

# COUNCIL

## Public Meeting Agenda

### Te Kaunihera o Te Whare Wānanga o Waitaha



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## Agenda

**DATE** Monday 18 March 2024  
**TIME** 9:00am  
**VENUE** Council Chamber, 6<sup>th</sup> 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 4-7
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 19 February 2024 – For Approval 8-12
5. MATTERS ARISING
6. HEALTH & SAFETY  
6.1. Monthly Health & Safety Report – For Information  
(Paul O’Flaherty, Executive Director, People, Culture and Campus Life) 13-23
7. POLICY  
7.1. Sensitive Expenditure Policy Review – For Approval  
(Richmond Tait, Director Finance) 24-34
8. FROM THE CHANCELLOR  
8.1. Degrees Conferred in Absentia – For Approval
9. FROM THE VICE-CHANCELLOR  
9.1. Vice-Chancellor’s Monthly Report – For Information 35-39

10. 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	<b>Minutes</b> Confirm public excluded minutes of 19 February 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	<b>Matters Arising</b> Information Papers Action Schedule	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	<b>Arbitration Matter</b> Arbitration Matter 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)
7.0 7.1 7.2	<b>Health &amp; Safety</b> Health & Safety External Audit Report Monthly 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)
8.0 8.1 8.2 8.3 8.4 8.5 8.6	<b>Audit</b> Audit 2023 Verbal Update Draft Representation Letters Interim Management Report to Council from Audit NZ Audit Fraud Questionnaires Annual Report 2023 Audit Clearance & Audit Opinion	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 9.7 9.8	<b>Finance and Major Projects</b> Kōawa Enabling Works Funding Tax Compliance Plan 2024 Post-Implementation Review Workplan 2024 Student Accommodation Programme Update Digital Transformation 6-Monthly Update UC Trust Funds Update Statement of Investment Policy and Objectives (UCTF) Review 29 February 2024 Financial 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)
10.0 10.1	<b>Facilities Management</b> Facilities Management Operational Plan	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	<b>Other</b> Precision Chroma Proposal	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	<b>From the Chancellor</b> Pro-Chancellor Election	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			Honours & Appointments Committee Election
12.3			Vice-Chancellor Employment Committee Election
12.4			Student Request to Withdraw Existing Qualification
12.5			Council May Strategy Day Agenda
12.6			Executive Committee Decision
12.7			Council Workplan 2024 Update
13.0	<b>From the Vice-Chancellor</b> Vice-Chancellor's Monthly Report		To enable the University to carry out, without prejudice or disadvantage, commercial activities.
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			Academic Board Minutes 10 November 2023
14.0	<b>From the Audit and Risk Committee</b> Audit and Risk Committee Meeting 4 March 2024 verbal update	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)
15.0	<b>General Business</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
16.0	<b>Council-Only Time</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)

*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.*

11. REPORT FROM THE PUBLIC EXCLUDED SESSION

12. GENERAL BUSINESS

13. NEXT MEETING

- The next meeting will be held on Monday 15 April 2024 starting at 9:00am.

KARAKIA (closing meeting)

*Kua mutu tātou i te mahi tahi o te rā*

*Kia tau tou rangimārie kei mātou*

*Hui e Tāiki e*

*We have come to the end of our collaborative work for the day.*

*May peace be with us all*

*Let it be done*

**UC COUNCIL**  
**Register of Interests**  
**18 March 2024**

<b>Name (Council Member)</b>	<b>Date notified</b>	<b>Person and/or organisation with interest</b>	<b>Nature of interest</b>
<b>Amy ADAMS (Chancellor)</b>	2021	AMDON Farms Limited	Director and Shareholder
	2021	AMDON Investments Limited	Director and Shareholder
	2021	Hampton Downs Trust	Trustee and Beneficiary
	2021	Te Whatu Ora - Health New Zealand	Director
	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
<b>Cheryl DE LA REY (Vice-Chancellor)</b>	2020	Association of Commonwealth Universities	Council Member and Chairperson
	2020	New Zealand Qualifications Authority	Board Member
	2022	Tokona Te Raki (Māori Futures Academy)	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
<b>Roger GRAY</b>	2022	Business Leaders' Health and Safety Forum	Member
	2022	Ports of Auckland Limited	CEO
	2023	Ben Gough Family Foundation Leaders Scholarship	Mentor
<b>Jack HEINEMANN</b>	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	Editorial Board Microbiome	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

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2023	New Zealand Employment Court	Expert Witness
	2023	New Zealand Society of Microbiology	Member
	2023	Queenstown Molecular Biology Society	Member
	2023	School of Biological Sciences – Active Change Proposal	Employee
	2023	Steering Committee Cycle 6 AQA Audit	Member
	2021	Tertiary Education Union	Member
	2023	UC Ngā Uara Values Awards 2023	Panel 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
	2023	Working Group on Staffing Matters (to VC)	Member
<b>Keiran HORNE</b>	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
	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
<b>Bruce IRVINE</b>	2024	Air Rarotonga Ltd	Director
	2024	B.R. Irvine Ltd	Director/Shareholder
	2024	CSD 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

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2024	University of Canterbury Innovation Medal	Judge
	2024	University of Canterbury MBA Course	Presenter (occasional)
<b>Luc MACKAY</b>	2024	Ingersoll Rand Incorporated	Shareholder
	2024	University of Canterbury	Student
	2024	University of Canterbury Students' Association (UCSA)	President
<b>Rachel ROBILLIARD</b>	2022	Canterbury Aoraki Conservation Board	Board member / Te Rūnanga o Ngāi Tahu appointee
	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
<b>Gillian SIMPSON</b>	2019	Christ's College Canterbury	Board member
	2019	Ministry of Education Statutory Services Provider	Independent Contractor
	2019	New Zealand Education Scholarship Trust	Trustee
	2022	Sport New Zealand Governance Services	Independent Consultant
<b>Lisa TUMAHAHAI</b>	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
<b>Poto WILLIAMS</b>	2024	Eastern Community Sport & Rec	Board Member
	2024	New Brighton R.S.A.	Patron
<b>Catherine WOODS</b>	2023	Anthony Harper (Law Firm)	Brother Employee
	2023	Public Service Association	Member
	2023	Robyn Nuthall (UC Director, Strategy and Planning)	Sister-in-law
	2023	Statistics New Zealand	Husband - Employee

<b>Name (Council Member)</b>	<b>Date notified</b>	<b>Person and/or organisation with interest</b>	<b>Nature of interest</b>
	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
<b>Adela KARDOS</b> (General Counsel   Registrar)	2020	University of Canterbury	Employee

# COUNCIL

## Public Meeting Minutes

### Te Kaunihera o Te Whare Wānanga o Waitaha

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<b>DATE</b>	Monday 19 February 2024
<b>TIME</b>	9:00am
<b>VENUE</b>	Council Chamber, Level 6, Matariki Building
<b>PRESENT</b>	Ms Amy Adams (Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne, Mr Luc MacKay, Ms Rachel Robilliard, Ms Gillian Simpson, Ms Lisa Tumahai, Ms Poto Williams, Ms Catherine Woods.
<b>IN ATTENDANCE</b>	Ms Barbara Albertson, Transcript Co-ordinator, Ms Heather Couch, Academic Quality & Records Teams Leader, Mr Peter Gostomski (Acting Deputy Vice-Chancellor); Ms Alison Griffith, Associate Professor (via Zoom); Ms Adela Kardos, General Counsel & Registrar; Mr Keith Longden, Executive Director Planning, Finance & Digital Services; Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life; Mr Grantley Judge, Governance and Compliance Manager; Ann Gibbard, Governance Advisor.
<b>APOLOGIES</b>	Mr Bruce Irvine.
<b>WELCOME &amp; FAREWELL</b>	The Chancellor opened the meeting with a karakia. The Chancellor welcomed Ms Poto Williams and Mr Luc MacKay to their first meeting.
<b>REGISTER OF INTERESTS</b>	The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests.
<b>CONFLICTS OF INTEREST</b>	No conflicts of interest were advised.
<b>MINUTES OF THE PREVIOUS MEETING</b>	<b>Confirming the Minutes of the meeting held on 8 November 2023</b> The Vice-Chancellor requested a minor change regarding the 150 <sup>th</sup> Anniversary Alumni weekend.



Moved:

*That the minutes of the meeting held on 8 November 2023 be accepted as a true and correct record, subject to the minor change noted by the Council.*

Carried

**MATTERS ARISING**

**Action Schedule**

There were no matters arising.

