3.4. Audit

Internal Audit may review BIAs and BCPs as required by the University's Internal Audit plan.

8. References

AS/NZS5050:2010 Business Continuity- managing disruption-related risk

ISO31000: Risk Management – principles and guidelines



MASSEY UNIVERSITY

MASSEY UNIVERSITY COUNCIL

**GUIDELINES FOR THE CONDUCT OF
COUNCIL AND COUNCIL COMMITTEES 2013**

7 December 2012

Attached please find the Guidelines for the Conduct of Council and Council Committees 2013. These are unchanged from those brought to Council and approved at the 2 December 2011 Council meeting for the 2012 year.

The annual approval of these Guidelines takes place at the December meeting for the following year. This early approval means they can be distributed to Council's committees in the new-year.

Paddy Nicol
Executive Secretary - Council
26 November 2012



MASSEY UNIVERSITY

GUIDELINES FOR THE CONDUCT OF COUNCIL AND COUNCIL COMMITTEES 2013

1.0 Scheduled meetings

1.1 Council

Meetings of Council shall be held in March, May, July, September, October and December or at other times as determined by Council.

1.2 Council Committees

Meetings of Council committees shall be determined by the committee.

2.0 Special meetings

2.1 Council

The Chancellor

- may call a special meeting of Council; and
- shall upon receipt of a request in writing from not fewer than five members stating the business to be transacted, call a special meeting.

Notice of such a meeting shall be sent to all members not less than two clear days before the day of the special Council meeting.

2.2 Council Committees

The chair of a committee of Council may call a special meeting of that committee. Notice of such a meeting shall be sent to all members not less than two clear days before the day of the special meeting.

3.0 Meeting Quorum

3.1 Council meetings

The quorum for a meeting of the Council shall be a half the members then holding office if the membership is even and a majority of the members if the membership is uneven.

3.2 Council Committee meetings

The quorum for a Council committee meeting shall be determined by each committee's Terms of Reference.

3.3 Apologies

If a member of Council or a Council committee cannot attend a meeting an apology should be tendered to the secretary. The secretary will minute attendance and apologies.

3.4 Extended Absence

If a member plans to absent from Council or a Council committee for a period greater than three meetings the absence is confirmed by the chair and the quorum adjusted for that period.

4.0 Meeting Chair

4.1 Council

The Chancellor shall chair the Council. In the absence of the Chancellor the Pro Chancellor shall take the chair, and in the absence of both the Chancellor and Pro Chancellor the members of the Council present shall elect a member present to chair that meeting.

4.2 Council Committees

Committees of Council should be chaired by a member of Council. The chair of each Committee shall be determined by that committee's Terms of Reference.

5.0 Secretary

5.1 Council Secretary

The Assistant Vice-Chancellor & University Registrar shall be secretary to the Council and shall arrange to have the Council and Council committees operational work carried out.

5.2 Committee secretaries

The secretaries of Council's committees shall be determined by each committee's Terms of Reference.

6.0 Business of Council

6.1 Initiating agenda items

A member may initiate any matter for discussion with the leave of the chair or by giving notice of motion in writing to the secretary not less than seven clear days before the meeting at which the matter is to be considered.

6.2 Business to be transacted

The business to be transacted at any meeting shall be specified in the notice of the meeting and, except with the agreement of Council, no other business shall be transacted.

6.3 Minutes of previous meeting

At every meeting of Council and Council committees minutes of previous meetings not hitherto approved shall be submitted for approval as a correct record before any other business is transacted.

6.4 Exclusion of the Public

All proceedings of Council and Council committees shall be open to the public except where Council or the Council committee resolves that a matter should exclude the public. The grounds to exclude the public are attached in Appendix I.

7.0 Conflict of Interest

7.1 Register of Interest

A Register of Council members interests is held by the Secretary of Council.

7.2 Declaration of Conflict of Interest

Members with an actual or potential conflict of interest must declare that interest prior to the item being discussed. The interest will be recorded in the meeting minutes.

8.0 Debate on a Motion

8.1 Speaking Rights

Every member when speaking shall address the chair and shall not, without the leave of the chair, speak twice to the same motion or amendment except to ask a question or to explain some matter upon which the member has been misunderstood; provided that the proposer of any motion or amendment thereto shall be entitled to reply to the debate before the motion or amendment is put to the vote.

8.2 Amendment of a Motion

If an amendment to a motion under consideration is proposed the debate thenceforth shall be addressed to the amendment and not to the original motion. No amendment may be proposed to an amendment motion, but during the debate a member may give notice of intention to move a further amendment to the original motion at the conclusion of the debate on the first amendment. If an amendment on being put to the vote is carried, any further debate shall be on the original motion as amended unless a further amendment is moved.

8.3 Interruption of a debate on any motion

The debate on any motion may be interrupted by the raising of a question related to the motion, a point of order or by a motion for the reading of any document relevant to the matter. All such matters shall be dealt with by the chair before any further consideration of the matter before Council.

8.4 Superseding of a debate on any motion

The debate on any motion may be superseded by a procedural motion that the Council adjourn; or that the question be put; or that the Council proceed to the next business; or that the matter be referred (or referred back) to the relevant committee or official.

8.5 Procedural motions

Procedural motions shall be put to the vote immediately without discussion or debate.

9.0 Voting

9.1 Decisions

All business of the Council and Council committees shall be decided by resolution, moved by a member of Council or the Council committee and agreed to by a majority of the members voting.

9.2 Determining the vote

A motion of any kind being put shall be determined in the affirmative or the negative by a majority of the voices “aye” or “no”. The chair shall state whether the ayes or noes have it, and unless a division be called for, that decision shall be conclusive. Abstentions shall be called for and recorded prior to the vote.

9.3 Determining a division

If a division is called for, the chair shall require a show of hands, “aye” or “no”, and a majority of those voting shall determine the decision. The Chair has a deliberative vote in a division and a further vote in the case of an equality of votes.

Notes:

1. The Chancellor can authorize the Vice-Chancellor to release Part material II into Part I.
2. Model Standing Orders For meetings of Local Authorities and Community Boards NZS 9202:2003 and Amendment 1, 2006 shall be used as a guide on procedural matters not covered in these Guidelines.

