

COUNCIL

Public Meeting Agenda

Te Kaunihera o Te Whare Wānanga o Waitaha



Agenda

DATE Monday 19 August 2024
TIME 9:00am
VENUE Council Chamber, 6th Floor, Matariki Building

Refer to Page No.
(matches Diligent).

WELCOME & KARAKIA (opening meeting)

<i>Kia hora te marino</i>	<i>May peace be widespread</i>
<i>Kia whakapapa pounamu te moana</i>	<i>May the sea be like greenstone</i>
<i>Hei huarahi mā tātou i te rangi nei</i>	<i>A pathway for us all this day</i>
<i>Aroha atu, aroha mai</i>	<i>Let us show respect for each other,</i>
<i>Tātou i a tātou katoa</i>	<i>for one another</i>
<i>Hui e! Tāiki e!</i>	<i>Bind us all together!</i>

1. APOLOGIES
2. REGISTER OF INTERESTS 3-5
3. CONFLICTS OF INTEREST
Every Council Member has an obligation to declare any actual, potential or perceived conflicts of interest with any University of Canterbury activities and to ensure that such conflicts of interest are noted and managed appropriately.
4. MINUTES
4.1. Confirming minutes of meeting held on 15 July 2024 – For Approval 6-10
5. MATTERS ARISING
6. HEALTH & SAFETY
(Presented by Paul O’Flaherty, Executive Director, People, Culture and Campus Life)
 - 6.1. Monthly Health & Safety Report – For Information 11-23
 - 6.2. Health, Safety and Wellbeing Policy Review – For Approval 24-31
7. FROM THE VICE-CHANCELLOR
 - 7.1. Vice-Chancellor’s Monthly Report – For Information 32-36
 - 7.2. Academic Board Report – For Information 37-39
(Associate Professor Alison Griffith)

8. **PUBLIC EXCLUDED MEETING**

Motion by the Chancellor for resolution to exclude the public pursuant to s48 of the Local Government Official Information and Meetings Act 1987:

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

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	Minutes Confirm public excluded minutes of 15 July 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0 5.1 5.2	Matters Arising Action Schedule Information Papers	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
6.0 6.1 6.2 6.3	Health & Safety Monthly Health & Safety Verbal Update H&S Internal Audit – Draft Action Plan & Legal Advice 6-monthly Annual Leave Liability Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
7.0 7.1	Arbitration Arbitration Matter	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1 8.2	Strategy & Planning FM Action Plan Statement of Service Performance (SSP) 6-month Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
9.0 9.1 9.2 9.3 9.4 9.5 9.6	Finance & Major Projects Domestic Student Fees 2025, Student Services Levy 2025 & Online Student Fees 2025 Kōawa Digital Screen Project Quarterly Report Major Investment Plan (MIP) Q2-2024 Report 31 July 2024 Financial Report Updated Financial Forecast post TEC Funding Announcement UC Trust Funds Eriksen’s Report to 30 June 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
10.0 10.1	Business Cases Draft Business Case Framework & Process	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
11.0 11.1 11.2 11.3 11.4 11.5	From the Chancellor Chancellor Meetings & Correspondence Verbal Update Draft October Strategy Day Agenda Finalised Capital Investment Committee Terms of Reference 2025 Council Workplan Update Executive Committee Decision 12 August 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

12.0	From the Vice-Chancellor Vice-Chancellor's Monthly Report Emeritus Professor Nomination Academic Board Minutes 7 June 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.1		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
12.2			
12.3			
13.0	From the Audit & Risk Committee Audit & Risk Committee Report 5 August 2024 Internal Audit Plan 2024 Change	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
13.1		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
13.2			
14.0	Other Innovation Medal Recommendations Research Medal Recommendations Teaching Medal Recommendations Naming Rights Policy Review	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
14.1		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
14.2			
14.3			
14.4			
15.0	General Business	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
16.0	Council-Only Time Council Member Performance Reviews University Advisory Group (UAG) Review of University Governance Any other items	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
16.1		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
16.2			
16.3			

I also move that staff identified by the Chancellor and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge will be of assistance in relation to the matters discussed and is relevant because of their involvement in the development of the reports to Council on these matters.

9. REPORT FROM THE PUBLIC EXCLUDED SESSION

10. GENERAL BUSINESS

11. NEXT MEETING

- The next meeting will be held on Monday 16 September 2024 starting at 9:00am.

KARAKIA (closing meeting)

Unuhia, unuhia

Te pou, te pou

Kia wātea, kia wātea

Āe, kua wātea

Remove, uplift
the posts
in order to be free.
Yes, it has been cleared.

UC Council Register of Interests (as at 19 August 2024)

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Amy ADAMS (Chancellor)	2021	AMDON Farms Limited	Director and Shareholder
	2021	AMDON Investments Limited	Director and Shareholder
	2021	Hampton Downs Trust	Trustee and Beneficiary
	2021	Melanoma NZ	Director
	2021	Montford Trust	Trustee and Beneficiary
	2021	St John	Volunteer Ambulance Officer
	2022	Tokona Te Raki (Māori Futures Academy)	Board Member
	2022	University of Canterbury Foundation	Trustee
	2024	Political Advisor to the Minister of Tertiary Education	Sister
Cheryl DE LA REY (Vice-Chancellor)	2020	Association of Commonwealth Universities	Council Member and Chairperson
	2020	New Zealand Qualifications Authority	Board Member
	2022	Tokona Te Raki (Māori Futures Academy) Advisory Board	Board Member
	2019	Universities New Zealand	Chairperson and Member
	2019	University of Canterbury Foundation	Trustee (Ex-officio)
	2019	University of Canterbury Trust Funds	Vice-Chancellor
Roger GRAY	2022	Ports of Auckland Limited	CEO
	2023	Ben Gough Family Foundation Leaders Scholarship	Mentor
	2024	Champions for Change New Zealand	Co-Chair
	2024	Australia New Zealand Leadership Forum Steering Committee	Member
	2024	New Zealand Post	Director
Jack HEINEMANN	2023	Academic Board (ex officio Council)	Member
	2022	Academic Freedom Aotearoa (TEU)	Member
	2023	American Society for Microbiology	Member
	2023	Centre for Integrated Research in Biosafety (UC)	Director
	2023	Cluster for Community and Urban Resilience (UC)	Member
	2023	European Network of Scientists for Social and Environmental Responsibility	Honorary Member
	2023	Higher Education Academy	Fellow
	2023	Institute for Health and Environmental Research (Australia)	Board Member
	2023	International Brotherhood of Teamsters	Member
	2023	New Zealand Employment Court	Expert Witness
	2023	New Zealand Society of Microbiology	Member
	2023	Queenstown Molecular Biology Society	Member

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2021	Tertiary Education Union	Member
	2021 & 2023	University of Canterbury – Faculty of Science, School of Biological Sciences (and sub-committees) and biochemistry programme	Employee
	2023	University of Wisconsin Alumni Association	Lifetime Member
Keiran HORNE	2019	AJ & MJ Horne Family Trust	Trustee and Discretionary Beneficiary
	2019	CEC Charitable Trust	Trustee and Treasurer
	2024	Cooperative Bank	Director
	2019	Conductive Education Canterbury	Treasurer
	2023	Enable Networks Ltd and Enable Services Limited	Director & ARC Chair
	2019	Hamilton City Council	Director, Chair Audit Risk Committee
	2019	Horne Wildbore Family Trust	Trustee and Discretionary Beneficiary
	2024	New Zealand Antarctica Institute trading as Antarctica New Zealand	Board Member
	2019	Quayside Holdings Ltd	Director, Chair Audit Risk Committee
	2019	Quayside Properties Ltd	Director
	2019	Quayside Securities Ltd	Director
	2019	ScreenSouth Ltd	Chair
	2021	Son	Student at UC
	2019	Spey Downs Ltd	Shareholder
	2019	Timaru District Council	Member, Audit and Risk Committee
	Bruce IRVINE	2024	Air Rarotonga Ltd
2024		B.R. Irvine Ltd	Director/Shareholder
2024		CSO Foundation	Trustee
2024		Heartland Bank Ltd and subsidiaries	Director/Shareholder
2024		House of Travel Ltd and subsidiaries	Director
2024		John Britten Trust	Trustee
2024		Market Gardeners Ltd and subsidiaries	Director
2024		Scenic Hotels Ltd and subsidiaries	Director
2024		Skope Industries Ltd	Director
2024		University of Canterbury Innovation Medal	Judge
2024		University of Canterbury MBA Course	Presenter (occasional)
Luc MACKAY	2024	Ingersoll Rand Incorporated	Shareholder
	2024	University of Canterbury	Student
	2024	University of Canterbury Students' Association (UCSA)	President
Rachel ROBILLIARD	2022	Canterbury Aoraki Conservation Board	Board member / Te Rūnanga o Ngāi Tahu appointee

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2022	Chapman Tripp	Employee
	2022	Mahaanui Kurataiao Ltd	Kaitiaki representative for Te Taumutu Rūnanga
	2022	Te Taumutu Rūnanga	Kaitiakitanga portfolio member
	2022	Te Taura Tāngata Trust	Trustee
	2022	University of Canterbury	Aunty is Amokapua Pākākano Tuarua, Deputy Assistant Vice-Chancellor Māori
	2023	Robby Robilliard Family Trust	Trustee
	2023	Kōwhai Enterprises Limited	Shareholder
	2023	Tāwhaki Joint Venture	Riaka Te Aka Matua Rōpū
Gillian SIMPSON	2019	Ministry of Education Statutory Services Provider	Independent Contractor
	2019	New Zealand Education Scholarship Trust	Trustee
	2022	Sport New Zealand Governance Services	Independent Consultant
	2024	Christ's College	Acting Principal (1 July– 14 October 2024)
Lisa TUMAHAI	2023	Arahura Holding Ltd	Director
	2023	Hauora Māori Advisory Group (Ministerial advisory)	Board Member
	2023	He Pou A Rangi Climate Change Commission	Deputy Chair
	2023	Hinemoana Halo Partnership Fund Ltd	Director
	2024	Manuka Charitable Trust	Trustee
	2023	Ngāi Tahu Research Centre (UC)	Advisory Board Member
	2023	Poutini Ngāi Tahu Pōkeka Ltd	CEO
	2023	Te Ara Pounamu Ltd	Director
	2023	Te Kura Taka Pini Ltd	Director
	2023	Te Niwha	Assurance Group Member
	2023	Te Runanga o Ngāti Waewae Inc	Trustee
	2023	Waitangi National Trust Board	Representative South Island
	2023	West Coast PHO	Trustee
	Poto WILLIAMS	2024	Eastern Community Sport & Rec
2024		New Brighton R.S.A.	Patron
2024		John Macmillan Brown Estate Trust	Special Trust Advisor
2024		South Island NRL Bid	Board Member (Community Engagement)
Catherine WOODS	2023	Public Service Association	Member
	2023	Statistics New Zealand	Husband - Employee
	2023	UC Admin Plus (professional networking group)	Leader
	2023	UC Business School Committees including Research and H&S	Member
	2023	UC Staffing Matters Working Group	Member
	2023	UC Students	Daughter and Niece
	2023	UC Wellbeing Advisory Group	Member
Adela KARDOS (General Counsel Registrar)	2020	University of Canterbury	Employee
	2024	Christchurch Hungarian Club Incorporated	Executive Committee Secretary

