

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



Agenda

DATE Wednesday 9 August 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 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 12 July 2023 – For Approval 7-11
5. MATTERS ARISING
6. FROM THE CHANCELLOR
 - 6.1. Degrees Conferred in Absentia – For Approval -
 - 6.2. Draft Council Meeting Dates 2024 & Graduation Ceremony Weeks 2024-2026 – For Approval 12-13
7. FROM THE VICE-CHANCELLOR
 - 7.1. Vice-Chancellor’s Monthly Report – For Information 14-17
 - 7.2. Upcoming UC Events Quarterly Update – For Information 18-20
8. HEALTH & SAFETY
 - 8.1. Monthly Health & Safety Report
(Adela Kardos, General Counsel and Registrar) 21-35

9. PUBLIC EXCLUDED MEETING

x

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 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	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	From the Chancellor 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	From the Vice-Chancellor 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	Strategy & Planning 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	Delegations 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	Finance and Major Projects 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	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)
12.0	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)

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 13 September 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
9 August 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
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	Member
	2019	University of Canterbury Foundation	Trustee (Ex-officio)
	2019	University of Canterbury Trust Funds	Vice-Chancellor
Roger GRAY	2022	Business Leaders' Health and Safety Forum	Member
	2022	North Tugz	Director
	2022	Ports of Auckland Limited	CEO
Jack HEINEMANN	2023	Academic Board (ex officio Council)	Member
	2022	Academic Freedom Aotearoa (TEU)	Member
	2023	American Society for Microbiology	Member
	2023	Centre for Integrated Research in Biosafety (UC)	Director
	2023	Cluster for Community and Urban Resilience (UC)	Member

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	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
	2020	Television New Zealand Ltd	Director, Chair Audit Risk Committee
	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
	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
Rachel ROBILLIARD	2022	Canterbury Aoraki Conservation Board	Board member / Te Rūnanga o Ngāi Tahu appointee
	2022	Chapman Tripp	Employee
	2022	Mahaanui Kurataiao Ltd	Kaitaiki 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
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
Shayne TE AIKA (Pro-Chancellor)	2023	Canterbury Museum Trust Board	Trustee
	2022	GHD Limited	Employee
	2020	Rannerdale Home Care Limited	Director
	2020	Rannerdale War Veterans Home Ltd	Director
	2020	The Karshay Group Ltd	Director and Shareholder
Adela KARDOS (General Counsel Registrar)	2020	University of Canterbury	Employee
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

COUNCIL

Public Meeting Minutes



Te Kaunihera o Te Whare Wānanga o Waitaha

DATE	Wednesday 12 July 2023
TIME	11:00am
VENUE	Room 121 Akomanga, Ōtākaro, Digital Screen Campus
PRESENT	Ms Amy Adams (Chancellor), Mr Shayne Te Aika (Pro-Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Peter Ballantyne, Ms Liz Bond, Mr Roger Gray (via Zoom), Professor Jack Heinemann, Ms Keiran Horne, Ms Rachel Robilliard, Ms Gillian Simpson, Mr Warren Poh
IN ATTENDANCE	Professor Catherine Moran - Deputy Vice-Chancellor (Academic) Mr Paul O’Flaherty - Executive Director, People, Culture & Campus Life Mr Richmond Tait - Director Finance Ms Adela Kardos - General Counsel & Registrar Mr Grantley Judge - Governance and Compliance Manager Ms Deborah Denes - Governance Advisor
APOLOGIES	Mr Pierce Crowley
REGISTER OF INTERESTS	No amendments to the Register of Interests were advised.
CONFLICTS OF INTEREST	No conflicts of interest were advised.
MINUTES OF THE PREVIOUS MEETING	Confirming the Minutes of the meeting held on 14 June 2023 <u>Moved:</u> <i>That the minutes of the meeting held on 14 June 2023 be accepted as a true and correct record.</i> Carried
MATTERS ARISING	Action Schedule No matters arising from Minutes.

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

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

Carried

Chancellors' Summit Meeting Update

The Chancellor briefed Council on the Chancellors' Summit meeting she had attended over the last month.

Moved:

That Council notes Chancellors' Summit Meeting Update.

Carried

Updated Council Handbook

Ms Adela Kardos spoke to the updated Council Handbook item and the following amendments were requested:

- including reference to 'contractors' in the description of the University community regarding health, safety and wellbeing;
- changing the Council's responsibility from 'leading' the University's health, safety and wellbeing vision to that of ensuring the University has a clear health, safety and wellbeing vision;
- adding that Council was to ensure the University had sufficient resources to achieve its health, safety and wellbeing vision; and
- allowing Council members to print their Diligent agendas (for personal use only).

Moved:

That Council:

1. *approves, subject to the amendments outlined above, the updated Council Handbook; and*
2. *delegates authority to the Vice-Chancellor and sub-delegation to the Registrar to make minor amendments to the Council Handbook, in order to keep it up to date.*

Carried

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

The Vice-Chancellor highlighted items from her written report.

Moved:

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

Carried

ACADEMIC BOARD**Academic Board Report**

Professor Catherine Moran presented the Academic Board Report, which was taken as read.

In discussion the following was noted:

- Professor Matthew Turnbull’s term of office on the Academic Board and as Deputy Chair of the Board had ended. Professor Turnbull’s valued contribution was acknowledged;
- academic term dates, proposed by the Academic Board, were to be presented to Council for approval; and
- additional costs and future cost projections, to run new courses, were to be included in future Academic Board Reports to Council.

Moved:

That Council:

1. *notes the Academic Board Report; and*
2. *approves the new curricula developments which have been endorsed by the Academic Board:*
 - a. *To introduce a new major in Digital Product Design in the Bachelor of Product Design;*
 - b. *To discontinue the Graduate Diploma in Business Administration; and*
 - c. *To discontinue the Graduate Diploma in Early Childhood Teaching and the Graduate Diploma in Teaching and Learning (Primary).*

Carried

**PUBLIC EXCLUDED
MEETING**

Moved:

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

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	Minutes Confirm public excluded minutes of 14 June 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	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)
7.0 7.1 7.2 7.3 7.4	From the Chancellor Council Work Plan 2023 Update New UCF Trustees (with bios) Chancellors’ Summit Meeting Update Council Member Remuneration Review	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	From the Vice-Chancellor Vice-Chancellor’s Monthly Report Academic Board Minutes - 14 April 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)

9.0	People, Culture and Campus Life Health Safety & Wellbeing Monthly Report Safe365 Final Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.1		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.2			
10.0	Digital Screen Campus Project Report Establishment Board Quarterly Report Package 2 Options Analysis	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)
10.1		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
10.2			
10.3			
11.0	Business Cases UC Online Business Case	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)
11.1		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.0	Finance and Major Projects International Student Fees 2024 Financial Summary Report 30 June 2023 Financials Verbal Update Financial Implications of Higher Sector Funding in 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.1		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
12.2			
12.3			
12.4			
13.0	Arbitration Update Arbitration Update and Related Matters	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
13.1		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
14.0	Other Updated Delegations Schedules (Contracts, Finance & Procurement)	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)
14.1			
15.0	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)
16.0	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 9 August 2023 at 11.00am in the Council Chamber.

MEETING CLOSED The public meeting closed at 4.31pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

COUNCIL ACTION SCHEDULE
from the meeting held on 12 July 2023

	Action	By Whom	Due Date
1.	None		

Memorandum/Pukapuka

To:	Ki:	Council
From:	Nā:	Grantley Judge, Governance & Compliance Manager
Date:	Rā:	9 August 2023
Subject:	Kaupapa:	Proposed Council Meeting Dates 2024 and Graduation Ceremony Weeks 2024-2026 – For Approval

Recommendation:

That Council approves:

- the 2024 Council meeting dates as provided in either Option 1, Option 2 or as otherwise agreed; and*
- the following Graduation Ceremony weeks for 2024, 2025 and 2026:*

Graduation	2024	2025	2026
Autumn	8-12 April	7-11 April (TBC)	13-17 April
Spring	26-30 August	25-29 August	24-28 August

Purpose:

The purpose of this paper is to provide Council the following proposed dates for approval:

- 2024 Council meeting date options; and
- 2024 - 2026 graduation ceremony week dates.

Background:

Draft Council Meeting Dates 2024

At Strategy Day, on 4 July 2023, it was suggested that a survey be sent to Council members to canvas which day and week of the month was favoured for Council meetings in 2024. The feedback received favoured either the second or third Wednesday of the month.

The following was noted about other days in the week:

- Monday – not preferred;
- Tuesday – Senior Leadership Team meetings are held on Tuesday each week;
- Thursday – University New Zealand meetings are held on Thursdays affecting both the Chancellor and Vice-Chancellor; and
- Friday – not preferred and not all essential staff were available on Friday.

Other feedback from Strategy Day about Council meetings in 2024 was:

- to ensure April's meeting didn't clash with Easter;
- that two Council meetings were to be replaced by Strategy Days; and
- that Council meetings were to start at 9.00am to then be followed by H&S observations/site visits and/or workshops/briefings (if scheduled).

As a result of the feedback received, the following two Council meeting date options are presented to Council for consideration and one option from below approved (or as otherwise agreed):

Option 1 (2nd Wednesday of the month):

Council Meeting Dates 2024

Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Council	Council	Council	Strategy Day	Council	Council	Council	Council	Strategy Day	Council	Council (if req'd)
14 Feb	13 Mar	10 Apr	8 May	12 Jun	10 Jul	14 Aug	11 Sep	9 Oct	13 Nov	11 Dec

Option 2 (3rd Wednesday of the month):

Council Meeting Dates 2024

Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Council	Council	Council	Strategy Day	Council	Council	Council	Council	Strategy Day	Council	Council (if req'd)
21 Feb	20 Mar	17 Apr	15 May	19 Jun	17 Jul	21 Aug	18 Sep	16 Oct	20 Nov	18 Dec

(Note Good Friday is 29 March and Easter Monday is 1 April 2024)

Proposed Graduation Ceremony Weeks 2024 - 2026

The following graduation weeks are proposed for 2024 - 2026 and are presented to Council for approval. Specific graduation ceremony dates will be confirmed closer to the actual ceremonies, when configuration and ceremony sizes (number of graduates) will be known. The graduation weeks proposed below also include Māori and Pasifika graduation celebrations.

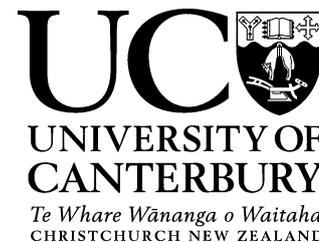
Note that for the 2026 ceremonies, UC has tentatively booked the Te Kaha Stadium (under construction) in Christchurch's CBD. However, the events team has also booked the Christchurch Arena (current venue) in case Te Kaha is not ready on time.

Graduation	2024	2025	2026
Autumn	8-12 April	7-11 April	13-17 April
Spring	26-30 August	25-29 August	24-28 August

Paper Progress:

To:	Date:	Decision:
Council	9 August 2023	For Approval

Vice-Chancellor's Report to Council



July 2023

Introduction

During the mid-year break a number of events were hosted on campus, such as the celebration of Matariki, plastic free July and campus tours of over 400 prospective students.

UC hosted the panel for the Universities New Zealand Academic Quality Assurance Cycle 6 Audit during 10-12 July. The audit looks across the university at all aspects impacting teaching and learning, from physical and digital facilities to classroom practices. The panel met a total of 102 staff and students to discuss various aspects of the University's Academic programmes and processes. Thank you to all who took the time to talk to the panel and share your experiences. Initial feedback from the panel has been positive, with the panel appreciating the openness, enthusiasm, and authenticity of those they met. We are expecting a draft report from the panel in the latter half of September, when we will have an opportunity to comment on any issues of fact before the report is finalised and available publicly later in the year.

It was with great sadness that we heard about the passing of UC's former Chancellor during 1998-2002, Dame Phyllis Guthardt (1929-2023). In addition to her 21-year involvement with the university, she was an ordained New Zealand Methodist minister, and was conferred an honorary doctorate by UC in 2003. She was the recipient of the 1993 Queen's Birthday Honours and appointed as Dame Commander of the Order of the British Empire.

We were proud to learn that UC alumna, Francesca Eathorne, was appointed as the Executive Director of the Antarctic Heritage Trust. With UC's involvement in Antarctic research and strategic focus on environmental sustainability, we are pleased that Francesca now leads the AHT.

Engagement

Events marking the 150th anniversary of the university continued in July.

The UC Business School hosted over 100 alumni for a 150th Anniversary Alumni Reception in Auckland on 6 July. UC alumnus and former Air New Zealand CEO Rob Fyfe gave an inspiring talk to our guests.

On 20 July we held a reception to open an exhibition of key artefacts from the university's history. The exhibition is curated by Terri Elder, Emily Rosevera, and Bojana Rimbovska. *Whiria te tāngata: Weaving the People Together – 150 years of College and Community* is open to the public until 9 September at the Arts Centre.

Over 1,000 year 12 and 13 students from 22 schools attended NCEA (National Certificate in Educational Attainment) workshops by the School of Physical and Chemical Sciences.

UC hosted the Australasian Property Law Teachers Conference on campus 3-4 July, and the Australasian Law Academics Association Conference 6-8 July.

The mid-year neighbourhood meeting Hui ā-Hapori on 10 July was well received, with host Margaret Agnew and speakers Paul O'Flaherty, Ken McEwen, UCSA Engagement officer Xavier Moir, Digital Screen representatives Sam Witters and Mike Forrester presenting updates and answering questions about campus matters. Topics included the 150th anniversary celebrations, RE ORI events, DSC progress, street security, media coverage of student parties, and upcoming events.

On 17 July Canterbury University Press published *I Don't Believe in Murder: Standing up for peace in World War I Canterbury* by UC alumna Margaret Lovell-Smith, who explores why Christchurch and Canterbury were central to the anti-militarist movement that arose in the shadow of World War 1.

85 guests celebrated the 20th anniversary of EPECentre (Electric Power Engineering Centre) and the Aruhiko Power Engineering Excellence Trust, where industry partners from New Zealand and Australia discussed the future of transdisciplinary energy.

Education – Accessible, Flexible Future Focussed

It is pleasing that the new qualifications UC put forward to the Committee on University Academic Programmes (CUAP) Round 1 were approved. This includes the Bachelor of Sport, Masters of Organisational Psychology (MORgPsych), and Conjoints in BE(Hons)/BCom, BE(Hons)/BProdDesign, BE(Hons)/BA, and BE(Hons)/BSEnS. The qualifications reflect the ongoing efforts of the University to produce relevant curricula that is accessible, flexible, and future-focused. Of note, the MORgPsych is the first fully online degree for UC and has generated extensive interest already.

With the start of Semester 2 the Erskine Programme welcomed 22 Erskine visitors, with 6 more visitors due during Term 3 and a further 7 due to arrive for Term 4. UC will be hosting a special 60th Erskine Anniversary event early in August, which also acknowledges UC's 150th year.

Students continuing in Semester 2, and those joining UC at this time, made good use of the services in Te Pātaka. Face-to-face assistance with time-tabling queries, on-hand Kaitoko, and easy access to admissions and financial services were all greatly appreciated by the students. A high-level analysis of Semester 1 use of Te Pātaka showed that first-year advising is showing greater utilisation with approximately 40% of the first-year cohort seeking specific advice. Proactive advising is also in place for underserved students, with 60% of those students having active engagement with Kaitoko. Kia Angitu initiatives such as PALS (Peer Assisted Learning Sessions) and Te Kakau a Māui will be expanded for Semester 2 as students have shown strong favourable outcomes. Extra PALS courses and alumni mentors are two of the newest additions to the programmes.

Building aspirations for higher education is a core focus of Te Mātāpuna Mātātahi | Children's University. Four Campus Experiences were successfully delivered in June, with approximately 480 members from 17 schools visiting Te Whare Wānanga o Waitaha | University of Canterbury (and a similar number visiting Te Whare Wānanga o Aoraki Lincoln University). The event was designed to broaden tamariki's interests, demystify the university environment, and spark an interest in future tertiary education. Over 20 academics and staff across both Universities provided engaging hands-on activities, supported by 30 student volunteers. Feedback received has been overwhelmingly positive from teachers, tamariki, and student volunteers. A post-event online survey was completed by 244 tamariki with 93% reporting high levels of enjoyment from their experience on campus.

Research – Impact on a Changing World

The University of Canterbury was delighted to welcome over 150 attendees to the national launch of Horizon Europe, the European Union's (EU) largest-ever research and innovation programme, with a budget of €95.5 billion. Pillar 2 of this fund, with funding of €53.5 billion, targets major global challenges such as climate change, energy, and health, is now open to applications from New Zealand researchers and organisations who can receive funding on equal terms with their European counterparts. The launch was attended by the European Commission's Deputy Director General, senior members of Ministry of Business Innovation and Employment, the Deputy CEO of Universities New Zealand, and the New Zealand research community. The event included a panel discussion covering the future of research policy between New Zealand and the EU, understanding how New Zealand will benefit from the agreement, and the application process.

This month the University of Canterbury secured \$270k of Kiwinet Pre-Seed Accelerator Funding to support the commercialisation of a low-cost solution to affordable diabetes management. The research underpinning this technology was led by Professors Geoff Chase and Chris Pretty.

Associate Professor Laura Revell is leading the world-first research into how microplastics could affect 21st-century climate change. Laura has received a three-year grant worth \$928,000 from Te Pūtea Rangahau a Marsden (Marsden Fund) for the work.

Professor David Wiltshire received the 2023 Dan Walls Medal for his significant contributions to gravitational physics and cosmology at the New Zealand Institute of Physics (NZIP) Awards. The Dan Walls Medal is presented biennially to a physicist who has made the greatest impact both nationally and internationally in their research field, primarily with research conducted in New Zealand.

People – Nurturing Staff, Thriving Students

During July, Student Care has been running a series of workshops with a number of teams focusing on Supporting Students in Distress, assisting UC staff with identifying symptoms of distress, managing the immediate situation, and referring to support services. This has been well received, and it builds a collaborative approach to student support and enhances accessibility of pastoral care for students.

On 12 July a group of some 50 Faculty-based Lab and Workshop Technical Staff from across campus met for the morning to consider how a Community of Practice focussed on their role could support kotahitanga, innovation, whanaungatanga, and wellbeing.

UC Accommodation Services launched a Student Ambassador Programme across halls of residence for semester 2, in conjunction with ISANA New Zealand. This pilot initiative aims to deliver intercultural leadership training and projects that will further enhance our manaakitanga and whanaungatanga within the campus residential community. A group of 16 domestic and international students from 6 halls of residence have been selected as the first cohort.

Core training modules designed to align with Ngā Uara | Our Values, particularly tiakitanga - taking care of resources and each other, are being developed and released to UC staff. This new, improved form of learning about UC Policy, legislation and regulation helps ensure all kaimahi have the information they need. The first module (Privacy Training) has been completed by over one thousand staff and the next core training module focuses on conflicts of interest and will be released later this month. New kaimahi will receive these core training modules as part of the onboarding process.

Participation rates at the RecCentre are steadily growing, returning to approximately 85% of our pre-covid levels, with some 120 000 recorded visits for the year as at 30 June 2023.

UC sports teams continue to excel, with our Women's Premiere Rugby winning the Bascik Transport Premiere league. Our Women's Rugby 10's team came 2nd in Canterbury, and the UC Men's Premiere Rugby will be in the playoffs for 5-8th place after regrettably losing the quarter final match. The Netball, Hockey and Basketball teams are still playing out their seasons, but we are pleased that five of our netball players were selected for Christchurch Open Women's Whero and Pango Teams.

Internationalisation – Locally Engaged, Globally Networked

Our international enrolments continue to recover. On 12 July UC hosted its Semester 2 International Student Welcome event for a cohort of 279 new students. In addition, we welcomed the first cohort of 10 government sponsored study abroad students from Indonesia.

Her Excellency Indonesian Ambassador Fientje Maritje Suebu visited UC and during my meeting with her, she thanked UC for our support of the Indonesian community in Christchurch. The visit was timely as we have recently expanded our participation in Indonesian government scholarship programmes administered through LPDP. The delegation enjoyed a morning tea with Indonesian students and a visit to the UC Gamelan.

For the first time since my appointment, I travelled to the USA to meet with key strategic partners and alumni. Alumni events were hosted in New York, Seattle, and San Francisco. The trip included a meeting with the President and members of the Senior Leadership team at the University of Washington, during which we identified areas of strategic collaboration. I also visited Kamloops, BC Canada, and along with Pou Whakarara Professor Te Maire Tau, we signed a Memorandum of Understanding between UC and the Thomson River University Tulo Centre of Indigenous Economics. This three-way agreement creates a formal pathway for the institutions to cooperate and collaborate to research, support, and build capacity for indigenous public administration, governance, leadership, and economic development.

Organisational Efficacy – of a sustainable scale by 2030

UC has been selected as finalists in three awards at this year's CIO Magazine awards. The Kia Angitu: ACE project has been selected as a finalist in the Community Tech Champions competition. The prior Identity and Access Product Manager, Tom Counce, has been selected as a finalist in the emerging ICT leader category. Finally, our Chief Digital Officer has been selected as a finalist in the CIO of the year award.

After an extensive international search, we are delighted to appoint Mr Keith Lilley to the position of Director of Facilities Management. Keith is currently the Director of Estates and Facilities Management at the University of Sheffield, where he has led a wide range of strategic and operational projects and developments. He will be arriving in September.

We have also appointed Karen Reyland as our new Process Improvement Manager to lead a new team dedicated to improving prioritised UC processes that have the most impact for staff and students. Karen was formerly the Process improvement Manager for IBM Global in the talent management area.

There are various organisational efficiency projects underway. The DIP (Digital Information Project) and Web projects are well underway now with the Backup, Cloud enablement and Enterprise Business Capability (Finance and HR) projects at business case stages. These projects will move UC substantially forward in its Digital strategy, providing a strong platform for leading edge student and staff experiences in the future.

Environmentally Sustainable

The Sustainability Hub launched a new internet search tool titled Study Sustainability, aimed at prospective and current students as well as other stakeholders. The new tool can be found in the Sustainability Hub site on UC's homepage in the About section. It provides a complete list of the UN Sustainable Development Goals (SDGs), that can be matched to UC courses with teaching material relevant to that SDG. Course coordinators provided details of 211 courses that match one or more SDGs and we have been able to create over 600 links, spread evenly across all 17 SDGs.

The Sustainability Hub also launched Green Impact, a United Nations award-winning programme designed to support environmentally and socially sustainable practice in organisations. Teams of staff can sign up to help make UC, Christchurch, and New Zealand a healthier and more sustainable place to work and study. We already have several large teams signed up across campus to join this world-wide initiative.

The site for the first "Locky Dock" was confirmed for Ilam campus. Locky Docks are e-bike charging and locking facilities, with capacity for up to 10 bikes. A detailed campus bike parking audit was carried out to inform a replacement programme of bicycle stands which are no longer fit for purpose.

Communications and Events

Prepared by: Bree Cumming

Please note: All red rows indicate 150th Celebrations
Content is subject to change

Summary of 2023 Events for UC Council Members

Date and time	Event Name	Venue	Purpose	How council members can participate
17 July-10 September	May your fields prosper – 150 years of Canterbury Exhibition	Teece Museum	<ul style="list-style-type: none"> To use the 150th anniversary exhibition to raise the profile of UC in Ōtautahi Christchurch and Waitaha Canterbury, highlighting our presence and impact on the local community To explore the diversity of experience and narratives that are bound up in the history of UC, with a particular emphasis on creating a physical / three-dimensional experience of being part of the UC story To create an exhibition that embraces partnership, by reaching out to consult with and include Ngāi Tūāhuriri and Ngāi Tahu, Te Matatiki Toi Ora The Arts Centre, UCSA and other stakeholders. To use this opportunity to connect and create community, where both current and former staff and students can enjoy a sense of belonging, building on our bicultural foundations 	<ul style="list-style-type: none"> Attend launch event View exhibition
2 August	Volunteering Expo	Undercroft	<ul style="list-style-type: none"> Facilitate connections between Not-For Profit (NFP) organisations and students and staff. Build the UC profile with NFP organisations and showcase our students and staff. Create new NFP contacts and build on established connections. Profile UC Careers, Volunteering Canterbury & UCSA services to students and staff and raise brand awareness. Create awareness of UC's 150th Staff Volunteer Day and encourage staff to participate. 	<ul style="list-style-type: none"> Attend
2 August	UC Connect: Bullshitologically speaking... really? – Steven Ratuva	On campus	<ul style="list-style-type: none"> Build, enhance and protect UC's visibility, reputation, and trust internally, locally, nationally, and internationally 	<ul style="list-style-type: none"> Register and attend
7-14 August	150th travelling exhibition Kaikoura	The Mayfair Theatre	<ul style="list-style-type: none"> Exhibition of photo boards highlighting topics related to the Community Impact Report Community engagement in the districts Morning tea reception on the 7th hosted by AVC Engagement Brett Berquist 	<ul style="list-style-type: none"> Attend
10 August	Postgrad Info Evening	On Campus	This event is to showcase the postgrad options available to current students, future students and careers changers	<ul style="list-style-type: none"> Register and attend
14-21 August	150th Travelling exhibition Kaikoura	Hurunui District Library	<ul style="list-style-type: none"> Exhibition of photo boards highlighting topics related to the Community Impact Report Community engagement in the districts 	<ul style="list-style-type: none"> Attend
23 August	150th Student event**	Undercroft	<ul style="list-style-type: none"> Engage students in 150th celebrations Student engagement 	<ul style="list-style-type: none"> Attend
23-28 August	WORD Festival	Various	<ul style="list-style-type: none"> UC is a sponsor of the WORD Festival. We have UC representation at the following sessions: Ariana Tikao (Kāi Tahu) – UC's current Ursula Bethell writer in residence – will be part of the opening event Timataka, as well as Summoning Whakapapa. UC graduate and 2010 writer in residence Tusiata Avia talks about Risk! at the gala and about her award-winning poetry in Tusiata Speaks, with John Campbell, while fellow UC alumna, Ethique founder Brianne West and Miriama Kamo (Ngāi Tahu, Ngāti Mutunga), discuss Risky Women. Climate Fiction and Climate Futures features UC experts MahMah Timoteo, Professor Bronwyn Hayward and Erik Kennedy discussing the role of writers in the face of climate change. One of Them, current UC Young New Zealander of the Year, 23-year-old Shaneel Lal will discuss their extraordinary life so far, in conversation with UC academic Dr Mahdis Azarmandi. Leading Māori history scholar, translator, writer, editor, and 2023 UC honorary Doctor of Arts recipient Ross Calman (Ngāti Toa, Ngāti Raukawa, Ngāi Tahu) will feature in panel discussions Lost and Found in Translation and Writing on the Margins. As well as discussing the fine art of reviewing in Aotearoa in Criticism in the Small Pond, UC Arts academic Dr Erin Harrington will host the popular tiny lecture series, Cabinet of Curiosities. Her fellow UC Arts senior lecturer Vana Manasiadis is leading a poetry workshop held on National Poetry Day: The Poetic Turn. 	<ul style="list-style-type: none"> Register and attend

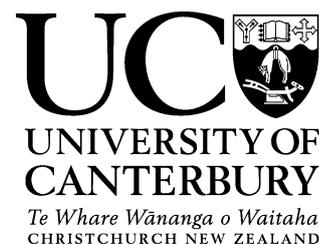
			<ul style="list-style-type: none"> In The Quiet Hero, the valiant life of UC graduate and former staff member, genetic scientist Dr Andrew Bagshaw, whose selfless volunteer work to help war-torn Ukrainians cost him his life, will be discussed by his parents, former UC Council member Dame Dr Sue Bagshaw and Dr Phil Bagshaw. To mark 150 years of the University of Canterbury, a richly illustrated history of the institution is being published. The panel discussion, Turning Points, promises a fascinating insight into the process of writing A New History: The University of Canterbury 1873–2023, which is more critical and honest than the laudatory volume one might expect. The book's editor, UC historian Dr Chris Jones, will be in discussion with principal author Dr John Wilson, as well as other contributors including the University's Vice-Chancellor Professor Cheryl de la Rey and Pou Whakarae Professor Te Maire Tau (Ngāi Tahu), plus Christchurch history writer and Canterbury University Press (CUP) author Margaret Lovell-Smith. Many other UC scholars, writers and alumni are appearing in the 2023 WORD festival including notable 'local hero' alumni Ngāi Tahu leader Adjunct Professor Tā Tipene O'Regan, master's graduate and 2006 writer in residence Carl Nixon, Guyon Espiner, Amy Head (WIR 2020), Nathan Joe (WIR 2020), Juanita Hepi, Fiona Farrell (WIR 1992), Frankie McMillan, Byron C Clark, Catherine Chidgey (WIR 2003), Victor Rodger (WIR 2009), and Karen Healey (WIR 2017). UC Hosting Schools Day 	
26 August	Christchurch Symphony Orchestra Concert - Noteworthy	Christchurch Town Hall	<ul style="list-style-type: none"> A 150-anniversary concert with the CSO featuring a UC commission and works by UC alumni. This would show the partnership in action and be a great engagement opportunity to engage local audiences. This concert celebrates the rich relationship between the University of Canterbury and the wider Christchurch community, and in particular our relationship with the Christchurch Symphony Orchestra 	<ul style="list-style-type: none"> Register and attend Discount code UC150
29 August	Graduation Celebrations	Wolfbrook Arena	<ul style="list-style-type: none"> Celebrate graduating students To acknowledge graduates for their hard work and the completion of their academic journey. To increase our presence and impact in Ōtautahi Christchurch and Waitaha Canterbury. 	<ul style="list-style-type: none"> Participate in the ceremonies
30 August	Māori and Pasifika grad celebrations	On campus	<ul style="list-style-type: none"> A chance for Māori and Pasifika students to celebrate graduation with their whānau 	<ul style="list-style-type: none"> Attend celebration
8 September	Rā Tōmene Open Day*	Ilam Campus	<ul style="list-style-type: none"> Provide an experience that contributes positively to the attendee's view of UC as a truly holistic place of learning. Provide future students with the information and advice they need in order to confirm their decision to study at UC. Provide whānau/support people with the information and advice they need in order for them to confirm UC as their University of choice. Provide an opportunity for future students to explore Ōtautahi Christchurch. Engage with a diverse range of future students including priority learning schools, Māori, Pacific and priority schools from Liaison regions. 	<ul style="list-style-type: none"> Come to campus and experience the atmosphere on campus Volunteer on the day
9 September	Alumni Visit to Mt John	Mt John Tekapo	<ul style="list-style-type: none"> Alumni engagement, exclusive opportunity for alumni to visit UC field station, learn about current UC research and use observatory equipment 	<ul style="list-style-type: none"> Register and attend
11-19 September	150th Travelling exhibition	Mt Hutt Memorial Hall, Methven	<ul style="list-style-type: none"> Exhibition of photo boards highlighting topics related to the Community Impact report Community engagement in the districts Morning tea reception on the 11th hosted by AVC Engagement Brett Berquist 	<ul style="list-style-type: none"> Attend
13 September	UC Connect: UC CAPE – Rachael Wood	On campus	<ul style="list-style-type: none"> Build, enhance and protect UC's visibility, reputation, and trust internally, locally, nationally, and internationally 	<ul style="list-style-type: none"> Register and attend
19-29 September	150th Travelling exhibition	Ashburton Arcade	<ul style="list-style-type: none"> Exhibition of photo boards highlighting topics related to the Community Impact report Community engagement in the districts 	<ul style="list-style-type: none"> Attend
22-23 September	Town Arts Centre Light Show	The Arts Centre	<ul style="list-style-type: none"> Community engagement and support of 150th 	<ul style="list-style-type: none"> View the light displays
27 September	UC Connect: Why climate politics will dominate this election – Bronwyn Hayward	On campus	<ul style="list-style-type: none"> Build, enhance and protect UC's visibility, reputation, and trust internally, locally, nationally, and internationally 	<ul style="list-style-type: none"> Register and attend
16 October	UC Connect: Medieval History in Ōtautahi – Madi Williams and Chris Jones	On Campus	<ul style="list-style-type: none"> Build, enhance and protect UC's visibility, reputation, and trust internally, locally, nationally, and internationally 	<ul style="list-style-type: none"> Register and attend
20 October	CASE Visit (TBC)		<ul style="list-style-type: none"> More information to come 	<ul style="list-style-type: none"> Attend
24 October	Multi-faith Service	Ti Kouka	<ul style="list-style-type: none"> Community engagement Celebrating our diverse cultures. 	<ul style="list-style-type: none"> Attend - Invites will be sent to Council from 150th Team

24 October	Retired Staff Appreciation Event	Ilam Homestead	<ul style="list-style-type: none"> • Celebrate past staff • Acknowledge the hard work of staff throughout UC's History 	<ul style="list-style-type: none"> • Attend - Invites will be sent to Council from 150th Team
27 October	Alumni week Nostalgia Concert	Ngaio Marsh	<ul style="list-style-type: none"> • UCSA hosted concert to celebrate the 150th 	<ul style="list-style-type: none"> • Register and attend
27 October	Official Opening of Alumni Reunion Weekend		<ul style="list-style-type: none"> • Community engagement • Celebrating our alumni 	<ul style="list-style-type: none"> • Attend • Come to campus and experience the atmosphere
28 October	Young Alumni Awards	Haere-roa	Alumni engagement, celebrating our young alumni who are making an impact in their fields, showcase and promote their successes	<ul style="list-style-type: none"> • Participate in nominations after launch, register and attend
28 October	Alumni and Community Weekend – Campus engagement day	Ilam Campus	<ul style="list-style-type: none"> • Range of talks and events from 10am to 4pm on Saturday • Campus tours • Faculty tours • Panels • SDG showcase • Full event list will be live in August 	<ul style="list-style-type: none"> • Register and attend
28 October	Golden Graduates Morning Tea		<ul style="list-style-type: none"> • Celebrating our older alumni 	
29 October	150th Anniversary Book Talk		<ul style="list-style-type: none"> • Pre-talk on the new UC History celebrating 150 years. 	<ul style="list-style-type: none"> • Register and attend
29 October	Alumni and Friends BBQ		<ul style="list-style-type: none"> • Community engagement • Celebrating our alumni 	<ul style="list-style-type: none"> • Attend
29 October	Symposium on 150th Anniversary Book		<ul style="list-style-type: none"> • Pre-talk on the new UC History celebrating 150 years. 	<ul style="list-style-type: none"> • Register and attend
8 November	Pō Whakamānawa	Ilam Campus	<ul style="list-style-type: none"> • Award and celebrate the 2022 UC Council medallists and Emeritus Professors in the company of guests. • Recognise the outstanding contribution the 2022 medallists have made to the University. • Celebrate and promote UC as an institution that creates, critiques, disseminates and protects knowledge – where teaching, learning and research take place in ways that are innovative and inspirational. • Express the UC Strategic Vision of nurturing staff, empowering students and aligning with UC's values, especially manaakitanga – caring for and empowering others – and tiakitanga – nurturing resources such as knowledge and empowering people. 	Hosted by council. Is held on the day of the final council meeting of the year.
16 November	Aukaha Tau 10*	Ilam Campus	<ul style="list-style-type: none"> • Foster and build a relationship between UC and taiohi Māori. • Encourage taiohi Māori to consider UE approved NCEA subjects in High School that can lead to tertiary study pathways. • Engage taiohi Māori with ākonga Māori and the wider hapori Māori (Māori community) at Te Whare Wānanga o Waitaha. • To have a positive experience and want to come back to UC for future recruitment events. 	Come to campus and experience the atmosphere
29 November	Hui Whakamānawa	Ilam Campus	<ul style="list-style-type: none"> • Recognise and share the contribution the 2022 award recipients have made to the University to inspire colleagues and students. • Celebrate UC as an institution that values people, including health and safety, sustainability, professional development and advancement/promotions. • Acknowledge the pivotal work the winners have done in preparing UC students to make a difference in the world around them. • Express the UC Strategic Vision of nurturing staff, empowering students and to align with UC's values, manaakitanga – caring for and empowering others, whanaungatanga – respecting people and their differences and tiakitanga – nurturing resources including knowledge and people. 	Come to campus and experience the atmosphere and celebrate UC staff achievements
15 December	150th Anniversary Book Launch		<ul style="list-style-type: none"> • Public launch of new UC history book – celebrating 150 years 	Register and attend.

* Recruitment event for new and future students. Attendees need to register for these events and their sessions. We would like to keep the sessions open to potential future students. UC Council members are welcome to come and enjoy the atmosphere on the day but we ask to please keep the sessions available for external attendees.

** Event for current students. UC Council members are welcome to come and enjoy the atmosphere

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:	9 th August 2023
Subject:	Kaupapa:	Health and Safety Report- August 2023

Recommendation:

That 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- Summary of Hazardous Substances (Fumes) Incidents in May 2023

Appendix 3- Health and Safety Performance Metrics Dashboard

Appendix 4 – Summary of Contractor Notifiable Event- Digital Screen Campus project

Appendix 5 - Health and Safety Action Plan Progress Report

Paper Progress:

To:	Date:	Decision
SLT	25/07/23	For Noting
COUNCIL	9/08/23	For Noting

Full paper commences overleaf.

Appendix 1

Health and Safety Performance Summary

1. T5 Risk Incidents in June

In June, 19 incidents and 9 safety observations related to T5 risks were recorded. The incidents can be categorised as follows:

- 8 reports of poor well-being due to ergonomic conditions.
- 7 incident reports (near misses) involving hazardous substances, including 3 relating to minor chemical spills, 2 relating to precautions taken to manage asbestos during building maintenance activities (no exposure), 1 relating to corrosion found inside an oven in CAPE, and 1 relating to the delivery of unlabelled chemicals.
- 0 incidents occurring during fieldwork/lone work.
- 3 incidents (near misses) involving plant/machinery, such as a centrifuge being used without its lid, a lift fault, and leaking equipment.
- 1 incident relating to vehicles/travel in a campus car park (traffic accident, minor injury). A serious near miss involving dangerous driving in a UC vehicle (off-campus) was reported as a safety observation. Further details are provided on Page 6 of this report.

In conclusion, the T5 risk incidents in June, which constituted 47% of the total incident reports received for the 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 (June 2022- 2023)

- The university received 965 health and safety reports in the past year.
- These reports comprised 218 near misses, 293 injury/pain/discomfort incidents, 286 safety observations, and 168 assigned actions/meetings completed.
- Proactive health, safety, and well-being reporting accounted for 60% of the reports received in the past 12 months.

b) June 2023 Health and Safety Reports and Observations

- In June 2023, the university received 60 health and safety reports, including 20 safety observations and 40 incident reports.

- The incident reports included 13 near-miss reports, 12 minor injury reports, 10 pain and discomfort reports, and 1 illness report. 4 reports had not been triaged (categorised) at the time of writing this report. The Health and Safety Business Partners are in the process of following up with the action owners.
- Among the illness/injury incidents reported, the personal impact (severity) score was rated as low in 21 cases and moderate in 6 cases per below. 1 illness-related incident (personal medical condition) was rated as high impact.
 - 21 incidents resulted in no treatment or required first aid, e.g., bruises, sprains, cuts, grazes, contusions, hot water scald.
 - 4 moderate-severity reports of musculoskeletal pain (neck, shoulders) resulting in a referral for ergonomic assessment or assessment/treatment by a registered health professional.
 - 2 reports involved students seeking treatment from the UC Health Centre for minor wounds caused by broken glassware.
 - 1 staff member was taken by ambulance to the hospital for suspected cardiac problems.
- 13 near misses where no harm occurred were recorded, including slips/trips, property damage/broken equipment, lift faults, weather-related issues (leaks, excess leaf build-up on ground/paths), receiving unlabelled chemicals, and verbal abuse/aggressive behaviour.
- 9 unsafe practice observations and 9 unsafe condition reports, 1 improvement suggestion, and 1 safe practice report were received. Notably, an unsafe practice observation was lodged regarding a dangerous driving complaint from the public. The student concerned was subsequently banned from driving UC fleet vehicles for 3 months following the confirmation of numerous instances of speeding (recorded by the E-Roads system). Other safety observations included unauthorised lab access by contractors, the use of unsafe scaffolding, and several electrical faults. The unsafe scaffolding observation report has been assigned for further investigation by Facilities Management, as there have been several reports during the past year of unsafe scaffolding use on campus.

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

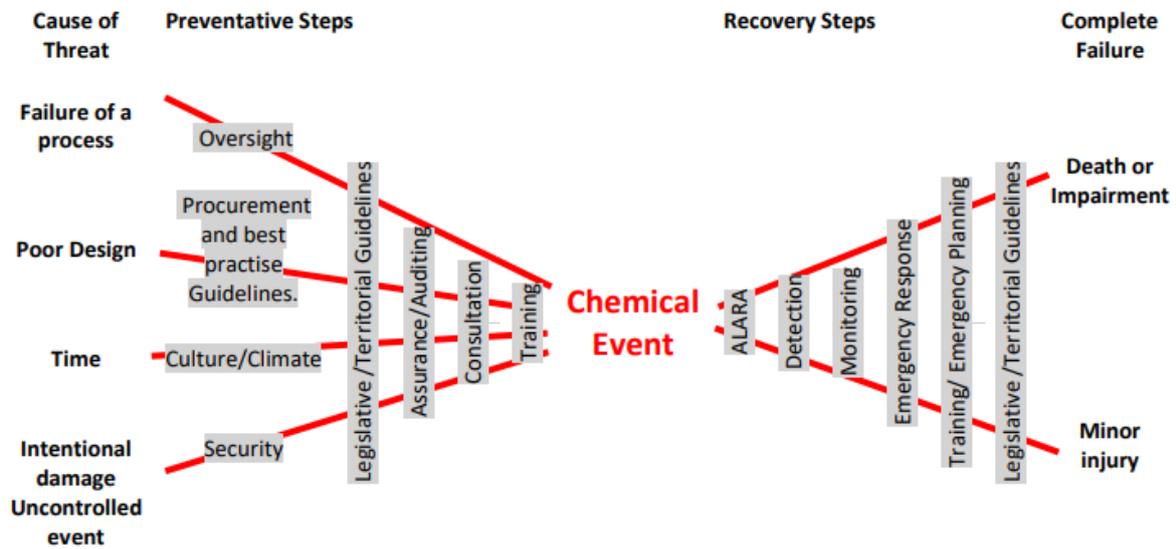
Appendix 2

Summary of Hazardous Substances (Fumes) Incidents in May 2023

Council requested further details of the five incidents relating to chemical fumes in May 2023. No harm occurred in relation to these incidents (near misses). Three incidents involved students deviating from standard lab safety protocols while working with hazardous substances. Further details are provided:

- Two instances of incorrect chemical handling and disposal of pyridine, causing an offensive (non-toxic) odour. The student has been supported in improving the handling and storage of his chemicals, including undertaking a hazard and risk assessment of all chemicals used and using a fume hood and suitable chemical storage cupboard to minimise the risks associated with transporting chemicals through the lab. Documentation for this chemical has been reviewed, and a precaution has been put in place (6.6B, Germ cell mutagenicity category 2 (H341)).
- One instance of incorrect storage of hydrochloric acid, causing minor eye and throat irritation. The student rushed and misread the bottle's label as a weaker substance concentration. The label was unclear, and the substance was in an incorrect storage vessel. The Poisons Centre was contacted, with self-monitoring of symptoms advised. An email was sent to all lab managers in the school reminding them of their responsibility to ensure all chemicals are correctly labelled and stored and to remind all users of their responsibility to label and manage their chemicals per standard requirements. When not in use, a recommendation has been made to store concentrated acids and bases in corrosive cabinets.
- One instance of a staff member being exposed to an unknown substance in a misdelivered, damaged package. The container was not labeled as containing a hazardous substance. The 20kg container split and spilled a dust-like substance onto the floor. The staff member was potentially exposed to the dust while sweeping up. The correct owner of the package (Zincovery) was contacted and confirmed that the substance was furnace dust. The staff member suffered no adverse effects. Zincovery will update the dangerous goods' packaging to reflect that the delivery contained an environmentally hazardous substance (9.1 substance). Spills training for logistics/warehouse staff who may accidentally receive packages of chemicals will be arranged.
- One instance of pungent, yellow smoke and fluid leaking from a lab furnace while it was being used for a student project. The furnace was shut down immediately and will be inspected to identify/repair the source of the leak before being used again.
- In all cases described above, threats and control failures (per the bowtie analysis below) led to these events. However, recovery steps such as detection, monitoring, and emergency procedures successfully prevented harm from occurring. Learnings from these incidents have already been fed back into hazard management at a local level in the relevant schools within the Faculty of Engineering.

T5 Risk Bowtie Analysis- Chemical Event



- An outcome of the T5 Risks Project will be verifying the existence and efficacy of systemic and local preventive and recovery controls for the management of hazardous substances across the university.

ENDS

Appendix 3

Contractor Notifiable Event- Digital Screen Campus Project

Background:

On 13th June, an incident occurred at the Dovedale Campus during the gymnasium demolition being carried out by Dominion Constructors Ltd (DCL). During preparation for concrete cutting, a DCL employee encountered an exposed live 240-volt wire in the ground and received an electric shock. Fortunately, the worker was unharmed and required no treatment.

Immediate Actions Taken:

DCL promptly notified the UC Project Manager and WorkSafe NZ about this incident. Following notification, DCL initiated an investigation. As part of their immediate response, DCL isolated the site and engaged an underground service locator to trace the live wire back to the distribution box. Subsequently, WorkSafe NZ reviewed the incident notification and the corrective actions implemented by DCL. The site was released upon their review, and the case was officially closed.

Investigation Findings:

An investigation by DCL revealed that engineering controls had been implemented to electrically isolate the site before demolition. However, this incident indicates a failure in one or more controls as the redundant wire was not located and remained energised. DCL diligently recorded and investigated their actions, role, and responsibilities in connection with this incident. However, the UC Project Manager did not enter this notifiable event into Assura, which would have triggered a prompt investigation by UC. The report was subsequently entered into the system on 26th July. An independent investigation and root cause analysis are required to ascertain whether any action or inaction by the university caused or contributed to this incident.

Enhancing Health and Safety Management:

In response to the belated notification of this incident, the Director of Health and Safety met with the UC Project Manager on the 26th of July and the Project Control Group Chair on the 27th of July. During these meetings, roles and responsibilities for health and safety management concerning the DSC project were discussed and clarified. It was agreed that the UC Project Manager holds the responsibility for the day-to-day oversight of the health and safety management of the DSC project. The Director of Health and Safety recommended to the PCG Chair that specialist contract health and safety support may be required to ensure operational health and safety oversight.

Improving Incident Reporting and Investigations:

The Acting Director of Facilities Management (FM) has been directed to communicate in writing with all FM staff about the requirement to report all contractor incidents to Assura. Additionally, staff have been instructed to initiate an investigation to identify the root cause of this incident and implement appropriate corrective actions.

Conclusion:

We are committed to learning from incidents, improving safety controls, and ensuring clear health and safety management responsibilities. By implementing the recommended measures, we aim to maintain a safe working environment for all individuals involved in the project. The Council will be updated on the findings of the investigation when completed.

ENDS



Health and Safety Dashboard

Link: [Report an incident](#)

Business Unit
All

2022
2023

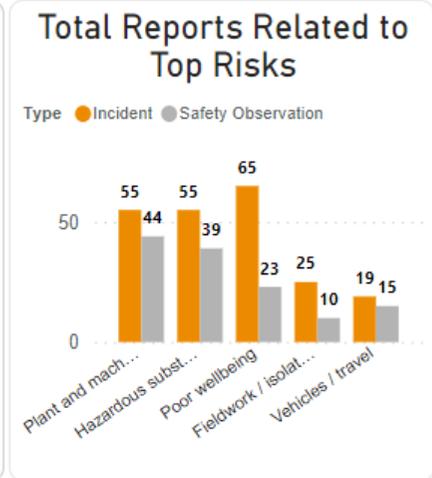
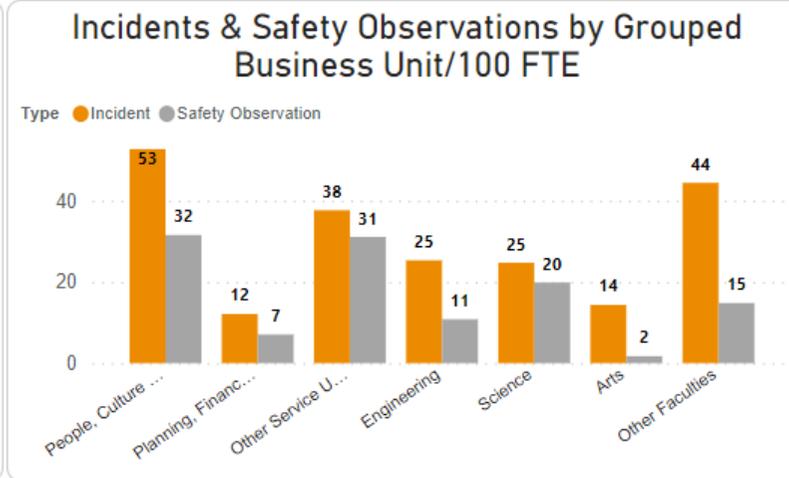
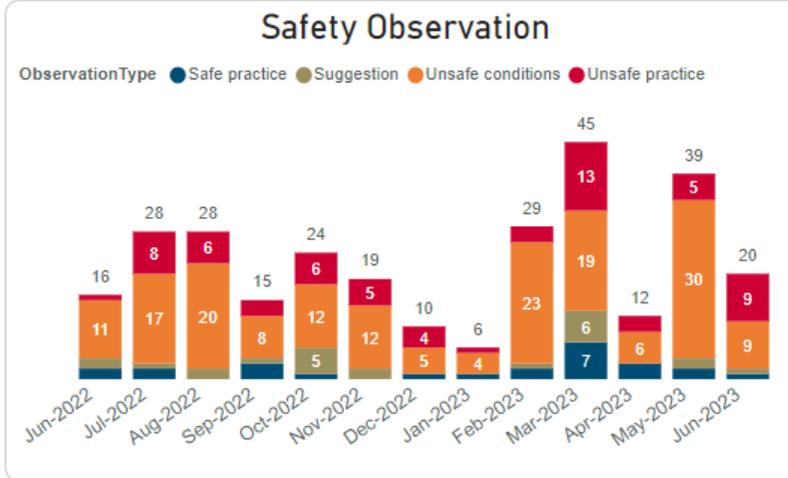
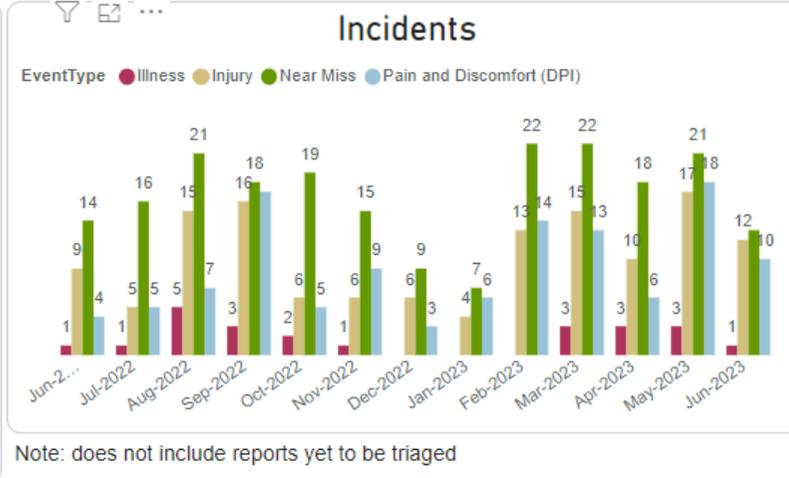
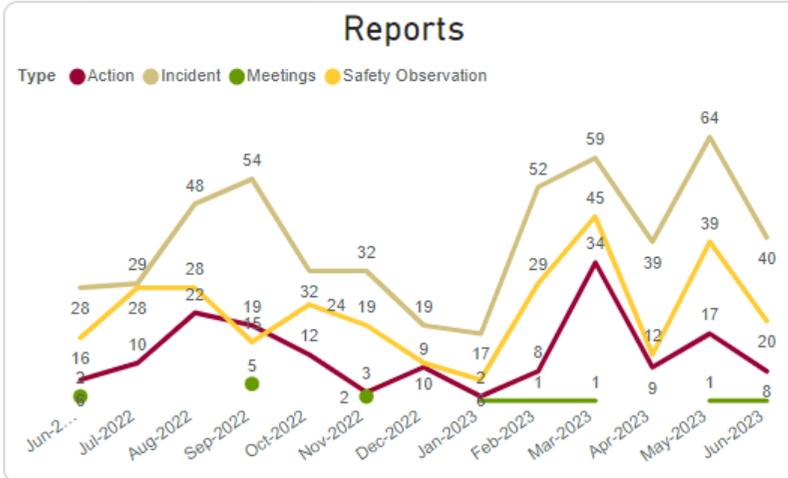
Month
Multiple sele...

Total reports
977

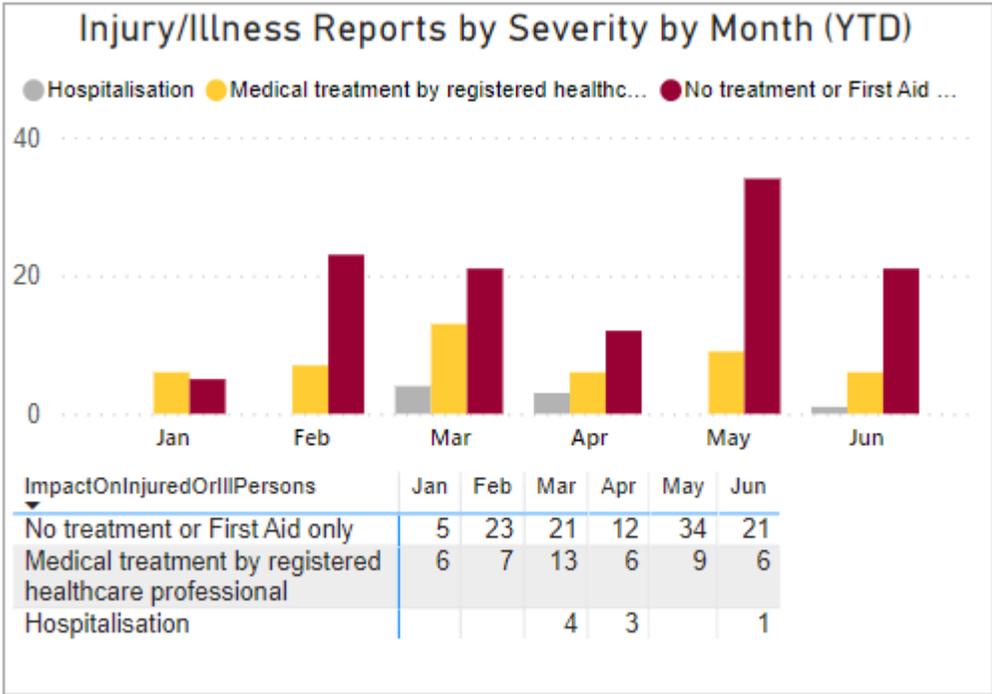
Total Incidents
513

Total Near Miss
215

Total Safety Obs
291







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 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 nd November Council H&S workshop with Dr. Philip Voss (Leading Safety Ltd) 8 February 2023 Council H&S observation (T5 risk)- hazardous substances 8 th March)	Council H&S engagement activities Q1-Q4 2023 underway	Q1-Q4	↔ Planning is underway for the September Council safety observation/deep dive (fieldwork risks). 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 to develop an action plan. 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.
		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.	PD&R process used to support 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	.	Q2	↔ Core H&S training assessment completed. See below comments regarding the delivery of online training.
					Leadership capability framework- H&S content design	Q2	↔ 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).
		Develop and deliver health and safety leadership training for all people leaders, including student leaders, with an emphasis	Health and Safety leadership training delivered to all people leaders, including student leaders.		A suite of online H&S training modules will be delivered via the new Learning Management	Q3	↔ Ongoing effort- The content of 6 new H&S learning modules has been drafted: 1. H&S induction 2. H&S legislation

Plan		Do	Check	Progress	Risk Status	Comment	
Strategic Pillar	Objective						Completed
		on Safety Differently (Human and Organisational Performance Model)				<ul style="list-style-type: none"> 3. H&S risk management 4. H&S governance 5. Safe handling of hazardous substances 6. Classifications of hazardous substances <p>Successfully implementing the modules into the DevelopMe platform relies on the instructional designer and roll-out plan devised by L&D.</p>	
		Optimise Health and Safety Team service delivery through business partnering and service level agreement	The business partnering model is implemented	<p>H&S business partnership model is implemented.</p> <p>New H&S induction for Executive Deans/Academics has been developed and delivered by H&S Business Partners.</p> <p>Faculty Operations Director induction completed by H&S Improvement Manager.</p> <p>The H&S Business Partners have scheduled monthly meetings with the Faculty Managers for their induction and training process. This phased approach ensures comprehensive coverage and effective communication between the H&S team and Faculty Managers.</p>	<p>Completed 2023 objectives- Continuous improvement phase.</p> <p>The Faculty of Science is currently scoping up a lab safety and compliance improvement project. This is a significant work programme, and it is expected to take at least the remainder of the year to complete. The H&S team supports this Faculty-led initiative from a project governance and operational perspective.</p>	Q1	<p>↔</p> <p>The H&S Business Partners will embed in the Faculty of Engineering and Faculty of Science for the month of July to sense-check and re-calibrate the Safe365 baseline results.</p> <p>The People, Culture, and Campus Life H&S Business Partner will co-chair a working group to develop and deliver a health and safety improvement action plan for Facilities Management based on recommendations from the recent audit by Good Systems Aotearoa Ltd.</p>
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 Communications Team)</p> <p>Updated Smokefree/Vape Free Policy released in March.</p>	<p>Communications campaigns aimed at critical audiences will run throughout the year.</p>	Ongoing 2023	<p>↔</p> <p>Ongoing effort to improve health and safety communication via UC communication tools/processes.</p>
	2.2 We are assured that our industry partners/PCBUs with whom we share health and safety duties have systems in	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</p>	<p>Maintain ongoing relationships with UCSA and Accommodation providers.</p>	Ongoing 2023	<p>↔</p> <p>Ongoing effort to engage and support UC partners where shared health and safety duties exist.</p>

Plan		Do	Check	Completed	Progress		Risk Status	Comment
Strategic Pillar	Objective				In progress (2023)	Delivery		
	place to protect the health, safety, and well-being of our people			<p>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>				
		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>	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.	H&S audits of all student accommodation providers	Q4	↔	The Director of Accommodation Services confirms that Partnership Agreements are in place with the Halls of Residence, including H&S requirements.
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	<p>Monthly SLT/Council H&S Report.</p> <p>Periodic business reporting- live dashboard (H&S performance) now available to all staff on the intranet.</p>	Completed- Continuous improvement phase	Q1	↔	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	<p>Gap analysis of current system documentation completed.</p> <p>H&S Framework is articulated to the university.</p> <p>HS&W Policy has been reviewed/updated.</p>	Ongoing effort- periodic updates to H&S Management System Documentation	Q3	↔	Scoping of the Q3 external audit will occur in August. 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	<p>Assura system implementation completed in December 2021</p> <p>Student integration into Assura- completed on 19 January 2023.</p> <p>Develop Assura workflow for student reporting.</p>	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). Key stakeholders were consulted and provided useful feedback. 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.

Plan		Do	Check	Completed	Progress	Delivery	Risk Status	Comment
Strategic Pillar	Objective				In progress (2023)			
				<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> <p>Safe365 baseline assessments with faculties and service units have now all been completed.</p>	<p>Safe365 super-users are being identified and trained to maintain the Safe365 dashboards. During July, the H&S Business Partners will be embedded in the faculties to raise awareness of the Safe365 programme and T5 Risks project.</p> <p>H&S Business Partners are working with individual Executive leaders and the Faculty Managers/Directors to incorporate Safe365 objectives into their Faculty/Service Unit's Executive H&S Plan/s.</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.
					H&S Audit planned for Q3	Q3	↔	Refer to the comment against objective 3.2
	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>T5 project charter (see Appendix 3)</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</p>	<p>Identify fundamental changes for T5 management- develop a Critical Risk Control Standard for each T5 risk.</p> <p>Monitor management of T5 risks with risk managers.</p> <p>Provide periodic reporting</p>	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.

Plan		Do	Check	Progress				
Strategic Pillar	Objective			Completed	In progress (2023)	Delivery	Risk Status	Comment
				<p>systems and processes related to T5 management.</p> <p>All project milestones for 2022 were achieved.</p> <p>The Project Scope of Work has been defined.</p> <p>A repository/workflow has been developed in Assura to record T5 risk controls and risk controls reviews.</p>	to risk owners.			

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 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	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	From the Chancellor 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	From the Vice-Chancellor 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	Strategy & Planning 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	Delegations 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	Finance and Major Projects 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	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)
12.0	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)

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.