APPENDIX 1

**Grounds to exclude the public from meetings in terms of the Local Government
Official Information and Meetings Act 1987**

The local authority may by resolution or upon motion being made exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds, namely:

1. That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where such disclosure would be likely:
 - a. To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - b. To endanger the safety of any person.
2. That the public conduct of the whole or relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
 - a. Protect the privacy of natural persons, including that of deceased natural persons; or
 - b. Protect information where the making available of the information:
 - i. Would disclose a trade secret; or
 - ii. Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - c. Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:
 - i. Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. would be likely otherwise to damage the public interest; or
 - d. Avoid prejudice to measures protecting the health or safety of members of the public; or
 - e. Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - f. Maintain the effective conduct of public affairs through:
 - i. The free and frank expression of opinions by, or between, or to members or officers or employees of any local authority, or any persons to whom section 2(5) of the Local Government Official Information and Meetings Act 1987 applies, in the course of their duty; or
 - ii. The protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - g. Maintain legal professional privilege; or
 - h. Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or

- i. Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- j. Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where paragraph 2 of this Appendix applies the public may be excluded, unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.

- 3. That the public conduct of the whole or relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would:
 - a. Be contrary to the provisions of a specified enactment; or
 - b. Constitute contempt of Court or of the House of Representatives.
- 4. That the purpose of the whole or relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under Section 30(1) or Section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of a local authority named or specified in the First Schedule of this Act).
- 5. That the exclusion of the public from the whole or relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in:
 - a. Any proceedings before the local authority where:
 - i. A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings; or
 - ii. The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and



MASSEY UNIVERSITY
MASSEY UNIVERSITY COUNCIL
STUDENT ELECTION STATUTE

7 December 2012

Purpose

The purpose of this paper is to seek Council approval of proposed amendments to the Statute on Election of Student Membership on Council, and approval of the proposed change to the Massey University Notice 1990.

Council Statute

At its meeting on 7 September 2012 Council:

Resolved that Council:

1. Note recent changes to Legislation pertaining to Student Membership of the University Council;
2. Adopt the attached Council Statute on the Election of Student Representatives on Council;
3. Agree to seek amendment to the Massey University Notice 1990 to provide for student membership of Council as follows:
 - i. One general student position elected from the general student body;
 - ii. One Maori student position: elected from those students who identify as Maori on the current roll; and
 - iii. One distance student position: elected from those students identified as distance students in the current roll; and
4. Agree that elections be held on the principle of one student: one vote.

Since then detail of the election process has been worked through, and elections will be conducted in line with the Election Statute in March 2013. In working through the detail, some changes to the election Statute have been recommended. Attached, as Appendix 2, for re-approval is the revised Statute on Election of Student Members on Council.

Changes to the Massey University Notice 1990

The resolution of Council outlined above indicated the nature of the changes proposed to the Massey Notice 1990. On further consideration it is recommended that the

wording change in the Massey University Notice be more enabling and flexible over time.

It is recommended that Ministerial approval be sought for amended wording to the Notice as follows:

- a) Delete Sections 3(f), 3(g) and 3(h) of the current 1990 notice (Appendix 3), and
- b) Replace these clauses with a single clause in the line with wording of Section 171(2)(e) of the Education Act as follows:

“At least 1, but not more than 3, persons who must be appointed following an election (conducted in accordance with Statutes made by Council) by the students enrolled at Massey University”.

This wording change aligns with the legislation, is similar to wording used by other Universities, and will enable changes to specific composition and numbers of students on Council without further change to the Notice.

Recommendations

It is recommended that Council:

- a) Approve the revised Council Statute on Election of Student Members on the University Council (Appendix 2); and
- b) Agree that Ministerial approval for amendment of the Constitution of Council be requested as outlined above.

Stuart Morriss
Assistant Vice-Chancellor and University Registrar
27 November 2012

Appendices

Appendix 1: Statute on Election of Student Members on Council -tracked changes
Appendix 2: Statute on Election of Student Members on Council - clean copy
Appendix 3: Massey University Notice 1990

MASSEY UNIVERSITY COUNCIL STATUTE
ELECTION OF STUDENT REPRESENTATIVES ON THE COUNCIL

Pursuant to section 171(2) (e) of Education Act 1989

1. Title and Commencement

This Statute may be cited as the Elections of Student ~~Representatives-Members~~ on Council Statute 2012 and comes into force on 7 September 2012.

2. Interpretation

'Academic Year' means a period of 12 months commencing on 1 January. 'Act' means the Education Act 1989.

'Association of Students' means an incorporated body of students enrolled at the University.

'Candidate' means a candidate for election under this Statute as a student representative on the Council.

'Council' means the Council of the University.

'Election' means an election of student ~~representatives-members~~ on the Council conducted under this Statute.

'Instructions for Voting' means those instructions issued by the Returning Officer for the conduct of the electronic voting by means of a secure system which ensures each Student is only able to cast one ~~valid~~-vote for ~~each vacancy or for each referendum~~one of the three.

'Nomination Day' means the day appointed for the closing of nominations of candidates for election as student ~~representatives-members~~ on the Council.

'Statement' means the statement made by a Candidate in accordance with clause 7(c).

'Student' means a duly enrolled student of the University.

'University' means Massey University.

'University Publications' may be in hard copy or electronic form and includes magazines, newsletters and websites published by the University.

'Vice-Chancellor' means the person holding office for the time being as the Chief Executive Officer of the University; and includes any person for the time being acting in that capacity.

Conduct of Elections

3. Returning Officer

- a. The Council shall appoint a Returning Officer to conduct Elections under this Statute. Until otherwise determined the Returning Officer shall be the Assistant Vice-Chancellor and University Registrar.
- b. Unless the Council determines otherwise the Returning Officer for Elections conducted under this Statute shall hold office until his or her removal by the Council, or his or her resignation, incapacity or death, in any of which events the Council shall appoint a Returning Officer in his or her place.
- c. Every Election conducted under this Statute shall be conducted by the Returning Officer, but, if for any reason he or she is unable to fulfill the duties of his or her office at any Election, the Council shall appoint a substitute, who, for the purposes of that referendum, shall be deemed to be the Returning Officer.

4. Date of Election and Term of Office

- a. Elections conducted under this Statute shall be held at a time in the ~~second-first~~ semester in each Academic Year determined by the Returning Officer.
- b. Successful Candidates shall hold office ~~during the Calendar Year of Election immediately following their Election~~ from 26 April of the year in which they are elected to 25 April in the following year.