COUNCIL

Public Meeting Minutes

Te Kaunihera o Te Whare Wānanga o Waitaha



DATE	Monday 15 July 2024
TIME	9:00am
VENUE	Council Chamber, Level 6, Matariki Building
PRESENT	Ms Amy Adams (Chancellor), Professor Cheryl de la Rey, Vice-Chancellor, Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne (via Zoom), Mr Bruce Irvine, Mr Luc MacKay, Ms Gillian Simpson, Ms Lisa Tumahai, Ms Poto Williams, Ms Catherine Woods.
IN ATTENDANCE	Ms Barbara Albertson, Transcript Co-ordinator, Ms Heather Couch, Academic Quality & Records Teams Leader, Professor Peter Gostomski, Acting Deputy Vice-Chancellor (Research), Associate Professor Alison Griffith, Ms Adela Kardos, General Counsel & Registrar, Mr Keith Longden, Executive Director Planning, Finance & Digital Services, Professor Catherine Moran, Deputy Vice Chancellor (Academic), Mr Paul O'Flaherty, Executive Director People, Culture and Campus Life, Mr Richmond Tait, Director of Finance, Mr Grantley Judge, Governance & Compliance Manager, Ms Ann Gibbard, Governance Advisor.
APOLOGIES	Ms Rachel Robilliard
WELCOME	The Chancellor opened the meeting with a Karakia.
REGISTER OF INTERESTS	The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests.
CONFLICTS OF INTEREST	No conflicts of interest were advised.
MINUTES OF THE PREVIOUS MEETING	Confirming the Minutes of the meeting held on 17 June 2024 <u>Moved:</u> <i>That the minutes of the meeting held on 17 June 2024 be accepted as a true and correct record.</i>

Carried

MATTERS ARISING

Action Schedule

Mr Grantley Judge, Governance and Compliance Manager, noted the two actions were future dated.

HEALTH & SAFETY

Monthly Health and Safety (H&S) Report

Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life presented the Monthly Health & Safety Report.

In discussion the following was noted:

- There was a record number of safety observations reported in Assura by staff and students for the month of May.

Moved:

That Council notes:

1. *the progress, understanding and management of health and safety risks across the organisation; and*
2. *this report covers the period 1 May – 31 May 2024.*

Carried

FROM THE CHANCELLOR

Degrees Conferred in Absentia

Moved:

That Council approves the degrees to be revoked and awarded in absentia for the public record.

Carried

Ms Albertson and Ms Couch left the meeting at 9.10am.

FROM THE VICE- CHANCELLOR

Vice-Chancellor’s Monthly Report

The Vice-Chancellor highlighted items from her written report and the following additional items were noted:

- The Vice-Chancellor thanked the Deputy Vice-Chancellor (Academic), Professor Catherine Moran, for standing in as Acting Vice-Chancellor while she was on leave.
- The University recently hosted MP Andy Foster and discussed the UC strategy student success and research priorities. He also visited the UCSA, hosted by Mr Luc MacKay.
- The Vice-Chancellor informed Council that sadly Professor Chris Jones, Editor of the University’s 150th Anniversary publication, passed away and sympathies were extended to his family.
- The key focus at this time was on the challenge of managing student growth, without the corresponding funding.
- The University Advisory Group continued their work and were looking to visit the University on 21 August 2024. They are likely to request meetings with the Chancellor and Pro-Chancellor, Vice-Chancellor, UCSA and a number of other staff.
- Council was interested to improve their understanding of artificial intelligence (AI) and a Council workshop was suggested. A workshop on student growth and funding was also suggested.

Moved:

That Council notes the Vice-Chancellor's monthly report.

Carried

ACADEMIC BOARD

Academic Board Report

Associate Professor Alison Griffith provided a verbal report and noted the following:

- No written report was provided to Council this month as the Academic Board meeting was held on Friday 12 July.
- Some students did not understand that using artificial intelligence was not classified as completing their own work. Professor Moran would include a note about using artificial intelligence in student guidelines.
- The Academic Board had been requested to support the BDS movement in relation to the Israel-Palestine conflict and this evoked lengthy discussions. The Board did not vote and felt it was drawn outside of its Terms of Reference.

Moved:

That Council notes the verbal Academic Board Report.

Carried

Associate Professor Alison Griffith left the meeting at 9.16am.

PUBLIC EXCLUDED MEETING

Moved:

That the public be excluded from the following parts of this meeting, pursuant to section 48 of the Local Government Official Information and Meetings Act 1987:

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	Minutes Confirm public excluded minutes of 17 June 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0 5.1 5.2	Matters Arising Action Schedule Information Papers	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
6.0 6.1	Health & Safety Health & Safety Verbal Update	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
7.0 7.1	Strategy & Planning Final TEC Investment Plan (2025-2027)	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1	Business Cases Recreation Centre Business Case	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

9.0 9.1	Finance 30 June 2024 Financial Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
10.0 10.1 10.2 10.3	From the Chancellor Chancellor Meetings & Correspondence Verbal Update Council Workplan 2024 Update Executive Committee Decision 2 July 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
11.0 11.1	From the Vice-Chancellor Vice-Chancellor's Monthly Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
12.0 12.1 12.2 12.3 12.4 12.5 12.6	Other Staff Survey Outcomes Capital Investment Committee – Terms of Reference Plan for Alternative Council Meeting Venues Draft Updated 2018 Academic Freedom Policy Draft ARC Meeting Dates 2025 Learner Engagement (QILT) Background Presentation	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
13.0	General Business	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

and that staff identified by the Chancellor and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge would be of assistance in relation to the matters discussed and was relevant because of their involvement in the development of the reports to Council on these matters.

Carried

GENERAL BUSINESS There were no items of general business.

NEXT MEETING The next Council meeting will be held on:
Monday 19 August 2024 at 9:00am in the Council Chamber.

MEETING CLOSED The public meeting closed at 2.07pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

COUNCIL ACTION SCHEDULE
 from the meeting held on 15 July 2024
 (new and updated actions are shown in red)

	Action	By Whom	Due Date	Expected
1.	Add the following possible workshops to the Council Workplan: 1. Artificial intelligence 2. Student growth and funding	Mr Judge	August 2024	
2.	Provide Council with a report on UC's QS ranking strategy.	Professor Gostomski	October Strategy Day	
3.	Provide Council with a report on the work Academic Board has undertaken to further the Academic Board TOR goals.	Assoc Prof Griffith	November 2024	

Memorandum

People, Culture, and Campus Life -



Health and Safety

To Ki:	University Council
From : Nā	Paul O’Flaherty- Executive Director- People, Culture and Campus Life Natasha Barnett- Director of Health and Safety
Date Rā	6 th August 2024
Subject Kaupapa:	Public Agenda Health and Safety Report- August 2024

Recommendation:

That Council:

- Note the progress, understanding, and management of health and safety risks across the organisation.
- Note that the reporting period is June 2024.

Purpose:

This report informs the Council about progress concerning the University Health and Safety plan and health and safety risk management activities.

Key Points/Strategic Fit:

The Health and Safety work plan contributes to the delivery of *Tangata tū, Tangata ora* strategic objective: Nurturing Staff and thriving students.

Financial implications:

Not applicable

Attachments:

- Appendix I Health and Safety Performance Summary
- Appendix II (a-c) - Health and Safety Performance Metrics Dashboard
- Appendix III - Health and Safety Action Plan Progress Report

The full paper commences overleaf.

Appendix I: Health and Safety Performance Summary

This report highlights the ongoing efforts to proactively identify and address potential hazards, ensuring the well-being and safety of staff, students, and visitors. This section provides a high-level overview of key statistics from Appendix II (a-c). A new student self-report dashboard has been introduced to enhance reporting.

Key Statistics for June 2024:

- **Total Reports: 135**
 - Incident Reports: 50
 - Near Misses: 17
 - Safety Observations: 36
 - Actions: 47
 - Meetings: 2
- **Severity of Incidents:**
 - Low: 25 (first aid or no treatment)
 - Moderate: 10 (medical treatment sought)
 - Hospitalisations: 1 (due to a personal medical emergency)
- **Safety Observations: 36**
 - Unsafe Practice Observations: 9
 - Unsafe Conditions: 19
 - Improvement Suggestions: 3
 - Student Safety Observation Reports: 3

The Health and Safety Office is collaborating with management to address and mitigate identified risks and concerns.

T5 Risk Incidents Breakdown

This section provides an overview of incidents categorised by critical risk, summarising the details and actions taken. In June, 21 health and safety reports and 15 safety observations associated with T5 (critical) risks were recorded.

Hazardous Substances

- **Number of Reports: 7**
 - **Examples:**
 - Exploding test tubes with acidolysis solution in a fume hood: Neutralised and cleaned up.
 - Nitric acid bottle neck broke: Checked manufacture date (2013) and replaced bottle; Chemical spill training requested.
 - Chemical spillage in lab: Area coned off; spill cleaned with appropriate PPE.
 - Blowout of Bunsen burner: Immediate safety measures taken; lab manager informed.
 - Legacy waste in West basement: Identified and disposed of appropriately.

- Transport of liquid nitrogen in passenger lift: Clarified as a 'dry shipper', safety communication sent out.
- Chemical spill training requested by Civil and Environmental Engineering Lab managers from CAPE.

