

# COUNCIL

## Public Meeting Agenda

### Te Kaunihera o Te Whare Wānanga o Waitaha



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## Agenda

**DATE** Wednesday 13 September 2023  
**TIME** 11.00am  
**VENUE** Council Chamber, Matariki

Refer to Page No.  
(matches Diligent).

KARAKIA (opening meeting)

*Kia hora te marino*

*Kia whakapapa pounamu te moana*

*Hei huarahi mā tātou i te rangi nei*

*Aroha atu, aroha mai*

*Tātou i a tātou katoa*

*Hui e! Tāiki e!*

*May peace be widespread*

*May the sea be like greenstone*

*A pathway for us all this day*

*Let us show respect for each other,*

*for one another*

*Bind us all together!*

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 9 August 2023 – For Approval 6-9
5. MATTERS ARISING
6. FROM THE CHANCELLOR  
6.1. Degrees Conferred in Absentia – For Approval -
7. HEALTH & SAFETY  
7.1. Monthly Health & Safety Report  
(Paul O’Flaherty, Executive Director, People, Culture and Campus Life) 10-21
8. FROM THE VICE-CHANCELLOR  
8.1. Vice-Chancellor’s Monthly Report – For Information 22-25  
8.2. Academic Board Report – For Information (Alison Griffith, Associate Professor) 26-27
9. PUBLIC EXCLUDED MEETING 28-29  
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:*

<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 9 August 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>Health &amp; Safety</b> Monthly Health & Safety Report - Verbal	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 7.2	<b>Business Case</b> Cloud Enablement Programme Ann Ballin Refurbishment Funding	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	<b>Strategy &amp; Planning</b> TEC Investment Plan (2022-2024) Draft Triennial Plan (2024-2026)	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
9.0 9.1 9.2 9.3 9.4 9.5 9.6	<b>Finance</b> Domestic Student Fees and Student Services Levy 2024 Online Student Fees 2024 Eriksens Recommendations for UCTF 30 June 2023 Fully Consolidated Financial Statements 31 July 2023 Financial Summary Report 31 August 2023 Financials Verbal 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 10.2 10.3 10.4 10.5 10.6 10.7 10.8	<b>From the Audit and Risk Committee</b> Audit and Risk Committee Meeting 21 August 2023 Verbal Update Internal Audit – Cyber Security Report Cyber Security Quarterly Update Health & Safety Culture and Operations – External Review ARC Meeting Dates 2024 Audit NZ Management Report to Council 31 December 2022 UC Trust Funds FY22 Year End Reporting Strategic Risks Annual Full 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)
11.0 11.1	<b>Insurance</b> Insurance Renewal 2024 Verbal 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)

12.0 12.1 12.2	<b>Academic</b> Teaching Award Research and Innovation Awards	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)
13.0 13.1 13.2	<b>From the Vice-Chancellor</b> Vice-Chancellor's Monthly Report Academic Board Minutes – 7 July 2023	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)
14.0 14.1 14.2 14.3 14.4 14.5	<b>From the Chancellor</b> Council Work Plan 2023 Update Honours and Appointments Committee Verbal Update Constitution and Council Representation People and Culture Committee Terms of Reference Vice-Chancellor Employment Committee Verbal Update (Council-Only Time)	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)
15.0	<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)
16.0	<b>General Business</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)

*I also move that staff identified by the Chairperson 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.*

10. REPORT FROM THE PUBLIC EXCLUDED SESSION

11. GENERAL BUSINESS

12. NEXT MEETING

- Council Meeting - Wednesday 11 October 2023 at 11.00am

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**  
**13 September 2023**

<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</b> <b>(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>Peter BALLANTYNE</b>	2021	Canterbury Education and Research Trust for the Health of Older Persons	Trustee
	2019	Canterbury Scientific Limited	Shareholder via Hawkins Family Trust
	2012	Deloitte	Consultant
<b>Pierce CROWLEY</b>	2022	University of Canterbury	Student
	2022	University of Canterbury Students' Association (UCSA)	President
	2023	University of Canterbury Students' Association (UCSA)	Acting CEO
<b>Cheryl DE LA REY</b> <b>(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	North Tugz	Director
	2022	Ports of Auckland Limited	CEO
<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

<b>Name (Council Member)</b>	<b>Date notified</b>	<b>Person and/or organisation with interest</b>	<b>Nature of interest</b>
	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
	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
	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
	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>Warren POH</b>	2020	Christchurch Netball Centre	Board Member
	2017	E&S Hop Holdings Limited	Director
	2022	Fire Research Group Limited	Consulting contract
	2022	Fireshield Limited	Consulting contract
	2022	First Principles Constructors Limited	Consulting contract
	2023	Mars Bioimaging Limited	Shareholder

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2017	M & W Nominees Limited	Director and Shareholder
	2021	Netsal Sports Centre Limited	Director
	2020	NOSSLO Group Limited	Director
	2017	Ofwarren Limited	Director and Shareholder
	2023	PurePods Limited	Shareholder
	2022	Rubix Limited (supplier to UC)	Consulting contract
	2023	Rubix Limited (supplier to UC)	Shareholder
	2020	University of Canterbury	Husband of enrolled student
<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
<b>Gillian SIMPSON</b>	2023	Tāwhaki Joint Venture	Riaka Te Aka Matua Rōpū
	2019	Christ's College Canterbury	Board member
	2019	Ministry of Education Statutory Services Provider	Independent contractor
	2019	New Zealand Education Scholarship Trust	Trustee
<b>Shayne TE AIKA (Pro-Chancellor)</b>	2022	Sport New Zealand Governance Services	Independent Consultant
	2023	Canterbury Museum Trust Board	Trustee
	2022	GHD Limited	Employee
	2020	Rannerdale Home Care Limited	Director
	2020	Rannerdale War Veterans Home Ltd	Director
<b>Catherine WOODS</b>	2020	The Karshay Group Ltd	Director and Shareholder
	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
	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
<b>Adela KARDOS (General Counsel   Registrar)</b>	2023	UC Wellbeing Advisory Group	Member
	2020	University of Canterbury	Employee

# COUNCIL

## Public Meeting Minutes



### Te Kaunihera o Te Whare Wānanga o Waitaha

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<b>DATE</b>	Wednesday 9 August 2023
<b>TIME</b>	11:00am
<b>VENUE</b>	Council Chamber, Level 6, Matariki
<b>PRESENT</b>	Ms Amy Adams (Chancellor), Mr Shayne Te Aika (Pro-Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Peter Ballantyne, Mr Pierce Crowley, Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne, Ms Rachel Robilliard, Ms Gillian Simpson, Mr Warren Poh, Ms Catherine Woods
<b>IN ATTENDANCE</b>	Professor Catherine Moran - Deputy Vice-Chancellor (Academic) Mr Keith Longden - Executive Director, Finance, Planning & Digital Services Ms Adela Kardos - General Counsel & Registrar Mr Grantley Judge - Governance and Compliance Manager Ms Deborah Denes - Governance Advisor
<b>APOLOGIES</b>	Mr Shayne Te Aika (for early departure at 1pm)
<b>REGISTER OF INTERESTS</b>	The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests.  Ms Keiran Horne advised of an existing interest to be removed from the register. Ms Rachel Robilliard and Mr Pierce Crowley advised of new interests to add to the register.
<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 12 July 2023</b>  <u>Moved:</u> <i>That the minutes of the meeting held on 12 July 2023 be accepted as a true and correct record.</i>  Carried
<b>MATTERS ARISING</b>	<b>Action Schedule</b>  No matters arising from Minutes.