5. Students Eligible to Vote

- a. The Returning Officer shall ~~compile authorize a lists~~ of Students eligible to vote in ~~an each~~ Election, which will include all Students enrolled in the University at a date to be determined by the Returning Officer.

6. Notice of Election, Nomination of Candidates, and Closing Date for Nominations

- a. No less than 30 days and no more than 60 days before the day or days fixed by the Returning Officer for an Election, except where a second election for want of candidates may be required in which case as soon as reasonably practicable, the Returning Officer shall give advance notice thereof in such University Publications as the Returning Officer sees fit and the University website and shall in that notice state the number of positions to be filled on the Council and request the nomination of Candidates in writing and a closing date for the receipt of such nominations.

7. Nomination of Candidates

a. To be eligible for Election a nominee must:

- i. Be enrolled as a Student at the time when nominations close; save that a nominee who is a sitting Student member seeking re-election need not be enrolled as a Student at that time; and
- ii. Neither be employed for a continuous period of more than six months on a full-time basis by the University or under terms and conditions of fulltime employment set by the University nor have been so employed at any time during the two years preceding the date of the Election.

b. Nomination of Candidates for Election under this Statute must:

- i. Be in the form scheduled to this Statute; and
- ii. Be signed by not less than two Students as the nominators; and
- iii. Carry the written consent of the nominee and a declaration of eligibility; and
- iv. Contain a declaration by the nominee as to whether the nominee has or has not ever been employed (as described in sub-section 7(a)(ii)) by the University and an undertaking to include such information in all material circulated in connection with the nominee's nomination.

c. Every Candidate for election may submit to the Returning Officer with his or her nomination paper a short statement about the Candidate:

- i. The statement shall not exceed 250-150 words.
- ii. The statement must be submitted electronically.
- iii. The statement shall include ~~the name, occupation, degrees, and any other~~ relevant information about the candidate and may will include a passport-like photograph of the Candidate.
- iv. The Returning Officer may require a Candidate whose statement does not

comply with the requirements of this section to revise the statement so as to comply and may refuse to make available any statement which does not comply.

- v. The Returning Officer shall ensure that the information in each statement which complies with this section is included in the Instructions for Voting sent to each Voter.
- d. Every nomination paper shall be lodged with or given to the Returning Officer not later than ~~noon~~ 4pm on Nomination Day. The Returning Officer shall acknowledge receipt of every nomination paper on that nomination paper.
- e. Every Candidate shall be nominated by a separate nomination paper.

8. Rejection of Nominations

- a. The Returning Officer shall reject the nomination of a nominee who does not qualify for Election under sub-section 7 (a)
- b. Where a nomination is rejected the Returning Officer will notify the nominee in writing giving the reasons for the rejection.

9. Withdrawal of Nomination

- a. Any Candidate may withdraw his or her nomination at any time before noon on Nomination Day, by notice in writing to the Returning Officer, signed by the Candidate.

10. Death of Candidate Before Close of Nominations

- a. Where before the close of nominations the Returning Officer receives advice that a Candidate who has been nominated and has not withdrawn his or her nomination has died or has become incapable of holding the position for which he or she is a Candidate, his or her nomination shall be treated as if the Candidate had withdrawn.

~~11. If Number of Candidates does not Exceed Number of Vacancies, Candidates to be Declared Elected~~

- ~~a.11. If the number of the Candidates does not exceed the number of vacancies to be filled, there is only one candidate for any election under this Statute~~ the Returning Officer shall, as soon as practicable after the close of nominations, by notice in such University Publications as he or she sees fit, declare the Candidate or Candidates in that election so

nominated to be duly elected to the Council.

12. Notice of Nominations and Election

- a. ~~If there is more than one candidate in any election under this Statute number of Candidates exceeds the number of positions on the Council to be filled,~~ the Returning Officer shall, as soon as practicable after the close of nominations, give notice in such University Publications as he or she sees fit of the day or days on which the Election is to be held and of the names of the Candidates.

13. Candidate May Retire

- a. A Candidate at an Election may retire after the close of nominations at any time before a declaration has been made pursuant to section 11 of this Statute, or, where an Election is required to be held, at any time before the day or days of the Election, by notice in writing to the Returning Officer, signed by that Candidate.
- b. Where the Returning Officer receives notice pursuant to section 13(a) above:
 - i. Where practicable, the Returning Officer shall before the day or days of the Election give notice of the retirement in such University Publications as he or she sees fit;
 - ii. If a Candidate retires after the Instructions for Voting have been distributed, the Returning Officer shall take such steps as are practicable to advise Voters that the Candidate has retired;
 - iii. Any vote cast for that Candidate shall be void.
- c. If, by the retirement of a Candidate in accordance with section 13 (a) above the number of Candidates is reduced to or below the number of positions to be filled on the Council:
 - i. The Returning Officer shall, by notice in such University Publications as he or she sees fit, before the day or days of the Election, declare the remaining Candidates to be duly elected; or
 - ii. If the Candidate retires at such a time that it is not possible to give such a notice before the day or days of the Election, the Election shall not be held and the declaration shall be made on the day or days of the Election or as soon thereafter as possible.

14. Death or Incapacity of Candidate After Close of Nominations

a. Where:

- i. After the close of nominations and before the day or days of the Election, any Candidate dies or becomes incapable of holding the position for which he or she is a Candidate; or
- ii. Any such Candidate dies or becomes incapable as aforesaid before the close of nominations but advice of his or her death or incapacity is received by the Returning Officer after the close of nominations, the provisions of section 14 of this Statute, so far as they are applicable and with the necessary modifications, shall apply as if the deceased or incapacitated Candidate had retired on the date of his or her death or incapacity, or, as the case may be, on the date on which advice of his or her death or incapacity is received by the Returning Officer.

15. Election to be Conducted Electronically

- a. Unless sections 11 (a) or 13 (c) of this Statute apply, the Returning Officer shall conduct an Election by means of an electronic voting system.

16. Issue of Instructions for Voting

- a. The Returning Officer shall, not later than the day or days on which the Election is to be held, send by email addressed to each Student at their University email address Instructions for Voting which:
- i. State that these are instructions for an Election of Student ~~representatives~~ members on the Council;
 - ii. Give instructions for voting in that Election;
 - iii. State the day or days of the Election;
 - iv. State the name and Statement of the Candidates for the Election; and
 - v. State the number of Student ~~representative~~ member positions on the Council.