**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.

**HEALTH & SAFETY**

**Monthly Health and Safety (H&S) Report**

Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life spoke to the item. It was noted that:

- There had been an increase in Assura observations reporting.
- The Science Lab Safety Project had identified a range of safety recommendations, and an operational plan was in progress including monitoring implementation of the plan.
- Telus Health had been engaged as UC’s new employee assistance programme (EAP).
- Students would be encouraged to use the UC H&S Assura app via the use of QR codes. Social media engagement with students was planned once students had settled in. An update on this initiative would be provided at the March Council meeting.
- Council requested an update on the laboratory gas alarm matter at the March Council meeting.

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 October – 31 December 2023.*

Carried.

**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 and Chancellor sent letters of congratulations to New Year’s honours recipients.

- There was a drop in NCEA qualifiers which was of concern. However, student enrolments were tracking well and likely to achieve 102% growth. The fast-growing young demographic from the Selwyn area in Canterbury augured well for the future.
- The TEC briefing to the incoming minister was released publicly, which used a five-criteria risk assessment on universities: financial position, enrolment outlook, short-term profitability, medium-term sustainability and management capability. UC, Auckland University and AUT were all considered low risk.
- Ilam campus boiler coal conversion was complete which was a significant milestone in progressing UC's sustainability strategy.

Moved:

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

Carried

## ACADEMIC BOARD

### Academic Board Report

Associate Professor Alison Griffith spoke to the report via Zoom.

The Board Report was noted and no questions were raised.

Moved:

*That Council notes:*

1. *the 10 November 2023 Academic Board Report; and*
2. *the three qualification deletions (as endorsed by the Academic Board and which had been reported to the Committee on University Academic Programmes):*
  - a) *Graduate Diploma of Teaching and Learning (Secondary);*
  - b) *Master of Business Management; and*
  - c) *Master of Financial Management, which no longer has student enrolments and has been superseded.*

Carried

## 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	<b>Minutes</b> Confirm public excluded minutes of 8 November 2023	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	<b>Matters Arising</b>	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	<b>From the Vice-Chancellor</b> Vice-Chancellor's Monthly Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h) 7(f)(i)

6.2	Emeritus Professor Nominations	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	
6.3	Academic Board Minutes 13 October 2023		
6.4	Upcoming UC Events		
7.0	<b>Council-Only Time</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
7.1	Vice-Chancellor Employment Committee 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)
7.2	Health and Safety External Audit Report		
8.0	<b>Health &amp; Safety</b>	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)
8.1	Monthly Health & Safety Verbal Update		
9.0	<b>Finance and Major Projects</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.1	Digital Screen Establishment Board Quarterly 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)
9.2	Digital Screen Project Quarterly Report		
9.3	Digital Screen Revised Branding Designs		
9.4	Major Investment Plan Q4-2023 Report		
9.5	31 December 2023 Q4 University Actuals vs Budget Report		
9.6	31 January 2024 Financial Update		
10.0	<b>From the Audit and Risk Committee</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
10.1	Audit & Risk Committee Meeting 20 November	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)
10.2	Internal Audit – Staff Annual Leave Management Summary Report		
11.0	<b>Other</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
11.1	Council Policies Annual 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)
11.2	Updated Draft Academic Freedom Policy		
11.3	Banking Delegation		
12.0	<b>From the Chancellor</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.1	Audit & Risk Committee Vacancy Elections	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	Notice of Upcoming Committee Vacancy Elections		
12.3	Notice of Pro-Chancellor Election		
12.4	Executive Committee Decisions during Recess		
12.5	Council May Strategy Day Agenda		
12.6	Council Workplan 2024 Update		
13.0	<b>General Business</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)

14.0	<b>Council-Only Time</b>	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)
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*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 18 March 2024 at 9:00am in the Council Chamber.

**MEETING CLOSED**        The public meeting closed at 1.13pm.

SIGNED AS A CORRECT RECORD: \_\_\_\_\_

DATE: \_\_\_\_\_

**COUNCIL ACTION SCHEDULE**  
from the meeting held on 19 February 2024

	<b>Action</b>	<b>By Whom</b>	<b>Due Date</b>	<b>Expected</b>
1.	Provide Council an update on the student uptake of the Assura app and the laboratory gas alarm matter.	Mr O’Flaherty	March 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	18 <sup>th</sup> March 2024
Subject   Kaupapa:	Public Agenda Health and Safety Report- March 2024

## Recommendation:

That Council:

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

## Purpose:

To inform 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- Response to Council Request for Information
- Appendix II- Health and Safety Performance Summary
- Appendix III (a-b) - Health and Safety Performance Metrics Dashboard
- Appendix IV - Health and Safety Action Plan Progress Report

*The full paper commences overleaf.*

## Appendix I - Response to Council Request for Information

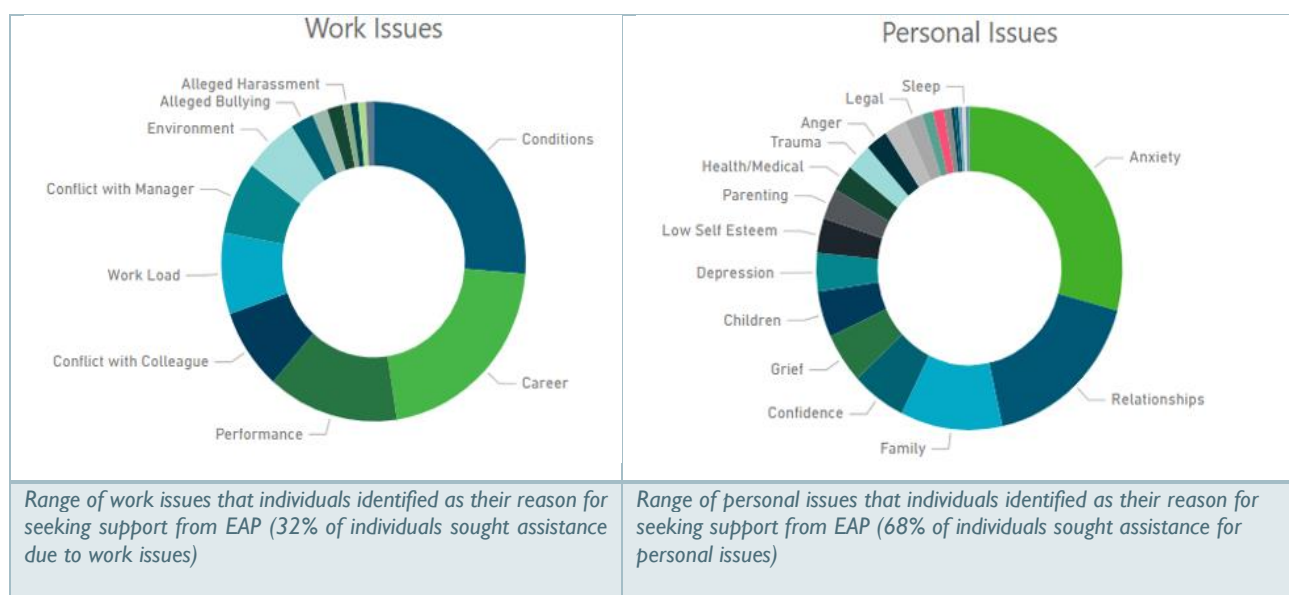
### I. Employee Assistance Programme (EAP) Annual Summary

In the year to January 2024, 223 individuals sought assistance, compared to 149 in the year to January 2023. 32% of individuals sought assistance due to work issues, and 68% sought assistance for personal problems. Anxiety, which is the leading reason for seeking help, includes matters ranging from generalised concerns to clinical-level symptoms. The leading work-related reason “conditions” covers a broad range of issues relating to the nature of the role and the workplace.

#### Summary

	Feb '23 to Jan '24	Feb '22 to Jan '23
No. of Programmes	223	149
No. of Sessions	554	364
Avg # of Sessions per Case	2.55	2.70

Summary Table from EAP Services on the number of “Programmes” or individuals who sought support in the years to January 2024 and 2023



### 2. Update on Gas Alarm Faults

The Ernest Rutherford building has an adverse atmosphere alarm system to notify users when specific gases reach pre-dangerous levels. This emergency management control system encompasses oxygen depletion/enrichment, lower explosive limit (LEL), and certain toxic materials.

The system has experienced false alarms, primarily at stage 2 LEL, largely because the detectors are at their end of life (>5 years old).

