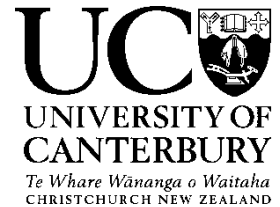


COUNCIL
Public Meeting Agenda
Te Kaunihera o Te Whare
Wānanga o Waitaha



Agenda

DATE Monday 17 June 2024
TIME 9:00am
VENUE Council Chamber, 6th Floor, Matariki Building

Refer to Page No.
(matches Diligent).

WELCOME & KARAKIA (opening meeting)

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

1. APOLOGIES
2. REGISTER OF INTERESTS 3-6
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 15 April 2024 – For Approval 7-11
5. MATTERS ARISING
6. HEALTH & SAFETY
6.1. Monthly Health & Safety Report – For Information
(Paul O’Flaherty, Executive Director, People, Culture and Campus Life) 12-24
7. FROM THE CHANCELLOR
7.1. Degrees Conferred in Absentia – For Approval -
8. FROM THE VICE-CHANCELLOR
8.1. Vice-Chancellor’s Monthly Report – For Information 25-30
8.2. Academic Board Report – For Information 31-34
19 April 2024 & 7 June 2024
(Associate Professor Alison Griffith)

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 15 April 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0 5.1 5.2	Matters Arising Action Schedule Information Papers	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
6.0 6.1	Health & Safety Health & Safety Verbal Update	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
7.0 7.1 7.2	Strategy & Planning Strategy Implementation Q1 – 2024 Update Draft TEC Investment Plan (2025-2027)	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1 8.2 8.3 8.4 8.5 8.6 8.7 8.8	Finance & Planning Student Accommodation Programme Update International Student Fee Setting 2025 & 2026 Digital Screen Establishment Board Quarterly Report Digital Screen Project Quarterly Report and Kōawa Enabling Works Project milestones, consenting requirements and timeframes. 31 March 2024 Fully Consolidated Financial Statements 31 May 2024 Financial Report Major Investment Plan (MIP) Q1 – 2024 Report UC Trust Funds 31 December 2023 Financial Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
9.0 9.1 9.2 9.3 9.4	From the Chancellor Chancellor Meetings & Correspondence Verbal Update 2025 Council Workplan options for monthly and 6-weekly cycles Strategy Day Action Schedule Council Workplan 2024 Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
10.0 10.1 10.2 10.3	From the Vice-Chancellor Vice-Chancellor's Monthly Report Academic Board Minutes 8 March & 19 April 2024 Upcoming UC Events Quarterly 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	From the Audit and Risk Committee	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
11.1	Audit & Risk Committee Report 6 May 2024	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
11.2	Final Audit NZ Management Report		
12.0	Other	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.1	Updated Honours and Appointments Committee Terms of Reference	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 Updated 2018 Academic Freedom Policy		
13.0	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)
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)

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 Monday 15 July 2024 starting at 9:00am.

KARAKIA (closing meeting)

Unuhia, unuhia

Te pou, te pou

Kia wātea, kia wātea

Āe, kua wātea

Remove, uplift

the posts

in order to be free.

Yes, it has been cleared.

UC COUNCIL
Register of Interests
17 June 2024

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Amy ADAMS (Chancellor)	2021	AMDON Farms Limited	Director and Shareholder
	2021	AMDON Investments Limited	Director and Shareholder
	2021	Hampton Downs Trust	Trustee and Beneficiary
	2021	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
	2024	Political Advisor to the Minister of Tertiary Education	Sister
Cheryl DE LA REY (Vice-Chancellor)	2020	Association of Commonwealth Universities	Council Member and Chairperson
	2020	New Zealand Qualifications Authority	Board Member
	2022	Tokona Te Raki (Māori Futures Academy)	Board Member
	2019	Universities New Zealand	Chairperson and Member
	2019	University of Canterbury Foundation	Trustee (Ex-officio)
	2019	University of Canterbury Trust Funds	Vice-Chancellor
	2024	Te Kona Advisory Board	Member
Roger GRAY	2022	Business Leaders' Health and Safety Forum	Member
	2022	Ports of Auckland Limited	CEO
	2023	Ben Gough Family Foundation Leaders Scholarship	Mentor
Jack HEINEMANN	2023	Academic Board (ex officio Council)	Member
	2022	Academic Freedom Aotearoa (TEU)	Member
	2023	American Society for Microbiology	Member
	2023	Centre for Integrated Research in Biosafety (UC)	Director
	2023	Cluster for Community and Urban Resilience (UC)	Member
	2023	Editorial Board Microbiome	Member
	2023	European Network of Scientists for Social and Environmental Responsibility	Honorary Member
	2023	Higher Education Academy	Fellow

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	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
	2023	UC Ngā Uara Values Awards 2023	Panel Member
	2021 & 2023	University of Canterbury – Faculty of Science, School of Biological Sciences (and sub-committees) and biochemistry programme	Employee
	2023	University of Wisconsin Alumni Association	Lifetime Member
	2023	Working Group on Staffing Matters (to VC)	Member
Keiran HORNE	2019	AJ & MJ Horne Family Trust	Trustee and Discretionary Beneficiary
	2019	CEC Charitable Trust	Trustee and Treasurer
	2024	Cooperative Bank	Director
	2019	Conductive Education Canterbury	Treasurer
	2023	Enable Networks Ltd and Enable Services Limited	Director & ARC Chair
	2019	Hamilton City Council	Director, Chair Audit Risk Committee
	2019	Horne Wildbore Family Trust	Trustee and Discretionary Beneficiary
	2019	Quayside Holdings Ltd	Director, Chair Audit Risk Committee
	2019	Quayside Properties Ltd	Director
	2019	Quayside Securities Ltd	Director
	2019	ScreenSouth Ltd	Chair
	2021	Son	Student at UC
	2019	Spey Downs Ltd	Shareholder
	2019	Timaru District Council	Member, Audit and Risk Committee
Bruce IRVINE	2024	Air Rarotonga Ltd	Director
	2024	B.R. Irvine Ltd	Director/Shareholder
	2024	CSD Foundation	Trustee
	2024	Heartland Bank Ltd and subsidiaries	Director/Shareholder
	2024	House of Travel Ltd and subsidiaries	Director
	2024	John Britten Trust	Trustee
	2024	Market Gardeners Ltd and subsidiaries	Director

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2024	Scenic Hotels Ltd and subsidiaries	Director
	2024	Skope Industries Ltd	Director
	2024	University of Canterbury Innovation Medal	Judge
	2024	University of Canterbury MBA Course	Presenter (occasional)
Luc MACKAY	2024	Ingersoll Rand Incorporated	Shareholder
	2024	University of Canterbury	Student
	2024	University of Canterbury Students' Association (UCSA)	President
Rachel ROBILLIARD	2022	Canterbury Aoraki Conservation Board	Board member / Te Rūnanga o Ngāi Tahu appointee
	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
	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 (until end of Term 2, 2024)
	2019	Ministry of Education Statutory Services Provider	Independent Contractor
	2019	New Zealand Education Scholarship Trust	Trustee
	2022	Sport New Zealand Governance Services	Independent Consultant
	2024	Christ's College	Acting Principal (22 July– 20 September 2024)
Lisa TUMAHAI	2023	Arahura Holding Ltd	Director
	2023	Hauora Māori Advisory Group (Ministerial advisory)	Board Member
	2023	He Pou A Rangi Climate Change Commission	Deputy Chair
	2023	Hinemoana Halo Partnership Fund Ltd	Director
	2024	Manuka Charitable Trust	Trustee
	2023	Ngāi Tahu Research Centre (UC)	Advisory Board Member
	2023	Poutini Ngāi Tahu Pōkeka Ltd	CEO
	2023	Te Ara Pounamu Ltd	Director
	2023	Te Kura Taka Pini Ltd	Director
	2023	Te Niwha	Assurance Group Member
	2023	Te Runanga o Ngāti Waewae Inc	Trustee
	2023	Waitangi National Trust Board	Representative South Island
	2023	West Coast PHO	Trustee
Poto WILLIAMS	2024	Eastern Community Sport & Rec	Board Member
	2024	New Brighton R.S.A.	Patron
	2024	John Macmillan Brown Estate Trust	Special Trust Advisor