17. Method of Voting

- a. On receipt of the Instructions for Voting sent by the Returning Officer, the Student shall alone exercise his or her vote in accordance with the Instructions for Voting.
- b. Where any Student:
 - i. Is wholly or partially blind; or
 - ii. Suffers from any other disability which makes it difficult to cast his or her vote in the prescribed manner, that Student's vote may be recorded by another person in accordance with the instructions of the Student.

18. Invalid Votes

- a. A vote shall only be valid if:
 - i. The Student's identification number is entered into the electronic voting system;
 - ii. The Student's duly chosen password-pin is entered into the electronic voting system;
 - iii. The Student has not yet recorded his or her vote; and
 - iv. The Student's vote is recorded on the day or days of the Election.

19. Counting of Votes

- a. Votes shall be counted by such means as are prescribed by the Returning Officer.
- b. The Returning Officer shall make arrangements for votes to be counted as soon as reasonably practicable after the close of voting.

20. Declaration of Result

- a. No later than one month after all the votes have been counted, the Returning Officer shall declare, by means of notices in such University Publications as the Returning Officer sees fit, the result of the Election, being the name or names of the Candidates elected as Student representatives-members on the Council.

21. Recount

- a. Where any Student or member of the Council has reason to believe that the declaration by the Returning Officer of the result of the Election is incorrect, and that on a recount thereof the result of the Election might be found to be different, he or she may within seven days after the declaration, apply to the Returning Officer for a recount of the votes.
- b. Every application for a recount in accordance with section 21 (a) above shall:
 - i. Be accompanied by a deposit of \$500, which shall be refunded if, following a recount of the votes, the declaration by the Returning Officer of the result of the Election proves to be incorrect;
 - ii. State the grounds upon which the applicant believes that the declaration by the Returning Officer of the result of the Election is incorrect, and that on a recount thereof the result of the Election might be found to be different; and
 - iii. State the name of the applicant and whether he or she is a Student or member of the Council.
- c. If the Returning Officer is satisfied that an applicant for a recount has reasonable cause to believe that the Returning Officer's declaration of the result of the Election may be incorrect and that on a recount the result of the Election might be found to be different, the Returning Officer shall, as soon as reasonably practicable after receiving the application and deposit as aforesaid, arrange for a recount of the votes to be made by such means as the Returning Officer thinks fit.
- d. Where the Returning Officer arranges for a recount of the votes in accordance with section 21 (c) above, he or she shall:
 - i. Notify the applicant in writing of the result of the recount; and
 - ii. Where the result of a recount is that the declaration by the Returning Officer of the result of the Election is incorrect, declare, by means of notices in such University Publications as he or she sees fit:

- I. That upon a recount of the votes, the declaration by the Returning Officer of the result of the Election was found to be incorrect; and
- II. The Candidates elected as Student ~~representatives~~ members on the Council.

22. Destruction of Votes

- a. The Returning Officer shall, no earlier than one month after the declaration of the result of an Election, and if an application for a recount is made, not before the declaration of the result of the Election, arrange for all records of Students' votes to be destroyed in a manner which ensures the confidentiality of voting information is preserved.

23. Vacation of Office

- a. A member of the Council elected under this Statute ceases to hold office as a member if that member becomes employed for a continuous period of more than six months on a full-time basis by the University or under terms and conditions of full-time employment set by the University. The casual vacancy occurring for that reason shall be filled in accordance with section 176 of the Act.

24. Casual Vacancies

- a. A casual vacancy arises in the office of a Student Representative on the Council during his or her term if he or she:
 - i. Dies; or
 - ii. Becomes disqualified to hold office under this Statute; or
 - iii. Is declared bankrupt; or
 - iv. Becomes mentally disordered within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992; or
 - v. Resigns office by notice in writing to the Chancellor; or
 - vi. Is convicted of an offence and sentenced to imprisonment; or
 - ~~vii. Is absent without leave from three consecutive meetings of the Council.~~

- b. A Casual Vacancy that occurs within [three] months of the end of a term of office of a Student Representative need not be filled.

- c. Where a Casual Vacancy occurs any earlier in the term of office of a Student Representative it shall be filled for the remainder of the term in accordance with section 176 of the Act.

Document Management and Control

Prepared by: Office of the University Registrar

Owned by: Assistant Vice-Chancellor and University Registrar

Approved by: Council

Date Approved:

Review Date:

Amendment Dates:

**MASSEY UNIVERSITY COUNCIL STATUTE
ELECTION OF STUDENT REPRESENTATIVES ON THE COUNCIL**

Pursuant to section 171(2) (e) of Education Act 1989

1. Title and Commencement

This Statute may be cited as the Elections of Student Members on Council Statute 2012 and comes into force on 7 September 2012.

2. Interpretation

'Academic Year' means a period of 12 months commencing on 1 January. 'Act' means the Education Act 1989.

'Association of Students' means an incorporated body of students enrolled at the University.

'Candidate' means a candidate for election under this Statute as a student representative on the Council.

'Council' means the Council of the University.

'Election' means an election of student members on the Council conducted under this Statute.

'Instructions for Voting' means those instructions issued by the Returning Officer for the conduct of the electronic voting by means of a secure system which ensures each Student is only able to cast one vote for one of the three.

'Nomination Day' means the day appointed for the closing of nominations of candidates for election as student members on the Council.

'Statement' means the statement made by a Candidate in accordance with clause 7(c).

'Student' means a duly enrolled student of the University.

'University' means Massey University.

'University Publications' may be in hard copy or electronic form and includes magazines, newsletters and websites published by the University.

'Vice-Chancellor' means the person holding office for the time being as the Chief Executive Officer of the University; and includes any person for the time being acting in that capacity.

Conduct of Elections**3. Returning Officer**

a. The Council shall appoint a Returning Officer to conduct Elections under this

Statute. Until otherwise determined the Returning Officer shall be the Assistant Vice-Chancellor and University Registrar.

- b. Unless the Council determines otherwise the Returning Officer for Elections conducted under this Statute shall hold office until his or her removal by the Council, or his or her resignation, incapacity or death, in any of which events the Council shall appoint a Returning Officer in his or her place.
- c. Every Election conducted under this Statute shall be conducted by the Returning Officer, but, if for any reason he or she is unable to fulfill the duties of his or her office at any Election, the Council shall appoint a substitute, who, for the purposes of that referendum, shall be deemed to be the Returning Officer.