Replacements were executed in mid-2023 to address the aging detectors, reducing the risk of false alarms. Additionally, a new feature named “Evacuations” was incorporated into Assura to maintain a record of alarm activations. Since the replacement, two false alarm activations have occurred: a

contractor inadvertently damaged wiring, and a LEL level 2 alarm activated in a lab devoid of any gases.

Further planned changes to the alarm system include connecting the gas detection system to the integrated fire alarm system, installing a gas isolation emergency button at the gas alarm panels, identifying and isolating redundant detectors, providing ongoing staff education regarding procedures during a gas alarm event, and stressing the importance of recording in Assura.

## Appendix II - Health and Safety Performance Summary

The Health and Safety performance summary demonstrates the ongoing commitment to proactive reporting and addressing potential hazards to ensure the well-being and safety of our staff, students, and visitors. This commentary provides an overview and interpretation of the data tables contained in Appendix IV (a-b).

### I. T5 Risk Incidents

In January 2024, 36 health and safety reports and 5 safety observations associated with T5 risks were recorded. The breakdown of health and safety reports is as follows:

#### Wellbeing Reports (28)

- Ergonomic and environmental conditions were the primary concerns in 22 reports, highlighting heat and ventilation issues in the Beatrice Tinsley building.
- Musculoskeletal pain, personal medical problems, non-work injuries, and antisocial behaviour issues were also noted in these reports.
- Of the 28 reports, six are currently awaiting triage and are not reflected in the Total Reports Related to Top Risks dashboard in Appendix III. The Health and Safety Office has requested that management to address these pending reports.

#### Incident Reports Involving Hazardous Substances (6)

- Three incidents were related to incorrect hazardous waste disposal processes.
- Other incidents involved improper gas bottle storage and exposure to biological/environmental hazards, specifically pigeon excrement.

#### Fieldwork-Related Reports (2)

- A staff member sustained a foot injury while carrying boxes during fieldwork.
- A researcher fell overboard from a water taxi while retrieving a remote-operated vehicle (ROV) from the water. During the retrieval of the ROV, an unexpectedly large swell elevated the rear of the boat, causing the ROV to fall, pulling the team member into the water. Immediate retrieval occurred without injuries, and the team member was equipped with an auto-inflating life jacket. A comprehensive investigation was conducted involving all parties, including the charter boat company. The findings resulted in recommendations for enhancing the ROV design, utilising a longer tether rope, and limiting retrieval activities to swells below 0.3m

#### Plant/Machinery (6)

- Six minor incidents occurred, primarily resulting in building and property damage.

## 2. Health and Safety Reports and Observations

### In January 2024:

- The university received 79 health and safety reports, including 57 incident reports, 19 near misses (where no harm occurred), and 14 safety observations.



- Among the illness/injury/P&D incidents reported, the personal impact (severity) score was rated as low in 26 cases, moderate in 11 cases, and high in 1 case, per below.
  - 26 incidents resulted in no treatment or required first aid.
  - 11 moderate-severity reports of musculoskeletal pain (neck, shoulders, back, hip), contusions, sprains, and personal medical conditions/non-work-related injuries, resulting in assessment/treatment by a registered health professional.
  - one member of the public was taken by ambulance to Christchurch Hospital after a self-harm incident.
- Safety Observations- 4 unsafe practice observations and 8 unsafe condition reports, 1 improvement suggestion, and 1 safe practice report were received.

These reports provide valuable insights into various health and safety aspects within our organisation. The Health and Safety Office is actively collaborating with management to address and mitigate identified risks and concerns. For more information, refer to the detailed data in the dashboards in Appendix III.

### **3. Student Reporting in Assura**

The H&S Team has been collaborating with the Student Health and Wellbeing Promoter and UCSA on a communications/social media campaign to improve student awareness and engagement with Assura.

The Communications Team is running the Think Safe (summer edition) campaign for students in Semester 1, including information about reporting health and safety hazards/incidents in Assura. A follow-up campaign is planned for semester two

A web guide/FAQ has been created for students [Student Assura FAQ | University of Canterbury](#). This is currently accessible to students via the [Current students | University of Canterbury](#) landing page, where they can find all the important information on services and system logins they need. QR Codes are being placed across campus.

Appendix III (a)

### Health & Safety Performance Dashboard (3-month rolling)



#### Health and Safety Dashboard

Business Unit  
All

2024  
2023

Month  
Multiple sele...

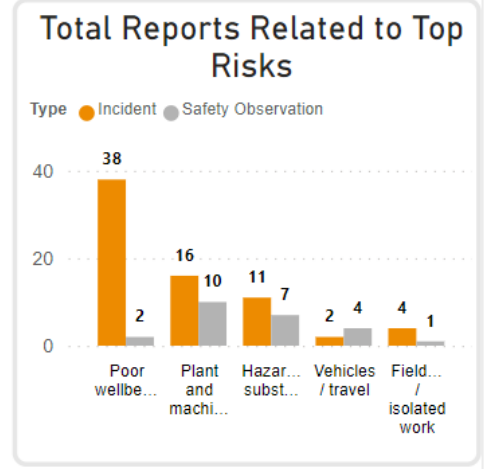
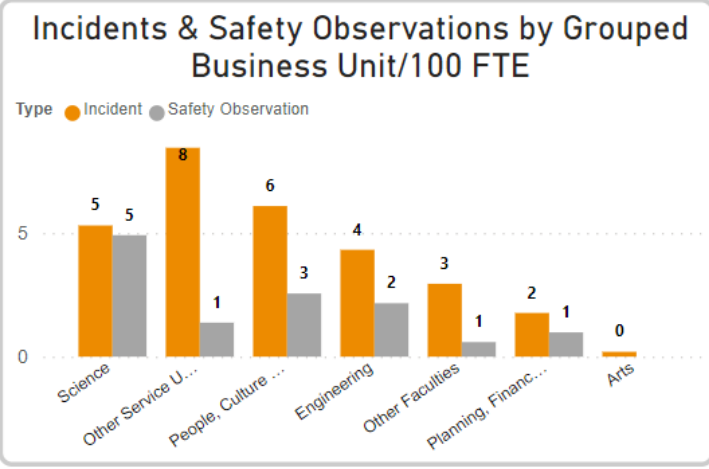
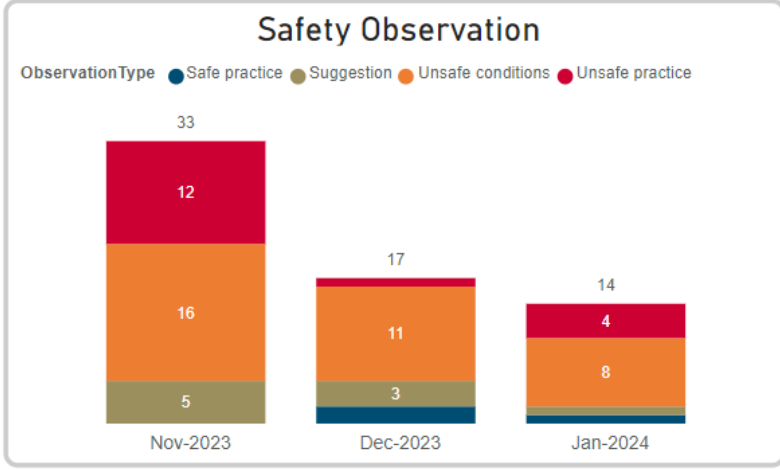
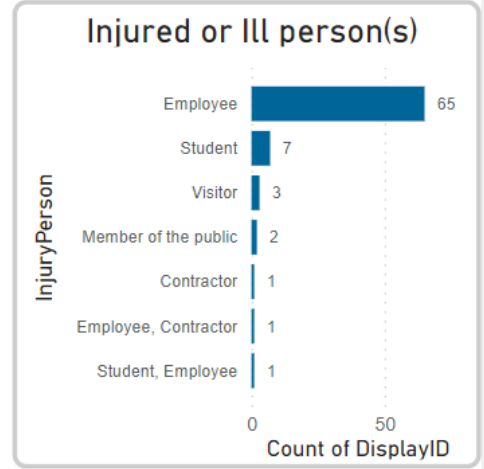
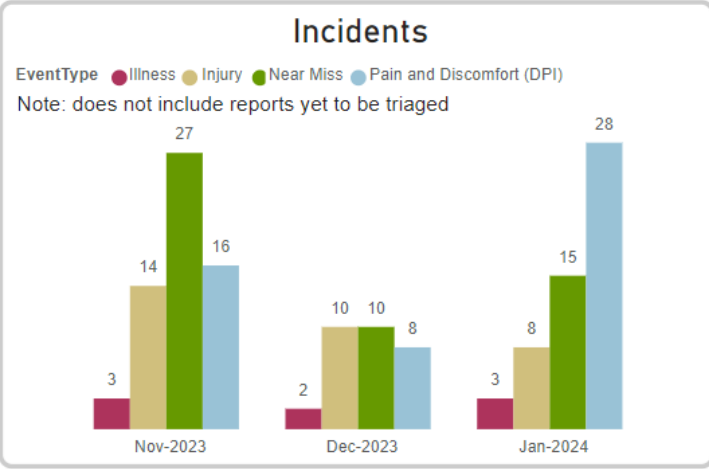
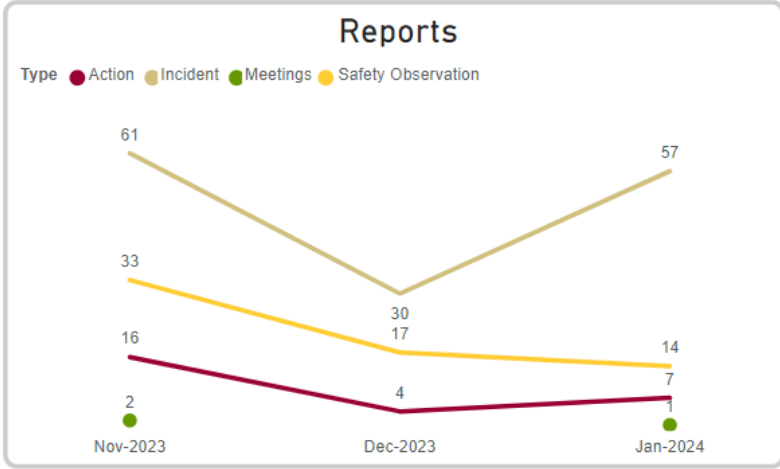
Total reports  
242