**FROM THE  
CHANCELLOR****Degrees Conferred in Absentia**Moved:

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

Carried

**Draft Council Meeting Dates 2024 & Graduation Ceremony Weeks 2024-2026**

The Chancellor briefed Council on the proposed meeting dates survey results with feedback received from Council members.

Moved:

*That Council approves:*

1. *the proposed Council meeting schedule for 2024 with Council meetings being held on the third Monday of the months proposed from 9.00am to 2.00pm (except the month of November, the Council meeting would be held on Wednesday, 20 November 2024). Each meeting would be followed by Health and Safety observations/site visits and/or workshop/briefings (if scheduled); and*
2. *the Graduation Ceremony weeks for 2024, 2025 and 2026, noting that the Pro-Chancellor would preside for the Chancellor for the April 2025 graduations.*

Carried

**HEALTH & SAFETY****Monthly Health & Safety Report**

Ms Adela Kardos presented the Monthly Health & Safety Report.

In discussion the following was noted:

- that the respective faculties held monthly (more frequently when required) health and safety committee meetings.
- more information was requested on the contractor notifiable event and on the concern around unsafe scaffolding usage.
- that the health and safety notification process was under review and outcomes of the review would come to Council.
- that a summary of ERoad reporting would be added to health and safety reporting on a quarterly basis, if possible.
- comparative health and safety data to compare previous years and identify trends was being worked on.

Moved:

*That Council notes the progress, understanding and management of health and safety risks across the organisation.*

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:*

<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 12 July 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 6.2	<b>From the Chancellor</b> Council Work Plan 2023 Update Strategy Day Action Schedule	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 7.3	<b>From the Vice-Chancellor</b> Vice-Chancellor's Monthly Report Academic Board Minutes – 9 June 2023 Academic Board 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)
8.0 8.1 8.2	<b>Strategy &amp; Planning</b> Statement of Service Performance 6 monthly update Proposed Revision to TEC Investment Plan (2022-2024)	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
9.0 9.1	<b>Delegations</b> Delegations Schedules (Governance, People & Culture)	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
10.0 10.1 10.2 10.3 10.4	<b>Finance and Major Projects</b> Major Investment Plan – Full Report Digital Transformation Quarterly Update 30 June 2023 Financial Summary Report 31 July 2023 Financials Verbal 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)
11.0	<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)
12.0	<b>General Business</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)

*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 Wednesday 13 September 2023 at 11.00am in the Council Chamber.

**MEETING CLOSED**        The public meeting closed at 3:20 pm.

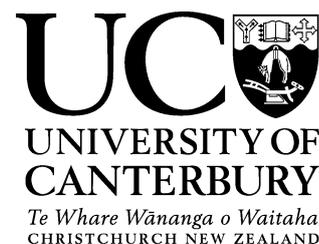
SIGNED AS A CORRECT RECORD: \_\_\_\_\_

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

**COUNCIL ACTION SCHEDULE**  
from the meeting held on 9 August 2023

	<b>Action</b>	<b>By Whom</b>	<b>Due Date</b>
1.	Report on contractor notifiable event and scaffolding be provided to Council	Paul O'Flaherty	ASAP
2.	Outcomes of the H&S notification process review be provided to Council	Paul O'Flaherty	ASAP
3.	Summary of ERoad reporting be added to H&S Report on quarterly basis	Paul O'Flaherty	October 2023

# Memorandum/Pukapuka



<b>To:</b>	Ki:	University Council
<b>From:</b>	Nā:	Paul O’Flaherty- Executive Director- People, Culture and Campus Life Natasha Barnett- Director of Health and Safety
<b>Date:</b>	Rā:	13 <sup>th</sup> September 2023
<b>Subject:</b>	Kaupapa:	Public Agenda Health and Safety Report- September 2023

## Recommendation:

The Council:

- Notes the progress, understanding, and management of health and safety risks across the organisation.

## Purpose:

To inform 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 1- Health and Safety Performance Summary

Appendix 2- Health and Safety Performance Metrics Dashboard

Appendix 3 - Health and Safety Action Plan Progress Report

**Paper Progress:**

<b>To:</b>	<b>Date:</b>	<b>Decision</b>
SLT	5/09/23	For Noting
COUNCIL	13/09/23	For Noting

*Full paper commences overleaf.*

## Appendix 1

### Health and Safety Performance Summary

#### 1. T5 Risk Incidents in July

In July, 16 incidents and 8 safety observations related to T5 risks were recorded. The incidents can be categorised as follows:

- 4 reports of poor well-being related to ergonomic and environmental conditions (back/arm pain, slip on wet vinyl flooring, concerns about a water leak causing mould, staff member suffered personal medical event at work necessitating ambulance transfer to hospital).
- 5 incident reports involving hazardous substances (low gas alarm, faulty gas valve, malfunctioning fume hood control module, dropped flask of liquid nitrogen, solvent odour in a lab).
- 4 incidents occurring during fieldwork/lone work (lost drone, sprains/strains)
- 3 incidents involving plant/machinery (lifting injury, forceful contact with stationary equipment resulting in a minor contusion, contusion from clearing a photocopier paper jam)
- 0 incidents relating to vehicles/travel.

In conclusion, the T5 risk incidents in July, which constituted 29% of the total incident reports received, down by 18% from the previous month, highlight the importance of maintaining a vigilant approach to health and safety within our organisation. All identified concerns or issues have been or are in the process of being addressed by management.

#### 2. Health and Safety Metrics Report- Commentary

*This commentary provides an overview and interpretation of the data tables contained in Appendix 2.*

##### a) 12-Month Overview (Jul 2022- 2023)

- The university received 1096 health and safety reports in the past year.
- These reports comprised 218 near misses, 315 injury/pain/discomfort incidents, 309 safety observations, and 254 assigned actions/meetings completed.
- Proactive health, safety, and well-being reporting accounted for 71% of the reports received in the past 12 months. This represents an 11% overall lift in proactive reporting from the previous 12-month reporting period (June 2022-2023).

## **b) July 2023 Health and Safety Reports and Observations**

- In July 2023, the university received 82 health and safety reports, including 34 safety observations and 48 incident reports.
- The incident reports included 19 near-miss reports, 10 minor injury reports, 16 pain and discomfort reports, and 3 illness reports.
- Among the illness/injury/P&D incidents reported, the personal impact (severity) score was rated as low in 20 cases and moderate in 10 cases per below. 1 illness-related incident (personal medical condition) was rated as high impact.
  - 20 incidents resulted in no treatment or required first aid, e.g., bruises, sprains, cuts, grazes, contusions, hot water scald.
  - 16 moderate-severity reports of musculoskeletal pain (neck, shoulders, back) resulting in a referral for ergonomic assessment (n=8) or assessment/treatment by a registered health professional (n=7). 1 report was a duplicate.
  - 1 staff member was taken by ambulance to the hospital after a seizure/collapse.
- 17 near misses where no harm occurred were recorded, including slips/trips, property damage/broken equipment, weather-related issues (water leaks, fallen tree, excessive noise, slips/trips, broken glass (n=3), and hazardous substances incidents (n=5) as previously noted in section 1).
- 6 unsafe practice observations and 22 unsafe condition reports, 2 improvement suggestions, and 4 safe practice reports were received. Notably, 14 observations were reported by the Senior Leadership Team members this month, and the Council reported 1 observation.