4. Date of Election and Term of Office

- a. Elections conducted under this Statute shall be held at a time in the first semester in each Academic Year determined by the Returning Officer.
- b. Successful Candidates shall hold office from 26 April of the year in which they are elected to 25 April in the following year.

5. Students Eligible to Vote

- a. The Returning Officer shall authorize lists of Students eligible to vote in each Election, which will include all Students enrolled in the University at a date to be determined by the Returning Officer.

6. Notice of Election, Nomination of Candidates, and Closing Date for Nominations

- a. No less than 30 days and no more than 60 days before the day or days fixed by the Returning Officer for an Election, except where a second election for want of candidates may be required in which case as soon as reasonably practicable, the Returning Officer shall give advance notice thereof in such University Publications as the Returning Officer sees fit and the University website and shall in that notice state the number of positions to be filled on the Council and request the nomination of Candidates in writing and a closing date for the receipt of such nominations.

7. Nomination of Candidates

- a. To be eligible for Election a nominee must:
 - i. Be enrolled as a Student at the time when nominations close; save that a nominee who is a sitting Student member seeking re-election need not be enrolled as a Student at that time; and
 - ii. Neither be employed for a continuous period of more than six months on a full-time basis by the University or under terms and conditions of fulltime employment set by the University nor have been so employed at any time during the two years preceding the date of the Election.

- b. Nomination of Candidates for Election under this Statute must:
- i. Be in the form scheduled to this Statute; and
 - ii. Be signed by not less than two Students as the nominators; and
 - iii. Carry the written consent of the nominee and a declaration of eligibility; and
 - iv. Contain a declaration by the nominee as to whether the nominee has or has not ever been employed (as described in sub-section 7(a)(ii)) by the University and an undertaking to include such information in all material circulated in connection with the nominee's nomination.
- c. Every Candidate for election may submit to the Returning Officer with his or her nomination paper a short statement about the Candidate:
- i. The statement shall not exceed 150 words.
 - ii. The statement must be submitted electronically.
 - iii. The statement shall include any relevant information about the candidate and will include a passport-like photograph of the Candidate.
 - iv. The Returning Officer may require a Candidate whose statement does not comply with the requirements of this section to revise the statement so as to comply and may refuse to make available any statement which does not comply.
 - v. The Returning Officer shall ensure that the information in each statement which complies with this section is included in the Instructions for Voting sent to each Voter.
- d. Every nomination paper shall be lodged with or given to the Returning Officer not later than 4pm on Nomination Day. The Returning Officer shall acknowledge receipt of every nomination paper on that nomination paper.
- e. Every Candidate shall be nominated by a separate nomination paper.

8. Rejection of Nominations

- a. The Returning Officer shall reject the nomination of a nominee who does not qualify for Election under sub-section 7 (a)
- b. Where a nomination is rejected the Returning Officer will notify the nominee in writing giving the reasons for the rejection.

9. Withdrawal of Nomination

- a. Any Candidate may withdraw his or her nomination at any time before noon on Nomination Day, by notice in writing to the Returning Officer, signed by the Candidate.

10. Death of Candidate Before Close of Nominations

- a. Where before the close of nominations the Returning Officer receives advice that a Candidate who has been nominated and has not withdrawn his or her nomination has died or has become incapable of holding the position for which he or she is a Candidate, his or her nomination shall be treated as if the Candidate had withdrawn.

11. Only one candidate nominated for any election, Candidate declared elected

- a. If there is only one candidate for any election under this Statute the Returning Officer shall, as soon as practicable after the close of nominations, by notice in such University Publications as he or she sees fit, declare the Candidate in that election so nominated to be duly elected to the Council.

12. Notice of Nominations and Election

- a. If there is more than one candidate in any election under this Statute, the Returning Officer shall, as soon as practicable after the close of nominations, give notice in such University Publications as he or she sees fit of the day or days on which the Election is to be held and of the names of the Candidates.

13. Candidate May Retire

- a. A Candidate at an Election may retire after the close of nominations at any time before a declaration has been made pursuant to section 11 of this Statute, or, where an Election is required to be held, at any time before the day or days of the Election, by notice in writing to the Returning Officer, signed by that Candidate.
- b. Where the Returning Officer receives notice pursuant to section 13(a) above:
 - i. Where practicable, the Returning Officer shall before the day or days of the Election give notice of the retirement in such University Publications as he or she sees fit;
 - ii. If a Candidate retires after the Instructions for Voting have been distributed, the Returning Officer shall take such steps as are practicable to advise Voters that the Candidate has retired;
 - iii. Any vote cast for that Candidate shall be void.
- c. If, by the retirement of a Candidate in accordance with section 13 (a) above the number of Candidates is reduced to or below the number of positions to be filled on the Council:
 - i. The Returning Officer shall, by notice in such University Publications as he or she sees fit, before the day or days of the Election, declare the remaining Candidates to be duly elected; or
 - ii. If the Candidate retires at such a time that it is not possible to give such a notice before the day or days of the Election, the Election shall not be

held and the declaration shall be made on the day or days of the Election or as soon thereafter as possible.

14. Death or Incapacity of Candidate After Close of Nominations

a. Where:

- i. After the close of nominations and before the day or days of the Election, any Candidate dies or becomes incapable of holding the position for which he or she is a Candidate; or
- ii. Any such Candidate dies or becomes incapable as aforesaid before the close of nominations but advice of his or her death or incapacity is received by the Returning Officer after the close of nominations, the provisions of section 14 of this Statute, so far as they are applicable and with the necessary modifications, shall apply as if the deceased or incapacitated Candidate had retired on the date of his or her death or incapacity, or, as the case may be, on the date on which advice of his or her death or incapacity is received by the Returning Officer.

15. Election to be Conducted Electronically

- a. Unless sections 11 (a) or 13 (c) of this Statute apply, the Returning Officer shall conduct an Election by means of an electronic voting system.

16. Issue of Instructions for Voting

- a. The Returning Officer shall, not later than the day or days on which the Election is to be held, send by email addressed to each Student at their University email address Instructions for Voting which:
- i. State that these are instructions for an Election of Student members on the Council;
 - ii. Give instructions for voting in that Election;
 - iii. State the day or days of the Election;
 - iv. State the name and Statement of the Candidates for the Election; and
 - v. State the number of Student member positions on the Council.