Poor Wellbeing

- **Number of Reports: 14**
 - **Examples:**
 - Exercise stress during gym activity: Provided rest and hydration.
 - Shoulder pain from mouse use: Ergonomic assessment requested.
 - RSI/OOS in arms and hands: Ongoing physio and ergonomic adjustments.
 - Student fainted: Provided first aid and support.
 - Chronic pain from a previous knee injury: Medical follow-up and ergonomic adjustment.
 - Student-teacher grabbed and pushed by a staff member while on placement at ECE centre: The head-teacher was informed of the incident and that the student would not return to the centre. Student receiving support.
 - Declining mental health impacting work: Provided support, mental health services consulted.
 - Cold conditions during fire extinguisher training: Measures taken to improve comfort during training.

Fieldwork/Isolated Work

- **Number of Reports: 3**
 - **Examples:**
 - Back injury during field measurements: Provided rest and follow-up.
 - Medical emergency during fieldwork in Fiji: Hospitalised and ongoing medical support provided; UC Risk and Assurance office and Orbit Travel assisted.
 - Staff hurt back lifting bollards without the correct tool: Medical follow-up.

Plant and Machinery

- **Number of Reports: 7**
 - **Examples:**
 - Contractor MEWP use without helmets: Contractors advised helmets must be worn when working at height.
 - Overdue electrical testing: Updated schedule and compliance check.
 - Leaking roof in lab: Urgent repairs completed.

Other Incidents and Near Misses

- **Number of Incidents: 29**
 - **Examples:**
 - Student cut hand using carving tools: Provided first aid.
 - Staff slipped on icy steps: Reported issue to FM.

- Rotten branch fell outside exclusion zone: Reported to security, area checked.
- Student seizure: Ambulance called; security assisted.
- Lack of lighting on campus: Lights turned on; signs placed.
- Student fainted during lab session: Provided support, shared resources.
- Power outage in building: Reported, no injuries.
- Slippery ramp near portacabins: Improved signage and anti-slip measures.
- Bike shed emergency exit malfunction: Emergency release fixed; staff trained.
- Loose carpet causing trips: Carpet secured, no further incidents.

Key Insights and Trends

- Environmental factors, such as slippery surfaces, inadequate lighting, and cold conditions, caused several incidents this month. Data collected over the past three years shows a clear trend of increased winter-related accidents and injuries from slips, trips, and falls. The effectiveness of immediate actions, such as conducting repairs and implementing safety measures, demonstrates the importance of a quick response to safety issues. This trend highlights the ongoing need for enhanced environmental controls, improved campus winterisation efforts, and awareness of winter hazards. The "Think First" communications campaign includes this as a focus. Continued emphasis on prompt action, follow-up of BEIMS reports, and regular preventive maintenance is crucial for mitigating risks and preventing injuries.
- Requests for additional training, particularly for chemical spill response, underscore the need for continuous education for staff and students. We aspire to foster a culture where departments share expert knowledge to enhance safety practices. For example, a collaboration between Civil and Environmental Engineering and CAPE for chemical spill training should improve faculty preparedness and emergency response. This initiative will enhance safety protocols and reinforce the importance of teamwork and communication in maintaining a safe environment.

Notifiable Event

On 12th July, the Health and Safety Director notified WorkSafe (notification #94212) of a notifiable event:

A CAPE Post-Doctoral Fellow weighed 160 mg of 20% platinum graphitised carbon (20% Pt/Vulcan) from a 5 g container. This material is categorised as a flammable solid, category 1 (HSNO 4.1.1A). The Post Doc added isopropyl alcohol (IPA), a flammable liquid category 2 (HSNO 3.1B), from a 2.5 L Winchester bottle to the 160 mg of 20% Pt/Vulcan. The IPA ignited, causing the Post Doc to drop both containers and spread the fire across the floor. The laboratory manager entered the lab and efficiently extinguished the fire using a nearby extinguisher. Activating a single sprinkler head led to the building's evacuation. Fortunately, no injuries were sustained.

FENZ attended the scene and subsequently released the laboratory back to UC. CAPE staff, including the Laboratory Manager, Acting Head of School, Technical Manager, and others, ensured the laboratory was safe. Fire technicians from Argus replaced the sprinkler head and

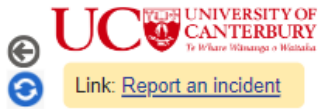
restored the building-wide sprinkler protection. The laboratory was then secured, awaiting direction from WorkSafe.

On July 15th, UC was notified that WorkSafe would not investigate the incident, and the file was closed.

A Learning Team, led by two facilitators from the H&S team, the Post Doc, the supervisor, and other CAPE and Facilities Management staff involved in the incident and emergency response, is reviewing the incident and recommending actions for management. A further update will be provided in the next report.

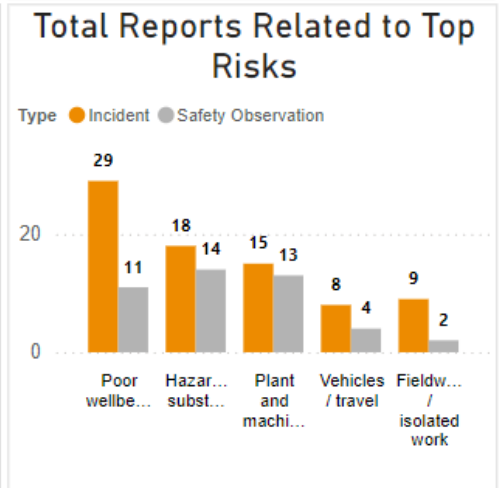
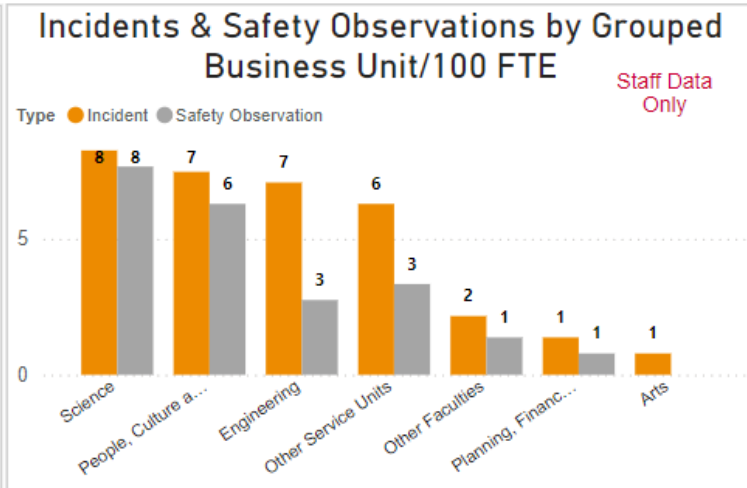
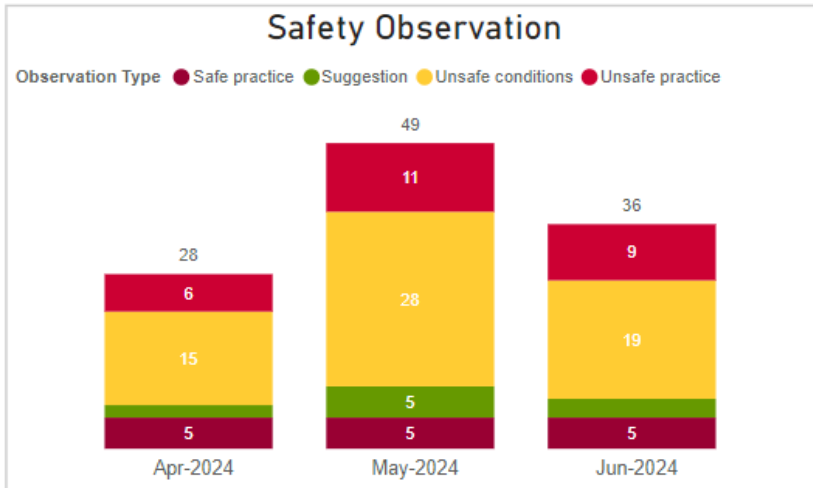
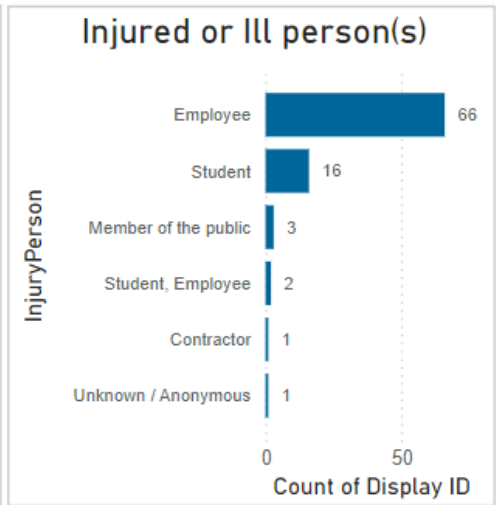
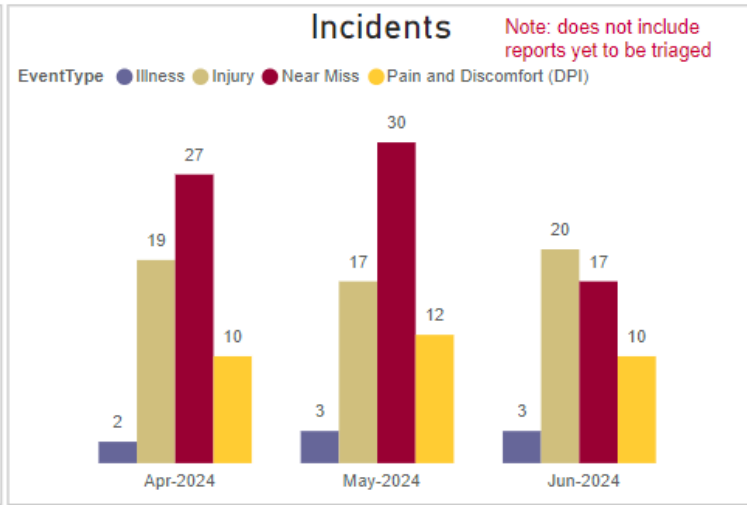
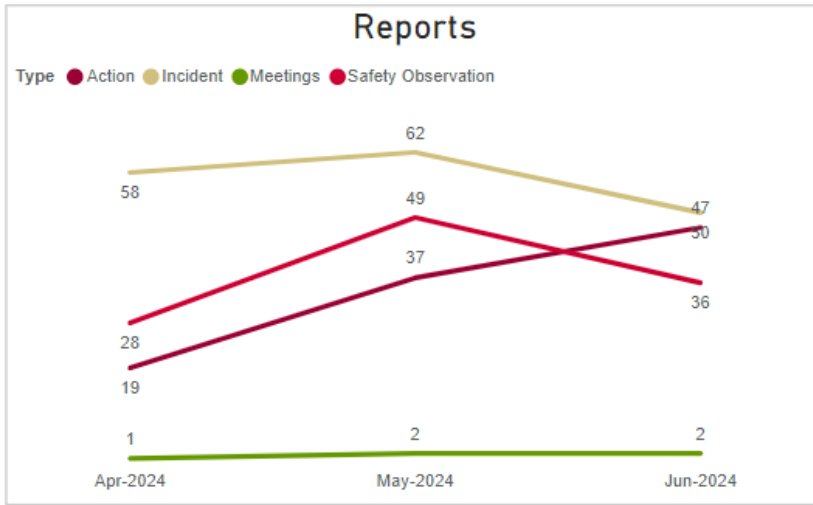
Appendix II (a):