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2024	South Island NRL Bid	Board Member (Community Engagement)
Catherine WOODS	2023	Public Service Association	Member
	2023	Statistics New Zealand	Husband - Employee
	2023	UC Admin Plus (professional networking group)	Leader
	2023	UC Business School Committees including Research and H&S	Member
	2023	UC Staffing Matters Working Group	Member
	2023	UC Students	Daughter and Niece
	2023	UC Wellbeing Advisory Group	Member
	Adela KARDOS (General Counsel Registrar)	2020	University of Canterbury
2024		Christchurch Hungarian Club Incorporated	Executive Committee Secretary

COUNCIL

Public Meeting Minutes

Te Kaunihera o Te Whare Wānanga o Waitaha



DATE	Monday 15 April 2024
TIME	9:00am
VENUE	Council Chamber, Level 6, Matariki Building
PRESENT	Ms Amy Adams (Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne, Mr Bruce Irvine, Mr Luc MacKay, Ms Rachel Robilliard, Ms Lisa Tumahai (via Zoom), Ms Poto Williams, Ms Catherine Woods.
IN ATTENDANCE	Ms Barbara Albertson, Transcript Co-ordinator, Ms Jayne Austin, Director Comms and Events, Ms Heather Couch, Academic Quality & Records Teams Leader, Mr Peter Gostomski, Acting Deputy Vice-Chancellor (Research), Associate Professor Alison Griffith, Ms Lisa Heatley, Senior Communications Lead Comm and Events, Ms Adela Kardos, General Counsel & Registrar, Ms Catherine Moran, Deputy Vice Chancellor (Academic), Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life, Mr Richmond Tait, Director of Finance, Mr Grantley Judge, Governance and Compliance Manager, Ann Gibbard, Governance Advisor.
APOLOGIES	Ms Gillian Simpson
WELCOME	The Chancellor opened the meeting with a karakia.
REGISTER OF INTERESTS	The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests.
CONFLICTS OF INTEREST	No conflicts of interest were advised.
MINUTES OF THE PREVIOUS MEETING	Confirming the Minutes of the meeting held on 18 March 2024 <u>Moved:</u> <i>That the minutes of the meeting held on 18 March 2024 be accepted as a true and correct record.</i>

Carried

MATTERS ARISING

Action Schedule

There were no matters arising.

HEALTH & SAFETY

Monthly Health and Safety (H&S) Report

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

In discussion the following was noted:

- The online H&S Induction Training module went live on 26 March 2024. Council would complete the training in due course.
- Mr O’Flaherty confirmed the adoption of ISO standards was expected by Q3, 2024, as shown in the Action Plan.

Moved:

That Council notes:

1. *the progress, understanding and management of health and safety risks across the organisation; and*
2. *this report covers the period 1 February – 29 February 2024.*

Carried

FROM THE CHANCELLOR

Degrees Conferred in Absentia

Moved:

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

Carried

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

FROM THE VICE- CHANCELLOR

Vice-Chancellor’s Monthly Report

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

- A graduation video was presented to Council. Thanks was expressed to the Events and Academic Records teams. There was a record number of graduates and the graduation week had been delivered smoothly.
- There were record enrolment numbers for the fourth year in a row, including an increase in Māori and Pacific students. Even higher student numbers may have materialized but there is a lack of accommodation available.
- The appointment of the University Advisory Group and the Science System Advisory Group (both chaired by Sir Peter Gluckman) Consultation would take place with a recommendation to government due by the end of February 2025. It was important that UC made submissions.
- Condolences were expressed to families of the students who passed away on Saturday of Easter weekend and gracious feedback was received from the families for the support received.

- The University was commended on being selected as a finalist at the recent 2024 HRNZ Awards.

Moved:

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

Carried

ACADEMIC BOARD Academic Board Report

Associate Professor Alison Griffith spoke to the report.

The Board Report was presented, and the following was noted:

- The use of Artificial Intelligence at UC was being discussed and a steering group was in place to work through the university’s approach.
- There was a discussion on recording lectures and it was noted a policy would be considered by the Academic Board.

Moved:

That Council notes the 8 March 2024 Academic Board Report.

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 18 March 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0 5.1 5.2	Matters Arising Information Papers Action Schedule	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
6.0 6.1 6.2	Health & Safety Health & Safety Verbal Update Staff Annual Leave Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
7.0 7.1 7.2	Major Projects Student Accommodation Detailed Business Case Digital Screen Programme Update (Kōawa) & Proposed Changes	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 Planning & Reporting Cycle 2024 Pacific Strategy 2024-2030	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	Delegations	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)

	Delegations Schedules (Student, Resources & Assets)	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	Finance 31 March 2024 Financial Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
11.0 11.1	Student Success Peer-assisted Learning Outcomes – Students Success Programme	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
12.0 12.1 12.2 12.3 12.4	From the Chancellor Audit and Risk Committee Election Final May Strategy Day Agenda Chancellor Meetings & Correspondence Council Workplan 2024 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)
13.0 13.1 13.2 13.3	From the Vice-Chancellor Vice-Chancellor’s Monthly Report Emeritus Professor Nomination Academic Board Minutes 9 February 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
14.0 14.1 14.2	From the Audit and Risk Committee Audit and Risk Committee Meeting 25 March 2024 Verbal Update Fraud Management Practices Internal Audit 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)
15.0	General Business	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
16.0	Council-Only Time	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

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

Carried

GENERAL BUSINESS There were no items of general business.

NEXT MEETING The next Council meeting will be held on:
Monday 17 June 2024 at 9:00am in the Council Chamber.

MEETING CLOSED The public meeting closed at 1.09pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

COUNCIL ACTION SCHEDULE
from the meeting held on 15 April 2024

	Action	By Whom	Due Date	Expected
1.	Provide Council an update on the laboratory gas alarm matter.	Mr O’Flaherty	April 2024	Complete

Memorandum

People, Culture, and Campus Life -
Health and Safety

To Ki:	University Council
From : Nā	Paul O’Flaherty- Executive Director- People, Culture and Campus Life Natasha Barnett- Director of Health and Safety
Date Rā	17 th June 2024
Subject Kaupapa:	Public Agenda Health and Safety Report- June 2024

Recommendation:

That Council:

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

Purpose:

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

Key Points/Strategic Fit:

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

Financial implications:

Not applicable

Attachments:

Appendix I Health and Safety Performance Summary
Appendix II (a-b) - Health and Safety Performance Metrics Dashboard
Appendix III - Health and Safety Action Plan Progress Report
Appendix IV Learnings for PCBUs and Directors from Whakaari White Island Prosecution

The full paper commences overleaf.

Appendix I: Health and Safety Performance Summary

The Health and Safety performance summary highlights ongoing efforts to proactively report and address potential hazards, ensuring the wellbeing and safety of staff, students, and visitors. This section provides a high-level overview of key statistics from Appendix II (a-b).

Key Statistics for March – April 2024:

- **Total Reports:** 225 (127 incident reports, 56 near misses, 53 safety observations)
- **Severity of Incidents:** 46 low, 21 moderate
 - **Low severity:** No treatment or required first aid.
 - **Moderate severity:** musculoskeletal pain, contusions, sprains, and personal medical conditions/non-work-related injuries.
 - **Hospitalisations:** 2 due to personal medical emergencies.
- **Safety Observations-** 53 unsafe practice observations, 31 unsafe conditions, 6 improvement suggestions, 6 safe practice reports.

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

T5 Risk Incidents Breakdown:

This section provides a more detailed overview of the incidents categorised by related risk, summarising the details and actions taken to ensure safety and prevent recurrence.

In March-April 2024, 54 health and safety reports and 20 safety observations associated with T5 risks were recorded. The breakdown of health and safety reports is as follows:

I. Hazardous Substances

- **Number of Incidents:** 16
- **Summary of Incidents:**
 - Construction commenced without an asbestos report; the site shut down until the survey report was received, which confirmed asbestos was not detected. The project manager was cautioned as they had been instructed work could not commence until the report had been received and the UC Asbestos Manager had given clearance.
 - Slight LPG odour detected; testing conducted and repairs made.
 - Unknown powder spill treated as toxic; isolated and cleaned.
 - Suspected exposure to a hazardous substance (possibly sulfur dioxide) from contaminated glassware; mild symptoms, but medical advice sought.
 - Mercury thermometer broke; cleaned with sulfur, waste disposed of.
 - Chemical spill from mislabelled waste; cleaned, procedural improvements suggested.
 - Spillage of tetrabutylphosphonium hydroxide; contained and cleaned up.
 - Oxygen line leak in gas store; leak isolated, gas turned off, maintenance report raised.
 - Electrical circuit tripped; reset, reported to lab manager.