17. Method of Voting

- a. On receipt of the Instructions for Voting sent by the Returning Officer, the Student shall alone exercise his or her vote in accordance with the Instructions for Voting.
- b. Where any Student:
- i. Is wholly or partially blind; or

- ii. Suffers from any other disability which makes it difficult to cast his or her vote in the prescribed manner, that Student's vote may be recorded by another person in accordance with the instructions of the Student.

18. Invalid Votes

- a. A vote shall only be valid if:
 - i. The Student's identification number is entered into the electronic voting system;
 - ii. The Student's duly chosen pin is entered into the electronic voting system;
 - iii. The Student has not yet recorded his or her vote; and
 - iv. The Student's vote is recorded on the day or days of the Election.

19. Counting of Votes

- a. Votes shall be counted by such means as are prescribed by the Returning Officer.
- b. The Returning Officer shall make arrangements for votes to be counted as soon as reasonably practicable after the close of voting.

20. Declaration of Result

- a. No later than one month after all the votes have been counted, the Returning Officer shall declare, by means of notices in such University Publications as the Returning Officer sees fit, the result of the Election, being the name or names of the Candidates elected as Student members on the Council.

21. Recount

- a. Where any Student or member of the Council has reason to believe that the declaration by the Returning Officer of the result of the Election is incorrect, and that on a recount thereof the result of the Election might be found to be different, he or she may within seven days after the declaration, apply to the Returning Officer for a recount of the votes.
- b. Every application for a recount in accordance with section 21 (a) above shall:
 - i. Be accompanied by a deposit of \$500, which shall be refunded if, following a recount of the votes, the declaration by the Returning Officer of the result of the Election proves to be incorrect;
 - ii. State the grounds upon which the applicant believes that the declaration by the Returning Officer of the result of the Election is incorrect, and that on a recount thereof the result of the Election might be found to be different; and

- iii. State the name of the applicant and whether he or she is a Student or member of the Council.
- c. If the Returning Officer is satisfied that an applicant for a recount has reasonable cause to believe that the Returning Officer's declaration of the result of the Election may be incorrect and that on a recount the result of the Election might be found to be different, the Returning Officer shall, as soon as reasonably practicable after receiving the application and deposit as aforesaid, arrange for a recount of the votes to be made by such means as the Returning Officer thinks fit.
- d. Where the Returning Officer arranges for a recount of the votes in accordance with section 21 (c) above, he or she shall:
 - i. Notify the applicant in writing of the result of the recount; and
 - ii. Where the result of a recount is that the declaration by the Returning Officer of the result of the Election is incorrect, declare, by means of notices in such University Publications as he or she sees fit:
 - I. That upon a recount of the votes, the declaration by the Returning Officer of the result of the Election was found to be incorrect; and
 - II. The Candidates elected as Student members on the Council.

22. Destruction of Votes

- a. The Returning Officer shall, no earlier than one month after the declaration of the result of an Election, and if an application for a recount is made, not before the declaration of the result of the Election, arrange for all records of Students' votes to be destroyed in a manner which ensures the confidentiality of voting information is preserved.

23. Vacation of Office

- a. A member of the Council elected under this Statute ceases to hold office as a member if that member becomes employed for a continuous period of more than six months on a full-time basis by the University or under terms and conditions of full-time employment set by the University. The casual vacancy occurring for that reason shall be filled in accordance with section 176 of the Act.

24. Casual Vacancies

- a. A casual vacancy arises in the office of a Student Representative on the Council during his or her term if he or she:
 - i. Dies; or
 - ii. Becomes disqualified to hold office under this Statute; or
 - iii. Is declared bankrupt; or

- iv. Becomes mentally disordered within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992; or
 - v. Resigns office by notice in writing to the Chancellor; or
 - vi. Is convicted of an offence and sentenced to imprisonment; or
- b. A Casual Vacancy that occurs within [three] months of the end of a term of office of a Student Representative need not be filled.
- c. Where a Casual Vacancy occurs any earlier in the term of office of a Student Representative it shall be filled for the remainder of the term in accordance with section 176 of the Act.

Document Management and Control

Prepared by: Office of the University Registrar
Owned by: Assistant Vice-Chancellor and University Registrar
Approved by: Council
Date Approved:
Review Date:
Amendment Dates:

MASSEY UNIVERSITY NOTICE 1990

Extract from NZ Gazette, 11 October 1990 No.176 p.3803

Pursuant to section 168 of the Education Amendment Act 1990, the Minister of Education gives the following notice.

Notice

1. (a) This notice may be cited as the Massey University Notice 1990.
(b) This notice shall come into force on the date of its publication in the *Gazette*.
2. There shall be a Council to be known as the Massey University Council which shall be the governing body of Massey University.
3. The Massey University Council shall be constituted as follows:
 - (a) Four members appointed by the Minister of Education
 - (b) The Vice-Chancellor of Massey University
 - (c) One permanent member of the academic staff of Massey University elected by the permanent members of that staff.
 - (d) Two academic staff members of the Academic Board of Massey University elected by the academic staff members of that Board.
 - (e) One permanent member of the general staff of Massey University elected by the permanent members of that staff.
 - (f) One member who is or has been a student of Massey University appointed or elected under procedures which are in conformity with the Act, agreed between the Executive of the Massey University Students' Association and the Executive of the Massey University Extramural Students' Society.
 - (g) The President of Massey University Students' Association.
 - (h) The President of the Massey University Extramural Students' Society.
 - (i) Having regard to the courses provided by the University, one member appointed by the Massey University Council on the nomination of the Chancellor after consultation with the central organisation of employers within the meaning of the Labour Relations Act 1987.
 - (j) Having regard to the courses provided by the University, one member appointed by the Massey University Council on the nomination of the Chancellor after consultation with the central organisation of workers within the meaning of the Labour Relations Act 1987.
 - (k) Two members of the Council of the Court of Convocation of Massey University elected by all those on the roll of that Court voting for two lists of candidates, one of women who have been nominated and one of men who have been nominated. The highest polling woman and the highest polling man shall be declared elected. Should only one sex be represented by the nominees the two highest polling candidates shall be declared elected.
 - (l) Up to four members appointed by the Massey University Council, on the nomination of the Vice-Chancellor, to ensure that the Council has sufficient rural, legal and business expertise to properly perform its functions.

4. The term of office of members of the Council, vacation of office, disclosure of members' interest and casual vacancies are covered in sections 173 – 176 of the Education Amendment Act 1990.