Health & Safety Performance Dashboard (3-month rolling)



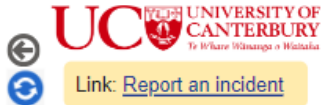
Assura Source: All | Business Unit: Multiple selections | Year: 2024 | Month: Multiple selections

Total Reports (All Types): 391 | Total Incidents: 170 | Total Near Miss: 74 | Total Safety Observations: 113



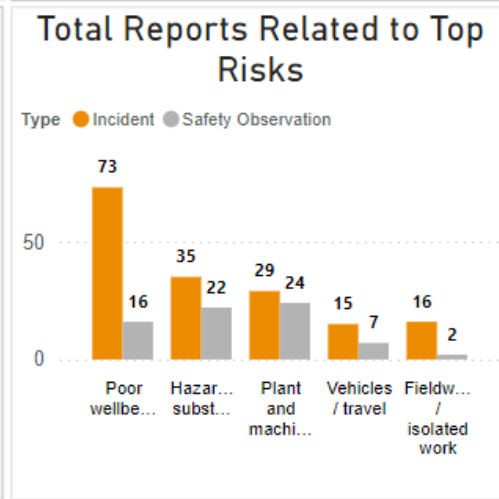
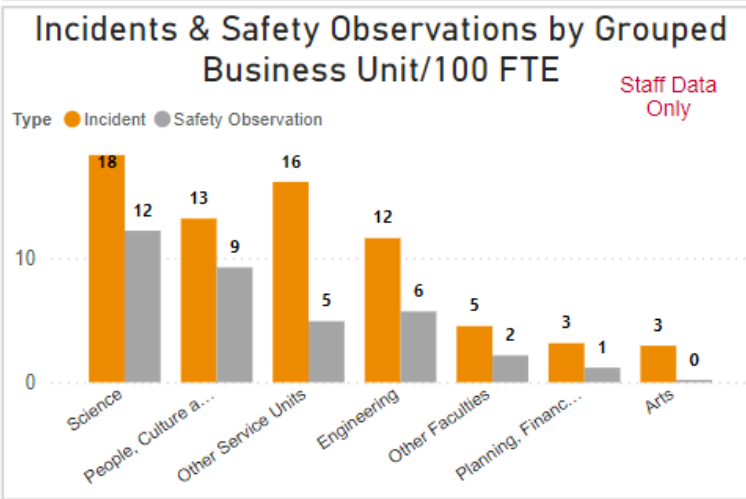
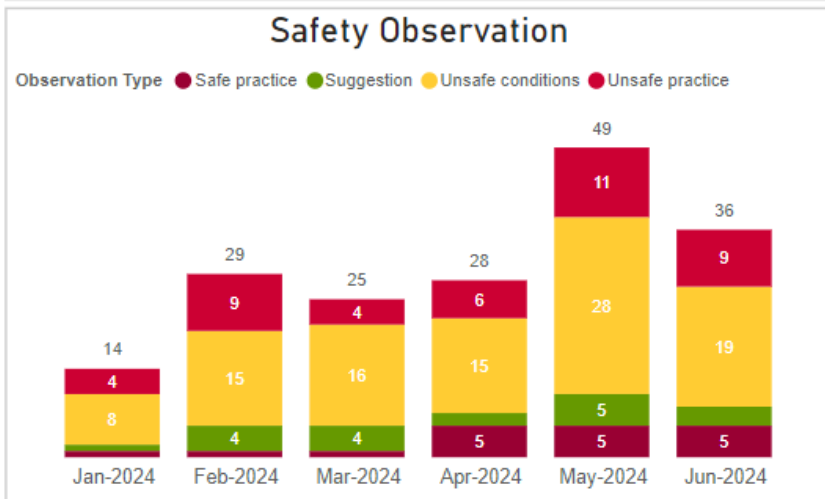
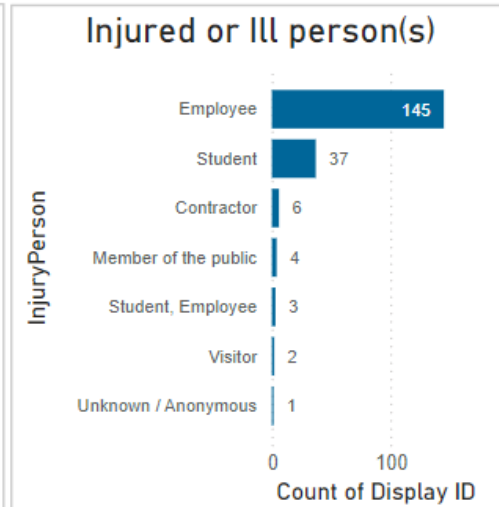
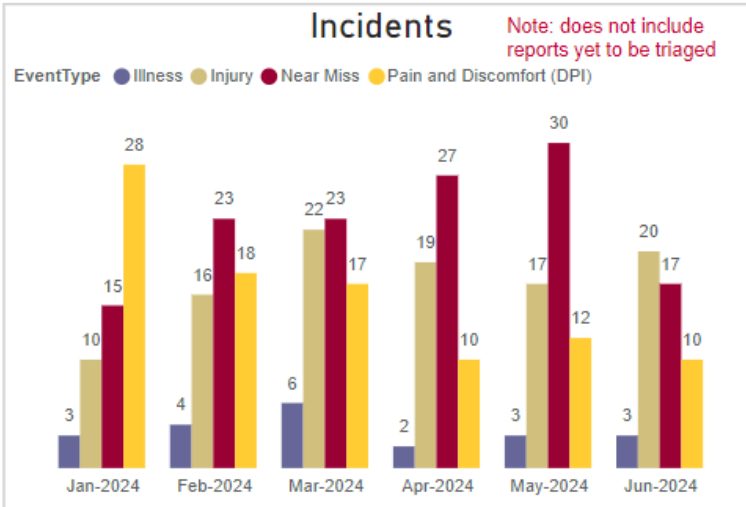
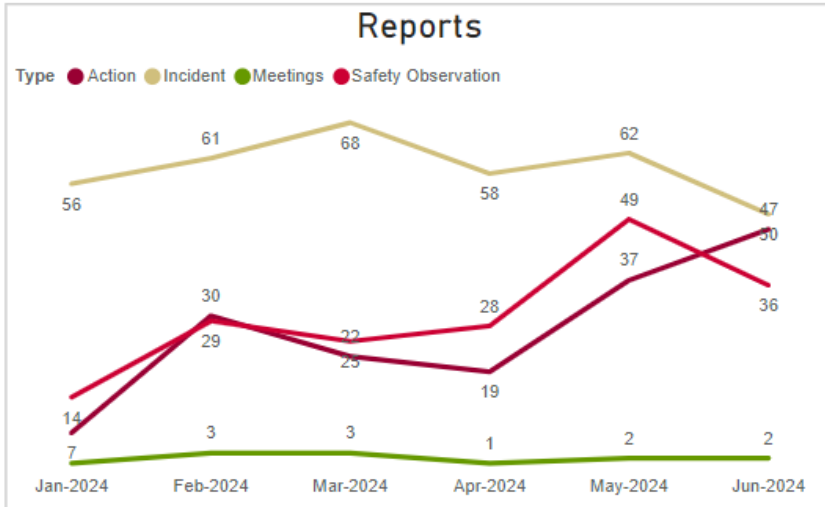
Appendix II (b):

Health & Safety Performance Dashboard (YTD)