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. All identified concerns or issues have been or are in the process of being addressed by management.

ENDS



Health and Safety Dashboard

Link: [Report an incident](#)

Business Unit

All

2022

2023

Month

Multiple selec...

Total reports

1096

Total Incidents

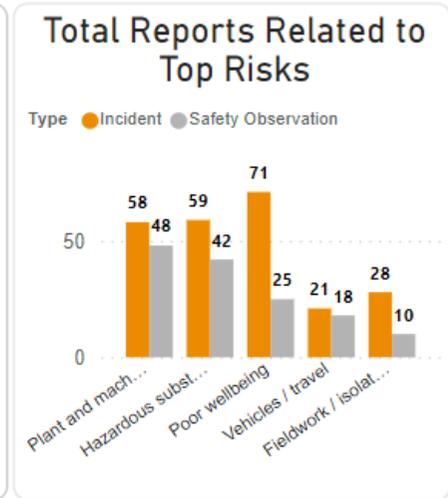
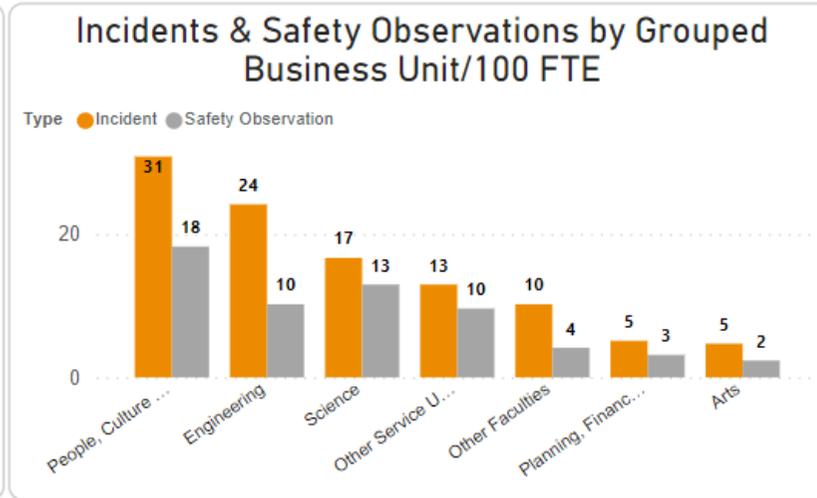
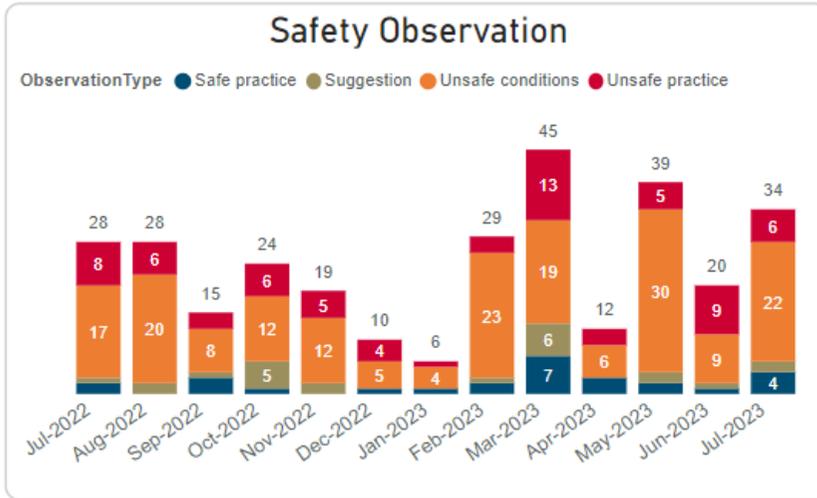
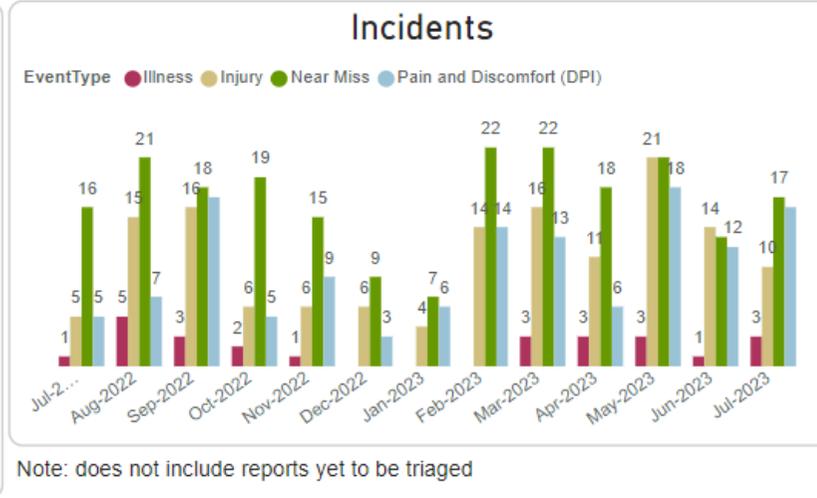
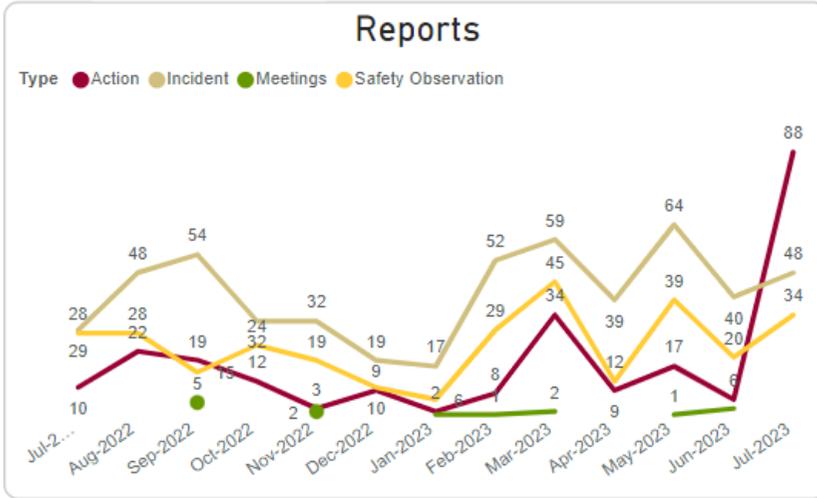
533

Total Near Miss

218

Total Safety Obs

309





Health and Safety Dashboard

Link: [Report an incident](#)