- Student's arm exposed to spray drier ink; area decontaminated.
- Ethylene glycol spill in lab; cleaned, alternative purchased.
- Broken glass in lab; cleanup ensured no injury.

2. Poor Wellbeing

- **Number of Incidents:** 17
- **Summary of Incidents:**
 - Multiple reports of back, hip, and shoulder pain; ergonomic assessments requested.
 - Staff member presented with heart attack symptoms; emergency services called.
 - Elderly Speech and Hearing Clinic client fell; Security and UC Health Centre attended.
 - Individual fell due to a loose floor tile; attempted to secure tile.
 - Multiple reports of discomfort due to poor air conditioning and temperature control in offices.
 - Some individual students and staff reported stress from heavy workloads; support was offered.
 - Individual felt unwell after donating blood; supported by the NZ Blood team.

3. Fieldwork

- **Number of Incidents:** 4
- **Summary of Incidents:**
 - Student cut foot while swimming in Lake Taupo; wound treated and monitored.
 - Researcher injured ear on a tree branch; sought medical attention.
 - Individual stung by bumblebee; swelling treated.
 - Staff member injured hip joint while teaching class; sought medical advice.
 - Staff member slipped on plant debris and injured knee; treated with RICE method.

4. Plant and Machinery

- **Number of Incidents:** 10
- **Summary of Incidents:**
 - Student cut finger using roll cutter; first aid administered.
 - Machine emergency stop button not working as required and was repaired
 - Excessive dust from pellet unloading; respiratory risks assessed.
 - Sandwich press shorted and sent out flames; removed from the kitchen.
 - Machine leaked oil due to seal failure; cleaned and isolated.
 - Staff member experienced pain from closing a gate; sought medical treatment.
 - Broken glass in lab; cleanup ensured no injury.
 - Staff member injured finger from equipment; received stitches.

5. Vehicles/Travel

- **Number of incidents:** 7
- **Summary of Incidents:**
 - Rock hit a cargo van windscreen; assessed damage and replaced windscreen.
 - Skateboarder fall; individual nearly hit by a speeding cyclist on campus;

- Vehicle reversing into a pole, causing damage; incidents reported to Security.
- E-scooter found plugged in and charging unsafely; new lithium-ion battery protocol developed by the H&S Office, with input from FENZ.

Other Incidents and Near Misses:

- **Number of Incidents and Near Misses:** 129
- **Examples:**
 - A student tripped on stairs and skinned their leg; first aid was administered, advised to visit Student Health.
 - Student fainted during a tutorial; first aid administered, arranged transport home.
 - Staff member burned hand with a hot water dispenser; first aid administered.
 - Student injured toe falling off tricycle; first aid administered.
 - Student nearly fainted in the library; Security was called, and first aid was administered.
 - Person injured by falling extension cord; reassessed cupboard layout.
 - Staff member experienced pain from tendon overuse; sought advice and treatment from physio.
 - Student hit head on a beam in a café; suggested layout change.
 - Student injured finger while using pliers on a 3D print; first aid administered.
 - Individual slipped on water from a leaking dishwasher.
 - Student hurt by falling glass shard; glass cleaned up and first aid administered.
 - Person injured by falling shelf equipment.
 - Staff member injured ankle; sought medical treatment.
 - Cleaner tripped over grate; required medical attention.
 - Staff member fell and injured shoulder while arm wrestling; taken to hospital.

Key Insights:

The health and safety reports reveal a diverse range of hazards, incidents, near misses, and observations. The analysis provides several key insights that can help improve safety and wellbeing protocols within the university environment.

I. High Frequency of Ergonomic and Wellbeing Issues

- **Observation:** A significant number of reports related to ergonomic issues and general wellbeing, with 17 incidents and 1 safety observation categorised under wellbeing. Many of these involve discomfort and pain due to improper workstation setups, leading to requests for ergonomic assessments and equipment adjustments. Furthermore, stress management support remains a crucial component for the well-being of both students and staff.
- **Insight:** A proactive approach to addressing ergonomic issues is essential for maintaining a healthy work environment. Regular ergonomic assessments and the timely provision of necessary equipment are critical. However, after thorough evaluation, we have determined that fulfilling all staff requests to replace fixed-height desks with adjustable-height desks and making significant modifications to work areas is not reasonably practicable.

- **Actions:** The H&S Office has streamlined the referral process for ergonomic assessments, now requiring more proactive involvement from line managers. The self-help ergonomic assessment resources have also been enhanced to educate and empower Staff to make simple yet effective adjustments to their workstations and habits.

2. Hazardous Substance Management

- **Observation:** Incidents involving hazardous substances are notable, with 16 reported incidents and 8 safety observations. These range from chemical spills and gas leaks to improper handling of toxic materials.
- **Insight:** Strengthening hazardous substance management protocols is essential. This includes ensuring proper labelling and storage of chemicals, conducting regular safety drills, and providing adequate training to Staff and students on handling hazardous materials safely. Immediate and thorough response protocols for spills and exposure incidents are also critical.
- **Actions:** UC is enhancing its hazardous substances management protocols and practices. Representatives from UC, all New Zealand universities, and Crown Research Institutes are actively involved in developing a sector-wide Safe Work Instrument in collaboration with WorkSafe. A Compliance Manager was recently appointed in the Faculty of Science

3. Frequent Minor Injuries and First Aid Cases

- **Observation:** Numerous minor injuries were reported, requiring immediate first aid. These include cuts, burns, and falls.
- **Insight:** The availability and accessibility of first aid supplies, Automated Defibrillators (AEDs), and Staff training in basic first aid and CPR improves the immediate response to minor injuries.
- **Actions:** This year, we sought to improve the quality of workplace First Aid training by relocating it to St John's dedicated training facility. UC has over 350 trained first aiders and 24-hour, 7-day-week first-aid coverage (via the Security team). Additionally, reminders for regular first aid needs assessments, checks of first aid supplies, and AEDs have been automated in Assura. Staff have also been trained in Mental Health First Aid, with four further courses running in the second half of the year.

4. Machinery and Equipment Safety

- **Observation:** Incidents involving machinery and equipment indicate potential safety risks, with 10 incidents and 7 safety observations reported. These include unexpected machinery activation, equipment failures, and injuries from handling tools. Physical condition checks of workshops and plant rooms are required but are not always performed regularly.
- **Insight:** Regular maintenance and safety checks of all machinery and equipment are imperative. Training on proper usage and handling of equipment, along with strict adherence to safety protocols, can mitigate these risks. Lockout/tagout procedures should be enforced to prevent accidental machinery activation. E-stops should be regularly inspected to ensure they are functioning correctly.
- **Actions:** A new plant and machinery safety protocol and Critical Risk standard are being

developed. A new physical condition check workflow (in Assura) for plant and machinery is also being developed to streamline and prompt regular inspections.

5. Continuous Improvement of Communication and Incident Reporting

- **Observation:** We need to continue to make reporting as accessible and easy as possible.
- **Insight:** Streamlining the incident reporting process and ensuring clear communication channels can facilitate quicker response and resolution.
- **Actions:** QR codes for Staff and student reporting have been posted in high-traffic areas around the campus. We have already noticed that incident and safety observation reporting has picked up since December/January, but we cannot tell if this is due to the availability of the QR codes.

Appendix II (a):

Health & Safety Performance Dashboard (3-month rolling)



Health and Safety Dashboard

Business Unit
Multiple selections

2024
2022

Month
Multiple selec...

Total reports
349

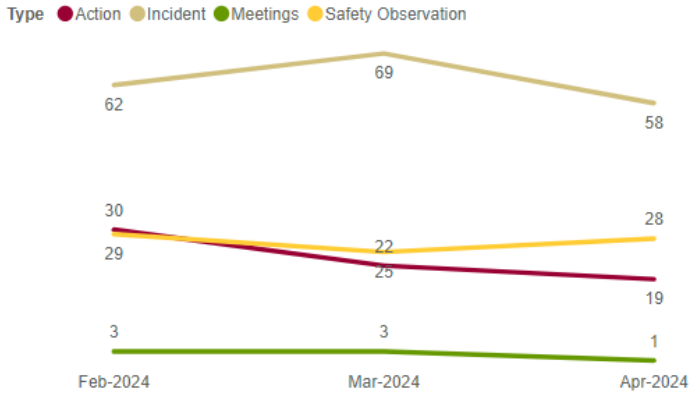
Total Incidents
189

Total Near Miss
82

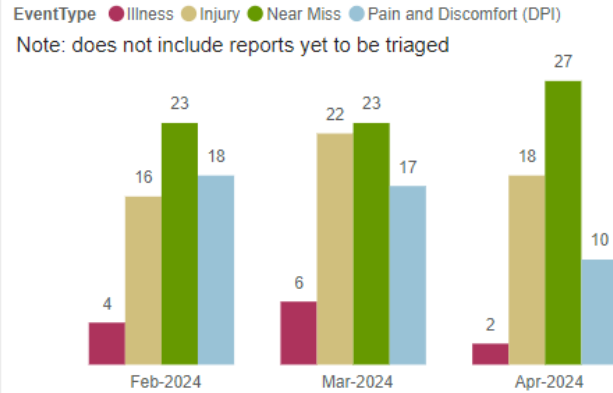
Total Safety Obs
82

Link: [Report an incident](#)

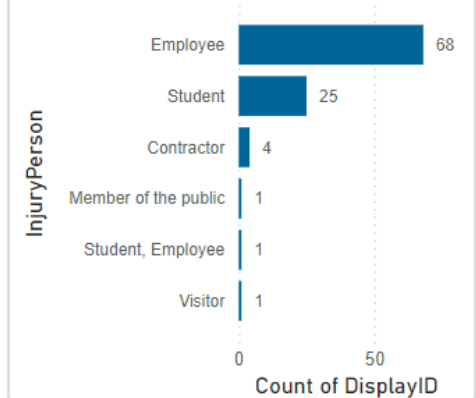
Reports



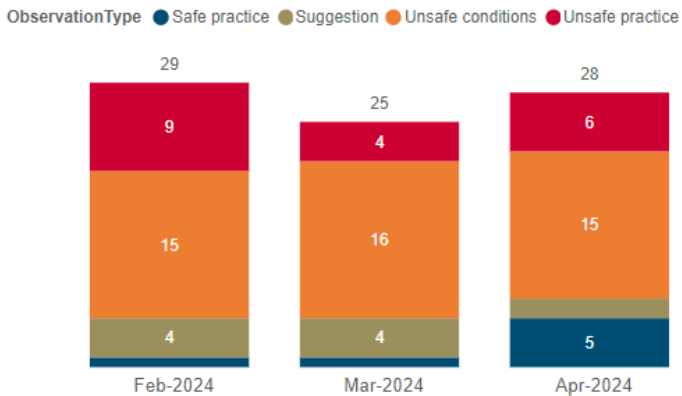
Incidents



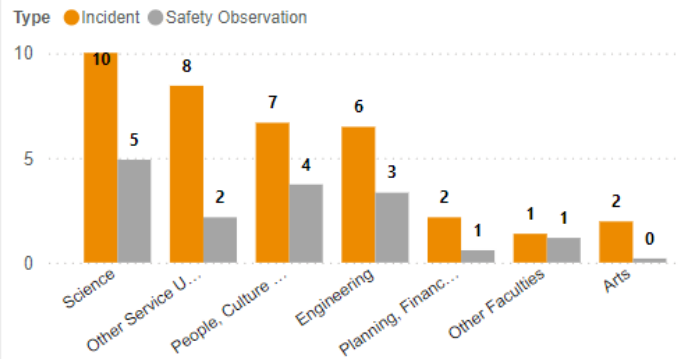
Injured or Ill person(s)



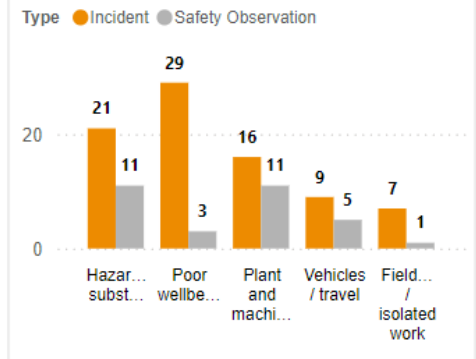
Safety Observation



Incidents & Safety Observations by Grouped Business Unit/100 FTE



Total Reports Related to Top Risks



Appendix II (b):

Health & Safety Performance Dashboard (12 months)



Health and Safety Dashboard

Business Unit
Multiple selections

2024
2023

Month
Multiple selec...

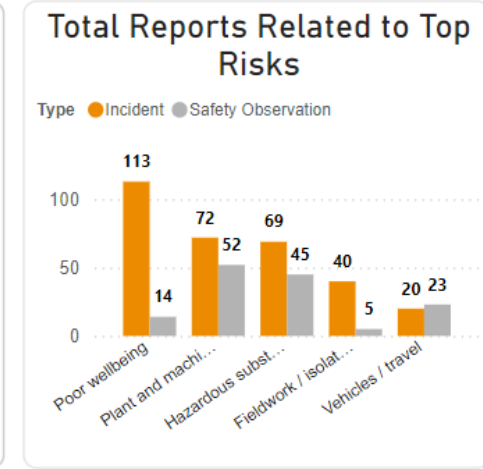
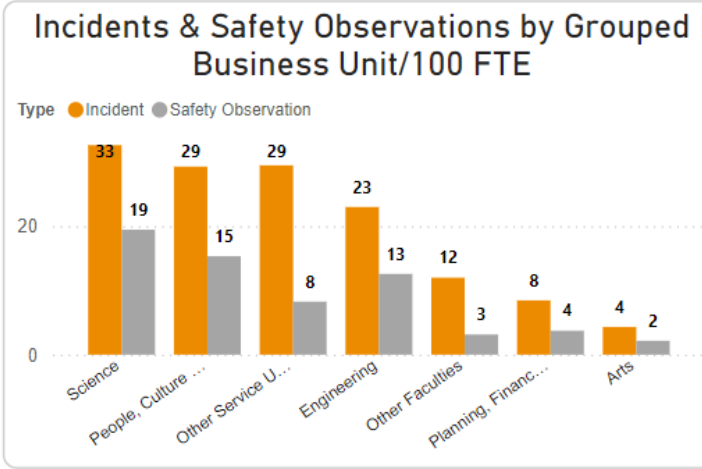
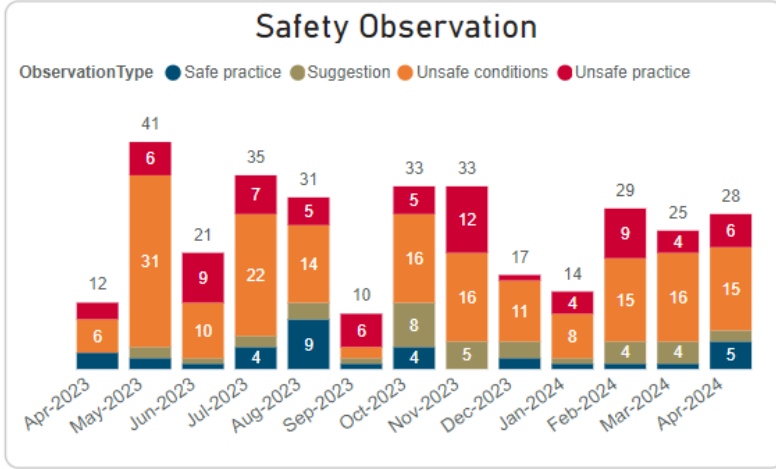
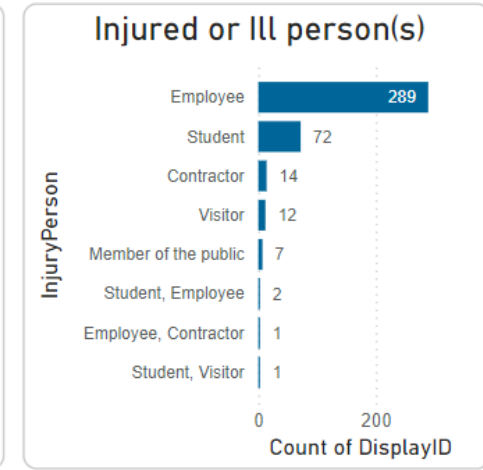
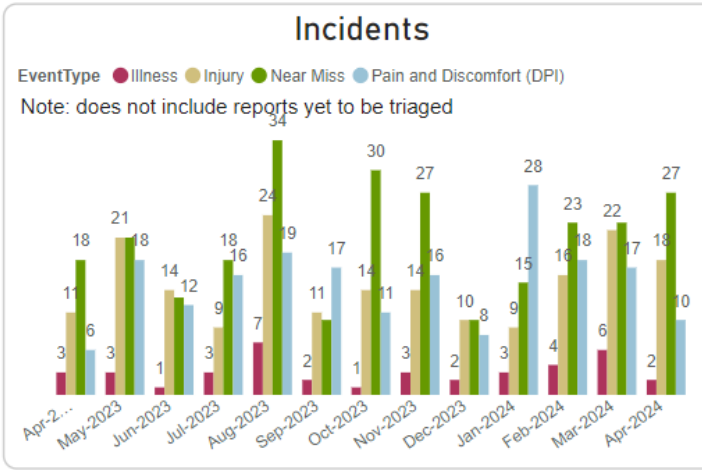
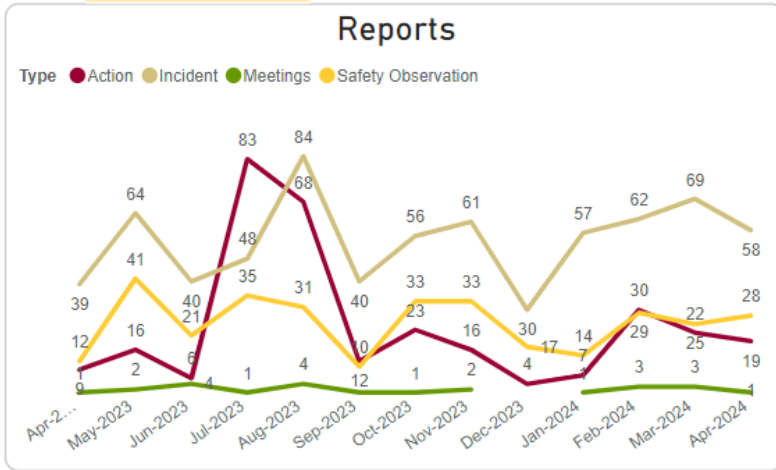
Total reports
1376

Total Incidents
708

Total Near Miss
288

Total Safety Obs
329



Link: [Report an incident](#)



Appendix III: Health and Safety Action Plan Progress Report

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

Plan		Progress						
Strategic Pillar	Objective	Do	Check	Completed	In progress (2024)	Delivery	Risk Status	Comment
I. Inspiring Leadership	I.1 Our people leaders are capable health and safety leaders (Staff members students) and Health and Safety Representatives, and Committees are empowered to be effective	Define health and safety leadership, capabilities/competencies, and KPIs needed across UC, e.g., Council, Senior Leadership Team, faculty/school/department, and health and safety lead levels.	KPI's set cascaded and measured. Capability framework developed.	H&S Business Partners have developed Executive Health & Safety Plans with each member of the SLT. Objectives and actions are to be assigned to owners and cascaded as appropriate. The plans have been recorded in Assura, supporting transparency and ensuring clear accountability for objectives, actions, and monitoring. Council H&S engagement activities Q1-Q4 2023 completed. New Council members received their H&S induction on 19 th Feb '24. On 19 February '24, the Council received a presentation from a Staff member from the School of Biological Sciences and Health and Safety Office about the university's processes for managing Fieldwork risks. T5 Hazardous Substances and "Taskforce Science" presentation delivered to Council in April 2024	Planning for 2024 for Council H&S Engagement activities is underway. H&S induction for new Council members	Ongoing 2024		H&S Office is working with the Governance and Compliance Manager to support the Council's Safe365 action plan. The UC Health and Safety Introduction learning module will soon be available to Council members via their personal email addresses.
		Develop and deliver health and safety leadership training for all people leaders, including student leaders, with an emphasis on Safety Differently (Human and Organisational Performance Model)	Health and Safety leadership training delivered to all people leaders, including student leaders.	Leadership capability framework- H&S content design	A suite of online H&S training modules will be delivered via the new Learning Management System (DevelopMe)	Ongoing 2024		The online H&S Introduction learning module went live on 26 th March 2024. As of 1 May, 829 Staff members (out of 2406) had completed the module.

Plan		Progress						
Strategic Pillar	Objective	Do	Check	Completed	In progress (2024)	Delivery	Risk Status	Comment
		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>The H&S Improvement Manager inducted Faculty Operations Directors.</p> <p>Completed 2023 objectives-</p> <p>The H&S Business Partners have a monthly meeting with the Faculty Managers. This approach ensures comprehensive coverage and effective communication between the H&S team and Faculty Managers.</p>	Continuous improvement phase	Ongoing		Emlyn Moore will join the H&S Business Partnering team on 20th May. She is an experienced health and safety professional most recently employed by Leighs Construction, where she was the Health and Safety Manager (Northern Region) and a leadership team member.
2. Thriving Communities	2.1 Increased awareness and engagement (of health and safety) utilising story-telling and existing UC communication tools, including social media where appropriate, to share information and communicate lessons learned	Review systems involved with health and safety and staff/student engagement and refine how health and safety information and data are communicated.	H&S Communications Plan	Ongoing effort to improve health and safety communication via UC communication tools/processes.	<p>The H&S Team has been collaborating with the Student Health and Wellbeing Promoter and UCSA on a communications/social media campaign (2024) to improve student awareness and engagement with Assura.</p> <p>The Communications Team runs the Think First (summer edition) campaign for students in Semester 1. This campaign includes information about reporting health and safety hazards/incidents in Assura. A follow-up campaign will be held in Semester Two.</p>	Ongoing		QR Codes for Assura reporting have been posted in high-traffic areas around campus. The H&S Office is working with Facilities Management to get QR codes added to all the Emergency Management Boards around campus.

Plan		Progress						
Strategic Pillar	Objective	Do	Check	Completed	In progress (2024)	Delivery	Risk Status	Comment
	2.2 We are assured that our industry partners/PCBUs with whom we share health and safety duties have systems in place to protect the health, safety, and well-being of our people	Pursue opportunities for wider sector sharing of information related to critical risks and other joint health and safety goals.		UC shares knowledge and learnings through various forums and maintains ongoing relationships with UCSA and Accommodation providers. The UC Staff member Wellbeing Leads and H&S Business Partners attend hui/workshops with the NZ University Wellbeing Group.	Ongoing effort to engage and support UC partners where shared health and safety duties exist.	Ongoing		
3. Effective systems	3.1 Governance groups and all people leaders have insight into health and safety risks and management performance.	Develop performance metrics focusing on positive/proactive health and safety behaviours (lead indicators) and start measuring and reporting performance.	Monthly/periodic business reporting	Monthly SLT/Council H&S Report. Real-time business reporting-live dashboard (H&S performance) now available to all Staff member on the intranet.	Completed-Continuous improvement phase	N/A		
	3.2 Effective H&S systems and tools provide an organisation-wide view of health and safety risk and compliance	Adopt ISO 45001/45003 as the standard for OHS and take an integrated systems approach, drawing on the most relevant elements of international management standards.	Self-assessment against ISO standards	Gap analysis of current system documentation completed. H&S Framework is articulated to the university. HS&W Policy was reviewed/updated in 2021.	Completed-Continuous improvement phase-periodic updates to H&S Management System Documentation	Ongoing		The documentation of the Health and Safety Management system undergoes regular review and is updated as needed. The Health, Safety, and Well-Being Audit report (HSE Global, Feb 2024) confirmed that the university's documented H&S management system is very mature.
		Implement the Assura health and safety reporting system	System is implemented	Assura system implementation completed in December 2021 Student integration into Assura was completed on 19 January 2023. Develop Assura workflow for student reporting. The Chemical Process and Engineering (CAPE) "orange card" (student safety assessment) workflow has been successfully rolled out in the School. The Executive Health and Safety Plan workflow has been completed.	Completed – Continuous improvement phase	N/A		The fieldwork planning and approval workflow is being developed with Assura as part of continuous improvement. The issue of a platform developer shortage has been resolved. However, the UC Digital Team and the Health and Safety teams are now managing this project, and in particular the data integration of student course information - a key dependency - within more constrained resources. Anticipated delivery is still for the end of June, yet potential constraints warrant close monitoring by the Health and Safety team and an amber risk status.
3.3 Legislative compliance is verified, and recommendations for improvement	Deploy an internal compliance programme for all regulatory compliance requirements.	Implement the Safe365 programme. Verification of adequate health and safety	Safe365 super-users have been identified and trained to maintain the Safe365 dashboards.	Quarterly reviews and reporting will ensure continued progress.	Q1		The H&S team has started the third round of Safe365 score verifications. This process will take several months.	

Plan		Progress						
Strategic Pillar	Objective	Do	Check	Completed	In progress (2024)	Delivery	Risk Status	Comment
	translate into actions and continuous improvement		processes and culture via verification audits and inspections	Executive leaders and the Faculty Managers/Directors have incorporated Safe365 objectives into their Faculty/Service Unit's Executive H&S Plan/s. H&S Audit by HSE Global	Development of a draft action plan to address audit recommendations.	Q3	↔	The audit report from HSE Global has been received. On 26 May, Paul O'Flaherty will discuss it with the Senior Leadership Team.
	3.4 Increased Risk Mindfulness and embed a Critical Risk Management Framework	Co-design critical risk (high-consequence hazards) management framework (aligned to UC Risk Management Framework) and implement Control Plans for critical health and safety risks	Risk reviews and control plans completed for T5 risks. Conformance reporting on T5 risks	Bow tie risk assessments completed for T5 risks. DSOs reviewing risk registers and undertaking risk control reviews (ongoing) Assurance framework developed- existing systems and processes related to T5 management. A repository/workflow has been developed in Assura to record T5 risk controls and risk control verification reviews.	Identify fundamental changes for T5 management- develop a Critical Risk Control Standard in Assura for each T5 risk. 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. Facilities Management is establishing Key Risk Review Groups, which commence in February. These groups will examine our compliance with legislation, including Asbestos Management, Fire Safety, Electrical Safety, and Seismic and Structural conditions.	Project completion end of Q4	↔	Our Health and Safety team is rolling out three key plans- Safe 365, T5 (Critical Risk), and Executive Health and Safety- by the end of the year. These plans work together closely, meaning that the goals and measurements for each are connected and rely on one another. The Senior Leadership team receives a monthly progress report, which tracks performance across each faculty/service unit grouping. Critical control standards are being developed for each T5 risk. The purpose of these standards is to Consolidate the University's health and safety risk management policies, protocols, and frameworks and set the minimum requirements for managing the associated risks.

Appendix IV: Learnings for PCBUs and Directors from Whakaari White Island Prosecution

The Director of Health and Safety recently attended a webinar hosted by the New Zealand Institute of Safety Management, where leading defence lawyers Grant Nicholson and Garth Gallaway shared legal insights and business implications from their personal involvement in the Whakaari proceedings. The key messages they wanted to impress on PCBUs and Boards were:

- Know and understand the risks in your business and examine all angles and possibilities (even the improbable) where serious harm could occur.
- Risk communication (to workers and others) must be timely, not just in time, to enable due consideration and informed decision-making.
- It is critically important to undertake the 3 C's (communication, coordination, and consultation) where shared/overlapping duties exist and be able to demonstrate this—consider setting out MoUs about shared duties.
- Be very wary of and do not take comfort or rely on government accreditation schemes and independent health and safety audits; these are just a snapshot of how your business is performing, and the quality of the information you receive is only as good as the auditor and audit process (garbage in = garbage out).
- It is not WorkSafe's role to "sign off" on businesses' health, safety, and risk management systems or performance.
- An officer cannot be compelled to be interviewed (as part of a prosecution). However, the PCBU can be.
- The 'level' of due diligence an officer is personally required to undertake under S.44 of the HSWA Act 2016 is not necessarily the same for every officer. Consider who has the most control and influence over the operations of the business or undertaking. Officers should examine all the relevant circumstances of the PCBU, the role of the directors and officers, and the nature of their responsibilities, keep records of their due diligence, and always be prepared to evidence that they have executed those duties.
- This will be further tested in the High Court in August in the prosecution of the former Chief Executive of the Ports of Auckland.

May 2024

Introduction

In April UC recognised the success of over 2,700 UC graduates with seven ceremonies held during Autumn Graduation week. This included a celebration for UC Māori graduates held at Ngā Hau E Whā Marae, the largest cohort of ākongā Māori graduates to attend to date, and a celebration for UC Pacific graduates which was hosted on campus with 200 attendees. As part of Autumn Graduation week, on Wednesday 10 April a parade of 1,300 graduates – which The Press dubbed a ‘river of robes’ – streamed through the central city, with well-wishers turning out in droves to cheer them on.

Sir Peter Gluckman and Deputy Chair of the University Advisory Group held a webinar for all UC staff on 2 May. Several UC staff made submissions to the Science Advisory Group and the University Advisory Groups. 315 staff joined the live session and 84 staff have watched the recording on Tu Ki Te Tahi.

On 30 May the government announced the 2024-2025 budget, with some important updates for the tertiary sector. For domestic students in 2025, the government tuition subsidy rates (funding per EFTS) will increase by 2.5% and the annual maximum fee increase is provisionally set at 6.0%. The high-level changes to Fees Free were confirmed, moving from the first year to the final year of study being fees free, with additional detail to come. The total pool for the Performance-Based Research Fund (PBRF) is unchanged, and previously signalled reductions in a number of research-related funds were included in out-year forecasts.

Eight outstanding UC alumni have been recognised in the annual King’s Birthday Honours announced on 3 June, with their contributions ranging from services to wildlife conservation to structural engineering. The highest honour, Companion of the New Zealand Order of Merit, was awarded to Arihia Bennett for services to Māori, governance and the community.

Engagement

On 5 May UC opened four of our buildings to the public as part of the annual Open Christchurch architecture festival event. In total, 396 members of the public visited campus to view the architecture of our Rehua, Puaka-James Hight, Jack Erskine, and Forestry buildings.

There were two Tauhere Connect public talks in May. On 1 May Associate Professor Adrian Clark from the School of Product Design explored the impact of generative artificial intelligence in his talk: *What does AI mean for the entertainment industries?* On 29 May UC Arts research fellow Dr Dalila Gharbaoui, from the Macmillan Brown Centre for Pacific Studies, discussed the impact of climate change on coastal regions worldwide, with a focus on low-lying atoll states in the Pacific.

The Tait Foundation, a local charitable trust for the advancement of education and research, gifted \$400,000 to UC. The Tait Foundation has been a generous philanthropic donor to UC Engineering for 17 years, supporting research and scholarships, as well as the Women in Engineering Canterbury (WIE CAN) programme.

Career Fair 2024 concluded on 7 May after a series of events. In March we hosted the Business and Arts Careers Fairs which saw 26 businesses engage with 500 students, and the Law Recruitment Evening saw 26 businesses engage with 350 students. The series concluded with STEM which hosted 89 businesses who connected with 1,700 students.

UC announced support of the Doc Edge Festival 2024 through our Kōawa initiative and celebrated the festival's programme launch at Maui Studios in Ōtautahi Christchurch on 9 May. The festival is an Academy Awards qualifying festival that offers locals the chance to participate. The festival aligns with UC's vision to provide industry opportunities to our Bachelor of Digital Screen (Honours) students and connect them with local and international film, TV and media professionals.

Whilst I was in London on ACU business, I hosted an alumni event on 16 May at the Carlyle Gardens, the home of UC alum David Law. Event attendees included University of Canterbury NZ Trust (UK) Chair Alene Wilton, board members Jeremy Willis and James Croll. UC alum and former CNN journalist Tim Hume was the guest speaker.

UC facilitated the global announcement of the University's collaboration with Aardman Academy, the training arm of Oscar-winning Aardman Animations (of Wallace and Gromit, Shaun the Sheep, and Chicken Run fame). We achieved significant national and international media coverage, kicked off through Variety with a two-hour exclusive before the news went out to the UK, US and New Zealand.

On 11 April UBS bookshop hosted the launch of Canterbury University Press author and illustrator Lily Duval's book *Six-legged Ghosts: The insects of Aotearoa*. Duval completed her Master of Arts (with Distinction) in English Literature at UC, and it was her thesis, '*An Inordinate Disdain for Beetles: Imagining the insect in colonial Aotearoa*', that inspired the book. Over 100 of Duval's distinctive watercolours illustrate the text.

Education – Accessible, Flexible Future Focused

The regularly scheduled classes of Semester 1 have ended and students are busily preparing for exams. This year there are nearly 40 000 exam sittings scheduled for students.

Besides in-class learning, many students have an opportunity to engage with industry and authentic experiences that add to their education and employability. Engineering had a variety of industry engagements from field trips with companies ranging from AZWood, a producer of products from wood residue to JIX Technology Studios looking at the latest immersive experiences.

Innovation and accessibility to education were highlighted when UC staff joined Nurse Maude and the Nursing Council of New Zealand at the blessing by mana whenua of the new Nurse Maude Simulation and Assessment Centre. Up to 80 internationally qualified nurses per week will attend a two-day orientation and preparation course at UC prior to undertaking an objective simulation clinical examination at the Simulation Centre. This is a new Nursing Council process for registration as a nurse and opens opportunities for people who faced barriers previously.

Online learning remains popular with another surge in enrolments by over 50% in the last quarter of UOnline's offerings, highlighting the need for more flexible starts.

UC successfully won a bid for the highly competitive Tūwhitia Accelerating Learner Success Fund launched this year by the TEC. Amounting to nearly \$8 million over two years, our proposal will lead the sector in the adoption of a system level data coaching programme. Coaching will enable institutions to understand how to leverage data to thoroughly explore and resolve how staff, workflows, and technological infrastructure can speed up change. This programme will deliver data driven large scale interventions designed to impact the greatest number of learners. UC will lead the programme while working with our consortium partner, Victoria University of Wellington, to deliver a sector level solution.

In the update to the TEC on our Learner Success Programme, we have signalled that we have increased retention by 2% for those students who have taken advantage of the enrichment opportunities as part of the Kia Angitu Student Success programme. We also reported that our Māori and Pacific students are completing courses at a rate higher than the Sector Average. We further noted that, while our LSP is already returning on investment, it is timely to identify where and how we can adjust our activity to generate greater universal impact. The Tūwhitia fund will undoubtedly help us scale up to get there.

Research – Impact on a Changing World

Canterbury staff organised two international conferences held in New Zealand during April. These conferences were the IEEE International Conference on Machine Intelligence for Geoanalytics and Remote Sensing and the Polar Science, Technology, Archaeology, History and Heritage Conference.

Professor Ximena Nelson received a Human Frontiers Science Program grant for her work on jumping spiders. This is a highly prestigious, globally contested grant and has led to a number of popular media engagements including the Listener speaking about her research.

Deputy Director of Research and Innovation, Rebecca Hurrell, travelled to Latin America as part of a delegation of all eight New Zealand universities to Mexico, Colombia, Brazil, Chile, Argentina and Ecuador. The delegation explored research collaborations and PhD student recruitment. There are significant opportunities both at a national level and for each individual institution. It is likely to lead to new pipelines of postgraduate students and new research collaborations, which will enhance our reputation and increase our research impact.

On 10 April Quacquarelli Symonds (QS) released its 2024 subject rankings. UC ranked in the top 100 for Linguistics, Geography, and Civil and Structural Engineering, which was celebrated across UC channels including the website, social media and Kōrerorero.

QS released its 2025 World University Rankings results on 4 June. UC moved from 256 to 261 and retained its position of 6/8. Auckland retained their position in the top 100 at 65th. Waikato was the big mover and is now ranked 3rd after being 7th in 2022.

The Times Higher Education (THE) released their impact rankings on 12 June. UC has retained its overall ranking in the top 100 in the world with a ranking of 89th as judged against ten of the seventeen United Nations Sustainably Goals. Of note is being ranked 10th in the world in goal #12 '*Responsible Consumption and Production*'. This has a number of components, but high scores were received for the UC sustainability report and operational measures.

Professor Ben Kennedy was announced the 2023 winner of the Prime Minister's Science Communication Prize in May. He was recognised for his innovative work informing communities about volcanic hazards and the uncertain risks of eruptions. Professor Rob Lindeman (HIT Lab) was inducted into the IEEE VGTC Virtual Reality Academy at the IEEE Virtual Reality 2024 conference in Orlando, Florida. Currently, there are 56 inductees.

Associate Professor Daniela Liggett of the School of Earth and Environment was invited to Princeton University for the Sustainable Futures Conference. She was one of 15 panellists flown in from around the world and the only panellist from Australasia. Her presentation explored the implications of a range of external pressures and internal discord on Antarctic environmental governance.

People – Nurturing Staff, Thriving Students

The Student Wellbeing team ran a collaboration with Orion and EnergyMate to provide an educational workshop to help students understand more about their home power bill. All attendees were supplied with LED lightbulbs, shower timers, and other resources.

Pink Shirt Day took place on Friday 17 May, but UC celebrations spanned the week. Positive message boards were set up at the start of the week in Puaka-James Hight and the Living Room (located next to the bookshop) for students and staff to leave uplifting notes. A t-shirt making workshop was run in the Te Rua Makerspace. Oranga | Wellbeing Navigators made pink smoothies and toasties at the Connect Zones. A photobooth and sweet treats were put into the Living Room for anyone donning pink on the official Pink Shirt Day.

Health New Zealand | Te Whatu Ora returned to campus in May to provide follow-up doses for those who received their first meningococcal B dose at the start of the year. Additional vaccine clinics are being organised with Health New Zealand for Winter Wellness and Open Day later on in the year.

A supply of free period products, funded from the student levy and administered by student volunteers, is available in Puaka-James Hight and Rehua.

During study week the Living Room is a place for relaxation for students, with handmade mocktails, pastries, and a painting session. Free snacks and fruit deliveries were made to study spaces in the Undercroft, Puaka James Hight and Rehua.

A programme of security tips for students and staff has been run throughout the year to date via digital screens, newsletters and social media. This has included information about safe walking routes, bus timetables, Security team services and the emergency communication towers.

The Recreation Centre has recorded 76,785 visits to 30 April. This is up 10,000 visits compared to the same time in 2023, and we are continuing to observe our participation levels returning to pre-COVID levels of 85,000 for this time of year. There are just under 10,000 student members registered, representing around 48% uptake of student headcount.

In April an Early Career Workshop was held for post-doctoral students and late-stage PhDs in Engineering and Science. The event was organised and run by senior female academics and aimed primarily at women, the rainbow community and other under-represented groups in the early years of their career. There were over fifty attendees, and a range of UC and external speakers.

Approximately 35 staff from the Faculty of Science participated in two Supporting Students in Distress workshops hosted by Julie Pratt, Student Care Manager. Staff feedback reported that the workshop provided them with additional tools to more confidently support students in distress.

Six professional staff from a variety of areas and at different career stages have signed up for a mentoring programme with the Association for Tertiary Management (ATEM) via UC's membership. This pilot programme runs from November 2023 to August 2024 and matches mentees with an appropriate mentor from an Australasian University. The UC participants are being managed through People and Culture and an evaluation of the programme will be undertaken. Interim feedback is extremely positive from all our participants.

Internationalisation – Locally Engaged, Globally Networked

UC hosted three delegates from the Indian Institute of Technology – Delhi (IITD), Professor James Gomes (Dean International Programmes), Professor Naresh Bhatnagar (Dean Research and Development) and Dr Archana Trivedi (Research Development Coordinator), and representatives from the universities of Lincoln and Otago, on a tour of our Ilam campus on 2 May. The visit, which allowed us to showcase exemplary UC research, was reciprocal, following a successful UC-supported trip of New Zealand researchers to IITD earlier this year.

The University's National Centre for Research on Europe hosted European Ambassadors, Nicole Menzenbach (Germany), Laurence Beau (France), Jane Connolly (Ireland), Zsolt Hetesy (Hungary) and Grzegorz Kowal (Poland) on campus between 22 March and 3 May, offering in-person and online sessions during which the ambassadors highlighted their priorities and perspectives for the future direction of the European Union. Lawrence Meredith, the EU Ambassador to New Zealand, visited UC on 30 April to speak to a large gathering of EURA and EURO students and staff and will return to UC again in Semester 2.

Along with the UC International College (UCIC), the University hosted 20 international recruitment agents from Asian countries during Autumn Graduation week in mid-April, giving them an opportunity to explore the campus and Ōtautahi Christchurch. The agents play a crucial role in advising prospective international students on the educational journey available in New Zealand. The visit is a chance for agents to witness firsthand the exceptional academic and cultural offerings of UC.

Organisational Efficacy – of a sustainable scale by 2030

Digital Services continues to progress a comprehensive programme of work to enable a Cyber Secure culture at UC and enable the protection of our assets and our people. The Web experience team in partnership with our Cyber team and wider UC community of users have been progressively migrating our UC blog and WordPress websites onto a secure central platform, CampusPress. This has already had a significant impact on UC's Security Scorecard grade and will continue to improve as we consolidate the many websites onto secure, supported platforms and put in place clear patterns for new websites required for UC research and teaching.

Student First successfully rolled out v50 of ourUC on 16 May. This means that course approvals functionality is now available in ourUC for new 2024 applications. Access has been updated, with over 380 staff now able to process course approvals in ourUC. Several faculties have already been processing course approvals in ourUC which have generated Enrolment Agreements. Engagement across the university has been good with feedback from staff being very positive. This is a significant milestone in our journey to replace JadeSMS.

The Whakahaere Rangahau project is set to transform the Research project management administrative experience, a complex eco-system of multiple applications and information sources. It will also address the retention of an end-of-life Research Management System on premise with growing cyber risk in maintenance. The adoption of a new system will enable a much-improved researcher experience in the administration of projects at UC, as well as reduce enterprise risks.

The Identity Governance and Administration project is now up and running. The project will resolve operational risks and continue to improve the automation and coverage of accounts and related software provisioning and deprovisioning for staff and students.

The construction project for the new 283 bed student accommodation facility, Tupuārangi, has begun and is on target. The aim is for the building to be ready for the 2026 academic year. The Homestead Lane site for Tupuārangi has been vacated by the Grounds team, which has moved to the south west corner of Ilam Fields.

The Faculty Operations team has begun a review of some processes common to all faculties, with a view to identifying examples of best practice and finding opportunities for efficiencies (e.g. process automation) and continuous improvement. The review commenced with exams and grades processes, and research (PhD and Masters) student management within a faculty (e.g. expense management, desk and computer management). Faculty Operations is meeting with Faculty and School Administrators across UC to gather data and map the existing processes undertaken to start the continuous improvement process.

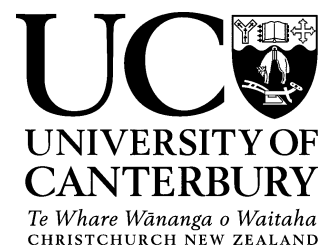
Environmentally Sustainable

Sustainability communication campaigns in May included Waste Education followed by Biodiversity. Both campaigns showcased UC research to media and, with the Sustainability Office, provided engagement opportunities for staff, students, and our community to learn more and take action. Events included a worm-farming workshop for International Compost Awareness Week, a Biodiversity Walk for World Biodiversity Day and bringing waste-free influencer Ethically Kate to campus. Other initiatives were the Repair Café, Clothes Swap and Get Sorted with Christchurch City Council. Over 420 people attended these events.

Professor Jan Evans-Freeman presented a public webinar in the Climate Conversations series to members of Engineering NZ titled *Our University's Journey Towards Sustainability*, loosely based on the Council presentation she delivered.

The first bike stand utilisation survey has been undertaken for the year. It showed an average utilisation of 44%, thereby returning us to pre-COVID levels and meeting our obligations to the Christchurch City Council which require us to not exceed 70% utilisation without a plan to increase provision.

Memorandum/Pukapuka



To:	Ki:	University Council
From:	Nā:	Professor Cheryl de la Rey, Vice-Chancellor
Date:	Rā:	12 June 2024
Subject:	Kaupapa:	Academic Board report

Recommendations:

That Council notes:

- *the 7 June 2024 Academic Board Report (attachment 1);*

Executive Summary:

The Board endorsed a new Work-Integrated Learning Policy. A workshop on AI was also held.

Attachments:

- **Attachment 1: Academic Board Report from 7 June 2024.**

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 7 JUNE 2024**

REPORT FROM THE VICE-CHANCELLOR

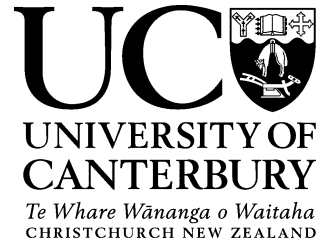
The Vice-Chancellor gave a presentation on funding which she had earlier given to the Heads of Schools. She said that over the long term, domestic funding to the university sector is falling whilst the CPI is rising and since 2020 this has been a growing gap. Her presentation covered the National budget update and the TEC 2024 funding for UC. The TEC funding is good news to some extent as UC's growth is partially funded, and confirms our education performance indicators are good, however the total amount does not cover the full extent of our domestic growth. As a result, UC will need to prioritise spending. Details of the new final-year Fees Free scheme will be made available at a later date. The outcome of the University Advisory Group (UAG) and Science System Advisory Group will also likely alter the future financial outlook from 2026 onwards.

In order to maintain its current financial position, UC will need to see a 5% growth in domestic students in 2025. To increase revenue, UC needs to focus on recruitment of more full-fee paying students and seize the UC Online opportunities. At the same time there must be continued financial discipline measures. She continued to be in contact with the UAG and expected to be interviewed by them shortly.

WORK-INTEGRATED LEARNING POLICY

The new policy was endorsed.

Memorandum/Pukapuka



To:	Ki:	University Council
From:	Nā:	Professor Cheryl de la Rey, Vice-Chancellor
Date:	Rā:	8 May 2024
Subject:	Kaupapa:	Academic Board report

Recommendations:

That Council notes:

- *the 19 April 2024 Academic Board Report (attachment 1); and*
- *the proposals to amend the Master of Business, Master of Professional Accounting, Master of Education, Postgraduate Diploma in Education and Professional Master of Geospatial Science and Technology and to introduce the Postgraduate Diploma in Nursing (Registered Nurse Practitioner) and Master of Advanced Nursing (Nurse Practitioner) as endorsed by the Academic Board and which have been reported to the Committee on University Academic Programmes (CUAP) (to be found in Diligent attachment 2).*

Executive Summary:

The Board considered CUAP proposals and endorsed the new Lecture Recording Policy and changes to the Academic Reviews Policy.

Attachments:

- **Attachment 1: Academic Board Report from 19 April 2024.**
- **Attachment 2: CUAP proposals, refer to Diligent Reference folder “Academic Board Background Papers”.**

Full papers commence overleaf.

ATTACHMENT ONE



TE POARI AKORANGA | ACADEMIC BOARD

REPORT TO THE COUNCIL

FROM A MEETING OF THE ACADEMIC BOARD

HELD ON FRIDAY 19 APRIL 2024

REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor gave a presentation to members ' providing an update on the creation of two new Ministry of Education advisory groups: the University Advisory Group and the Science Advisory Group. Members were strongly encouraged to respond to a call for submissions from both Groups as it was likely they will have a significant impact in deciding the future size and shape of New Zealand's university system.

An update on UC's financial position and 2024 enrolments was given. Semester 1 domestic enrolments had been strong however there was a shortfall in international EFTS relative to budget. A decision about the extent to which the Tertiary Education Commission would fund student growth was expected at the end of May 2024, but there was no certainty additional funding would be received. Until there was clarity around funding and Semester 2 enrolment figures, budgets have been reset excluding provision for new continuing staff.

CUAP PROPOSALS

Seven proposals were presented and endorsed.

ACADEMIC POLICIES

Amendments to the existing Academic Reviews Policy and a new Lecture Recording Policy were endorsed.

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

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	Minutes Confirm public excluded minutes of 15 April 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0 5.1 5.2	Matters Arising Action Schedule Information Papers	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
6.0 6.1	Health & Safety Health & Safety Verbal Update	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
7.0 7.1 7.2	Strategy & Planning Strategy Implementation Q1 – 2024 Update Draft TEC Investment Plan (2025-2027)	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1 8.2 8.3 8.4 8.5 8.6 8.7 8.8	Finance & Planning Student Accommodation Programme Update International Student Fee Setting 2025 & 2026 Digital Screen Establishment Board Quarterly Report Digital Screen Project Quarterly Report and Kōawa Enabling Works Project milestones, consenting requirements and timeframes. 31 March 2024 Fully Consolidated Financial Statements 31 May 2024 Financial Report Major Investment Plan (MIP) Q1 – 2024 Report UC Trust Funds 31 December 2023 Financial Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
9.0 9.1 9.2 9.3 9.4	From the Chancellor Chancellor Meetings & Correspondence Verbal Update 2025 Council Workplan options for monthly and 6-weekly cycles Strategy Day Action Schedule Council Workplan 2024 Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
10.0 10.1 10.2 10.3	From the Vice-Chancellor Vice-Chancellor’s Monthly Report Academic Board Minutes 8 March 2024 & 19 April 2024 Upcoming UC Events Quarterly Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
11.0 11.1 11.2	From the Audit and Risk Committee Audit & Risk Committee Report 6 May 2024 Final Audit NZ Management Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
12.0	Other	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)

12.1	Updated Honours and Appointments Committee Terms of Reference Draft Updated 2018 Academic Freedom Policy	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			
13.0	General Business	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
14.0	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)

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.