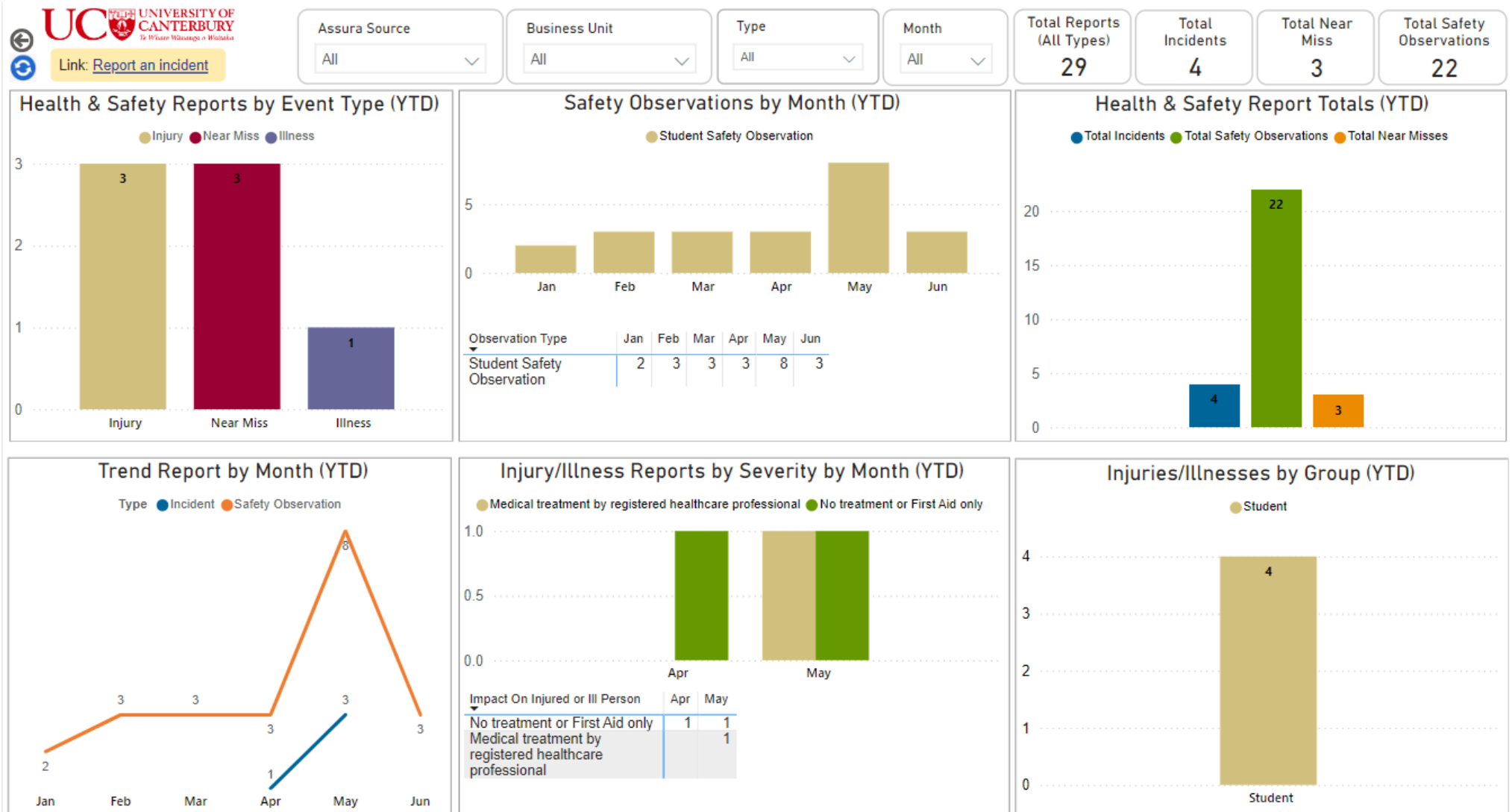
Assura Source: All | Business Unit: Multiple selections | Year: 2024 | Month: Multiple selections

Total Reports (All Types): 710 | Total Incidents: 355 | Total Near Miss: 135 | Total Safety Observations: 181




Appendix II (c):

Health & Safety Performance Dashboard (Student Self-Report YTD)



Appendix III: Health and Safety Action Plan Progress Report

The Health and Safety Action Plan (Plan) 2021-2024 aligns with Tangata Tū, Tangata Ora 2020-2030 strategic objective: People- Nurturing Staff, Thriving Students, and the Mahere Oranga Well-being Implementation Plan 2020-2024. The three pou | strategic pillars, **Inspiring Leadership, Thriving Communities, and Effective Systems**, are the focus of the Plan to move beyond reactive to strategy-led and engaging and empowering our people to work together to make good decisions about health, safety, and well-being for themselves and others. In setting the direction of travel, the Plan builds on UC's collective kaupapa by incorporating operating principles that foster our organisational values of whanaungatanga, tiakitanga, manaakitanga, and culture of kotahitanga, to support an environment that is welcoming and inclusive of all our people.

Plan		Do	Check	Progress				
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
I. Inspiring Leadership	I.1 Our people leaders are capable health and safety leaders (Staff members students) and Health and Safety Representatives, and Committees are empowered to be effective	Define health and safety leadership, capabilities/competencies, and KPIs needed across UC, e.g., Council, Senior Leadership Team, faculty/school/department, and health and safety lead levels.	KPI's set cascaded and measured. Capability framework developed.	H&S Business Partners have developed Executive Health & Safety Plans with each member of the SLT. Objectives and actions are to be assigned to owners and cascaded as appropriate. The plans have been recorded in Assura, supporting transparency and ensuring clear accountability for objectives, actions, and monitoring. Council H&S engagement activities Q1-Q4 2023 completed. New Council members received their H&S induction on 19 th Feb '24. On 19 February '24, the Council received a presentation from a Staff member from the School of Biological Sciences and Health and Safety Office about the university's processes for managing Fieldwork risks. T5 Hazardous Substances and "Taskforce Science" presentation delivered to Council in April 2024 H&S induction for new Council members completed. The UC Health and Safety Introduction learning module is also available to Council members.	Planning for 2024 for Council H&S Engagement activities is underway.	Ongoing 2024		H&S Office is working with the Governance and Compliance Manager to support the Council's Safe365 action plan.

Plan		Do	Check	Progress				
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
		Develop and deliver health and safety leadership training for all people leaders, including student leaders, with an emphasis on Safety Differently (Human and Organisational Performance Model)	Health and Safety leadership training delivered to all people leaders, including student leaders.	Leadership capability framework- H&S content design The online H&S Introduction learning module went live on 26 th March 2024.	Continuous improvement phase An induction to line managers' health and safety responsibilities is being developed in Assura, with a go-live planned for July.	Ongoing 2024	↔	As of 1 July 1054 staff members (out of 2406) had completed the UC H&S Introduction learning module. All line managers will receive an email and link to the line managers' health and safety induction in July. Completion rates will be reported.
		Optimise Health and Safety Team service delivery through business partnering and service level agreement	The business partnering model is implemented	H&S business partnership model is implemented. New H&S induction for Executive Deans/Academics has been developed and delivered by H&S Business Partners. The H&S Improvement Manager inducted Faculty Operations Directors. Completed 2023 objectives- The H&S Business Partners have a monthly meeting with the Faculty Managers. This approach ensures comprehensive coverage and effective communication between the H&S team and Faculty Managers.	Continuous improvement phase	Ongoing	↔	The Health and Safety Office has a vacant position for an H&S Business Partner (Faculty of Engineering). The Health and Safety Improvement Manager is temporarily supporting the faculty.
2. Thriving Communities	2.1 Increased awareness and engagement (of health and safety) utilising story-telling and existing UC communication tools, including social media where appropriate, to share information and communicate lessons	Review systems involved with health and safety and staff/student engagement and refine how health and safety information and data are communicated.	H&S Communications Plan	Ongoing effort to improve health and safety communication via UC communication tools/processes. QR Codes for Assura reporting have been posted in high-traffic areas around campus. Campus Rhythmn includes information to improve student awareness and engagement with	Continuous improvement phase A follow-up Think First (winter edition) campaign will run in Semester Two.	Ongoing	↔	Facilities Management is working on adding QR codes to all the Emergency Management Boards around campus. QR code stickers will be placed on building entrance doors as an interim solution.

Plan		Do	Check	Progress				
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
	learned			Assura. The Communications Team runs the Think First (summer edition) campaign for Semester 1 students. This campaign highlights general safety and well-being information and includes information on reporting health and safety hazards/incidents in Assura.				
	2.2 We are assured that our industry partners/PCBUs with whom we share health and safety duties have systems in place to protect the health, safety, and well-being of our people	Pursue opportunities for wider sector sharing of information related to critical risks and other joint health and safety goals.		UC shares knowledge and learnings through various forums and maintains ongoing relationships with UCSA and Accommodation providers. The UC Staff Wellbeing Leads and H&S Business Partners attend hui/workshops with the NZ University Wellbeing Group.	Ongoing effort to engage and support UC partners where shared health and safety duties exist.	Ongoing	↔	
3. Effective systems	3.1 Governance groups and all people leaders have insight into health and safety risks and management performance.	Develop performance metrics focusing on positive/proactive health and safety behaviours (lead indicators) and start measuring and reporting performance.	Monthly/periodic business reporting	Monthly SLT/Council H&S Report. Real-time business reporting-live dashboard (H&S performance) now available to all Staff on the intranet.	Completed-Continuous improvement phase	N/A	↔	
	3.2 Effective H&S systems and tools provide an organisation-wide view of health and safety risk and compliance	Adopt ISO 45001/45003 as the standard for OHS and take an integrated systems approach, drawing on the most relevant elements of international management standards.	Self-assessment against ISO standards	Gap analysis of current system documentation completed. H&S Framework is articulated to the university. HS&W Policy was reviewed/updated in 2021. The documentation of the Health and Safety Management system undergoes regular review and is updated as needed. The Health, Safety, and Well-Being Audit report (HSE Global, Feb 2024) confirmed that the university's documented H&S management system is very mature.	Completed-Continuous improvement phase-periodic updates to H&S Management System Documentation	N/A	↔	
		Implement the Assura health and safety reporting system	System is implemented	Assura system implementation completed in December 2021	Completed – Continuous improvement phase	N/A	↔	The course code auto-population and student health declaration and reporting functions in

Plan		Do	Check	Progress				
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
				<p>Student integration into Assura was completed on 19 January 2023.</p> <p>Develop Assura workflow for student reporting.</p> <p>The Chemical Process and Engineering (CAPE) "orange card" (student safety assessment) workflow has been successfully rolled out in the School.</p> <p>The Executive Health and Safety Plan workflow has been completed.</p>				the Assura Fieldwork planning and approval system will be ready by the end of July.
	3.3 Legislative compliance is verified, and recommendations for improvement translate into actions and continuous improvement	Deploy an internal compliance programme for all regulatory compliance requirements.	<p>Implement the Safe365 programme.</p> <p>Verification of adequate health and safety processes and culture via verification audits and inspections</p>	<p>Safe365 super-users have been identified and trained to maintain the Safe365 dashboards.</p>	<p>Quarterly reviews and reporting will ensure continued progress.</p>	Q4		The third round of Safe365 score verifications will take several months.
				<p>Executive leaders and the Faculty Managers/Directors have incorporated Safe365 objectives into their Faculty/Service Unit's Executive H&S Plan/s.</p> <p>H&S Audit by HSE Global- On 26 May, Paul O'Flaherty discussed the report with the Senior Leadership Team.</p>	<p>The Senior Leadership Team is developing a draft action plan to address audit recommendations.</p>	Q3		
	3.4 Increased Risk Mindfulness and embed a Critical Risk Management Framework	Co-design critical risk (high-consequence hazards) management framework (aligned to UC Risk Management Framework) and implement Control Plans for critical health and safety risks	<p>Risk reviews and control plans completed for T5 risks.</p> <p>Conformance reporting on T5 risks</p>	<p>Bow tie risk assessments completed for T5 risks.</p> <p>DSOs reviewing risk registers and undertaking risk control reviews (ongoing)</p> <p>Assurance framework developed- existing systems and processes related to T5 management.</p> <p>A repository/workflow has been developed in Assura to record T5 risk controls and risk control verification reviews.</p> <p>Our Health and Safety team is rolling out three key plans- Safe 365, T5 (Critical Risk), and</p>	<p>Identify fundamental changes for T5 management- develop a Critical Risk Control Standard in Assura for each T5 risk.</p> <p>Ongoing effort- Verification of T5 risk control actions is underway to assess the effectiveness of the barriers that eliminate and minimise threats and consequences and assure T5 risk management.</p>	Project completion end of Q4		The first draft of the Critical Control Standard has been developed for each T5 risk. These standards will consolidate the University's health and safety risk management policies, protocols, and frameworks and set the minimum requirements for managing the associated risks. The next step is for relevant UC policy contact officers/approvers to review and provide feedback on the draft standards.