Business Unit  
All

2022  
2023

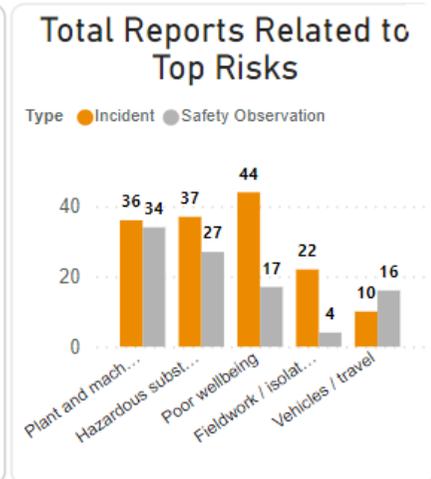
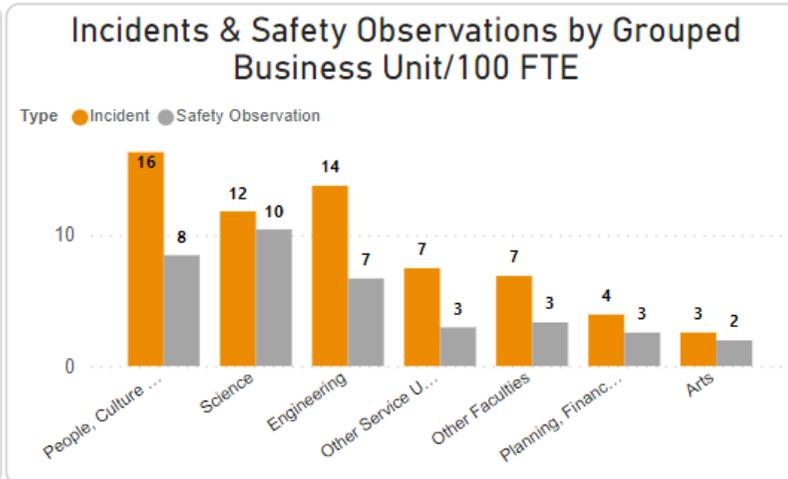
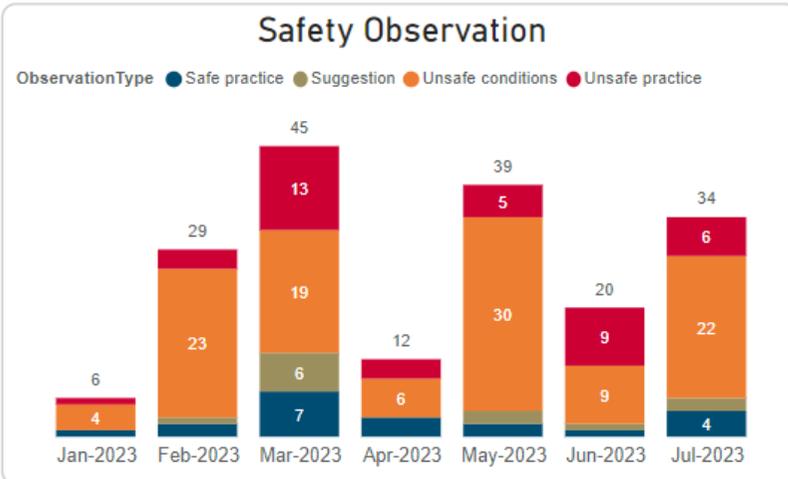
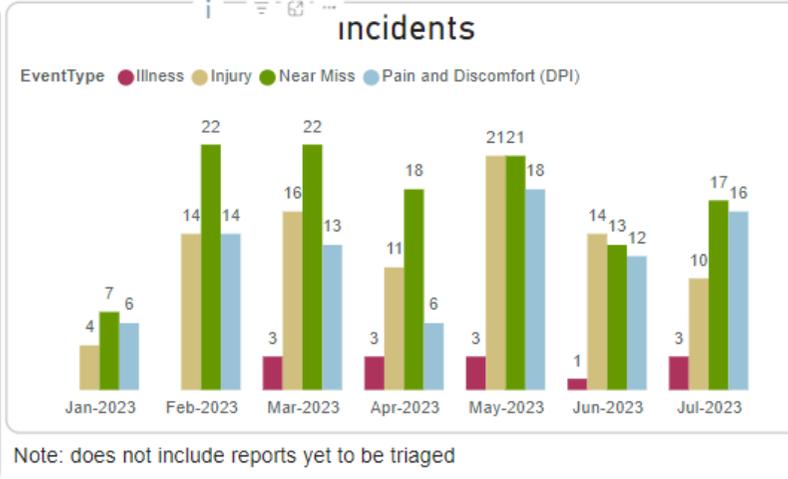
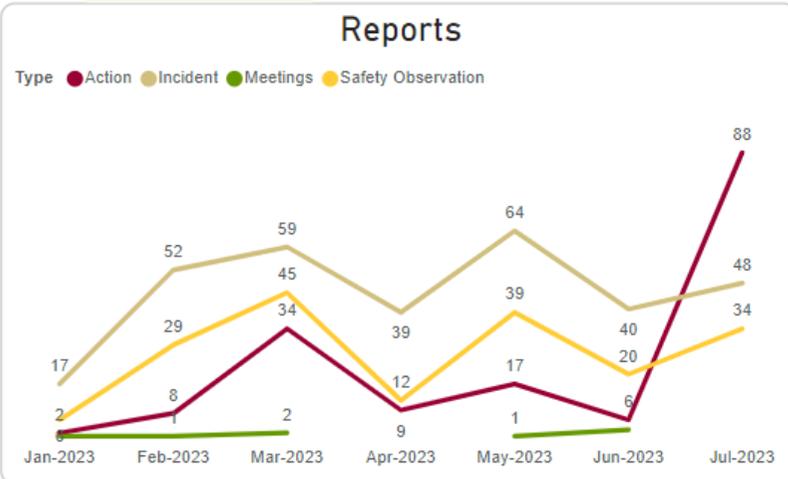
Month  
Multiple selec...