Total Incidents  
148

Total Near Miss  
58

Total Safety Obs  
64

[Link: Report an incident](#)



### Health & Safety Performance Dashboard (12 months)



## Appendix IV 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 and 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.	Planning for 2024 is underway for Council H&S Engagement activities.  H&S induction for new Council members  T5- Fieldwork presentation	Ongoing 2024	↔	H&S Office is working with the Governance and Compliance Manager to support the Council's Safe365 action plan.  New Council members received their H&S induction on 19 <sup>th</sup> Feb '24.  The Council received a presentation on 19 <sup>th</sup> February '24 from Staff from the School of Biological Sciences and Health and Safety Office about the university's processes for managing Fieldwork risks.
		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	A suite of online H&S training modules will be delivered via the new Learning Management System (DevelopMe)	Ongoing 2024	↔	There are no new activities to report this month.  The resourcing issues relating to the specialist function of online instructional design have been resolved. The go-live date for the online H&S induction training module is 26 <sup>th</sup> March 2024.
		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.	Continuous improvement phase	Ongoing	↔	H&S Business Partners have been working with SLT members and their executives on assigning Safe365 objectives/actions from the Executive Health and Safety Plans.  All SLT members have been asked to complete the Assura Officer Induction Process by 15 <sup>th</sup> March '24.  H&S Business Partners are now regularly attending Faculty Leadership Team meetings.

Plan		Do	Check	Completed	Progress	Delivery	Risk Status	Comment
Strategic Pillar	Objective				In progress (2024)			
				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.				
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 learned	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.	Communications campaigns aimed at critical audiences will run throughout the year.	Ongoing	↔	The H&S Team has been collaborating with the Student Health and Wellbeing Promoter and UCSA on a communications/social media campaign (2024) to improve student awareness and engagement with Assura. The Communications Team runs the Think Safe (summer edition) campaign for students in Semester One, including information about reporting health and safety hazards/incidents in Assura. There will be a follow-up campaign in Semester Two.
	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.	Ongoing effort-periodic updates to H&S Management System Documentation	Q3 (2024)	↔	This objective will be carried forward to 2024 to allow recommendations from the audit (DTBC) to be incorporated into our documentation.
		Implement the Assura health and	System is implemented	Assura system implementation	Completed –		↔	The fieldwork planning and approval workflow

Plan		Do	Check	Completed	Progress	Delivery	Risk Status	Comment
Strategic Pillar	Objective				In progress (2024)			
		safety reporting system		<p>completed in December 2021</p> <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>	Continuous improvement phase	N/A		is under development with Assura. The expected delivery is at the end of April.
	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>Executive leaders and the Faculty Managers/Directors have incorporated Safe365 objectives into their Faculty/Service Unit's Executive H&amp;S Plan/s.</p> <p>H&amp;S Audit by HSE Global</p>	Quarterly reviews and reporting will ensure continued progress.	Q1	↔	
					Awaiting audit report from HSE Global	Q4	↔	
	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>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> <p>Facilities Management is establishing Key</p>	Project completion end of Q4	↔	Facilities Management has appointed Kate Brooks as Asbestos Manager. This is a new role. Kate has 20 years of experience managing asbestos, including in the UK and NZ for Fletchers EQ and Te Whatu Ora (Canterbury & West Coast). She is also an experienced Health and Safety practitioner.

Plan		Do	Check	Completed	Progress	Delivery	Risk Status	Comment
Strategic Pillar	Objective				In progress (2024)			
					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.			



# COVER SHEET



<b>To:</b>	<b>Ki:</b>	Council
<b>From:</b>	<b>Nā:</b>	Keith Longden
<b>Date:</b>	<b>Rā:</b>	22 February 2024
<b>Subject:</b>	<b>Kaupapa:</b>	<b>Sensitive Expenditure Policy Review</b>

## Recommendation:

*That the proposed amendments to the Sensitive Expenditure Policy be noted and accepted by Council.*

## Purpose:

To inform of proposed amendments to the Sensitive Expenditure Policy on its two-yearly review.

## Executive Summary:

The Sensitive Expenditure Policy was due for review at the end of 2023. This is a key policy with respect to guiding staff on the procurement of goods and services that may have the perception of providing personal benefit to an individual. This Policy was given a significant overhaul in 2021 to ensure that it was in line with the Office of the Auditor General guidance and operationally effective. Only minor amendments are suggested this time. These changes do not introduce new content they are more to emphasise existing processes.

## Key Points/Strategic fit:

Scope

- Amended to make clear applies to Council and staff, no exceptions.

Key Principles:

- Bullet point 3 words added '**If these have been procured with University funds these will be required to be repaid.**'. This is currently required where someone has used University forms of procurement in error or are in breach of policy. This has been added to stress that this is a possibility.
- Bullet point 6 words added '**Context should be provided with the source transaction so the reasonableness can be ascertained.**' Explanations are not always provided up front as supporting documentation. When these are sought from the purchaser, in most cases, the procurement is reasonable and justifiable. The words have been added as an encouragement to be proactive in this respect.
- Bullet point 9 has been removed. This was included in the policy a number of years back to discourage the use of personal credit cards for purchasing to earn loyalty rewards. The University Purchasing card is also a more efficient process than the current manual payment reimbursement form.



Sensitive Expenditure Approval Procedures:

- Bullet point 6 words added '**appropriately to provide context**' again emphasis on providing good descriptions to support the procurement.

Compliance:

- First paragraph includes direct reference to the **Employee Disciplinary Policy**
- First paragraph words added '**including the repayment of the expenditure**' adding emphasis that the individual may be expected to repay the expenditure if it does not comply.
- First paragraph removed final sentence as restates previous sentence.

Definitions

- FBT – removed as not used in the policy.

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- Includes Employee Disciplinary Policy

**Financial implications:**

N/A

**Attachments:**

Sensitive Expenditure Policy with track changes

## Sensitive Expenditure Policy

### Expenditure where it could be perceived that there is an element of private benefit

<b>Nōnahea i Whakarerekē   Last Modified</b>	<u>December 2023</u>	<b>Deleted:</b> November 2022
<b>Rā Arotake   Review Date</b>	<u>December 2025</u>	<b>Deleted:</b> November 2023
<b>Mana Whakaae   Approval Authority</b>	University Council	
<b>Āpiha Whakapā   Contact Officer</b>	Finance Shared Services Manager, Financial Services – Planning, Finance and Digital Services	

### Kupu Whakataki | Introduction

This policy explains the University's requirement and expectations regarding sensitive expenditure that [has](#), or may be perceived to have, some element of private benefit

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### Kaupapa Here | Policy Statements

#### Ethics and Over-Arching Framework

The University is responsible for the prudent spending of public or taxpayers' money. These obligations are captured in the [Education and Training Act 2020 \(New Zealand legislation website\)](#)<sup>1</sup> and the [Crown Entities Act 2004 \(New Zealand Legislation website\)](#)<sup>2</sup>.