Subject to section 173, the maximum term for any member, other than the Vice-Chancellor, shall be three consecutive 4-year terms.

5. The powers of the Massey University Council shall not be affected by vacancy in the membership thereof.

Dated at Wellington, this 8th day of October 1990

PHIL GOFF, Minister of Education go1117



MASSEY UNIVERSITY

The Chancellor
Massey University Council

Dear Chancellor,

Report from the Academic Board Meeting (Part 1): 17 October 2012

At the Academic Board meeting held on Wednesday 17 October 2012 the following items are referred to Council for information.

1. Advice on Matters of Academic Policy

There were no matters on academic policy to be reported in Part I.

2. Information to Council with Respect to Major Academic Directions

There were no matters with respect to major academic directions to be reported in Part I.

3. Report of Academic Approvals Made Under Delegation

The Policy Relating to Paper Information and Study Resources was approved under the delegated authority of Council.

4. Sub-Committee Matters

Sub-Committee Terms of Reference

University Grievance Committee

Changes to the University Grievance Committee Terms of Reference were made. These were textual and factual corrections only.

College Of Humanities and Social Sciences Board

Changes to the College of Humanities and Social Sciences Board Terms of Reference were made to accommodate the Institute of Education into the College Board structure. The Board operates on a constituency model and the Education electorate needed to be included.

These Academic Board Sub-committee Terms of Reference are available to Council members upon request.

5. **Items of Early Notice**

There were no items of Early Notice in Part I

6. **For Information**

Outcome of Call for Nominations for one Academic Board Appointee on Council

One nomination to stand in the election for one of the two Academic Board Appointee positions on the Massey University Council was received, that of Professor Tony Signal. This means that Professor Signal has been elected unopposed to the Massey University Council for a four-year term, commencing on 1 January 2013. It is noted that Academic Board Appointees to Council must remain as members of the Academic Board to fulfill the terms of reference.

Conferring of Degrees and awarding of Diplomas and Certificates

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

Professor John O’Neill
Deputy Chair, Academic Board



MASSEY UNIVERSITY

The Chancellor
Massey University Council

Dear Chancellor,

Report from the Academic Board Meeting (Part 1): 21 November 2012

At the Academic Board meeting held on Wednesday 21 November 2012 the following items are referred to Council for information.

1. Advice on Matters of Academic Policy

Research and Researcher Development

Assistant Vice-Chancellor Research and Enterprise Professor Heywood introduced the academic discussion asking Academic Board members to consider and respond to a series of questions framed in the context of ensuring a rich and engaged contribution to the Research Strategy implementation process. Professor Heywood put the first of several questions to the Board:

What form(s) of independent peer and expert review do Academic Board members propose would best serve our needs beyond the limited provision of the PBRF processes so that Massey can be confident that it is developing and engaging in research which exemplars excellence at subject and discipline level?

Discussion around this question, and more generally, included but was not limited to the following:

- There was support for research reviews at a discipline level not at a qualification level and was seen to work well elsewhere. Such discipline based research reviews would enable work across colleges, not just within. This would result in a review of the research of the University, rather than individuals;
- Reviews at unit level could be undertaken where each unit would consider and work on at different areas depending on their circumstances;
- PBRF was seen as limited as it assessed individuals and past events;
- Research was not always measureable using PBRF measures e.g. creative arts research so a review methodology that gave a result around quality was preferable. Research reviews in creative arts were considered to be not well done world-wide with peer reviews currently falling out of favour;
- The use of the word review was seen by some as problematic as it may result in negative reactions in some staff; and
- Preparation for the next PBRF audit would need to continue alongside any other research reviews.

Professor Heywood signaled that at this stage the discussion paper had come to the Board and their guidance and feedback would be incorporated into any further document. It was not yet ready to be taken further but during 2013 the matter would be taken to the relevant committees of the Board and the Pro Vice-Chancellors and colleges.

Digital Teaching and Learning

National Centre for Teaching and Learning Director Professor Brown introduced the discussion paper noting the importance of digital teaching and learning to the University which had, through its current investment positioned Massey University for its distance and blended teaching and learning options. While the student satisfaction for Stream was at 85% the University still needed to address the challenges of providing the right access to the technology and to ensure that staff are supported to use the technology effectively.

Discussion included but was not limited to the following:

- It was considered that the first discussion question would be improved by changing ‘respond’ to ‘take advantage of’;
- While many staff were undertaking research within the digital environment others were not and it was those that needed to be encouraged to consider how it framed what they did especially in light of the number of student who bring the digital environment with them into their course of study;
- Digital technology enabled engagement without boundaries with students and often with more than one technology at a time;
- The strength that Massey University had was around its interactions between staff and between staff and students;
- Learning can be enhanced through the use of digital technology and methodologies and it was considered that this enhancement was crucial; and
- It was suggested that the major challenges that were yet to take place in the digital teaching and learning environment for Massey e.g. open lectures held world-wide, international recognition of qualifications, the Engine of the Pacific had not been addressed in this document.

Professor Brown noted that this discussion document reflected Senior Leadership Team direction and that it perhaps needed to be broadened. He considered that only a pedagogically driven strategy would be acceptable and that importantly students would be involved in reaching any solutions.

2. Information to Council with Respect to Major Academic Directions

There were no matters with respect to major academic directions to be reported in Part I.

3. Report of Academic Approvals Made Under Delegation

There were no academic approvals made under delegation in Part I.

4. **Sub-Committee Matters**

There were no sub-Committee matters in Part I.

5. **Items of Early Notice**

Academic Audit 20134: Early Notice

It was noted that the Academic Audit 2012 was a very different audit to previous processes. Massey University was the first university to undertake the new process and as such there was a development component to it. It was intended to have a 'lighter touch' and more flexibility. The preparatory work was to be carried out in the Academic Policy and Regulations Unit and the Office of the Assistant Vice-Chancellor Academic and International followed by engagement with the College Board, Academic Committee and Academic Board.

6. **For Information**

Academic Board Agenda Calendar 2013

The Academic Board Agenda Committee had met and the resulting proposed Academic Discussions were an outcome of this meeting. Additionally Board members were asked to consider being the sponsor of the Academic Discussion: 'Academic value of qualifications as opposed to the financial viability of qualifications' which had been suggested as an academic discussion topic at the previous Board meeting.