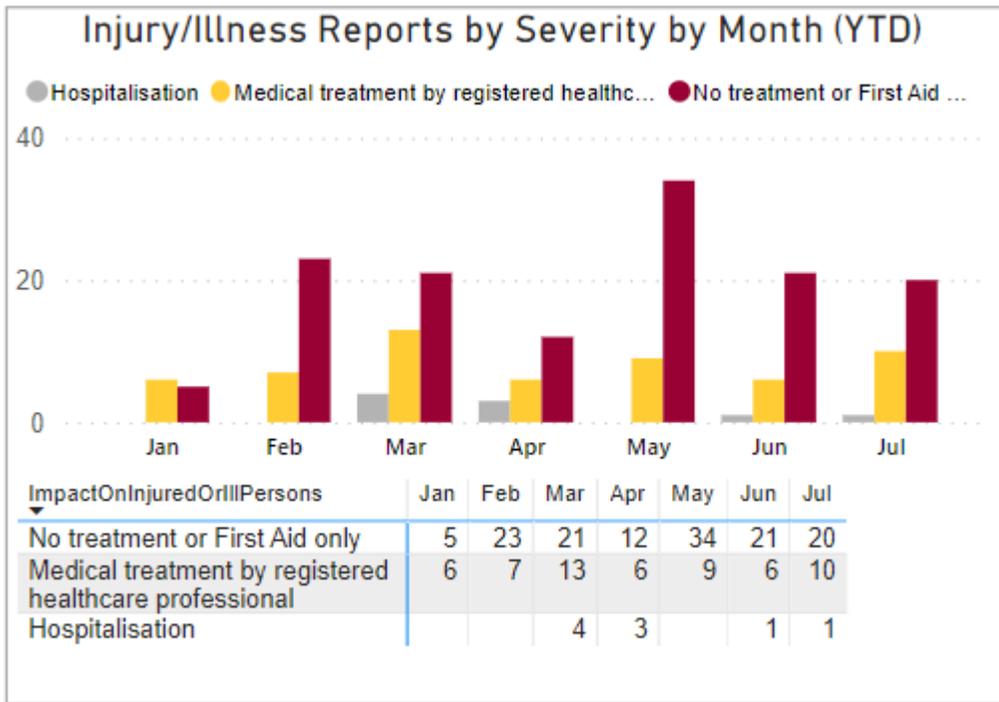
Total reports  
676

Total Incidents  
319

Total Near Miss  
120

Total Safety Obs  
185





**Key Definitions:**

**Business Unit**= incident reports by business unit, by month

**Reports**= monthly totals of all incidents, safety observations, actions, and meetings

**Incidents**= monthly totals of all injuries, illnesses, near misses, and pain and discomfort reports

**Injured/ill persons**= year to date breakdown of injuries, illnesses, and pain and discomfort reports by reporting group

**Total Reports**= Total incidents (includes incidents, safety observations, H&S meetings, and assigned actions completed)

**Total Incidents/Total Near Miss/Total Safety Observations**= year to date totals for each category (does not include reports that are still to be triaged at time of reporting)

**Safety Observations**= monthly totals of all safe practice, unsafe practice, suggestions, and unsafe condition reports

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	Delivery	Risk Status	Comment
Strategic Pillar	Objective						
1. Inspiring Leadership	1.1 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.	Health, safety, and well-being objectives/KPIs for the Senior Leadership Team have been agreed upon and will be cascaded to SLT direct reports via the PD&R process.  Council H&S workshop 2 <sup>nd</sup> November  Council H&S workshop with Dr. Philip Voss (Leading Safety Ltd) 8 February 2023  Council H&S observation (T5 risk)- hazardous substances 8 <sup>th</sup> March)  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 underway	Q1-Q4	 Planning for the September Council safety observation/deep dive (Work Integrated Learning risks) has been completed.  Council approved the recommendations, objectives/actions of the Safe365 baseline at the last Council meeting. H&S Office will work with the Governance & Compliance Manager to support the Council in developing an action plan.
		Develop a professional development pathway for departmental safety officers, health and safety representatives, health and safety team members,	PD&R process used to support capability development of crucial health and safety personnel. PD&R process includes evaluation of H&S leadership.	Departmental Safety Officers (DSO) community of practice, meeting monthly.  DSO survey completed.  DSO audit tools and process	.	Q2	 See below comments regarding the delivery of online training.

Plan		Do	Check	Completed	Progress	Delivery	Risk Status	Comment
Strategic Pillar	Objective				In progress (2023)			
		and committees. Consultation with DSOs, HSRs, and Committees.	Participation rates improve.	automation/digitisation project complete  DSO refresher workshop/training 24 November- 23 DSOs received refresher training on roles & responsibilities.  Training needs assessment for core staff Health and Safety training				
		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)	Q4	↔	Ongoing effort- The content of 6 new H&S learning modules has been drafted: 1. H&S induction 2. H&S legislation 3. H&S risk management 4. H&S governance 5. Safe handling of hazardous substances 6. Classifications of hazardous substances  Successfully implementing the modules into the DevelopMe platform relies on the instructional designer and roll-out plan devised by L&D. Learning & Development (L&D) has initiated the implementation of online compliance training. L&D has scheduled the online H&S induction and H&S training for managers to start in December (Q4).
		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.  Faculty Operations Director induction completed by H&S Improvement Manager.  The H&S Business Partners have scheduled monthly meetings with the Faculty Managers for their induction and training process. This approach ensures comprehensive coverage and effective communication between the H&S team and Faculty Managers.	Completed 2023 objectives- Continuous improvement phase.  The Faculty of Science is currently lab safety and compliance improvement project is underway. This significant work programme is expected to take at least the remainder of the year. The H&S team supports this Faculty-led initiative from a project governance and operational perspective.	Q1	↔	Facilities Management engaged an H&S consultant for three days per fortnight to lead the health and safety improvement plan. The improvement programme is based on recommendations from the recent audit by Good Systems Aotearoa Ltd.
<b>2. Thriving Communities</b>	2.1 Increased awareness and engagement (of	Review systems involved with health and safety and staff/student engagement and refine how health and	H&S Communications Plan	Departmental Safety Officers (DSO) community of practice meets with the H&S team monthly to ensure a regular proliferation of information and tools via the Teams forum.	Communications campaigns aimed at critical audiences will run throughout the year.	Ongoing 2023	↔	Ongoing effort to improve health and safety communication via UC communication tools/processes.

Plan		Do	Check	Progress	Delivery	Risk Status	Comment
Strategic Pillar	Objective						
	health and safety) utilising story-telling and existing UC communication tools, including social media where appropriate, to share information and communicate lessons learned	safety information and data are communicated.		New H&S and Well-being intranet sites are live.  Winter "Think Safe" Campaign (led by the Communications Team)  Updated Smokefree/Vape Free Policy released in March.			
	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, e.g.  UC H&S Business Partner attends UCSA and Halls of Residence H&S Committees.  UCSA CEO attends quarterly "Service 1" H&S Committee meetings and UC H&S Committee meetings.  UC H&S Office gave a 90-minute presentation to the UCSA Clubs Executives about H&S obligations, risk management, and overlapping duties on 15/02/23.	Maintain ongoing relationships with UCSA and Accommodation providers.	Ongoing 2023	↔ Ongoing effort to engage and support UC partners where shared health and safety duties exist.
		Work Integrated Learning Project	Work Integrated Learning Project outcomes satisfy 2020 PwC Audit recommendations.	Work Integrated Learning management system pilot in the Faculty of Science commences on 10 November.  Provide ongoing best practice guidance to the Ako ā Mahi team.	Completed- H&S's involvement in the WIL project is now advisory only.	Q2	↔ Responsibilities for the remaining outstanding actions from the PwC audit (2020) will be assigned to the relevant Executive Deans.
	2.3 Student accommodation is healthy and safe for all students	H&S audits of all student accommodation providers	Student accommodation services meet the requirements of the Pastoral Care Code and Health and Safety at Work Act.	MoUs with accommodation providers updated to include the right for UC to audit or request evidence of H&S audits undertaken by Halls of Residence.  Partnership Agreements are in place with the Halls of Residence, including H&S requirements.	H&S audits of all student accommodation providers	Q4	↔ . No new activities to report this month.
<b>3. Effective systems</b>	3.1 Governance groups and all people leaders have insight into health and safety	Develop performance metrics focusing on positive/proactive health and safety behaviours (lead indicators) and start measuring and reporting	Monthly/periodic business reporting	Monthly SLT/Council H&S Report.  Periodic business reporting- live dashboard (H&S performance) now available to all staff on the intranet.	Completed- Continuous improvement phase	N/A	↔ Improvements have been made to the PowerBI dashboards in Assura to enable individual business units, DSOs, and H&S Committees to track, drill down, and identify reporting trends more easily.  The Assura Workflow has been updated to enable categorising contributory factors at the triage phase. As most reports are closed out at the triage or

Plan		Do	Check	Completed	Progress		Risk Status	Comment
Strategic Pillar	Objective				In progress (2023)	Delivery		
	risks and management performance.	performance.						initial investigation phase, this change should enable better identification of incident causation trends.
	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 has been reviewed/updated.	Ongoing effort- periodic updates to H&S Management System Documentation	Q3 (2024)	↔	This objective will be carried forward to 2024. This will allow recommendations from the audit (DTBC) to be incorporated into our documentation.
		Implement the Assura health and safety reporting system	System is implemented	Assura system implementation completed in December 2021  Student integration into Assura- completed on 19 January 2023.  Develop Assura workflow for student reporting.  The Chemical Process and Engineering (CAPE) "orange card" (student safety assessment) workflow has been successfully rolled out in the School.  The Executive Health and Safety Plan workflow has been completed.	Completed –Continuous improvement phase	Q1	↔	The fieldwork planning and approval workflow is under development with Assura (refer to the comment section of objective 3.4 for details). The workflow will digitise fieldwork activity approval processes, including risk assessment, allowing all fieldwork plans and approvals to be centrally stored for easier retrieval and reference. Progress has been slower than anticipated due to the availability of developers at Assura.
	3.3 Legislative compliance is verified, and recommendations for improvement translate into actions and continuous improvement		Implement the Safe365 programme.  Verification of adequate health and safety processes and culture via verification audits and inspections  Deploy an internal compliance programme for all regulatory compliance requirements.	Safe 365 Communications and Change Management Plan completed; Introduction session for SLT completed 18 October. Safe 365 staff survey completed (November) and communicated. Council Safe365 baseline assessment was completed on 7 December.  Safe365 baseline assessments with faculties and service units have now all been completed.  Safe365 super-users have been identified and trained to maintain the Safe365 dashboards. During July, the H&S Business Partners embedded in the faculties to raise awareness of the Safe365 programme and T5 Risks project.  Executive leaders and the Faculty		Q1	↔	Ongoing effort- re-calibrations of Safe365 baselines have commenced with the H&S Business Partners supporting this process. Quarterly reviews and reporting will ensure continued progress.
						H&S Audit planned for Q4	Q4	↔

Plan		Do	Check	Completed	Progress		Risk Status	Comment
Strategic Pillar	Objective				In progress (2023)	Delivery		
				Managers/Directors have incorporated Safe365 objectives into their Faculty/Service Unit's Executive H&S Plan/s.				
	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	Risk reviews and control plans completed for T5 risks.  Conformance reporting on T5 risks	T5 project charter (see Appendix 3)  Identification of critical projects that are dependencies, i.e., WIL software management system implementation/project, hazardous substances inventory system implementation.  Bow tie risk assessments for T5 risks.  DSOs reviewing risk registers and undertaking risk control reviews (ongoing)  Develop assurance framework- review existing systems and processes related to T5 management.  All project milestones for 2022 were achieved.  The Project Scope of Work has been defined.  A repository/workflow has been developed in Assura to record T5 risk controls and risk control reviews.	Identify fundamental changes for T5 management- develop a Critical Risk Control Standard in Assura for each T5 risk.  Monitor management of T5 risks with risk managers.  Provide periodic reporting to risk owners.	Project completion end of Q4		Ongoing effort- The H&S team continues to populate each T5 risk bowtie and control plan into the workflow. This process includes identifying threats, consequences, and related barriers. Verification actions will be scheduled to assess the effectiveness of the barriers that eliminate and minimise threats and consequences and provide assurance of T5 risk management. The H&S team is developing a verification workflow in Assura.

## August 2023

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### Introduction

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August has been an eventful month filled with UC 150<sup>th</sup> celebrations, graduation ceremonies, hosting of important visitors, and continuing to forge strong relationships within the community.

A highlight of the past month was the Noteworthy event, when about 600 people attended *Noteworthy: Celebrating 150 years of UC* - a concert by UC Music in collaboration with the Christchurch Symphony Orchestra on 26<sup>th</sup> August at the Christchurch Town Hall, including works by John Ritchie, LA Mitchell, Gareth Farr, Rakuto Kurano, Reuben de Lautour and Mahina-Ina Kingi-Kauī. Chancellor Amy Adams addressed the audience, noting the importance of Arts in a thriving society.

Congratulations to our 621 graduates who achieved their special milestones during the Spring Graduations on 29 August. It was also a great honour to be invited for the first time to the Tuahiwi Marae for the Eke Tangaroa Māori Graduation Celebration on 30 August. On the same day the Pasifika graduation celebration was hosted on campus.

The Tūwhitia fund for the tertiary sector was announced recently. The fund will provide up to \$10 million for tertiary institutions for funding of learner success initiatives, and in particular removing barriers to success for priority learners. The inaugural Tūwhitia symposium was hosted at UC in September 2022. Driven by a commitment to Learner Success, UC invited tertiary organisations and the Ministry of Education and the Tertiary Education Commission (TEC) to come together to share sector practices in improving outcomes for priority learners. Then Minister of Education, Hon Chris Hipkins, spoke on the final day.

As part of a nationwide university consultation process, officials from the Ministry of Education and the TEC met with various UC stakeholders on 18 August to discuss the potential scope of the funding review.

### Engagement

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In addition to the Concert, the university is continuing its 150<sup>th</sup> celebrations with various other events hosted during August:

*Whiria te tangata: Weaving The People Together*, the UC 150th Art Exhibition, continues to draw significant traffic at The Arts Centre, and we hope to receive more visitors ahead of the exhibition's conclusion on 10 September.

The 150th photo board travelling exhibition is visiting Canterbury districts, showcasing some of UC's most treasured historic photos and contrasting them with images of modern UC. The exhibition visited Kaikōura during 7-11 August and was featured in the Kaikōura Star. Currently in Hurunui, it will next head to Mt Hutt and Ashburton in September, and Selwyn in October.

In support of the WORD Festival, the University hosted a panel on the 150<sup>th</sup> book. Associate Professor Chris Jones (editor of the book) was the convenor, and Dr. John Wilson (author of the 150<sup>th</sup> book), Professor Te Maire Tau, Margaret Lovell-Smith, and I were panel members discussing the forthcoming book as well as Lovell-Smith's new volume on attitudes towards WWI, published by Canterbury University Press. The book will be launched in mid-December.

Students were very appreciative of the birthday cupcakes, popcorn and ice creams handed out on August 23<sup>rd</sup> as part of the 150<sup>th</sup> celebrations. It was good timing as we approached the end of Term 3.

UC Senior Film lecturer, John Christoffells's film *Building Bridges: Bill Youren's Vision of Peace* premiered in Auckland as part of the New Zealand International Film Festival on 26 August. The film also screened at the Rotterdam Peace Festival and locally at the Lumière Cinema, and the film was also included by Limelight for release around Aotearoa. John has been appointed as the Academic Director of UC's Digital Screen programme.

## **Education – Accessible, Flexible Future Focussed**

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We were pleased to receive official confirmation of the Business School's AMBA reaccreditation for a further 5 years. UC received the reaccreditation with no conditions and only minor recommendations.

This month saw recognition of teaching success, with seven scholars being awarded a fellowship under the Distributed Teaching and Learning Programme. This year, in addition to the general category, fellowships were awarded for specific teaching and learning innovation in Work Integrated Learning (WIL). Focus on Artificial Intelligence, adaptive learning, problem-solving and resilience in students and indigenising the LLB were the projects awarded in the general category. In WIL two of the projects focus on career development, a key factor in supporting student success. The third focuses on skills transfer and awareness for students which has shown to be important in supporting students in transferring to employment.

Kia Angitu has continued to be a priority over the past month with the introduction of Peer Assisted Learning Support (PALS) to three new courses, including in Education and Product Design. There have also been appointments of two Pacific PALS leaders and an expanded focus on PALS inclusive for disabled students. Evaluation of results of PALS for Semester 1 showed particularly pleasing improvements for students doing PALS in PHYS101, with ten percentage points different for the PALS students compared to matched cohorts.

Course development for student success has expanded with 17 first-year courses now re-developed or under development. Career development learning is being piloted in two first year courses, PSYC106 and MATH101.

The Te Kakau a Maui scholars continue to benefit from the programme. Last term saw the introduction of alumni mentors, with positive feedback. Early analysis of results for those students is showing pleasing outcomes in terms of course completion.

## **Research – Impact on a Changing World**

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Professor John Cater from the School of Mechanical Engineering, Te Kaupeka Pūhanga | Faculty of Engineering has been appointed by Ministry of Business, Innovation and Employment as the National Contact Point for Horizon Europe Cluster 4 (Digital, Industry and Space). He will lead national transdisciplinary responses to Horizon Europe funding calls, positioning UC as a thought leader in this area.

This year, the finals of Three-Minutes Thesis (3MT) and Visualise Your Thesis (VYT) were combined into a single Research Student Showcase. Both competitions challenge research students to share the story of their research with a general audience in creative and engaging ways. Henry Hault from Te Kaupeka Pūtaiao | Faculty of Science was the 3MT winner for his presentation *“Mt Taranaki has a plumbing problem”*. Henry received a \$5,000 prize and will represent UC at the virtual Asia Pacific finals held at the University of Queensland in October. Second place went to Gladys Tan from Te Kaupeka Pūtaiao | Faculty of Science who received \$3,000 for her presentation *“Does the amount of citric acid matter?”*. Gladys will represent UC at the virtual 3MT Inter-University Masters Final in Auckland. Third place (and \$1,000) went to Kate Wislang from Te Kaupeka Pūhanga | Faculty of Engineering with her presentation *“What you are not seeing”*. PhD student Kate Revell of UC’s Te Kaupeka Oranga | Faculty of Health won the 2023 Visualise your Thesis (VYT) award for *“Year 7/8 Student Engagement in Performing Arts”*. She received a \$1,000 prize and will represent UC at the International VYT Programme in October, hosted by the University of Melbourne.

Associate Professor Stefanie Gutschmidt and Professor Mathieu Sellier, both from the School of Mechanical Engineering, were successful in their bid to host the Australasian Fluid Mechanics Conference in Christchurch in 2026. UC last hosted this conference in 1974, and it will cover the broad field of fluid mechanics in all engineering and scientific disciplines.

Following a collaboration between the School of Product Design and Health, a new online platform launched which aims to bridge the gaps in sexuality education for young New Zealanders. Called Te Puāwaitanga: Beyond the Birds and Bees. The free platform is a New Zealand first and uses research gathered from rangatahi to provide our youth with the skills to safely navigate sexuality messages they find online and to build healthy relationships.

Dr Matthew Hobbs presented at the New Zealand Society for Hospital and Community Dentistry annual meeting on 28<sup>th</sup>–29<sup>th</sup> July, and was awarded the senior researcher prize (non-clinical) for best presentation for his work creating New Zealand’s first complete dataset of public drinking water supply alongside Dr Tim Chambers (University of Otago).

## **People – Nurturing Staff, Thriving Students**

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In line with UC’s values of manaakitanga, we are preparing for the Mental Health Awareness Month starting on 18 September. We will be offering a series of programmes and events for students and staff throughout the month, including a *“Managing Your Mind”* webinar, a student and staff social event with a focus on mental health, a *“Take a Mate to Coffee”* promotion, and a Mindfulness workshop. There is also a promotion about World Car Free Day on 22 September.

As part of the ongoing Menopause in the Workplace programme, the University Wellbeing team hosted a lecture on Menopause by Dr Anna Fenton of Oxford Women’s Health. Over 200 staff attended the lecture.

The third “pop-up” session for new staff was recently attended by 30 recruits. These informal gatherings are proving a good point of connection for staff. They are also a useful forum to ask questions about a number of issues for example payroll and tax, academic induction, and staff wellbeing and professional development programmes.

The UCSA has opened the nomination process for its annual University of Canterbury Blues Awards, which recognise sporting and cultural excellence. Nominations are also being invited for the Community Champions Awards, in which the students recognise staff contributions, with a number of categories for academic, technical and general staff, including a Wellbeing Champion award.

## **Internationalisation – Locally Engaged, Globally Networked**

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On 31 August UC colleagues attended a Malaysian NZ Business Council Independence Day dinner. The continued strength of our engagement with the Malaysian community in Christchurch adds significantly to our character as an internationally engaged university.

With support from the Science Faculty, the Rose Centre for Stroke Recovery and Research hosted a Dysphagia Think Tank on 14<sup>th</sup> August attended by experts from the USA, Europe, Japan and Australia.

New Zealand's annual international education conference, NZIEC KI TUA 2023 was held in Christchurch during 16-18 August at Te Pae Convention Centre. The theme, *The Pathway Forward*, was celebrated by more than 590 delegates, reconnecting in person for the first time since 2019. The Minister for Education in China, His Excellency Huai Jinpeng, delivered the keynote address. Addresses were also delivered by NZ Education Minister Jan Tinetti and ENZ Board Chair Tracey Bridges.

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

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Digital has been busy working in partnership with the Research and Innovation and Library teams across two further application modernisation initiatives to replace end of life on-premise solutions.

The Library project team have signed the contract for the Library system, Folio, and are busy in detailed planning for its roll-out. Our Request for Proposal in market to explore a replacing platform for our legacy Research Management System also closed and detailed platform proposal assessments are now underway.