This policy sets out the rules around decision-making and approval of sensitive expenditure, and how these will be monitored and reported on. This policy exists to assist staff [to](#) fulfil the University's legislative obligations.

#### Scope

This policy applies to Council members and staff,

**Deleted:** with authority to spend University funds

#### Sensitive Expenditure Types

<sup>1</sup> See [S 281 \(e\) and \(f\)](#), and [S 299](#)

<sup>2</sup> See [S 155 \(b\)](#)

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The following are considered to be potential areas of sensitive expenditure and are covered by this policy. More guidance can be found within the [Sensitive Expenditure Guidelines \(University Financial Services Intranet\) \(Staff Only\)](#) for specific categories.

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1. Entertainment and Hospitality
  - a) University events.
  - b) Entertainment of external parties.
  - c) Meals and alcohol.
2. Koha
3. Staff Rewards and Recognition.
  - a) Gifts.
  - b) Lunches, morning tea and other team building activities.
  - c) Farewell and service-related award.
  - d) Christmas functions.
  - e) Sponsorship.
4. Staff support and wellbeing
  - a) Professional memberships.
  - b) Clothing and grooming.
  - c) Books, papers, and periodicals.
  - d) [Team building activities](#).
  - e) Sponsorship.
5. Asset Sale and Asset Use
  - a) Private Use of University Assets.
  - b) University Use of Private Assets.
  - c) Sale of University Assets to Staff.
  - d) Use of University Communications Infrastructure.
6. Travel
  - a) Frequent Flyer, Air Points or other travel-related loyalty schemes.
  - b) Cash advances.
7. Procurement
  - a) Private use of university suppliers.
  - b) Loyalty Reward Scheme Benefits (excluding Air Points).

Deleted: Strategic planning sessions

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8. Any other expenditure that could be seen to benefit an individual Council or staff member.

### Key Principles

The basic principle of all University procurement is that it must be, and must be seen to be, beyond reproach. Staff are expected to exercise prudent judgement regarding all business expenditure. This means decision-making about expenditure should

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- o have a justifiable business purpose,
- o preserve impartiality,
- o be made with integrity,
- o be moderate and conservative,
- o be made transparently, and
- o be made with proper authority.

These principles should be applied together. None should be applied alone, and no principle should be treated as more important than any other.

Therefore:

1. Expenditure may be incurred for official functions and discretionary purposes not directly related to educational or research processes where it can be demonstrated to be of clear benefit to the University, subject to the principles outlined in this policy.
2. Expenditure must be against pre-approved budgets with deviations from budgets and standards being reported to the Executive Director, Planning Finance & [Digital Services](#). Where expenditure is deemed to be unreasonable an explanation will be sought from the authoriser, or the payment referred to a senior manager.
3. Expenditure not included within the limits provided and/or approved and documented according to this policy, will be considered personal expenditure, and is the responsibility of the person incurring the expenditure. If these have been procured with University funds these will be required to be repaid.
4. For all categories of sensitive expenditure, staff must consider the tax consequences of that expenditure. If the staff member approving this expenditure is unsure, then advice should be taken from Financial Services **before** the expenditure is incurred.
5. Valid tax invoices and other supporting documentation must be maintained/submitted for all expenditure and submitted promptly after expenditure has occurred.
6. The University will reimburse discretionary expenditure that is reasonable, actual and has been incurred because of conducting University business. Context should be provided with the source transaction so the reasonableness can be ascertained.

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7. Discretionary expenditure is to be raised via a Purchase Order. For any expenditure that is unable to be completed on a University purchase order, use of a University P-card is the preferred method of payment.
8. All reimbursements for discretionary expenditure should be submitted for processing within 90 days of incurring the expenditure and ideally within the same financial year.

Deleted: ing

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Deleted: ~~the~~ Where any person holding a University P-card uses a personal credit card or personal cash for such a purchase, reimbursement by the University will be on 90 day terms from receipt of an authorised [Payment Request Form \(University Financial Services intranet\) \(Staff only\)](#) by Financial Services. ~~f~~

## Sensitive Expenditure Approval Requirements

### 1. General

Approval must be given before sensitive expenditure is incurred unless it is

- a) for small amounts (for example, taxi fares) or
- b) allowed for in University's policies

Approval is to be given by a person who is senior to the person who will benefit (or might be perceived to benefit) from the sensitive expenditure. Where that is not possible, this should be recorded.

Prior approval to incur sensitive expenditure is not required for Council members or the Vice-Chancellor.

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### 2. Sensitive Expenditure Approval Criteria

Approval for sensitive expenditure may be given only when:

- o The person approving the expenditure must be satisfied that all key principles are adequately met.
- o Documentation for the expenditure includes key details about the recipient and the reason for the expenditure (including name, role, description).
- o Expenditure is coded accurately.
- o The expenditure is within budget and where delegated authority exists.

### 3. Sensitive Expenditure Approval Procedures

The University employs the "one up" principle. In practice this looks like:

- *Council*

Sensitive expenditure incurred by the Chancellor, and any other Council member, must be approved by the Chair of Audit and Risk Committee. Council members' reimbursements, for fees and allowances, must be in line with [Schedule 11, S 17 Education and Training Act 2020 \(New Zealand Legislation website\)](#).

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- *Vice-Chancellor*

Sensitive expenditure incurred by the Vice-Chancellor must be approved by the Chancellor.

- *SLT (excluding the VC)*

Sensitive expenditure incurred by SLT will first be reviewed by Financial Shared Services for compliance with University Policy and guidance.

- Where an SLT member's sensitive expenditure is provided for within policy or guidance, then the SLT member is not required to seek approval for the spend from the Vice-Chancellor.
- Unless the sensitive expenditure is provided for within policy or guidance, any sensitive expenditure or discretionary expenditure incurred by SLT must be approved by the Vice-Chancellor.

Where there is any doubt around compliance with policy or guidance and/or approval from the Vice-Chancellor is required but has not been given, the matter will be escalated to the Risk and Audit Committee as part of a quarterly report prepared by Financial Services.

SLT can sub-delegate approvals for sensitive expenditure as required in line with the [Delegations of Authority Policy \(PDF, 990KB\)](#) and the [financial delegation principles, guidance, and processes \(University Financial Services intranet \(Staff Only\)\)](#). Lower limits than those set in this policy may occur.

SLT members are responsible for the monitoring and control of sensitive expenditure within their portfolios which includes authority to approve sensitive expenditure.

- *Managers*

The line manager of a delegate with approval authority must ensure that

- all approved expenditure follows the one-up principle;
- before they approve any expenditure, they are satisfied that there is a justified business purpose;
- standards, principles and requirements in this policy and any other relevant policy are met; there is appropriate budget; and they have delegated authority to approve it
- the correct expenditure coding is used;
- all supporting documents are filed; and
- explanations are documented appropriately to provide context for any expenditure that could appear unusual.

- *All authority holders*

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When deciding to spend money on any of sensitive expenditure areas, all authority holders must:

- follow the key principles and approval requirements of this policy,
- consult any other relevant policies and the sensitive expenditure guidelines to inform their decision-making,

## Compliance

A breach of this policy or associated procedures may result in disciplinary action, including repayment of the expenditure – refer to the [Employee Disciplinary Policy](#). Breaches may also mean that the University is subject to an audit which may bring the University into disrepute where poor practice is identified.

**Deleted:** This may have undesirable impacts on the reputation of the University.

## Reporting of Inappropriate Expenditure

Staff who consider there are grounds for enquiry into inappropriate expenditure should advise their Manager and the Financial Controller immediately.

Alternatively, disclosure may be made under the [Protected Disclosures Act 2000 \(New Zealand Legislation website\)](#). Refer to the [Protected Disclosures Act – Internal Procedures and Code of Conduct Policy](#) determine whether such a disclosure is protected.

## Tautuhinga | Definitions

**Discretionary expenditure** – those expenditures not directly related to the University educational, research, and public service mission. Discretionary expenses include, but are not limited to, all expenditure specifically addressed in this policy.

**Gift** – means a reward, gratuity or other consideration beyond remuneration and reimbursement. It may take the form of a tangible object but might also be in the form of a benefit.

**Deleted:** Fringe benefit tax (FBT) – tax imposed on non-cash benefits provided to past, present, and future employees. FBT is, generally, payable if the University provides an employee with a non-cash benefit. The conditions under which FBT is payable vary widely, but generally apply in circumstances such as¶  
Private use or enjoyment of a motor vehicle, or its availability for such use,¶  
Subsidised transport,¶  
Gifts, prizes, and gift vouchers, and ¶  
Entertainment.¶

**Hospitality** – means catering and entertainment offered to clients, guests, or visitors.

**Koha** – gift, present, offering, donation, contribution - especially one maintaining social relationships and has connotations of reciprocity.

**Official function** – Council, Senior Leadership team (SLT) (or their delegate) sanctioned social functions, entertainment events, ceremonies, meetings, special events and conferences that can be demonstrated to provide clear benefit to the educational, research, or community service missions of the University.

**Sensitive expenditure** – any spending (expenditure) that could be seen to be giving private benefit to staff additional to the business benefit to the University. It includes expenditure by

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the University that could be considered unusual for the University's purpose and/or functions.

**Staff or Staff member** – for the purposes of this policy, the definition of “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, Council members, adjunct appointees, Erskine visitors, consultants, guest lecturers, interns, and volunteers.

## He kōrero anō | Related Documents and Information

### Whakaturetanga | Legislation

- [Crown Entities Act 2004 \(New Zealand Legislation website\)](#)
- [Education and Training Act 2020 \(New Zealand Legislation website\)](#)
- [Protected Disclosures Act 2000 \(New Zealand Legislation website\)](#)

### Te Pātaka Kaupapa Here | UC Policy Library

- [Campus Drug and Alcohol Policy \(PDF, 315KB\)](#)
- [Conflict of Interest Policy, Principles and Guidelines \(PDF, 650KB\)](#)
- [Delegations of Authority Policy \(PDF, 990KB\)](#)
- [Gifts Policy \(PDF, 197KB\)](#)
- [IT Policy Framework \(PDF, 285KB\)](#)
- [Mobile Voice and Data Policy \(PDF, 217KB\)](#)
- [Procurement Policy \(PDF, 212KB\)](#)
- [Protected Disclosures Act – Internal Procedures and Code of Conduct \(PDF, 393KB\)](#)
- [Staff Code of Conduct \(PDF, 481KB\)](#)
- [Travel Policy \(PDF, 597KB\)](#)
- [Employee Disciplinary Policy \(PDF, 164KB\)](#)

### Te Pae Tukutuku me te Ipurangiroto o UC | UC Website and Intranet

- [Financial delegation principles and guidance \(University Financial Services Intranet \(Staff Only\)\)](#)
- [Financial Delegations Register \(University Financial Services Intranet\) \(Staff Only\)](#)
- [Payment Request Form \(University Financial Services intranet\) \(Staff only\)](#)
- [Sensitive Expenditure Guidelines \(University Financial Services intranet\) \(Staff Only\)](#)
- [UC Council Delegation Schedules \(University About UC website\)](#)

Commented [TO1]: Some of these policy links take the reader through to the specific policy but a couple of them are just to the Policy Library 'search' page. Is there a preference going forward, as we should make them consistent.

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### Document History and Version Control Table

Version	Action	Approval Authority	Action Date
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*Sensitive Expenditure Policy v. 5.02*

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<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Conversion onto new template	Policy Unit	Sep 2013
2.00	Major review. Minor revision to alcohol, travel and year end functions	Chair, SLT	Oct 2013
2.01	Updated hyperlinks	Policy Unit	Nov 2013
2.02	Document review date pushed out	Strategic Procurement Manager	Feb 2014
2.03	Document review date pushed out	Policy Unit	Sep 2014
2.04	Hyperlinks updated	Policy Unit	Sep 2014
3.00	Scheduled review by Contact Officer	Policy Unit	Jan 2015
3.01	Reference to Computer Use Policy and Procedures changed to IT Policy Framework	Policy Unit	Sep 2015
3.02	Amendment to s2.9(d) by Contact Officer & updated definitions	Policy Unit	Dec 2015
3.03	Addition of clause 2.8 "Strategy and Planning Sessions", change of "Staff Welfare" heading to "Staff Discretionary Expenditure" heading, "Staff" definition changed, "department/colleges and business unit" added to the "Introduction" and minor layout changes within document.	Contact Officer	Dec 2016
3.04	Inclusion of alcohol related clauses under 1.1.	Chief Financial Officer	March 2017
4.00	Scheduled review by Contact Officer Inclusion of statement to show this policy supports the annual formal representations made by SLT to Council. Scope changed to include applicability of policy to Council members. Additional wording under 'Ethics and Overarching Framework'. Clarity around UC contributions for Christmas functions and increase in allowance of time off to attend – clause 2.2. Clarity around appropriateness of UC contributions to personal gifts for staff members – clause 2.3 (c).	CFO	April 2018

## UCPL-4-227

	Removal of SLT / delegate approval for purchases of books, papers and periodicals.		
5.00	Scheduled review by contact officer, policy rewrite to align more with OAG guidance, removal of content repeated in other existing UCPL policies, creation of separate guidelines document for expenditure relating to staff	EDPF&ITS	Dec 2021
5.01	Minor change, hyperlink added to <i>Sensitive Expenditure Types</i> sub-section, amendment to Key Principles sub-section formatting.	Policy Unit	Dec 2021
5.02	Change of Approval Authority to Council	Council	Feb 2023

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## February 2024

### Introduction

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With the start of the 2024 academic year and good student numbers, campus is busy with lectures, tutorials and other academic activities. 2,300 students participated Herea tō Waka | Welcome Day on 16 February. Lectures began on 19 February and in the same week there was a Students Club Day that provided an opportunity for students to sign up for a diverse range of clubs covering sport, culture, education and social interests.

On International Women's Day the newly renovated and refurbished Ann Ballin Building (formerly the Psychology Staff building) was inaugurated at an event attended by the late Dame Ann Ballin's family, friends, former and current staff and students.

### Engagement

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UC signed a memorandum of understanding with the Special Olympics New Zealand Charitable Trust Board that will see the University providing accommodation and services during the Special Olympics 2025 New Zealand National Summer Games.

Now in its 11<sup>th</sup> year, Summer Startup is a 10-week business accelerator programme run by the UC Centre for Entrepreneurship (UCE). It's designed to provide students with the skills and support to launch innovative business ventures. This year's showcase took place on 8 February and the programme featured over 90 speakers, including Brianne West (Ethique, Business but Better, IncrediBalls), Vaughan Fergusson (Vend), James Laughlin, Guy Horrocks, Icehouse Ventures, and Blackbird, as well as in-depth workshops and field trips.

Academic and professional conferences advance knowledge and raise visibility of UC's academic work. Dr Anna Earl welcomed 80 delegates to campus in February for The Australia New Zealand International Business Academy Conference. Associate Professor Chris Jones and Dr Madi Williams welcomed 400 delegates for the ANZ Association for Medieval and Early Modern Studies Conference in February.

On 27 February UC collaborated with the New Zealand Institute for Chemistry (NZIC) to host a Global Women's Breakfast in conjunction with the United Nations Day of Women and Girls in Science to promote gender equality in Science. After introductions by Ama Matua | Executive Dean Science, Professor Sarah Young, I delivered a talk about *Catalysing Diversity in Science*. There were 366 similar events registered in over 70 countries, including new countries such as Angola and Belarus.

Canterbury University Press published three new works in February:

*Still Standing*: A Memoir by Anna Crighton, champion for the built past of Christchurch and New Zealand.

*He Awa Whiria*: Braiding the knowledge streams in research, policy and practice edited by Angus Macfarlane, Melissa Derby and Sonja Macfarlane explores a bicultural framework weaving Indigenous and Western knowledge. The open access edition was supported by the Council of New Zealand University Libraries.

*The Donnithorne Wicked Bible - A Digital Edition* edited by Chris Jones is an open access publication.

## Education – Accessible, Flexible Future Focussed

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Student services were humming with Te Pātaka seeing 50% more students compared to the same time last year. Students were engaging with the services earlier with nearly 1400 students working with Kaitoko across January and early February, over a third more than the previous year. The library was also in high demand with 9300 students visiting on the first day of lectures. Staff at Te Pātaka were kept busy in the weeks leading up to the start of semester, seeing double the number of students that they had seen in previous years. Students were able to get answers to a range of queries including accommodation, digital needs and course changes. It was an opportunity to welcome cohorts of students for many of the new programmes.

Besides students coming to campus, the first UC cohort of over 70 pre-registration nursing students commenced with the programme being delivered via UC Online. UC's commitment to accessible and flexible education has resulted in a wider geographical spread of students.

Artificial Intelligence and Assessment workshops for Science and the Business School were conducted, with ongoing workshops across schools and faculties.

## Research – Impact on a Changing World

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The Te Kura Tāura | UC Graduate School completed its move to Matariki Level 1, providing a visible presence and support of graduate research students at UC. This is part of the strategic plan of the Graduate School to provide strong support for thesis students to improve timely completions, improved employability and better well-being. Te Kura Tāura has also been supporting cotutelle agreements (dual PhDs) with several overseas universities (e.g., Australia, France, Chile, Belgium), which aligns with the University's strategic plan of improving international collaborations. Recent analysis of 2023 student survey data has shown that the experiences, and likelihood of recommending UC to others, has improved considerably for our research Master's and Doctoral students since the development of Te Kura Tāura, with the net promoter scores of research students now approximating those of undergraduate and taught Master's students.

As part of the University's strategic objective of improving its national and international profile and reputation, there have been some key outcomes. Professor Jason Tylianakis (School of Biological Sciences) co-authored a new paper published in the prestigious journal *Science* titled *Teach Indigenous knowledge alongside science*.

A unique facility for studying protein crystal growth in space was developed by Dr Sarah Kessans in the School of Product Design, in collaboration with teams from Arizona State University and Christchurch companies Asteria Engineering Consultancy and Intranet. This device is scheduled to launch on SpaceX's Commercial Resupply Mission CRS-30 in March in an uncrewed mission to the International Space Station (ISS), making it New Zealand's first experimental payload onboard the ISS. Dr Kessans's research about biological research in space received seed funding from the NZ Government's MBIE Catalyst: Strategic Space 2019 fund and MBIE Innovative Partnerships.

After a nationwide search by the AF8 (Alpine Fault Magnitude 8) steering committee, Dr Tom Robinson from the School of Earth and Environment was selected as Science Lead of the programme. This South Island Civil Defence Emergency Management collective undertakes scientific modelling, coordinated response planning and community engagement to build resilience to prepare for the next Alpine Fault earthquake.

## People

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The halls of residence are at full occupancy for the start of semester 1 (76% Year 1 students and 24% year 2 and above). In conjunction with Kia Angitu, "Thrive" lectures were presented for all first-year halls, as an orientation to academic success and support services available. Residential Assistant training programmes were completed in February, including a noho marae (overnight stay) for UniLodge Taurima (residential assistants).

A presentation on looking after yourselves and our environment while in Aotearoa/New Zealand (student safety and environmental care) was part of the international student orientation event in February.

The School of Psychology, Speech and Hearing is running an eight-week course for students and staff on self-compassion. This offers the skills and support to build self-compassion and self-esteem and, in doing so, reduce self-criticism. It is based on research that compassion focused therapy is effective in managing stress and anxiety, regulating moods and improving overall mental well-being.

The Kaiwhakarete Oranga | Wellbeing Navigator programme has undergone significant expansion for 2024, now boasting twice the number of student Navigators compared to previous years. The 20 Navigators serve as peer support conduits, linking students with wider university support services. One of the programme's main event offerings, the 'Connect Zone,' has been extended to two days per week, offering a platform for students to enjoy smoothies, games, and conversations, fostering a sense of belonging and community among attendees. This year the Wellbeing Navigators have been trained in intentional peer support and the programme is gaining national recognition.

Collaborating with Te Whatu Ora, the University hosted a vaccine clinic for Meningitis, HPV and MMR during Welcome Day in February. Vaccination staff worked throughout the day to provide 248 Vaccines.

The University Chaplaincy Service provided its 2023 report. The service provides interdenominational support for students and staff, alongside the Student Wellbeing team. Highlights from a range of 2023 activities were the hosting of a multifaith breakfast for 65 faith leaders from local communities and staff and student groups, an online and campus-based advice service, hosting of regular morning teas with security and other support staff, and leading Christmas and other religious services.

The gym streamlined their registration process this year with the new PerfectGym membership software, dramatically improving the student experience. Students now only need to sign up once while they are a student at UC, as long as they maintain continuous enrolment. This means approximately the 3000 new members each year needing to be processed will automatically be rolled over each year, reducing administration for the Recreation and Sport team.

Matching and introductions have been completed for the 2024 cohort in the Academic Staff Mentoring Programme. The programme matches early and mid-career staff with a Professor or Associate Professor outside of their School/Department. The programme has been in place for 16 years with 302 mentorship partnerships to date. 36% of the current mentoring pool were once mentees in the programme.

The pan-university Community of Practice for Technical Staff (TechCoP) was started in 2023 and aims to link staff in Faculty-based lab and workshop technical support roles. In 2023 there were two gatherings, three workplace tours (Health Sciences, Physical & Chemical Sciences, and Fine Arts) and the establishment of a Teams site for communication, collaboration, and knowledge sharing. Planning for 2024 is underway via a representative Steering Group supported by People and Culture.

People and Culture launched a recruitment training module for hiring managers and panels. In addition, the software supporting staff recruitment processes, Snaphire, has been expanded to capture all roles that are fixed term and not advertised. This means that all our fixed term and continuing roles are now processed via the system, improving processing time and consistency across UC.

People and Culture also released the first stage a new Staff Development Programme. This provides a calendar of offerings that enable our staff to approach opportunities for growth and feel supported to invest in their development. Initial courses for all staff are The Successful Leader – Leadership Fundamentals, Pasifika Talanoa Day, First Aid Level 1A1, First Aid Refresher and Quarterly Connections (a forum for new staff). The first tranche of Academic Staff courses is Taking an Intercultural Approach to Supervision, Introduction to Media, Social Media - a beginners guide to LinkedIn and X, and Planning your Career Advancement (PYCA).

Karen Mather, Director - Academy Affiliation and Organisational Development, has been appointed to the Association of Commonwealth Universities (ACU) Human Resources in the Higher Education Community Steering Group and was selected to be the ACU regional representative for Aotearoa New Zealand. The remit of this role is to connect and work with other HR professionals from across the Commonwealth, learn and share good practice, represent the University of Canterbury at a global level and work of the ACU HR in HE Community.

## **Internationalisation**

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UC welcomed 50 new international Erskine Fellows to UC for Semester 1 with more to arrive across the semester, bringing a total of 67 Erskine Fellows for the first half of the year. The Erskine Programme continues to be a stellar UC initiative that benefits both staff and students.

As part of the MBIE-funded 'Future Architecture of the Network' project, the Electric Power Engineering Centre has signed affiliate agreements with Aalborg University (Denmark), TU Dresden (Germany), The University of Cambridge (UK), the University of NSW (Australia) and TUMCREATE (a joint research programme between Technische Universität München (TUM) in Germany and Nanyang Technological University (NTU) in Singapore). These affiliate agreements cover research cooperation and academic and student exchange.

In February the New Zealand Centre at IIT Delhi convened a meeting with all New Zealand universities and Education New Zealand scheduled a series of meetings around this and the QS India Summit. At the Summit, UC hosted a workshop on alternative energy with IIT Delhi and also a plenary panel on industry partnerships with academia. Professor Clemency Montelle and Professor Matt Wilson were awarded two of the four inaugural IIT-Delhi India-New Zealand Centre Fellowships which were celebrated in New Zealand Government and Indian media.

A new international internship course is underway this month, with seven UC students attending a four-week enriching work and cultural experience at Sendai University as part of the PACE programme. They're interning for a range of Japanese businesses across different industries.

## **Organisational Efficacy – of a sustainable scale by 2030**

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During February the University successfully launched its new Library management platform as planned and within budget. This platform streamlines the management of electronic and print catalogues, enhances the student experience, and seamlessly integrates with UC's learning and mobile platforms. This marked the retirement of the outdated Horizon system, which had been in use for over 30 years. The new platform, called Folio, operates as a cloud-based Software as a Service (SAAS) solution and leverages modern integration architecture via UC's Data Integration Hub. Notably, Folio was among the first systems to capitalize on UC's newly available integration services, allowing for swift implementation in time for the start of the semester.

Digital Services initiated the early adoption of our new core voice services platform, Teams Calling, in February. As the current voice system, Skype for Business, approaches its end-of-life, transitioning to the more modern telephony voice service provided by Teams Calling is imperative. This strategic project not only allows UC to retire outdated on-premise telephony infrastructure but also mitigates associated risks. Teams Calling, a robust enterprise voice platform, enables the University to maximise the value of its existing investment in Microsoft 365.

## Environmentally Sustainable

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February saw a much higher engagement from students interested in getting directly involved in sustainability activities than we have seen in recent years. Approximately 150 students attended an open day held by Facilities Management's Sustainability Office at the community garden during O Week, while hundreds attended the stall during Clubs Days.

The Sustainability Hub hosted a student event at the start of semester in the Undercroft, specifically aimed at first year students, to learn more about what UC is doing about sustainability and the sustainable development goals. Students from the Sustainable Design Society had a table at the event, and happily signed up many more students to their club.

# Memorandum/Pukapuka



<b>To:</b>	<b>Ki:</b>	University Council
<b>From:</b>	<b>Nā:</b>	Professor Catherine Moran, Deputy Vice-Chancellor (Academic)
<b>Date:</b>	<b>Rā:</b>	15 February 2024
<b>Subject:</b>	<b>Kaupapa:</b>	<b>Academic Board report</b>

## Recommendations:

### *That Council notes:*

- 1. the 9 February 2024 Academic Board Report; and*
- 2. the proposal to amend the Master of Organisational Psychology as endorsed by the Academic Board and which has been reported to the Committee on University Academic Programmes (CUAP)*

## Executive Summary:

The Board approved the changes to the MORGPsych above as detailed in Attachment 2.

## Attachments:

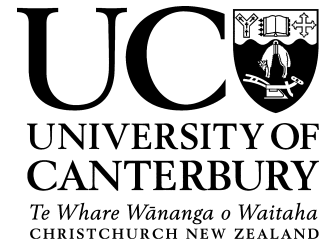
Attachment 1 - Academic Board Report from 9 February 2024.

Attachment 2 – CUAP proposal – amendments to the Master of Organisational Psychology.

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 9 FEBRUARY 2024

#### REPORT FROM THE ACTING VICE-CHANCELLOR

The Acting Vice-Chancellor welcomed new members to the meeting. She provided updates on the latest enrolment figures which appear to be on target for the forecast 6% increase compared to the same time in 2023.

#### REPORT FROM THE UCSA

Luc Mackay noted that:

- inductions for the new UCSA Executive would start in the following week.
- the postgraduate student representative on the Executive would be working increased hours – from 10 to 20 a week to take on additional committee representation.
- the academic plan for the UCSA's year is being formalised. There will be a focus on continuing to increase class rep numbers, supporting the lecture recording policy and working on generative AI. He agreed to share the plan with the Learning and Teaching Committee once finalised.

#### AQA ACDEMIC AUDIT REPORT

Professor Moran thanked all of those involved with preparation for the audit which had resulted in a very positive report. It has been particularly pleasing to see the large number of commendations from the panel. UC is now working through the recommendations and working out who should be responding to them and what will be required -in some cases this might be a Service Unit, whilst in others it could be a working group from the Learning and Teaching Committee for example.

## Master of Organisational Psychology (MOrgPsyc – 180 points)

### Pages 678-679 2024 Calendar

<https://www.canterbury.ac.nz/about-uc/corporate-information/qualification-regulations/morgpsyc-reg>

#### (CUAP criterion 6.1.1 New Qualification, 6.1.7 Changes Lowering Entry Requirements)

#### EXECUTIVE SUMMARY

This proposal is for (a) a new Postgraduate Certificate in Organisational Psychology (PGCertOrgPsyc) which draws on courses from Schedule C of the recently launched Master of Organisational Psychology (MOrgPsyc) and (b) two changes to the admission criteria for the MOrgPsyc.

The purpose of the proposed PGCertOrgPsyc is to enable learners, who have considerable relevant professional experience (e.g., 5 years or more in Human Resources or other areas of Organisational Management) and do not have a bachelor's degree, to access relevant postgraduate studies and to help achieve their academic and career aspirations. The new qualification will support these learners to access the full MOrgPsyc programme as well as providing an exit pathway for learners who commence that MOrgPsyc and find themselves unable to complete the qualification.

The proposed admission criteria changes for the MOrgPsyc are –

1. Add a PGCertOrgPsyc entry pathway for the MOrgPsyc; and
2. Adjust the admission criteria wording to include the wording “or equivalent” of Aotearoa New Zealand bachelor's degrees which not currently included in the criteria.

#### 1. Financials

	2024	2025	2026	2027
<b>Net surplus/deficit after overhead recoveries</b>	\$65,502	\$67,917	\$70,406	\$72,969
<b>Headcount calculation (annual)</b>	10.0	10.0	10.0	10.0

#### 2. Programme Overview

Students undertaking the Postgraduate Certificate in Organisational Psychology will be required to have at least 5 years relevant practical, professional or scholarly experience as outlined in the proposed regulations.

#### Duration

The duration of the Postgraduate Certificate in Organisational Psychology for fulltime study is proposed to be 6 months. The time limit for part-time completion is proposed to be 24 months.

#### Proposed Courses

The proposed courses for this qualification are from Schedule C, Group 1 of the Master of Organisational Psychology. The PGCertOrgPsyc will consist of two compulsory courses, OPSY610 and OPSY621, and a choice of 2 further courses from either OPSY612, OPSY613, or OPSY619.

Table 5. Proposed courses

OPSY610	Key topics in Organisational Psychology (15 points)
OPSY612	Performance Management and Appraisal (15 points)
OPSY613	Training and Development (15 points)
OPSY619	Psychology of stress, health, and wellbeing at work (15 points)
OPSY621	Recruitment and Selection (15 points)

*Governance*

The PGCertOrgPsyc programme will share an advisory group with the Master of Organisational Psychology. This group is to be comprised of staff teaching into organisational psychology degrees at UC, organisational practitioners practicing in relevant fields, including representatives invited in consultation with Kā Waimaero | Ngāi Tahu Centre (Office of Treaty Partnership), Pacific Development team, and UC Online staff. The advisory group will meet yearly (virtual meetings possible) to review the curriculum to ensure relevance to various stakeholder, review entry requirements and how competencies are examined.

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

<b>Item on Public Excluded Agenda</b>	<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under section 48(1) for the passing of this resolution</b>
4.0 4.1	<b>Minutes</b> Confirm public excluded minutes of 19 February 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	<b>Matters Arising</b> Information Papers Action Schedule	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	<b>Arbitration Matter</b> Arbitration Matter 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)
7.0 7.1 7.2	<b>Health &amp; Safety</b> Health & Safety External Audit Report Monthly 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)
8.0 8.1 8.2 8.3 8.4 8.5 8.6	<b>Audit</b> Audit 2023 Verbal Update Draft Representation Letters Interim Management Report to Council from Audit NZ Audit Fraud Questionnaires Annual Report 2023 Audit Clearance & Audit Opinion	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 9.7 9.8	<b>Finance and Major Projects</b> Kōawa Enabling Works Funding Tax Compliance Plan 2024 Post-Implementation Review Workplan 2024 Student Accommodation Programme Update Digital Transformation 6-Monthly Update UC Trust Funds Update Statement of Investment Policy and Objectives (UCTF) Review 29 February 2024 Financial 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)
10.0 10.1	<b>Facilities Management</b> Facilities Management Operational Plan	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	<b>Other</b> Precision Chroma Proposal	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	<b>From the Chancellor</b> Pro-Chancellor Election Honours & Appointments Committee Election Vice-Chancellor Employment Committee Election Student Request to Withdraw Existing Qualification	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)

12.5	Council May Strategy Day Agenda		
12.6	Executive Committee Decision		
12.7	Council Workplan 2024 Update		
13.0	<b>From the Vice-Chancellor</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
13.1	Vice-Chancellor's Monthly 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)
13.2	Academic Board Minutes 10 November 2023		
14.0	<b>From the Audit and Risk Committee</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
14.1	Audit and Risk Committee Meeting 4 March 2024 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)
15.0	<b>General Business</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
16.0	<b>Council-Only Time</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)

*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.*