Plan		Do	Check	Progress				
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
				Executive Health and Safety- by the end of the year. These plans work together closely, meaning that the goals and measurements for each are connected and rely on one another. The Senior Leadership team receives a monthly progress report, which tracks performance across each faculty/service unit grouping.	Facilities Management is establishing Key Risk Review Groups, which commence in February. These groups will examine our compliance with legislation, including Asbestos Management, Fire Safety, Electrical Safety, and Seismic and Structural conditions.			

Memorandum

People, Culture, and Campus Life –
Health and Safety



To Ki:	University Council
From : Nā	Paul O’Flaherty – Executive Director – People, Culture and Campus Life Natasha Barnett- Director of Health and Safety
Date Rā	6 August 2024
Subject Kaupapa:	Review - Health, Safety and Wellbeing Policy

Recommendation:

That Council:

- Approves the Health, Safety, and Wellbeing Policy for a four-year period.

Review Process and Findings

The Executive Director of People, Culture and Campus Life, as the policy contact officer, and the Director of Health and Safety, have conducted a review of the University’s Health, Safety, and Wellbeing Policy, which last underwent a comprehensive review in 2021.

1. Legislative Compliance:

The Contact Officer review confirmed that our current policy meets all relevant legal requirements. There have been no health and safety legislation changes since our last review in 2021. This stability in the legislative landscape means that our existing policy remains compliant with all statutory obligations. Our policy includes comprehensive measures to ensure legal compliance as a minimum standard, such as:

- **Clear Responsibilities:** Assigning governance and management responsibilities across the organisation.
- **Hazard Management:** Eliminating hazards and reducing health and safety risks.
- **Consultation and Collaboration:** Engaging with third parties and contractors where overlapping health and safety duties exist.

- **Safe Practices:** Ensuring hazardous substances' use, storage, and disposal are managed safely; maintaining and regularly inspecting plant and machinery to ensure they are in safe working condition; and requiring training and providing necessary instruction and safety equipment to protect staff and students on and off campus.

2. Organisational Concerns:

Our policy's provisions continue to effectively address the health, safety, and wellbeing of all University members, including staff, students, and visitors. Key areas where our policy has shown strong performance include:

- **Safe Environment:** Providing and maintaining safe facilities, equipment, and systems.
- **Training and Resources:** Ensuring people have the necessary information, training, skills, systems, and resources to work safely.
- **Emergency Preparedness:** Being prepared for emergencies and ensuring effective business continuity.

3. Best Practices:

Our policy remains aligned with best health, safety, and wellbeing practices. It meets and, in some respects, exceeds industry standards, ensuring a safe and inclusive environment for our community. Notable best practices embedded in our policy include:

- **Continuous Improvement:** Establishing health, safety, and wellbeing objectives, monitoring performance, and identifying opportunities for improvement.
- **Collaborative Learning:** Consulting and working in partnership with our people and their representatives to optimise health and safety performance.
- **Positive Reinforcement:** Recognising and celebrating positive behaviours and practices.
- **Just Culture:** Encouraging prompt and accurate reporting of hazards, near misses, and incidents and using a "just culture" model to address these reports constructively.

Given these findings, it is recommended that the Health, Safety, and Wellbeing policy be rolled over for a further four years, according to the standard UC policy review cycle, without modification. This will ensure we continue to uphold our commitment to maintaining a safe and healthy workplace without undergoing unnecessary policy revisions. This does not preclude an earlier review should it be required at any stage, for example in response to a legislative change.



Health, Safety and Wellbeing Policy

Nōnahea i Whakarerekē | Last Modified
Rā Arotake | Review Date
Mana Whakaae | Approval Authority
Āpiha Whakapā | Contact Officer

August 2024
August 2028
University Council
Executive Director – People, Culture and
Campus Life

Deleted: December 2021

Deleted: September 2024

Deleted: of Health and Safety

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Kupu Whakataki | Introduction

This policy outlines what the Te Whare Wānanga o Waitaha | University of Canterbury does to keep everyone safe and healthy in the workplace and that their well-being is being considered.

Kaupapa Here | Policy Statement

Te Whare Wānanga o Waitaha | University of Canterbury is committed to creating a workplace which supports excellence in health, safety, and wellbeing practice to create a safe and inclusive environment that enables our staff and students to succeed and thrive.

This policy applies to all University workplaces and everyone who is either working for or at the University, visiting the University, or is a student of it and requires that everyone demonstrate attitudes that reflect respect, care, and regard for each other when undertaking their activities.

To ensure, so far as is reasonably practicable that the health, safety, and wellbeing of everyone is not put at risk from the work or other activities carried out as part of the University's operations, the University shall:

- Assign clear responsibilities throughout the organisation for the governance and management of health and safety and communicate these.
- Eliminate hazards and reduce health and safety risks.
- Demonstrate excellent health, safety, and wellbeing practice with legal compliance as a minimum.

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- Consult, cooperate and collaborate with third parties and contractors where we have overlapping health and safety duties.
- Provide and maintain safe facilities, accommodation, plant, equipment, and systems, and seek to ensure safety is embedded in our design approach and at the heart of decision making.
- Ensure hazardous substances are used, stored, and disposed of safely.
- Consult and work in partnership with our people and their representatives to collaboratively learn and optimise our health, safety performance.
- Ensure that people have the relevant information, training, skills, and resources to work and learn safely.
- Prevent ill health and injuries by managing risks, monitoring the health, safety and wellbeing of our people and environment, and supporting people to return to work or learning following injury or illness.
- Be prepared for emergencies, deliver effective business continuity, and ensure emergency procedures are communicated.
- Require accurate reporting, notification, and investigation of hazards, near misses and incidents, unsafe practices and conditions, and nonconformities, and take appropriate action using the “just culture” model to maintain health and safety, including
 - stopping any unsafe activity,
 - establishing organisational health, safety, and wellbeing objectives,
 - consistently monitoring our health and safety performance, to identify trends, and
 - seeking opportunities to improve whilst actively managing health and safety risks.
- Review this policy along with the health and safety management system periodically and undertake positive assurance exercises, such as internal and external audits, inspections and learning reviews.
- Recognise and reinforce positive behaviours, practices and celebrate success.

Health, Safety and Wellbeing Duties

The University Council as the governing body of the University is ultimately accountable for the health and safety of everyone, but every member of the University community has responsibility for health, safety, and wellbeing.

The effective delivery of this policy requires everyone to take personal responsibility for health, safety, and wellbeing to the extent to which they can influence and control matters.

Everyone’s Duties

Everyone must, so far as they are reasonably able to:

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- take reasonable care for your own health, safety, and well-being;
- take reasonable care that your acts or omissions do not adversely affect the health, safety, and wellbeing of others;
- comply with this policy and any other policies, procedures, or reasonable instruction given by the University in relation to health, safety, and wellbeing;
- promptly and accurately report hazards, near misses and incidents, unsafe practices, or conditions, and take appropriate action to maintain health and safety; and
- attend health and safety training, as required by the University.

Officers' Duties

As officers of the PCBU, the University Council, the Vice-Chancellor, and members of the Senior Leadership Team within their areas of responsibility must also

- acquire and keep up-to-date knowledge of health, safety and wellbeing matters for the University;
- understand the nature of the University's operations and of the associated hazards and risks;
- ensure the University has appropriate resources and processes to eliminate so far as is reasonably practicable, or minimise so far as is reasonably practicable, risks to health, safety, and wellbeing;
- ensure that the University has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information that align with a "just culture";
- ensure that the University Council, Council committees, and Management committees receive regular reports from management regarding health and safety performance and issues; and
- ensure that the University has, and implements, processes for complying with any duty or obligation; and verify the provision and use of the above resources and processes through reviews and audits.

Reporting Incidents and Addressing Behaviour Inconsistent with this Policy

Everyone is required to report incidents, near misses, and mistakes/errors promptly so that the University can take action to improve its health and safety policy, system, or processes.

It is important that people can report mistakes without fearing the consequences of reporting. Using a "just culture" model, it is unlikely that the University would take disciplinary action against anyone that proactively reports an incident, near miss or error/mistake and cooperates fully throughout any investigation or corrective action process.

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The actions of an individual that lead to an incident, near miss error/mistake will be assessed considering both the experience and training of that individual, and the systems in place to respond to such behaviours.

However, reckless violations and deliberate acts that has or could have led to an injury **are not tolerable**. If the University determines that a staff member's or student's behaviour was deliberate or reckless, or a staff member or student refuses to cooperate with the University's investigation or corrective action process, then these will be treated as serious matters and addressed in accordance with applicable policies, regulations and contractual terms and conditions.

Tautuhinga | Definitions

Everyone – collectively means staff, students and anyone else such as a visitor.

Officer/s– has the same meaning as in the [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#). In regards to the University, this includes members of the University Council, the Vice-Chancellor and the Senior Leadership Team (SLT) members for their areas of responsibility.

Person conducting a business or undertaking (PCBU) – means a person conducting a business or undertaking alone or with others, whether for profit or gain.

Reasonably practicable – means something which is, or was, at a particular time, reasonably able to be done in relation to ensuring safety and wellness, considering all relevant matters.

Staff or staff member – for the purposes of this policy means “worker” which has the same meaning as set out in [S 19 Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#). “Staff” or “staff member” extends to cover all persons working at, for, or on behalf of, the University (whether paid or unpaid), including but not limited to contractors, subcontractors and their employees, adjunct appointees, Erskine visitors, consultants, guest lecturers, interns, and volunteer workers.