Conferring of Degrees and awarding of Diplomas and Certificates

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

Professor John O'Neill
Deputy Chair, Academic Board



MASSEY UNIVERSITY

MASSEY UNIVERSITY COUNCIL

COUNCIL EVALUATION 2012

7 December 2012

Please find attached the Council and Chair's Evaluation 2012 for completion by Council members.

At the Governance Committee meeting on 6 November 2009 it was agreed that this Council and Chair's evaluation form would be used by Council annually.

Please return the completed Council and Chair's Evaluation 2012 form to the Executive Secretary no later than Wednesday 19 December 2012. The data will then be compiled and provided to the Chancellor for discussion at the 1 March 2013 Council meeting.

The Evaluation Form can also be found on the Council only Intranet Webpage.

Please note that filling in your name is optional.

Paddy Nicol
Executive Secretary
26 November 2012

Massey Council and Chair Evaluation Form - 2012

Name (Optional completion).....

Date of evaluation:.....

This framework is designed to gain an insight into how well the Council is meeting its objectives. It is not intended to provide an exhaustive list of evaluation criteria. Please assess each question according to whether you think the Council performs at a low, average or high level.

Council Evaluation

Council Functions

1. The Council understands its role and functions.

Low		Average		High
1	2	3	4	5

Comment:

2. The Council understands the organisation's business and sectors

Low		Average		High
1	2	3	4	5

Comment:

3. The Council devotes significant time and serious thought to the organisation's longer term objectives and to the strategic options available to achieve them.

Low		Average		High
1	2	3	4	5

Comment:

4. The Council has defined and communicated to management the scope and powers, roles and responsibilities to be adhered to by management to meet routine and exceptional circumstances

Low		Average		High
1	2	3	4	5

Comment:

5. Relationships and communication with Stakeholders are well managed.

Low		Average		High
1	2	3	4	5

Comment:

6. Proposals from management are analysed and debated vigorously before a decision is reached by the Council.

Low		Average		High
1	2	3	4	5

Comment:

7. The Council has an operating plan that specifies its functions, activities and objectives.

Low		Average		High
1	2	3	4	5

Comment:

8. When appropriate the Council seeks counsel from professional advisers.

Low		Average		High
1	2	3	4	5

Comment:

9. Vice Chancellor remuneration and performance is effectively reviewed and determined by the Council.

Low		Average		High
1	2	3	4	5

Comment:

10. The Council determines, annually, the objectives and measurement criteria for the Vice Chancellor.

Low		Average		High
1	2	3	4	5

Comment:

11. A broad range of appropriate performance indicators is used to monitor the performance of management. Reliance is not placed solely on the financial statements provided by management.

Low		Average		High
1	2	3	4	5

Comment:

12. The Council understands and agrees its first duty is to the entity.

Low		Average		High
1	2	3	4	5

Comment:

13. The Council has procedures in place to ensure that the organisation is meeting its legal responsibilities.

Low		Average		High
1	2	3	4	5

Comment:

14. The Council ensures that key members of management are brought into Council meetings so that the Council can participate and add value to management's deliberations and work on behalf of the Council.

Low		Average		High
1	2	3	4	5

Comment:

15. The Council ensures all conflicts of interest are declared.

Low		Average		High
1	2	3	4	5

Comment:

Council Meetings

16. Council meetings are conducted in a manner that encourages open communication, meaningful participation, and timely resolution of issues.

Low		Average		High
1	2	3	4	5

Comment:

17. Council time is used effectively so that the Council adds value for management.

Low		Average		High
1	2	3	4	5

Comment:

18. Council members receive timely and accurate minutes, advance written agendas and meeting notices, and clear and concise background material to prepare in advance of meetings.

Low		Average		High
1	2	3	4	5

Comment:

19. All Board members are fully informed of relevant matters and there are never any surprises.

Low		Average		High
1	2	3	4	5

Comment:

20. Council meetings are facilitated, but not overtly influenced by the Chairperson.

Low		Average		High
1	2	3	4	5

Comment:

21. The Council makes timely hard decisions when necessary and encourages management to do likewise.

Low		Average		High
1	2	3	4	5

Comment:

Induction, Development, Succession and Dismissal

22. New Council members are introduced to their duties with an appropriate induction process.

Low		Average		High
1	2	3	4	5

Comment:

23. Council members understand the extent of their relationship with management, and the separation of stewardship and management.

Low		Average		High
1	2	3	4	5

Comment:

24. Encouragement is given for Council members to continue their study of corporate governance and improve the skills they need.

Low		Average		High
1	2	3	4	5

Comment:

Council Structure

25. Subcommittees are appointed by the Council with terms of reference, composition and reporting back requirements. These aspects are formally recorded.

Low		Average		High
1	2	3	4	5

Comment:

26. Subcommittees have compositions appropriate to their tasks and interact effectively with the Council.

Low		Average		High
1	2	3	4	5

Comment:

Communication

27. Where appropriate, Council members are encouraged to discuss matters with the Vice-Chancellor after gaining the approval of the Chair.

Low		Average		High
1	2	3	4	5

Comment:

28. The Council's information requirements are communicated to management on a regular basis.

Low		Average		High
1	2	3	4	5

Comment:

29. The Council ensures that there is an effective communication strategy for the entity and members are involved in its implementation where appropriate.

Low		Average		High
1	2	3	4	5

Comment:

30. Relationships and communication within the Council are constructive.

Low		Average		High
1	2	3	4	5

Comment:

Council Chair Evaluation

Governance

31. The Chair establishes and maintains good governance processes for the operation of the Council and its sub-committees

Low		Average		High
1	2	3	4	5

Comment:

Communication

32. The Chair deals constructively with key stakeholders?

Low		Average		High
1	2	3	4	5

Comment:

33. The Chair keeps the Council well briefed on engagements and activities undertaken by the Chair and relevant to the University.

Low		Average		High
1	2	3	4	5

Comment:

Council Management

34. The Chair runs timely disciplined meetings with appropriate focus on key agenda items

Low		Average		High
1	2	3	4	5

Comment:

35. The Chair ensures adequate opportunity for all Council members (and other contributors as appropriate) to participate in discussion or otherwise engage in the issues at hand.

Low		Average		High
1	2	3	4	5

Comment:

36. The Chair encourages the contribution and development of individual Council members.

Low		Average		High
1	2	3	4	5

Comment: