

COUNCIL
Public Meeting Agenda
Te Kaunihera o Te Whare
Wānanga o Waitaha



Agenda

DATE Wednesday 8 November 2023
TIME 10:00am
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!

WELCOME & FAREWELLS

1. APOLOGIES

2. REGISTER OF INTERESTS

4-6

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 11 October 2023 – For Approval

7-10

5. MATTERS ARISING

6. FROM THE CHANCELLOR

6.1. Degrees Conferred in Absentia – For Approval

-

7. HEALTH & SAFETY

7.1. Monthly Health & Safety Report – For Information

(Paul O’Flaherty, Executive Director, People, Culture and Campus Life)

10-24

8. FROM THE VICE-CHANCELLOR

8.1. Vice-Chancellor’s Monthly Report – For Information

25-29

8.2. Academic Board Report – For Information (Associate Professor Alison Griffith)

30-34

9. **PUBLIC EXCLUDED MEETING**

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

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

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	Minutes Confirm public excluded minutes of 11 October 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	Matters Arising	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	Strategy Triennial Plan (2024-2026) Strategy Implementation Q3-2023 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	Budget University Budget 2024 (plus Indicative Budgets 2025 & 2026) Consolidated UC and Trusts 2024 Budget (plus Indicative Budgets 2025 & 2026)	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 8.1.1 8.1.2 8.2 8.3	Business Cases & Related Items Student Accommodation Summary of Procurement & Probity Arrangements Student Accommodation Programme Options Enterprise Business Capability Business Case Digital Screen Package 2 Indicative Business Case & Design 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)
9.0 9.1 9.2 9.3	Health & Safety Monthly Health & Safety Verbal Update Facilities Management H&S Management Response Safe365 Summary 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)
10.0 10.1 10.2	Delegations Delegations Register Annual Update Delegation of Authority to Executive Committee	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	Chancellor Chancellor Election	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)
12.0 12.1 12.2	Audit External Audit Plan for 2024 Year-End Key Accounting Issues	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
13.0 13.1	Finance & Major Projects Digital Update Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)

13.2	Major Investment Plan 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)
13.3	30 September 2023 Fully Consolidated Financial Accounts		
13.4	31 October 2023 Financials Verbal Update		
14.0	Other	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
14.1	UC Student Enrolments Analysis 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)
14.2	AQA Cycle 6 Academic Audit Final Report		
15.0	From the Chancellor	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)
15.1	Council Work Plan 2023/2024 Update		
15.2	Notice of Upcoming Committee Vacancies		
16.0	From the Vice-Chancellor	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
16.1	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)
16.2	Academic Board Minutes 8 September 2023		
17.0	Council Only Time	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)
18.0	General Business	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.

10. REPORT FROM THE PUBLIC EXCLUDED SESSION

11. GENERAL BUSINESS

12. NEXT MEETING

- The next meeting will be held on Wednesday 13 December 2023 (only if required) or otherwise Monday 19 February 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
8 November 2023

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Amy ADAMS (Chancellor)	2021	AMDON Farms Limited	Director and Shareholder
	2021	AMDON Investments Limited	Director and Shareholder
	2021	Hampton Downs Trust	Trustee and Beneficiary
	2021	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
Peter BALLANTYNE	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
Pierce CROWLEY	2022	University of Canterbury	Student
	2022	University of Canterbury Students' Association (UCSA)	President
	2023	University of Canterbury Students' Association (UCSA)	Acting CEO
Cheryl DE LA REY (Vice-Chancellor)	2020	Association of Commonwealth Universities	Council Member and Chairperson
	2020	New Zealand Qualifications Authority	Board Member
	2022	Tokona Te Raki (Māori Futures Academy)	Board Member
	2019	Universities New Zealand	Chairperson and Member
	2019	University of Canterbury Foundation	Trustee (Ex-officio)
Roger GRAY	2019	University of Canterbury Trust Funds	Vice-Chancellor
	2022	Business Leaders' Health and Safety Forum	Member
	2022	North Tugz	Director
	2022	Ports of Auckland Limited	CEO
Jack HEINEMANN	2023	Ben Gough Family Foundation Leaders Scholarship	Mentor
	2023	Academic Board (ex officio Council)	Member
	2022	Academic Freedom Aotearoa (TEU)	Member
	2023	American Society for Microbiology	Member

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	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
	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
Keiran HORNE	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
Warren POH	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

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2023	Mars Bioimaging Limited	Shareholder
	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
Rachel ROBILLIARD	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
Gillian SIMPSON	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
Lisa Tumahai		TBC	
Catherine WOODS	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
	2023	UC Wellbeing Advisory Group	Member
Adela KARDOS (General Counsel Registrar)	2020	University of Canterbury	Employee

COUNCIL

Public Meeting Minutes



Te Kaunihera o Te Whare Wānanga o Waitaha

DATE	Wednesday 11 October 2023
TIME	11:00am
VENUE	Council Chamber, Level 6, Matariki
PRESENT	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, Ms Keiran Horne, Ms Rachel Robilliard, Ms Gillian Simpson, Mr Warren Poh, Ms Catherine Woods
IN ATTENDANCE	Ms Adela Kardos - General Counsel & Registrar; Mr Keith Longden, Executive Director Planning, Finance & Digital Services; Professor Catherine Moran - Deputy Vice-Chancellor (Academic); Mr Paul O'Flaherty - Executive Director People, Culture and Campus Life; Mr Luc Mackay, UCSA President 2024; Mr Grantley Judge - Governance and Compliance Manager
APOLOGIES	Mr Jack Heinemann, Mr Warren Poh for lateness (2:17pm) and Professor Cheryl de la Rey and Mr Keith Longden for early departure (3.34pm) – to attend Department of Internal Affairs Royal Commission on Covid-19 – Lessons Learnt.
REGISTER OF INTERESTS	The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests.
CONFLICTS OF INTEREST	No conflicts of interest were advised.
MINUTES OF THE PREVIOUS MEETING	<p>Confirming the Minutes of the meeting held on 13 September 2023</p> <p><u>Moved:</u> <i>That the minutes of the meeting held on 13 September 2023 be accepted as a true and correct record.</i></p> <p style="text-align: right;">Carried</p>
MATTERS ARISING	<p>Action Schedule</p> <p>There were no matters arising.</p>

**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

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

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

- any UC incidents reported to WorkSafe would be reported to the Chancellor, via the Vice-Chancellor, as soon as practicable and would be covered off in the H&S Monthly Report to Council;
- there were no plans to remove the original Health Centre Ilam Stream bridge, as it provided additional capacity;
- the UC Health and Safety team is working with the UCSA to provide Assura H&S app training for students;
- the H&S observation schedule for 2024 was discussed and it was recommended that the proposed hazardous substances observation be bought forward to April 2024 and University travel pushed out to September 2024; and
- when undertaking H&S observations, Council members could be divided into smaller groups, so that a wider diversity of activities was observed.

Moved:*That Council:*

1. *notes the progress, understanding and management of health and safety risks across the organisation;*
2. *notes that any UC incidents reported to WorkSafe would be reported to the Chancellor, via the Vice-Chancellor, as soon as practicable and would be covered off in the H&S Monthly Report to Council;*
3. *endorses the amended schedule of Council Health and Safety Observations for 2024; and*
4. *notes that each observation will be split into small groups of Council members to observe different H&S areas.*

Carried

**FROM THE VICE-
CHANCELLOR****Vice-Chancellor’s Monthly Report**

The Vice-Chancellor highlighted items from her written report.

Additionally, it was noted that the receipt of the Academic Quality Assurance Cycle 6 Academic Audit final report was delayed. Once available, the final report would be distributed to Council.

Moved:

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

Carried

ACADEMIC BOARD Academic Board Report

Associate Professor Alison Griffith joined the meeting via Zoom.

The Board Report was noted and no questions were raised.

Moved:

That Council notes:

1. *the Academic Board Report; and*
2. *the following new curricula developments, which have been endorsed by the Academic Board, will be reported to the Committee on University Academic Programmes (CUAP):*
 - (i) *Graduating Year Review: Bachelor of Sport Coaching; and*
 - (ii) *Graduating Year Review: Postgraduate Certificate in Counselling Studies.*

Carried

Associate Professor Griffith left the meeting.

PUBLIC EXCLUDED MEETINGMoved:

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

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	Minutes Confirm public excluded minutes of 13 September 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	Matters Arising	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	Arbitration Arbitration Matter	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
7.0 7.1 7.2	Health & Safety Monthly Health & Safety Report Health & Safety External Review Scope and Costs	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	Insurance Insurance Renewal 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 9.2 9.3	Digital Screen Campus (DSC) DSC Project Quarterly Report Establishment Board Quarterly Report DSC Brand & Naming	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	Accommodation Student Accommodation Programme Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h) 7(f)(i)

		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	
11.0	Finance	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
11.1	UCTF Draft Budget 2024		
11.2	31 August 2023 Financial Summary 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)
11.3	30 September 2023 Financials Verbal Update		
12.0	From the Chancellor	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.1	Council Work Plan 2023 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)
12.2	Draft Council Workplan 2024		
12.3	Honours and Appointments Council Vacancies		
12.4	Notice of Chancellor & Pro-Chancellor Elections		
13.0	From the Vice-Chancellor	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
13.1	Vice-Chancellor's Monthly Report		
13.2	Academic Board Minutes 11 August 2023	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)
13.3	Upcoming UC Events		
14.0	Council Only Time	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)
15.0	General Business	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.

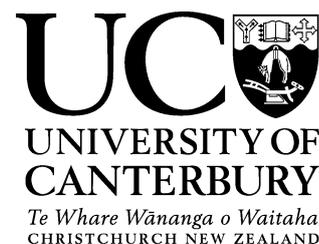
NEXT MEETING The next Council meeting will be held on Wednesday 8 November 2023 at 10.00am in the Council Chamber.

MEETING CLOSED The public meeting closed at 4:02pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

Memorandum/Pukapuka



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:	8 th of November 2023
Subject:	Kaupapa:	Public Agenda Health and Safety Report- November 2023

Recommendation:

The Council:

- Notes the progress, understanding, and management of health and safety risks across the organisation.
- Notes that statistical health and safety reporting (metrics) are retrospective.

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

Full paper commences overleaf.

Appendix 1

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 2 (a-c).

1. T5 Risk Incidents in September

In September, 19 health and safety reports and 4 safety observations related to T5 risks were recorded. The health and safety reports can be categorised as follows:

- 10 reports of poor well-being related to ergonomic and environmental conditions (musculoskeletal pain) and personal medical issues.
- 1 incident report involving hazardous substances, e.g., a gas alarm failed (near miss) in CAPE, L2 Room 205.
- 1 report of ergonomic/workstation issues during fieldwork/lone work.
- 7 minor incidents involving plant/machinery, e.g., staff bumping into stationary or fixed plant/machinery causing minor contusions/bruising; trip over electrical cord housing between marquees for Rā Tōmene | Open Day; a faulty low oxygen alarm sensor caused an alarm activation when other sensors were reading normal O2 levels.

The T5 risk incidents in September, which constituted 38% of the total incident reports received, 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 Reports and Observations

a) September 2023 Overview

- In September 2023, the university received 61 health and safety reports, including 40 incident reports, 12 near misses (where no harm occurred), and 9 safety observations.
- Among the illness/injury/P&D incidents reported, the personal impact (severity) score was rated as low in 17 cases and moderate in 11 cases per below.
 - 17 incidents resulted in no treatment or required first aid, e.g., bruises, sprains, cuts, grazes, contusions, hot water scald.
 - 9 moderate-severity reports of musculoskeletal pain (neck, shoulders, back, arms) resulting in a referral for ergonomic assessments and assessment/treatment by a registered health professional.
 - 1 moderate-severity report of assessment/treatment by a registered health professional for a low-risk chemical splash (diluted cleaning chemical in the eye).

- 1 student was taken to hospital for an urgent medical assessment after suffering a medical event (fainting), which resulted in the student being diagnosed with cardiac arrhythmia.
- Safety Observations- 5 unsafe practice observations and 2 unsafe condition reports, 1 improvement suggestion, and 1 safe practice report were received.
- All identified concerns or issues have been or are in the process of being addressed by management.

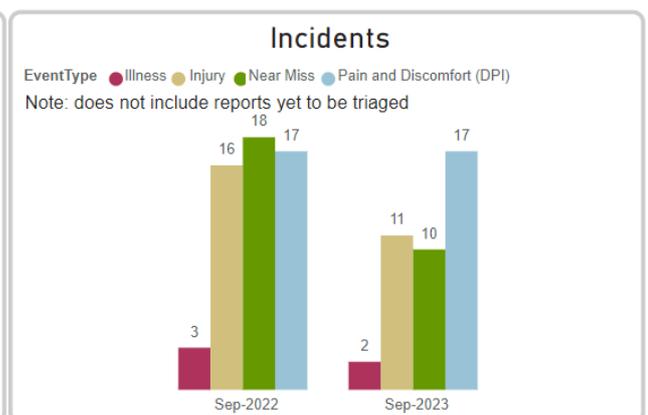
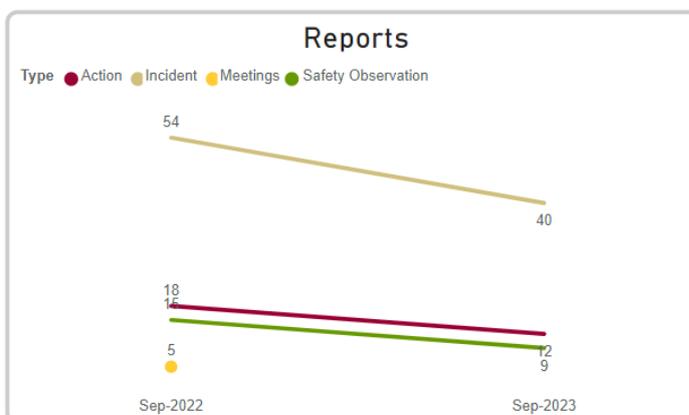
b) Year to Date Overview (Jan-Sept 23)

- Year to date, the university received 917 health and safety reports.
- These reports comprised:
 - 444 incident reports, including 167 near misses and 277 injury/pain/discomfort incidents.
 - 224 safety observations.
 - 249 assigned actions/meetings completed.

c) 12-Month Overview (Sept 22- 23)

- The university received 1171 health and safety reports in the past 12 months. This is 37 fewer reports than the previous 12-month reporting period (Aug 22-23, n= 1208).
- These reports comprised:
 - 581 incident reports, including 228 near misses and 353 injury/pain/discomfort incidents.
 - 292 safety observations.
 - 289 assigned actions/meetings completed.

Overall, reporting trends in September 2023 were down across all metrics, with similar reporting rates not observed since April. In comparison, in 2022, the university recorded its highest number of monthly incident reports for the year in September (n=54). The following graphics show a side-by-side comparison between September 2022 and 2023.



ENDS



Health and Safety Dashboard

[Link: Report an incident](#)

Business Unit

All

2023

Month

Sep-2023

Total reports

61

Total Incidents

40

Total Near Miss

12

Total Safety Obs

9

Reports

Type ● Action ● Incident ● Safety Observation

40

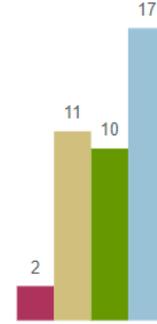
12
9

Sep-2023

Incidents

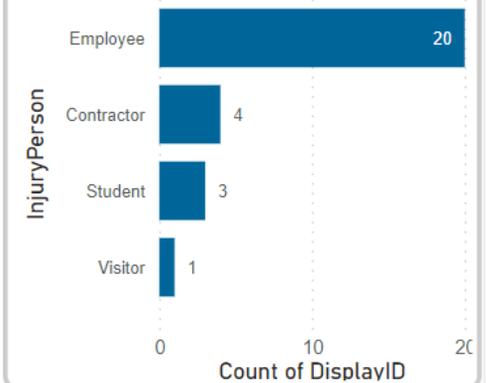
EventType ● Illness ● Injury ● Near Miss ● Pain and Discomfort (DPI)

Note: does not include reports yet to be triaged



Sep-2023

Injured or Ill person(s)



Safety Observation

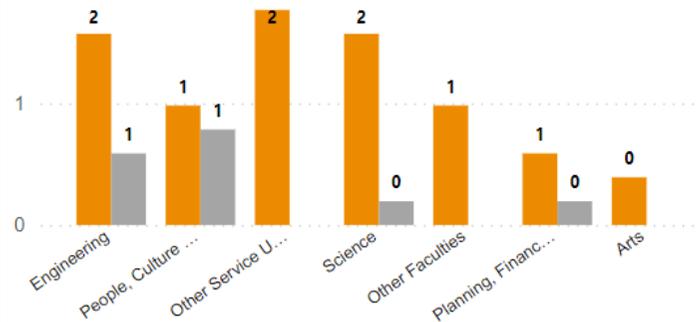
ObservationType ● Safe practice ● Suggestion ● Unsafe conditions ● Unsafe practice



Sep-2023

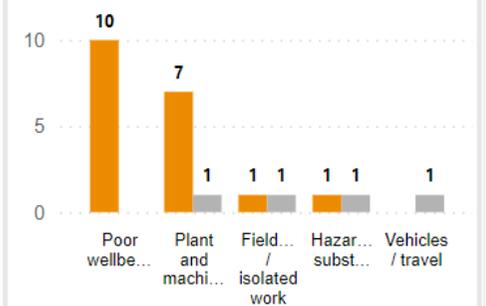
Incidents & Safety Observations by Grouped Business Unit/100 FTE

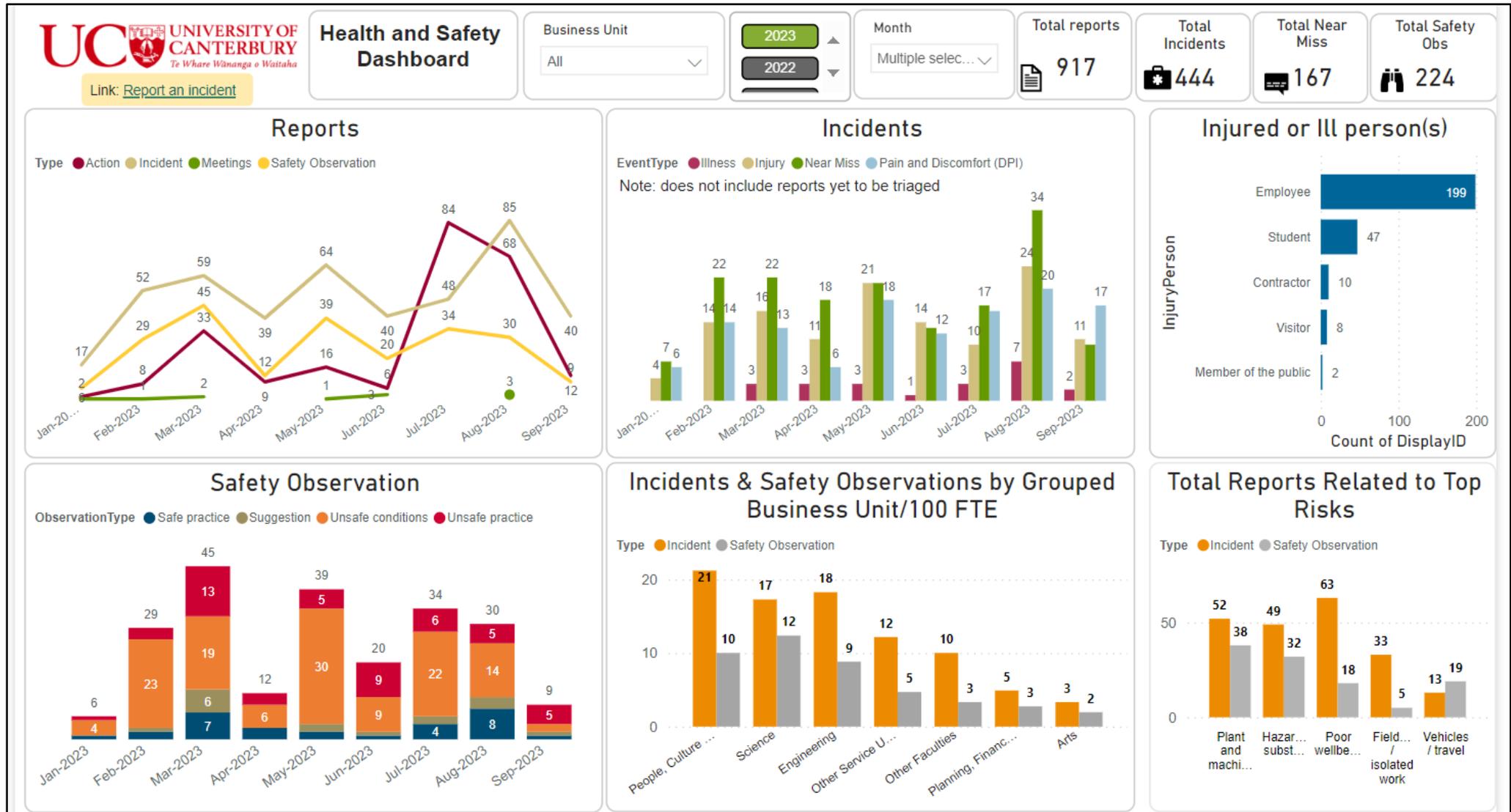
Type ● Incident ● Safety Observation

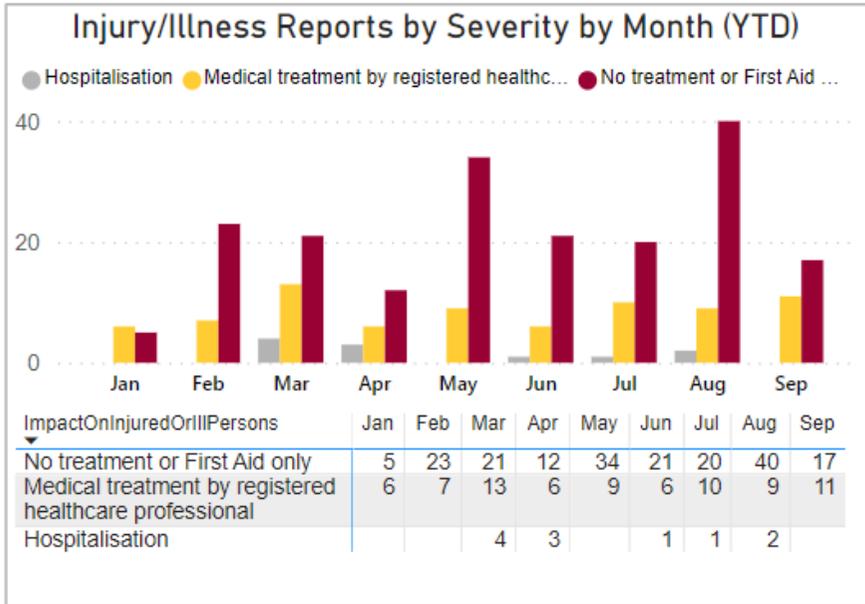


Total Reports Related to Top Risks

Type ● Incident ● Safety Observation







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



Health and Safety Dashboard

[Link: Report an incident](#)

Business Unit

All

2023
2022

Month

Multiple sele...

Total reports

1171

Total Incidents

581

Total Near Miss

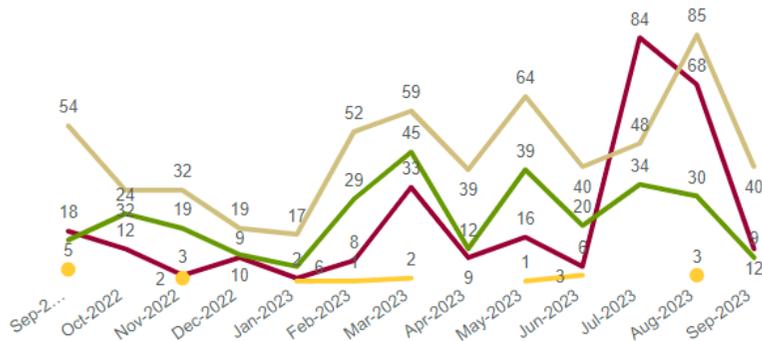
228

Total Safety Obs

292

Reports

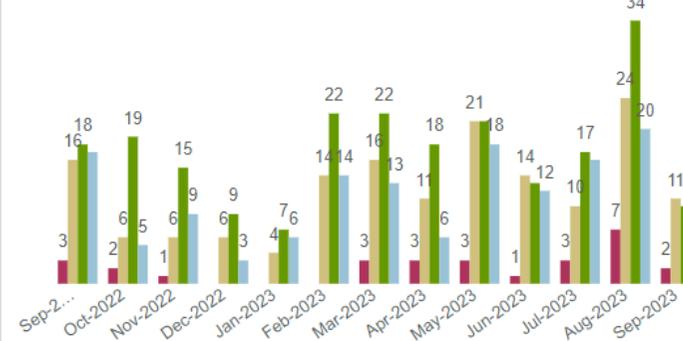
Type ● Action ● Incident ● Meetings ● Safety Observation



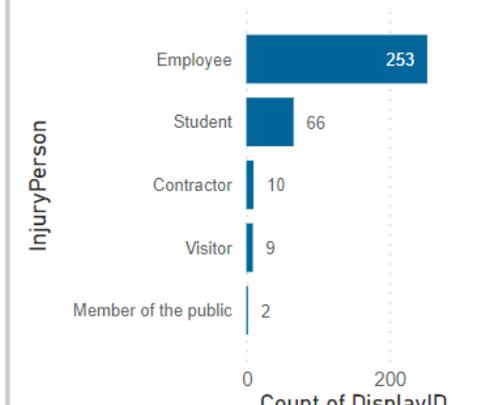
Incidents

EventType ● Illness ● Injury ● Near Miss ● Pain and Discomfort (DPI)

Note: does not include reports yet to be triaged

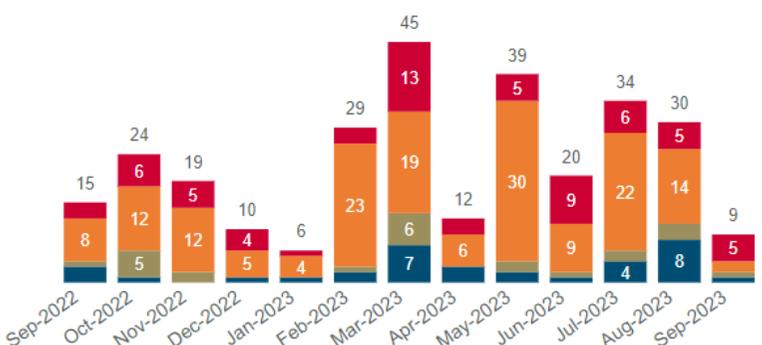


Injured or Ill person(s)



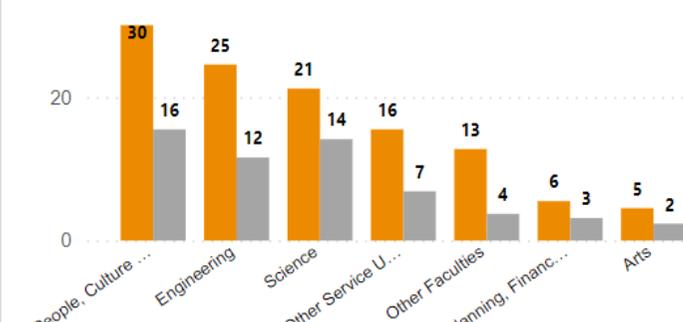
Safety Observation

ObservationType ● Safe practice ● Suggestion ● Unsafe conditions ● Unsafe practice



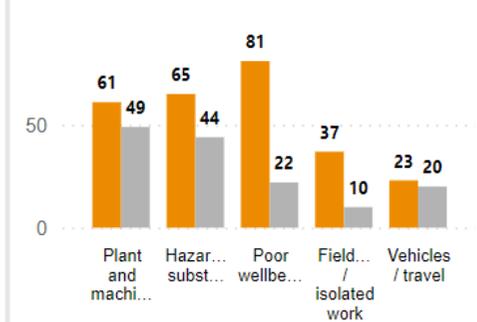
Incidents & Safety Observations by Grouped Business Unit/100 FTE

Type ● Incident ● Safety Observation



Total Reports Related to Top Risks

Type ● Incident ● Safety Observation



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	Completed	Progress		Risk Status	Comment
Strategic Pillar	Objective				In progress (2023)	Delivery		
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.	<p>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.</p> <p>Council H&S workshop 2nd November</p> <p>Council H&S workshop with Dr. Philip Voss (Leading Safety Ltd) 8 February 2023</p> <p>Council H&S observation (T5 risk)- hazardous substances 8th March)</p> <p>The Council approved the recommendations, objectives/actions of the Safe365 baseline at the August Council meeting.</p> <p>September Council safety observation/deep dive (Work Integrated Learning risks) has been completed.</p> <p>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.</p> <p>Council H&S engagement activities Q1-Q4 2023 completed.</p>	Planning for 2024 is underway for Council H&S Engagement activities.	Q1-Q4		<p>H&S Office is working with the Governance and Compliance Manager to support the Council's Safe365 action plan.</p> <p>Council member Catherine Woods received a H&S induction from the Health and Safety Improvement Manager.</p> <p>Council will receive a group H&S refresher induction in Feb '24.</p>

Plan		Do	Check	Completed	Progress	Delivery	Risk Status	Comment
Strategic Pillar	Objective				In progress (2023)			
		Develop a professional development pathway for departmental safety officers, health and safety representatives, health and safety team members, and committees. Consultation with DSOs, HSRs, and Committees.	The PD&R process supports the capability development of crucial health and safety personnel. PD&R process includes evaluation of H&S leadership. Participation rates improve.	Departmental Safety Officers (DSO) community of practice, meeting monthly. DSO survey completed. DSO audit tools and process 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	See below comments regarding the delivery of online training.	Q2		See below comments regarding the delivery of online 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 (2024)		No new activities to report this month. Ongoing effort- The content of 6 new H&S learning modules has been drafted: <ol style="list-style-type: none"> 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). The remaining modules will be delivered throughout 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. 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	Completed 2023 objectives- Continuous improvement phase.	Q1		The Faculty of Science-led lab safety and compliance improvement project is progressing well. The H&S Business Partner for the Faculty of Science has been seconded to the faculty until the end of March '24 to lead a significant proportion of the programme workstreams.

Plan		Do	Check	Progress	Delivery	Risk Status	Comment
Strategic Pillar	Objective						
				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	<p>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.</p> <p>New H&S and Well-being intranet sites are live.</p> <p>Winter "Think Safe" Campaign (led by the Communications Team)</p> <p>Updated Smokefree/Vape Free Policy released in March.</p>	Communications campaigns aimed at critical audiences will run throughout the year.	Ongoing 2023	<p>↔</p> <p>Ongoing effort to improve health and safety communication via UC communication tools/processes.</p> <p>Planning for the bi-annual Departmental Safety Officer workshop is underway.</p> <p>The H&S Team is 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.</p>
	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.		<p>UC shares knowledge and learnings through various forums, e.g.</p> <p>UC H&S Business Partner attends UCSA and Halls of Residence H&S Committees.</p> <p>UCSA CEO attends quarterly "Service 1" H&S Committee meetings and UC H&S Committee meetings.</p> <p>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.</p>	Maintain ongoing relationships with UCSA and Accommodation providers.	Ongoing 2023	<p>↔</p> <p>Ongoing effort to engage and support UC partners where shared health and safety duties exist.</p>
		Work Integrated Learning Project	Work Integrated Learning Project outcomes satisfy 2020 PwC Audit recommendations.	<p>Work Integrated Learning management system pilot in the Faculty of Science commences on 10 November.</p> <p>Provide ongoing best practice guidance to the Ako ā Mahi team.</p> <p>Responsibilities for the remaining outstanding actions from the PwC audit (2020) have been assigned to the relevant Executive Deans.</p>	Completed- H&S's involvement in the WIL project is now advisory only.	Q2	<p>↔</p> <p>The 2020 PwC audit has 4 open actions relating to managing "study abroad" risks, which have been assigned to the Faculty Operations Team and International Relations Office. The Internal Audit Tracker is being updated by the Internal Audit Team accordingly.</p>
	2.3 Student accommodation is	H&S audits of all student accommodation providers	Student accommodation services meet the requirements of the Pastoral Care Code and Health and	MoUs with accommodation providers updated to include the right for UC to audit or request evidence of H&S audits undertaken by Halls of	Completed	Q4	<p>↔</p> <p>At the September meeting, the Council decided to de-scope student accommodation from the upcoming governance-led H&S audit by HSE Global.</p>

Plan		Do	Check	Completed	Progress		Risk Status	Comment
Strategic Pillar	Objective				In progress (2023)	Delivery		
	healthy and safe for all students		Safety at Work Act.	Residence. Partnership Agreements are in place with the Halls of Residence, including H&S requirements.				This objective (2.3) will be closed as the MOU and Partnership Agreements, which are now in place, provide the right for UC to request evidence of H&S audits from the Halls of Residence. The last Health and Safety Assessment on Student Accommodation was carried out by PwC in 2019. A Student Accommodation Pastoral Care Assessment was carried out by PwC in 2020. It is recommended that an H&S assessment of student accommodation is scheduled as part of the regular Pastoral Care Code review process or internal audit plan.
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. Periodic business reporting- live dashboard (H&S performance) now available to all staff on the intranet. 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 initial investigation phase, this change should enable better identification of incident causation trends.	Completed- Continuous improvement phase	N/A	↔	No new activities to report this month.
	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 to 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.	Completed –Continuous improvement phase	Q1	↔	The fieldwork planning and approval workflow is under development with Assura. UC DTS did not approve the spending after initially agreeing to pay for the development costs. Therefore, H&S must fund the \$40K from this year's remaining budget (\$68K) to complete the Assura Fieldwork approval workflow process development. This is an unplanned cost that significantly impacts the H&S operational budget.

Plan		Do	Check	Completed	Progress		Risk Status	Comment
Strategic Pillar	Objective				In progress (2023)	Delivery		
				<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>				
	3.3 Legislative compliance is verified, and recommendations for improvement translate into actions and continuous improvement		<p>Implement the Safe365 programme.</p> <p>Verification of adequate health and safety processes and culture via verification audits and inspections</p> <p>Deploy an internal compliance programme for all regulatory compliance requirements.</p>	<p>Safe 365 Communications and Change Management Plan completed; Introduction session for SLT completed 18 October.</p> <p>Safe 365 staff survey completed (November) and communicated. Council Safe365 baseline assessment was completed on 7 December.</p>		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. Refer separate Safe365 progress report
				<p>Safe365 baseline assessments with faculties and service units have now all been completed.</p> <p>Safe365 super-users have been identified and trained to maintain the Safe365 dashboards.</p> <p>During July, the H&S Business Partners embedded in the faculties to raise awareness of the Safe365 programme and T5 Risks project.</p> <p>Executive leaders and the Faculty Managers/Directors have incorporated Safe365 objectives into their Faculty/Service Unit's Executive H&S Plan/s.</p>	H&S Audit planned for Q4	Q4	↔	Two audit proposals have been received. The Council will review the proposals this month and select the auditor. We await confirmation of the auditor and the audit plan.
	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>The T5 project charter and scope of work have been defined and approved.</p> <p>Identification of critical projects that are dependencies, i.e., WIL software management system implementation/project, hazardous substances inventory system implementation.</p> <p>Bow tie risk assessments for T5 risks.</p> <p>DSOs reviewing risk registers and undertaking risk control reviews (ongoing)</p> <p>Develop assurance framework- review existing systems and processes related to T5 management.</p> <p>All project milestones for 2022 were achieved.</p>	<p>Identify fundamental changes for T5 management- develop a Critical Risk Control Standard in Assura for each T5 risk.</p> <p>Monitor management of T5 risks with risk managers.</p> <p>Provide periodic reporting to risk owners.</p>	Project completion end of Q4	↔	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. The H&S team and risk owners/risk control owners use the Assura verification workflow, allowing best practice triangulation, recording, and reporting risk control reviews and verification evidence.

Plan		Do	Check	Progress	Delivery	Risk Status	Comment
Strategic Pillar	Objective						
				A repository/workflow has been developed in Assura to record T5 risk controls and risk control reviews.			

October 2023

Introduction

The year-end examination period began on 30 October and runs through to 11 November. About 13 000 students take part in at least one of over 400 exams across that period. Exams are conducted in a range of modes from online to face-to-face and remain an important milestone in the academic year.

October was a busy month of 150th anniversary celebration events with the Alumni and Community Weekend offering a range of options as summarised in the section below.

Engagement

UC hosted a Multifaith celebration on campus on 24 October to recognise UC's religious heritage in its 150th Year, as well as the importance religion plays in present-day UC. Congregants from various faith groups attended the event in the spirit of peace and unity.

Over 50 former senior staff and Emeritus Professors attended a cocktail function at the Staff Club on 24 October, arranged by UC to recognise their contribution to the University. It was great to see previous colleagues and we thanked everyone for contributing to 150 successful years of UC.

I welcomed our alumni to campus for our 150th Anniversary Alumni and Community Weekend 27-29 October. Over 40 events were hosted by faculties, the Advancement and 150th teams. Key events included:

- The Welcome Function on Friday night where we welcomed guests from around New Zealand and the world to the reunion weekend. Alumni then attended dinners with their relevant cohorts.
- Saturday was a faculty and university engagement day to showcase what the University has on offer, as well as an opportunity for alumni to see how UC has changed. Saturday began with a Golden Graduates Morning Tea, where they reunited with old friends, reminisced, and explored the *Treasures of the University of Canterbury* with Associate Professor Chris Jones.

The inaugural Young Alumni Awards closed Saturday's activities, with five awards presented to outstanding young alumni, recognising the important professional and community contributions they are making.

- Sunday was our day to learn about the 150th Book from Associate Professor Chris Jones and to engage with the community at the Community Picnic. The sun was shining, party games and food were on offer and I had the chance to engage with more than 100 attendees over the tongs at the sausage sizzle. The city campus was also open on Sunday for tours of the Arts faculty and Teece Museum.
- To conclude the weekend, we hosted an afternoon tea for our Malaysian alumni with more than 40 people attending. This was an important opportunity to reinforce the University's long and fruitful relationship with Malaysia, which began with the Colombo Plan scholarships more than 70 years ago. At this event, the Malaysian Business Council announced a gift in support of UC's scholarship program.

The UC 150th photo board travelling exhibition completed its tour of the Canterbury Districts at Te Ara Ātea in Rolleston.

The UC Advancement team hosted the CASE (Council for Advancement and Support of Education) on 20 October for day of workshops delivered to a wide audience including UC Council, the Senior Leadership Team and external guests from Lincoln and Otago Universities and local schools. Sessions included a Fundraising and Philanthropy Workshop, and *Challenges Education Institutions Face in Growing a Thriving Philanthropy Program*.

To mark the upcoming publication of Dr John Wilson's *A New History: The University of Canterbury 1873-2023* by Canterbury University Press, UC hosted an academic symposium Ka titiro whakamuri, ki te anga whakamua | Guided by the Past, Shaping the Future on 18 October attended by 37 staff. Speakers Mike Grimshaw, Chris Jones and I participated in the panel discussion.

As part of strengthening our relationships with the business community, nurturing talent and contributing to growing the economy of Ōtautahi and the wider region, with the support of Christchurch Employers Chamber of Commerce and ChristchurchNZ we hosted the Ignite breakfast on 19 October attended by 50 business leaders. Panellists Amy Carter, Oliver Hunt and Dr Logan Williams provided insightful commentary on the current and projected future business landscape.

Education – Accessible, Flexible Future Focussed

October marks the arrival of the end-of-year exam season, however, the University continues with other key educational initiatives. UC continues to expand its summer school offerings with growing numbers of students taking up work integrated learning (WIL) opportunities in the summer. Summer Professional and Community Engagement courses, which focus on WIL, have grown to its highest ever offerings with nearly 100 students enrolled to date.

Growing enrolments in UC Online indicate learners' eagerness to participate in education outside of the standard academic year. The launch of the first two full qualifications in UC Online, The Master of Organisational Psychology and the Certificate in Criminal Justice, have exceeded expectations in terms of enrolments, and short courses and microcredentials remain highly popular.

Student success was celebrated in the end-of-year celebration on 24 October for Te Kakau a Māui students, their whānau and all those who have supported the scholars including home-base leads and alumni mentors were acknowledged. It was pleasing to note the great success the students have had academically and to see the generosity of UC staff and alumni in offering their time to support our akonga. A highlight of the celebration was an address by former UCSA Vice-President Tori McNoe who is a shining example of student success.

At the end of the year we usually honour staff who have played an important role in advancing the education of our students. After the UCSA awards which honoured several staff, the UC teaching awardees were named. This year, in addition to teaching excellence, awards were given to teams and individuals who supported student success. A common theme in this year's winners was improving access for diverse learners. The Teaching Excellence Award winners were Teen Henderson, Lecturer in Te Reo Māori, and Toni Collins, Senior Lecturer in the Faculty of Law. The Outstanding Teaching and Learning Transformation Award went to the ENGME! Team for their student led, Faculty supported mentoring initiative. The Hapori Community of Practice Award, which acknowledges impact on student success, went to UC Library Kaitakawaenga Ako Lisa Davies.

Research – Impact on a Changing World

UC researchers were recently recognised at the national annual Kiwinet Research Commercialisation Awards for their roles and impact in research commercialisation. Congratulations to Sean Feast, CEO and Founder of Precision Chroma, for winning the Sprout Agritech Breakthrough Innovator Award. Sean is a PhD alumnus of UC and is commercialising a new method of chromatography based on 3D printing for efficient and cost effective purification of biological therapeutics which was developed here at UC.

Monique Lau, founder of Endosoothe, was the winner of the Momentum Student Entrepreneur of the Year Award. Her company is developing a range of natural anti-inflammatory and pain relief products for women. Monique started the idea as part of her undergraduate study and is now doing a Master's degree in Product Design. Olivia Ogilvie, postdoctoral fellow at UC, was also a finalist in the Breakthrough Innovator Award for her role as co-founder and CEO of Opo Bio, which develops cells for cultivated 'meat' development.

We recently hosted the Prime Minister's Chief Science Advisor Workshop on campus, *Connecting Researchers and Policymakers*. The focal point of this event was to bridge the gap between evidence and policy by cultivating robust relationships and fostering enduring collaborations. Attendees from Wellington included Professor Dame Juliet Gerrard, together with the Chief Science Advisors for the Ministry of Social Development, the Department of Conservation, the Ministry of Business Innovation and Employment, the Ministry of Health, the National Emergency Management Agency and the Ministry of Transport (UC's Professor Simon Kingham). Professor Michael Plank, together with representatives from ChristchurchNZ and Christchurch City Council, were also speakers at the event. Over 150 researchers and support professionals from across the South Island attended the event.

UC is also pleased with the success of three new Rutherford Fellows recently announced - Dr Tom Logan (Civil and Natural Resources), Dr Amy Yewdall (Biological Sciences), and Associate Professor Elizabeth Macpherson (Law). This fellowship provides funding of \$800 000 over a five year term.

People – Nurturing Staff, Thriving Students

This month we celebrated the achievements of the participants in the 2023 Student Ambassadors programme. This series of workshops, run as a pilot for UC, was a collaboration between the Student Accommodation Services team, the New Zealand branch of the International Student Advisors' Network of Australia (ISANA) and our accommodation provider partners. The programme aimed to strengthen understanding and relationships between international and domestic students through education about the cultures of workshop attendees.

In support of students over the final study week of the year, the Student Wellbeing team transformed the Living Room space (located next to the bookshop) into a self-care area, with fun activities and refreshments – customised tea blend creations, paint-by-numbers murals, board games, colouring activities, cream and jam scones, pastries and mocktails. A 'paint and sip' session was provided in the same space for students to indulge their inner artists alongside cheese, crackers, and a variety of non-alcoholic beverages. Throughout the week, snack and fruit drops were distributed for students in the Undercroft and the Community Hub in Rehua to boost their study sessions. The Kaiwhakatere Oranga | Wellbeing Navigators also put together a student-led workshop on how to beat procrastination and sustain motivation in the lead up to exams.

A new pilot initiative this year was the introduction of a peer support group for students who have experienced grief or loss. Developed and led by students from the Kaiwhakatere Oranga | Wellbeing Navigators with support from Atawahi Ākonga | Student Care, the initiative successfully concluded with the final session of the year in October.

The Student Care team has completed another successful term of Dungeons and Dragons therapeutic group sessions for neurodivergent and socially anxious students with the aim of developing and strengthening social skills and communication. Year-to-date student engagements for Student Care are 3 534 compared with 2 921 student engagements in 2022.

The student incident at Tupuānuku hall was widely reported in the media, and appropriate action was taken by the relevant staff to manage the situation and ensure the safety of residents. The University published communication to students, staff and Council to advise of the situation. While the matter is currently with the Police and the Court, UC will continue to prioritise the safety and wellbeing of students and staff. Support and counselling have been offered to students through various channels.

Participants in *Run72* raised more than \$35 000 for free counselling for UC students. *Run72* was organised by student group Lads Without Labels and was a running relay of about 18 000 laps of campus over 72 hours.

Over the past four years we have seen an improvement in the performance of the clubs associated with our service level agreement (rugby, netball, hockey, basketball, netball, and football). This has provided additional support, assisting the clubs to thrive. A few highlights of their achievements are:

- 1st – UC Women’s Premier Basketball – Premier Women’s Winners, Patron Trophy
- 1st – UC Men’s Premier Basketball – Miles Toyota Men’s Premier League Winners (Piet Van Hasselt – UC Blues Coach of the Year)
- 1st – Women’s Premier Rugby – Bascik Transport Premiere Winners, UC Rugby Team of the Year, UC Blues Awards Team of the Year
- 1st – Men’s Football Premiere League Winners, Promotion to Southern League 2024, UC Blues Team of the Year (Anthony O’Connor, Coach – Blues Award, Overall Contribution to Sport)
- 3rd – UC Women’s Netball Christchurch Premier Competition

25 student athletes have been named in top representative teams, including the Mainland Tactix, Silver Ferns, Black Ferns, Crusaders, All Blacks, Fiji Men’s Hockey, Otago Hockey, Canterbury Rams, Mainland Pouakai, NZ Māori Football, NZ Futsal Ferns and Canterbury Futsal Dragons.

Staff are currently completing the latest in the series of online core training modules *Introduction to the Pastoral Care Code*. Core training modules cover specific requirements outlined in UC Policy, legislation and regulation and are designed to give staff information to help them in their daily work.

After another busy year, regular reminders about annual leave over the summer break have been provided to managers and staff, emphasising the need to plan time off with family and friends. The last day at work for most staff at UC in 2023 will be Friday 15 December. We are encouraging as many staff as possible to take four days annual leave during 18-21 December. UC opens in the new year on Wednesday 3 January, and staff are also encouraged to take annual leave for 3-5 January. Arrangements will be made for the small numbers of staff who past experience suggests may be needed to work through the holiday period.

Internationalisation – Locally Engaged, Globally Networked

Following a significant break during border disruptions, in October UC finalised planning to restart our Summer international short-course program in January 2024. The program promotes the strength of UC’s learning environment to prospective students from global partner universities.

On 7 October it was announced UC will host the 8th Adaptation Futures Conference (AF2025) in 2025, as part of the United Nations World Adaptation Science Programme. The conference will convene 1500 world leaders in this field at Te Pae Christchurch Convention Centre. Chair of Te Rūnanga o Ngāi Tahu Lisa Tumahai and Deputy High Commissioner of New Zealand to Canada Kirsty Pelenur formally accepted the host handover of the conference. Also present were Professors Shaun Ogilvie and Bronywn Hayward who, together with Distinguished Professor Steven Ratuva, played a vital role in securing the bid for AF2025.

Her Excellency the French Ambassador Laurence Beau and I met on 6 October to discuss collaboration opportunities. During her visit to campus she also met with French students and faculty for morning tea.

In early October we featured an article about UC's approach to First Nations and the Te Tiriti o Waitangi partnership in The Chronicle of Higher Education (CHE), a well-established and respected online platform with the largest readership for higher education in North America.

Associate Professor Cathy Andrew, Acting Executive Dean of Te Kaupeka Oranga | Faculty of Health attended the Council of Nursing Deans Meeting in Sydney. This is the peak organisation representing the Deans and Heads of the Schools of Nursing and Midwifery in universities that offer undergraduate and postgraduate programmes in nursing and midwifery throughout Aotearoa and Australia.

Professor Gail Gillon delivered a keynote presentation on inclusive early childhood education and UC's research leadership in this field at the NZ Early Childhood Education Symposium in Shanghai. The symposium was attended by 100 000 online participants and 350 on-site participants, and received broad local media coverage.

On 17 October we hosted a long-standing UC partner, the President and his delegation from Huazhong University of Science and Technology (HUST). HUST hosted affected students during COVID border disruptions, and actively supports our bilateral student exchange program.

Dr Jalal Mohammed, Faculty of Health Senior Lecturer, was one of four New Zealanders this year to be conferred on 10 October as a Fellow of the Australasian College of Health Services Management and a Certified Health Executive.

Organisational Efficacy – of a sustainable scale by 2030

The Digital Information Programme is making positive progress in supporting UC's corporate records to move from the existing state to one secure cloud based digital storage. This move provides greater efficiency in accessing and storing corporate information which in turn decreases the risk of relying on ageing technology, the need for excessive digital storage space and overdue destruction of information. In October, a self-servicing provisioning tool called "Wizard" was established to assist staff with understanding how they can align their digital storage with UC's Information Records Management framework.

After a range of pilots, the Whaowhia tō kete | Professional Development and Review online system is available to leaders and staff from November 2023. Staff training is available to support the programme, including three modules for leaders – Coaching Behaviours, Coaching Skills and Coaching Practice.

Environmentally Sustainable

A building energy management pilot trial is now underway in the Meremere building, installed by Kaizen Energy - an Energy Information System platform with portfolio-level and building-level capabilities that include support for multiple metering options. This system will allow for improved optimisation of energy consumption and, if successful, it will be gradually rolled out across other campus buildings.

World Car Free Day was celebrated on campus with high engagement from students and staff and included UCSA voucher giveaways for students who had chosen to commute sustainably.

To celebrate Te Ao Earth Week, about 50 students participated in planting 200 native trees on campus. A food waste reduction event was also held in conjunction with the Christchurch City Council, for staff and students to connect with Council on significant changes in the waste system and how individuals can reduce their own food waste.

Memorandum/Pukapuka



To:	Ki:	University Council
From:	Nā:	Professor Cheryl de la Rey, Vice-Chancellor
Date:	Rā:	18 October 2023
Subject:	Kaupapa:	Academic Board Report

Recommendations:

1. *that the Council notes the attached report of the Academic Board (attachment 1)*
2. *that the Council notes the report of deletions of qualifications – Graduate Diploma of Teaching and Learning (Secondary), Master of Business Management and Master of Financial Management which no longer have student enrolments and have been superseded. Detail of these can be found in attachment 2. These deletions were endorsed by the Academic Board and will be reported to CUAP.*

Executive Summary:

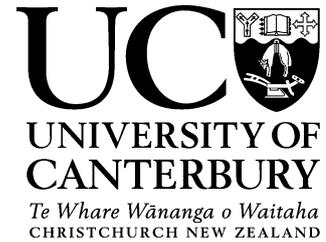
The Board approved the deletion of three qualifications which had been replaced by other awards.

Attachments:

- **Attachment 1: Academic Board report from August 2023**
- **Attachment 2: Graduating Year Review**

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 13 OCTOBER 2023

REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor acknowledged the UCSA for hosting a very professional evening for the recent Student Choice awards which had been appreciated by all the staff who attended. She congratulated Associate Professor Adrian Clarke for being awarded the overall Lecturer of the Year.

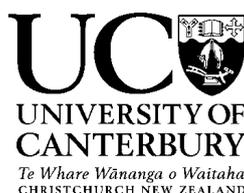
The Vice-Chancellor also drew attention to the regular report on applications to enrol at UC in 2024 which were looking positive. She thanked all staff for their efforts. She noted that the current big constraint was the availability of student accommodation. The first round of allocations for 2024 had just come to an end and there was a long waiting list of students who had not yet been offered a place in halls. She encouraged staff who were approached by students in this position to ask them to be patient as very often places would be released in the new year.

REPORT FROM THE ACADEMIC ADMINISTRATION COMMITTEE

Professor Moran presented proposals for deletions of qualifications which had been endorsed by the AAC earlier in the week. There were no questions or comments.

GENERAL BUSINESS

Professor Moran gave an update on the curriculum management project, which was moving on well, with a supplier identified – Global IT, and initial set up underway. Dr Ross James and his team would be presenting information to faculties in the coming months.



Report to CUAP-Deletion of : Graduate Diploma in Teaching and Learning (Secondary)

Department or School	STED		
Faculty	Education		
Contact person	Jo Fletcher	Phone number	94077

1. Name of Qualification(s)

Graduate Diploma in Teaching and Learning (Secondary) (GradDipTchLn Secondary)

2. CUAP Unique Identifier (Academic Quality to provide)

This is an identifier used by CUAP during the approval and peer review process.

3. Rationale

In 2021 a new Graduate Diploma in Teaching and Learning (GradDipTchgLn) was introduced to replace two qualifications – the Graduate Diploma in Teaching and Learning (Primary) (GradDipTchLn Primary); and the GradDipTchLn Secondary. The new GradDipTchgLn includes both the Primary and Secondary endorsement under one qualification.

The request to delete the GradDipTchLn Primary has already been submitted to CUAP for their attention, as all remaining students in that qualification conferred or took the exit qualification - Graduate Diploma in Education and Learning (GradDipEdLn).

A search of enrolments in the GradDipTchLn Secondary has confirmed that the final students in the GradDipTchLn Secondary have conferred or taken the exit qualification (GradDipEdLn). The timeframe for the GradDipTchLn Secondary had a 3 year time limit, so any student enrolled prior to 2021 is now outside the timeframe to complete.

It is therefore proposed to discontinue the Graduate Diploma in Teaching and Learning (Secondary) at the end of 2023.

4. Impact on Tertiary Sector

Nil impact – as the old qualification has been replaced with a revised graduate diploma level qualification.

5. Will the qualification/subject be available at another NZ University?

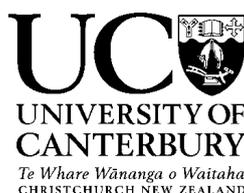
The teaching qualification is taught at various universities and institutes in New Zealand.

6. Calendar changes

2023 UC Calendar – page 344

Delete section titled:

Graduate Diploma in Teaching and Learning (Secondary)



Report to CUAP-Discontinuations/Deletions (Academic Quality to add CUAP criterion)

Department or School	UC Business School		
Faculty	UC Business School		
Contact person	Russell Wordsworth	Phone number	3692234

1. Name of Qualification(s)

Master of Business Management (MBM) and Master of Financial Management (MFM)

2. CUAP Unique Identifier (Academic Quality to provide)

01 UC/13 MBM/1 (MBM)

01 UC/16 MFM (MFM)

3. Rationale

With the introduction of the new Master of Business (MBUS) degree and associated majors in Management, Marketing, Financial Management, and Sustainable Supply Chain Management in 2021, a whole stand-alone degree for subject in Management (i.e. the MBM degree) and Financial Management (i.e. the MFM) was hard to justify. The Master of Business Management (MBM) and Master of Financial Management (MFM) have an almost identical non-core structure to the Management and Financial Management majors now included within the Master of Business. The introduction of the Master of Business effectively subsumed both the MFM and MBM qualifications. Accordingly, these two qualifications have not been open for new enrolments since the start of 2021 and have been taught out over the past two years.

The last two students completed the programme in 2022 and remaining students have been transitioned into appropriate majors under the Master of Business.

4. Impact on Tertiary Sector

Nil, as the same courses that were offered under the MBM and MFM are largely still being offered within the Master of Business (MBUS) at the University of Canterbury. Student enrolments in the MBUS are at acceptable levels, given the pandemic context and its impact on international enrolments, and applications to enrol in the MBUS for 2023 indicate a strong recovery in numbers.

5. Will the qualification/subject be available at another NZ University?

Yes, the University of Auckland, Auckland University of Technology and the University of Waikato all offer a Master of Business Management (MBM) programme. To our knowledge, no other New

Zealand university offers a Master of Financial Management, however, the University of Otago does offer the Master of Finance (MFinC) degree which is a coursework masters degree.

6. Calendar changes

Please delete from Calendar.

The Degree of Master of Business Management (MBM – 180points) pages 308 - 310, 2023 Calendar

The Degree of Master of Financial Management (MFM – 180 points) pages 314 - 316, 2023 Calendar