Student – for the purposes of this policy, means “learner” which has the same meaning as set out in the [Education \(Pastoral Care of Tertiary and International learners\) Code of Practice 2021 \(domestic and international\) \(Ministry of Education website\)](#)

Wellbeing – means the state of complete physical, emotional, mental, and social health; not merely the absence of disease, illness, or injury.

He kōrero anō | Related Documents and Information

Whakaturetanga | Legislation

- [Accident Compensation Act 2001 \(New Zealand Legislation website\)](#)
- [Hazardous Substances and New Organisms Act 1996 \(New Zealand Legislation website\)](#)

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- [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016 \(New Zealand Legislation website\)](#)
- [Health and Safety at Work \(Worker Engagement, Participation, and Representation\) Regulations 2016 \(New Zealand Legislation website\)](#)
- [Health and Safety at Work \(Hazardous Substances\) Regulations 2017 \(LI 2017/131\) \(as of 24 June 2021\) Contents \(New Zealand Legislation website\)](#)
- [Health and Safety at Work \(Asbestos\) Regulations 2016 \(New Zealand Legislation website\)](#)

Te Pātaka Kaupapa Here | UC Policy Library

- [Student Code of Conduct | University of Canterbury](#)
- [Staff Code of Conduct | University of Canterbury](#)

Mōwaho | External

- [Building a Just Culture - Health and Safety Guide \(E tū website\)](#)
- [WorkSafe \(WorkSafe New Zealand website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Converted document to new template.	Policy Unit	Oct 2013
1.01	Document review date extended.	Policy Unit	Mar 2014
2.00	Comprehensive review; updating of hyperlinks.	Vice-Chancellor	Aug 2014
3.00	Scheduled review by Contact Officer.	Vice-Chancellor	May 2015
4.00	Scheduled review by Contact Officer; new legislation prompted comprehensive review.	Vice-Chancellor	Apr 2016
5.00	Scheduled review by Contact Officer, minor changes only.	Vice-Chancellor	Apr 2017
6.00	Scheduled review by Contact Officer, no changes to content.	Policy Unit	Feb 2018
6.01	Updating of broken HR advisor link.	Policy Unit	May 2018
7.00	Scheduled review by Contact Officer, minor changes, alignment of language with H&S legislation, inclusion of wellbeing in the document.	Vice-Chancellor	July 2019
8.00	Review by Contact Officer. Language amended to be non-binary. Removal of reference to Canterbury Safety Charter, and update to internal website	Vice-Chancellor	Sep 2020

Deleted: Te Pae Tukutuku me te Ipurangiroto o UC | UC Website and Intranet¶

Deleted: Combined Unions & University of Canterbury Agreement on Employee Participation in Health & Safety (University Human Resources intranet) (Staff Only)¶

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Deleted: <#>[Health and Safety at Work Act 2015 No 70 \(as at 23 December 2023\)](#) ¶

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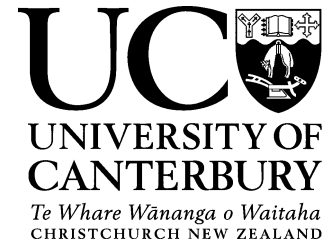
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	reference. Ratified by SLT on 29 September 2020.		
9.00	Unscheduled but major review by Contact Officer. Format and layout changes, Approval Authority and Contact Officer changed and updated; definitions added, amended and updated to align with H&S legislation definitions and <i>Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021</i> ; policy statement updated; sub-headings amended, reporting and addressing behavior consistent with this policy added; external links added, deleted link to Council Health and Safety Charter; deleted links to HR toolkit and intranet; added links to Health and Safety at Work Regulations.	University Council	Nov 2021
9.01	Unscheduled review, minor corrections to content post-publishing of v 9.00	Policy Unit	Dec 2021
9.02	Unscheduled review, correction of grammar	Policy Unit	Dec 2021
<u>10.0</u>	<u>Scheduled Review</u>	<u>Council</u>	<u>TBC</u>

This policy remains in force until it is updated.

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Vice-Chancellor's Report to Council



July 2024

Introduction

Semester 2 began on 15 July and after a quiet period due to the mid-year break, the campus is again busy with staff and students.

The Students' Association ran "Re Ori '24" prior to the start of Semester 2. This included Te Rourou a Haere (Lunch on the Lawn), a Clubs Day, an International Food Expo, Music Events, and a Winter Wellness Expo. There was also a drop-in opportunity for postgraduate students and families to meet with UCSA advisors, provide feedback about their experiences to date, and to connect with fellow students.

UC hosted the July meeting of the Committee on University Student Pastoral Care (CUSPaC). Operating through Universities New Zealand, the Committee has a focus on the Pastoral Care Code and works on matters such as monitoring, compliance, student voice and sharing of best practice. As part of my welcome remarks, I updated the members on UC's approach to education and the student experience.

Professor Philip Joseph has been appointed as a King's Counsel (KC) in recognition of his outstanding service and dedication to the field of law. In addition to Professor Joseph's appointment, UC graduates Wendy Aldred, Alanya Limmer, Philip Shamy, Timothy Stephens, Robert Stewart, Garry Williams, and Samuel Wimsett were also appointed to the rank of KC.

Engagement

The mid-year Hui-a-Hāpori Community Meeting on 8 July was well attended by the campus neighbours and local (non-student) residents. The Ilam and UC Community Liaison Officer, Senior Constable Liz Johnson, joined UC Security Manager Ken McEwen and UCSA President Luc McKay to give updates relevant to the local neighbourhood, including the Good One Party Register, UC events and campus updates.

There were two Tauhere Connect public lectures this month: "*Darkening peaks: alpine adventures hit by shrinking glaciers*" on 17 July from glaciologist Associate Professor Heather Purdie, and "*Galactic Archaeology in Aotearoa's night sky*" on 24 July presented by Senior Lecturer in Astroinformatics and Data Science Dr Clare Worley. Both livestreamed events were well attended and received active engagement from the in-person audience during the Q&A sessions. Videos of the Tauhere Connect talks are available on YouTube.

Education – Accessible, Flexible Future Focused

Results from Semester 1 were pleasing with some substantial improvements in key 100-level courses across the Faculties. The results are a reflection of the work of academics and course coordinators working with Kia Angitu, Future Learning and Development, and with our Māori and Pacific student teams to support excellent academic outcomes.

As part of future focused learning, a comprehensive Teaching and Learning Support Hub has been launched to provide detailed information and guidelines on the use of and responses to Artificial Intelligence (AI) for staff. Additionally, a new community of practice has been established across UC to further support staff in navigating and learning about AI. This initiative aims to foster a collaborative environment for sharing knowledge and best practices. The working group meets weekly and is continuously developing new resources in support of UC.

The importance of AI literacy and the role of the University in life-long learning was evidenced recently with an AI Workshop for Industry Professionals, *“Navigating the Future: An Engineer’s guide to Generative AI”*, that was delivered by Civil Engineering for industry practitioners. It generated great interest and highlighted the opportunity for UC to be a leader in this area.

In terms of student success, several staff took the opportunity over the mid-semester period to take part in Analytics for Course Engagement (ACE): ACE Teach hui. ACE Teach was developed with faculty input to assist teaching staff to see students’ engagement and be able to adapt and respond accordingly. A pilot being conducted in the BCom is showing promising results for staff and students. On the back of that, a Memorandum of Understanding was signed with University of Montreal to work collaboratively on Learning and Teaching innovation such as ACE Teach.

Research – Impact on a Changing World

Dr Matt Hobbs is part of a team investigating *“Does the environment young people grow up in promote or obstruct mental health?”* funded for \$500 000 from A Better Start and Cure Kids.

Professor Philip Schluter and Dr Jalal Mohammed are part of a \$5 million Health Research Council grant investigating *“Lifecourse trajectories for young Pasifika in Aotearoa”*.

Professor John Dalrymple-Alford (Faculty of Science) has been awarded \$300 000 for work entitled: *“Parkinsons: Are some answers but a tear away?”*.

The thesis work of Ellie Adams (Human Interface Technology Lab, HitLAB) was exhibited at the Doc Edge Festival in Christchurch from 26-30 June.

From the School of Earth and Environment, Professor Deirdre Hart has been made a life member of the New Zealand Coastal Society. She is only the sixth person to ever be granted a life membership.

Professor Jamie Shulmeister has joined the Australian Research Council Centre of Excellence for Indigenous and Environmental Histories and Futures. He plans to extend his research with indigenous peoples in Australia on issues of importance to the Butchulla people who are the traditional owners of K’gari (formerly Fraser Island).

Accounting academics have been successful with external grants with Drs Ellie Norris, Julia Wu and Peni Fukofuka gaining a grant from Accounting and Finance Association of Australia and New Zealand (AFAANZ) to support their project entitled *“The business of death: social, cultural, and financial accountability at an outback funeral service”*. Accountant Dr Claris Chung was recently awarded a Canterbury Medical Research Foundation grant for a project titled *“Unlocking the Potential of Preeclampsia Self-management System: Analysing Benefits, Challenges, and Gaps”*.

Associate Professor Laura Revell was elected to the International Ozone Commission (IO3C), one of only 30 scientists to be chosen globally. She is renowned for her expertise in chemistry-climate interactions and has made significant strides in understanding how the ozone layer is impacted by human activities, including from greenhouse gas emissions and an increased frequency of rocket launches.

Professor Philip Vermeulen (Department of Economics and Finance, UC Business School) was appointed as a Future Director on the Reserve Bank of NZ Board on 1 June 2024 for a term of 2 years ending 31 May 2026.

People – Nurturing Staff, Thriving Students

PhD student Sidney GJ Wong is a recipient of this year’s Fulbright New Zealand Science and Innovation Graduate Award. Sparked by his role as a community advocate for marginalised groups, Sidney is researching how to use AI to detect hate speech on social media by harnessing natural language processing, a branch of AI that enables computers to understand, generate, and manipulate human language. Sidney will travel to the University of Illinois Urbana-Champaign in August to begin his scholarship.

UC’s Aerospace team won the 30 000-foot Commercial off-the-shelf (COTS) category at the Spaceport America Cup competition in New Mexico. The team competed against more than 120 teams from 20 countries with their single-stage rocket, Kārearea.

Reframe Wānanga has partnered with UC to deliver peer support sessions on campus in Semester 2, focusing on meaningful conversations. Part of the Stepping Stone Trust, Reframe Wānanga works with young people to support their mental health and wellbeing through workshops that use art and other fun interactive activities. Supported by fellow students in their roles of UC’s Kaiwhakatere Oranga | Wellbeing Navigators, these sessions will provide a safe space for students to support their wellbeing, connection and belonging.