## **Environmentally Sustainable**

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200 UC staff and students attended waste reduction events held to mark Plastic Free July. This included a well-received staff volunteering opportunity with Environment Canterbury.

Early in August UC's Procurement team volunteered and planted over 400 native trees in Christchurch's Coronation Reserve. They seeded a variety of plants including Olearia, Coprosma, Kanuka, Broadleaf and Three Finger.

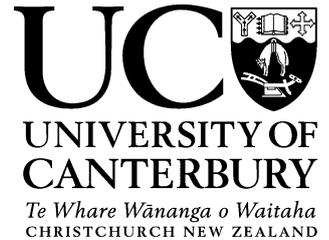
Jade Humphrey from the School of Earth and Environment received a Community Youth Award on 8 August in recognition for her volunteer work, creating and leading Predator Free Riccarton.

Toka Tu Ake EQC have provided funding for the Resilience to Earthquake and Landslide Multi-hazards programme to address SDG 11. This research provides fundamental data and tools for decision-makers to reduce risk, reflecting the strong teaching of both programmes in this area.

The first intake for course GEOL345 (Groundwater and Geothermal Systems) is now completed. The course focuses on SDGs 6 and 7, and also treats campus as a "living lab", such as in examining the new Ground Source Heat Pump.

Chemical And Process Engineering researchers have been using new technology to turn medical waste like face masks and Personal Protective Equipment (PPE) into diesel. Using a process called catalytic pyrolysis, the researchers hope this will be a step forward in sustainable disposal of medical waste. Professor Alex Yip, who leads the study, said in the past few years during the Covid-19 pandemic, there has been a significant surge in global waste.

# Memorandum/Pukapuka



<b>To:</b>	<b>Ki:</b>	University Council
<b>From:</b>	<b>Nā:</b>	Professor Cheryl de la Rey, Vice-Chancellor
<b>Date:</b>	<b>Rā:</b>	15 August 2023
<b>Subject:</b>	<b>Kaupapa:</b>	<b>Academic Board report</b>

## Recommendations:

1. *that the Council notes the attached report of the Academic Board (attachment 1)*
2. *that the Council notes the following new curricula developments (to be found in Diligent attachment 2) which have been endorsed by the Academic Board and will be reported to CUAP:*
  - (i) *Graduating Year Review: Bachelor of Fine Arts with Honours, Postgraduate Diploma in Fine Arts*
  - (ii) *Graduating Year Review: MBA, Postgraduate Diploma in Business Administration*
  - (iii) *Graduating Year Review: {Postgraduate Diploma and Postgraduate Certificate in Information Systems and Technology*
  - (iv) *Graduating Year Review: Bachelor of Product Design*
  - (v) *Graduating Year Review: Master of Engineering Studies (Renewable Energy)*
  - (vi) *Deletion of the Master of Engineering in Transportation*
  - (vii) *Deletion of the endorsements in the Master of Civil Engineering in Smart Infrastructure and Digital Civil Engineering*

## Executive Summary:

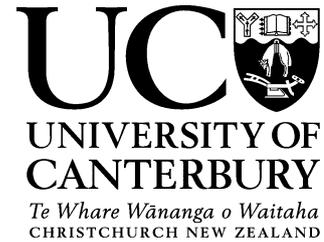
The Board endorsed new curricula developments and gave initial consideration to the Academic Freedom Policy.

## Attachments:

- **Attachment 1: Academic Board report from August 2023**
- **Attachment 2: Graduating Year Reviews and Deletions (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 11 AUGUST 2023

The Chair congratulated Associate Professor Alison Griffith on her recent appointment as Deputy Chair to the Board.

#### REPORT FROM THE ACADEMIC ADMINISTRATION COMMITTEE

##### Graduating Year Reviews

The Deputy Vice-Chancellor Academic introduced the first tranche of the annual Graduating Year Reviews (GYRs). The reviews occur as part of the CUAP process within three years of the first graduating cohort. The AAC had reviewed each of the reports. There were no substantial questions or comments.

##### Deletions

The proposal to delete the Master of Engineering in Transportation which has had no new enrolments since 2020 when its replacement qualification was introduced and the deletion of two endorsements in the Master of Civil Engineering which have never had student enrolments were accepted without questions.

#### INITIAL DISCUSSIONS ON THE DRAFT ACADEMIC FREEDOM POLICY

Adela Kardos, General Counsel and Registrar presented the draft to members. Professor Heinemann as the elected academic member on the Council was invited to speak to the draft policy.

Professor Heinemann said that he had helped produce the original policy, and UC had been the first university in New Zealand to introduce one. Since 2014, there has been major work in Australia in this area – the French model code and the Sally Walker review of its adoption and this draft draws heavily on that. Academic freedom is not an individual right, it belongs to three parties in a university – its academic staff, its students and the institution itself, as a corporate body, the three parties balance each other and provide protection from internal and external threats. The draft proposes a change to a more collegial process – a subgroup of Academic Board would set the standards and discuss any conflicts, rather than an employment process involving the Vice-Chancellor. This collegial model had been adopted by some Australian universities.

Members gave some initial feedback and were largely supportive of the proposed draft. Further feedback was requested by 22 September. A revised draft with details of feedback received and responses to suggestions would be considered at the October Academic Board.

*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 9 August 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>Health &amp; Safety</b> Monthly Health & Safety Report - Verbal	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 7.2	<b>Business Case</b> Cloud Enablement Programme Ann Ballin Refurbishment Funding	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	<b>Strategy &amp; Planning</b> TEC Investment Plan (2022-2024) Draft Triennial Plan (2024-2026)	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
9.0 9.1 9.2 9.3 9.4 9.5 9.6	<b>Finance</b> Domestic Student Fees and Student Services Levy 2024 Online Student Fees 2024 Eriksens Recommendations for UCTF 30 June 2023 Fully Consolidated Financial Statements 31 July 2023 Financial Summary Report 31 August 2023 Financials Verbal 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 10.2 10.3 10.4 10.5 10.6 10.7 10.8	<b>From the Audit and Risk Committee</b> Audit and Risk Committee Meeting 21 August 2023 Verbal Update Internal Audit – Cyber Security Report Cyber Security Quarterly Update Health & Safety Culture and Operations – External Review ARC Meeting Dates 2024 Audit NZ Management Report to Council 31 December 2022 UC Trust Funds FY22 Year End Reporting Strategic Risks Annual Full 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)
11.0 11.1	<b>Insurance</b> Insurance Renewal 2024 Verbal 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)
12.0 12.1	<b>Academic</b> Teaching Award	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	Research and Innovation Awards		
13.0 13.1 13.2	<b>From the Vice-Chancellor</b> Vice-Chancellor's Monthly Report Academic Board Minutes – 7 July 2023	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)
14.0 14.1 14.2 14.3 14.4 14.5	<b>From the Chancellor</b> Council Work Plan 2023 Update Honours and Appointments Committee Verbal Update Constitution and Council Representation People and Culture Committee Terms of Reference Vice-Chancellor Employment Committee Verbal Update (Council-Only Time)	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)
15.0	<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)
16.0	<b>General Business</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)

*I also move that staff identified by the Chairperson 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.*