The Counselling team is running another eight-week “Life and Anxiety Group” in Semester 2 to help students explore anxiety and address the barriers it can present.

A series of new initiatives from the Kaiwhakatere Oranga | Wellbeing Navigators have also kicked off. Drawing on their understanding of student interests and needs, the team is running regular Creative Writing for Wellbeing Groups, Rainbow Connections Cafés, and Book Club meetings. The Grief Group run by Navigators last year has also restarted.

Orion Energy and EnergyMate provided another workshop to help educate students around home power use.

The UC 3x3 Basketball Men's Team are the Oceania Champions. The team won the New Zealand competition, earning them the right to travel to the Sunshine Coast to play in the Oceania tournament, where they secured the title. This has earned them a place in the World University 3x3 Games in China at the end of 2024.

UC Rugby have had a successful season so far, with the Premier Women becoming Champions again, and the Premier Men, both Colts Teams and Premier Reserve Men's teams, all making their respective finals. The Premier Men's team made its final for the first time in 34 years. The 2nd Premier reserve men's team also made the plate final for their section.

The Student Ambassador programme within halls of residence has commenced with a training workshop facilitated by the ISANA NZ. This programme aims to work with international students on developing cross-cultural connections.

The staff leadership development programme has been expanded to include courses on Applied Decision Making, Moving Forward After Change – Rebuilding Groups and Departments, Fostering a Meaningful Work Environment, and Managing Neurodiversity. The last three courses are in webinar form and are run in partnership with Otago University and Victoria University of Wellington.

A student protest took place on 26 July regarding the war in Gaza and the University received a document from the protest organisers.

The University received the sad news that Associate Professor Chris Jones passed away while visiting family in the UK during the semester break. As a renowned Medieval historian, he was involved in many projects in Canterbury and played a central role in the University's 150th celebrations, including leading the editorial committee producing UC's sesquicentenary book.

Internationalisation – Locally Engaged, Globally Networked

Our Global Development team hosted an International Welcome event for more than 300 new international students to campus ahead of their Semester 2 start. The event helps them to meet other international students, interact with staff and other valuable community partners, and learn about the many opportunities available at UC.

On 22 July we welcomed another cohort of Erskine Fellowship recipients. Unique to UC, the Erskine Fellowship has played an essential role in keeping the University connected with international academics and universities for over 60 years. Our new cohort of 40 Erskine Fellows are from Germany, Italy, Malaysia, the Netherlands, South Africa, Sweden, the United Kingdom, and the United States, each staying and teaching for up to three months. By year end UC will have had 78 Fellows on campus for 2024.

As a result of our international partnership with the University of Oxford, Ako ā-Mahi | Work-Integrated Learning, on behalf of UC, are hosting our first Crankstart Scholar interns. The Crankstart Scholar programme at the University of Oxford provides funding and support to students in their international work experiences, and the current intern cohort is working on projects related to Linguistics and European policy at UC.

Organisational Efficacy – of a sustainable scale by 2030

The construction of Tupuārangi, the 283-bed student accommodation facility in Homestead Lane, is underway and on track.

Tuihono UC | UC Online upgraded the learning management system from Totara to Moodle to enhance UC's learner experience. The Moodle implementation aligned our system with UC's AKO | Learn, leveraging existing LMS capabilities, increasing agility for in-house changes, and providing immediate access to the latest features, alongside Moodle's improved and dynamic user interface. This change will reduce costs per year and pave the way for improving student experience, engagement, and success through features like UC's Academic Course Engagement (ACE) product.

Since the launch of the new website and experience management platform, the Digital Services web team have been very engaged in progressing various significant improvements to UC's primary website experience based on feedback from staff and students. Improvements in recent months include a revised research landing page and improved searching experience for researchers, improvements to staff profile and contact information, content and structure improvements for multiple areas including Library and Graduate School, improving our search engine rankings and a series of improvements to the search performance on the website.

The HitLAB and the Department of Civil and Natural Resources Engineering (CNRE) have collaborated to share space leading to a win-win situation, with 18 desks being allocated to CNRE staff and research postgraduate students in underutilised space in the HitLAB. Not only has this led to enhanced space utilisation, but has also contributed to positive experiences for staff and students located there. Professor Rob Lindeman, Director of HitLAB, reports "They're having a really good time and we're finding increased opportunities for collaboration due to the co-location".

Environmentally Sustainable

We have received the formal consent from ECan allowing us to operate the Ground Source Heat Pumps (GSHP). Work is proceeding on the GSHPs with the plant room nearly completed, all drilling finished, heat exchangers are installed, and testing is planned for early Q4.

A successful MBA Thought Leadership event took place on 25 July at The Piano in Christchurch. It featured an insightful session with Climate Change Commission Chair, Dr Rod Carr, who discussed the transition to a sustainable future and addressed the challenges and questions along the way.

Over 2000 staff and students have attended Sustainability Office events in 2024 to date, 200 of which attended waste education events as part of Plastic Free July.

Memorandum/Pukapuka



To:	Ki:	University Council
From:	Nā:	Professor Cheryl de la Rey, Vice-Chancellor
Date:	Rā:	22 July 2024
Subject:	Kaupapa:	Academic Board report

Recommendations:

That Council notes:

- *the 12 July 2024 Academic Board Report (attachment 1);*

Executive Summary:

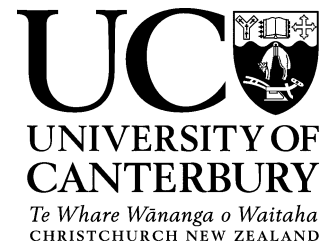
The Board endorsed the CUAP proposals, discussed a proposed AI position statement and a motion to support the Boycott, Divest and Sanction movement

Attachments:

- **Attachment 1: Academic Board Report from 12 July 2024.**
- **Attachment 2: CUAP proposals, refer to Diligent Reference folder “Academic Board Background Papers”.**

Full papers commence overleaf.

ATTACHMENT ONE



TE POARI AKORANGA | ACADEMIC BOARD

REPORT TO THE COUNCIL

FROM A MEETING OF THE ACADEMIC BOARD

HELD ON FRIDAY 12 JULY 2024

CUAP PROPOSALS

Eleven proposals were presented and endorsed. Further proposals for deletions were also reported and endorsed.

PROPOSED CHANGES TO CENTRALLY FUNDED PHD SCHOLARSHIPS

Changes to the 2025 doctoral scholarships were discussed including amendments to the criteria for awarding scholarships, closing the Aho Hīnātore | Accelerator and the Sustainable Development Goal scholarships and reallocating the funds into the general scholarship pool to improve the overall strategic focus and help with their management. The Research Committee is due to hold a workshop on the detail of the proposals.

POSITION STATEMENT ON AI

The Deputy Vice-Chancellor Academic spoke to the principles which formed the basis of the position statement which had been through extensive consultation and several iterations following feedback from Faculties and the Learning and Teaching Committee. Members approved the document in principle but requested some editorial changes be included and that it return to a subsequent meeting.

SUPPORT FOR THE RAINBOW COMMUNITY

The Board discussed a paper from the School of Biological Sciences' Committee for Representation, Equity and Diversity around its concerns over changes to the staffing of UC's Rainbow team. Paul O'Flaherty, Executive Director: People, Culture and Campus Life, affirmed that UC is committed to continuing with two FTE in the Rainbow Advisory team and that decreasing that quota had never been part of any discussions that he was aware of, with the Equity and Diversity team reporting to him. The Board agreed to endorse the principles set out to support the Rainbow team.

BOYCOTT, DIVESTMENT AND SANCTION

Associate Professor Moses presented the motion which he said arose from the student protests in May. The motion was prepared in conjunction with the UC Students for Justice in Palestine group who he described as a sincere and committed group of students who have been perplexed and dismayed to be portrayed as a problem group.

The Board spent some time discussing the issues involved. Members expressed their sympathy with the situation in Gaza however they were not comfortable with the resolution as it stood, in particular endorsing the BDS movement which was complex, wide and potentially evolving.

Associate Professor Moses agreed to withdraw the motion and return to a future meeting with a revised motion, in the light of the matters raised.

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

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	Minutes Confirm public excluded minutes of 15 July 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0 5.1 5.2	Matters Arising Action Schedule Information Papers	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
6.0 6.1 6.2 6.3	Health & Safety Monthly Health & Safety Verbal Update H&S Internal Audit – Draft Action Plan & Legal Advice 6-monthly Annual Leave Liability Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
7.0 7.1	Arbitration Arbitration Matter	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1 8.2	Strategy & Planning FM Action Plan Statement of Service Performance (SSP) 6-month Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
9.0 9.1 9.2 9.3 9.4 9.5 9.6	Finance & Major Projects Domestic Student Fees 2025, Student Services Levy 2025 & Online Student Fees 2025 Kōawa Digital Screen Project Quarterly Report Major Investment Plan (MIP) Q2-2024 Report 31 July 2024 Financial Report Updated Financial Forecast post TEC Funding Announcement UC Trust Funds Eriksen’s Report to 30 June 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
10.0 10.1	Business Cases Draft Business Case Framework & Process	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
11.0 11.1 11.2 11.3 11.4 11.5	From the Chancellor Chancellor Meetings & Correspondence Verbal Update Draft October Strategy Day Agenda Finalised Capital Investment Committee Terms of Reference 2025 Council Workplan Update Executive Committee Decision 12 August 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
12.0 12.1 12.2	From the Vice-Chancellor Vice-Chancellor’s Monthly Report Emeritus Professor Nomination	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

12.3	Academic Board Minutes 7 June 2024		
13.0	From the Audit & Risk Committee Audit & Risk Committee Report 5 August 2024 Internal Audit Plan 2024 Change	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
13.1		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
13.2			
14.0	Other Innovation Medal Recommendations Research Medal Recommendations Teaching Medal Recommendations Naming Rights Policy Review	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
14.1		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
14.2			
14.3			
14.4			
15.0	General Business	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
16.0	Council-Only Time Council Member Performance Reviews University Advisory Group (UAG) Review of University Governance Any other items	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
16.1		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
16.2			
16.3			

I also move that staff identified by the Chancellor and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge will be of assistance in relation to the matters discussed and is relevant because of their involvement in the development of the reports to Council on these matters.