COUNCIL
Public Meeting Agenda

Te Kaunihera o Te Whare Wānanga o Waitaha

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Agenda

DATE Wednesday 20 November 2024

TIME 9:00am

VENUE Council Chamber, 6th Floor, Matariki Building

Refer to Page No. (matches Diligent).

WELCOME & KARAKIA (opening meeting)

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

1. APOLOGIES

2. REGISTER OF INTERESTS 3-5

3. CONFLICTS OF INTEREST
Every Council Member has an obligation to declare any actual, potential or perceived conflicts of interest with any University of Canterbury activities and to ensure that such conflicts of interest are noted and managed appropriately.

4. MINUTES
   4.1. Confirming minutes of meeting held on 16 September 2024 – For Approval 6-10

5. MATTERS ARISING

6. HEALTH & SAFETY
   6.1. Monthly Health & Safety Report – For Information 11-22
   (Paul O'Flaherty, Executive Director, People, Culture and Campus Life)

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 23-28
   8.2. Academic Board Report – For Information 29-31
   (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	**Council & Vice-Chancellor 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)
5.0 5.1	**Minutes** Confirm public excluded minutes of 16 September 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
6.0 6.1 6.2 6.3	**Matters Arising** Current Action Schedule Strategy Day 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)
7.0 7.1 7.2	**Health & Safety** Monthly Health & Safety Verbal Update H&S Induction Process Annual Review	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
8.0 8.1	**Arbitration** Arbitration Matter Strategy 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)
9.0 9.1 9.2 9.3 9.4	**Audit & Risk** Audit & Risk Committee Report (4 November 2024) Internal Audit Plan 2025 Post Implementation Review Workplan 2025 Year-end 2024 Key Accounting Issues	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
10.0 10.1 10.2	**Strategy & Planning** Strategy Implementation Q3-2024 Update Triennial 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)
11.0 11.1 11.2 11.3 11.4 11.5 11.6	**Finance** University Budget 2025 Consolidated UC and Trusts 2025 Budget Major Investment Plan (MIP) Q3-2024 Report 30 September 2024 Summary Consolidated Financial Statements 31 October 2024 Financial Report Deferral of UCSA Loan Interest Increase	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	**Major Projects** Kōawa Digital Screen Programme New Governance Structure Kōawa Digital Screen Project Quarterly 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)

13.0 13.1	**Academic** Strategy Implementation Graduate Profile	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
14.0 14.1 14.2 14.3	**Delegations** Delegations Register Annual Update Conferment of Qualifications Regulation Amendments Delegation of Authority to Executive Committee	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
15.0 15.1 15.2 15.3 15.4	**From the Chancellor** Pro-Chancellor Election Committee Membership Elections Chancellor Meetings & Correspondence Verbal Update Council Workplan 2024 & 2025 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)
16.0 16.1 16.2 16.3 16.4	**From the Vice-Chancellor** Vice-Chancellor's Monthly Report Emeritus Professor Nomination Academic Board Minutes 13 September 2024 Academic Board Motion from September Council Meeting	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)
17.0	**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)
18.0	**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.

10. REPORT FROM THE PUBLIC EXCLUDED SESSION

11. GENERAL BUSINESS

12. NEXT MEETING

The next meeting will be held on Thursday 20 February 2025.

KARAKIA (closing meeting)

Unuhia, unuhia	Remove, uplift
Te pou, te pou	the posts
Kia wātea, kia wātea	in order to be free.
Āe, kua wātea	Yes, it has been cleared.

UC Council Register of Interests (as at 4 November 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	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) Advisory Board	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
Roger GRAY	2022	Port of Auckland Limited	CEO
	2023	Ben Gough Family Foundation Leaders Scholarship	Mentor
	2024	Champions for Change New Zealand	Co-Chair
	2024	Australia New Zealand Leadership Forum Steering Committee	Member
	2024	New Zealand Post	Director
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	European Network of Scientists for Social and Environmental Responsibility	Honorary Member
	2023	Higher Education Academy	Fellow
	2024	Informal group of co-mentors for academics in governance roles	Member
	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

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2023	Queenstown Molecular Biology Society	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
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
	2024	New Zealand Antarctica Institute trading as Antarctica New Zealand	Board Member
	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	CSO Foundation	Trustee
	2024	Heartland Bank Ltd and subsidiaries	Director/Shareholder
	2024	House of Travel Ltd and subsidiaries	Director
	2024	John Britten Trust	Trustee
	2024	Market Gardeners Ltd and subsidiaries	Director
	2024	Scenic Hotels Ltd and subsidiaries	Director
	2024	Skope Industries Ltd	Director
	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

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
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	University of Canterbury	Aunty is Kaihautū Matua, Executive Director Office of Treaty Partnership
	2023	Robby Robilliard Family Trust	Trustee
	2023	Kōwhai Enterprises Limited	Shareholder
	2023	Tāwhaki Joint Venture	Riaka Te Aka Matua Rōpū
Gillian SIMPSON	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	Board Deputy Chair (from December 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
	2024	South Island NRL Bid	Board Member (Community Engagement)
Catherine WOODS	2023	Public Service Association	Member
	2023	Statistics New Zealand	Husband - Employee
	2023	UC Business School Committees including Research and H&S	Member
	2023	UC Students	Daughter and Niece
	2023	UC Wellbeing Advisory Group	Member
Adela KARDOS (General Counsel | Registrar)	2020	University of Canterbury	Employee
	2024	Christchurch Hungarian Club Incorporated	Executive Committee Secretary

COUNCIL
Public Meeting Minutes

Te Kaunihera o Te Whare Wānanga o Waitaha

DATE	Monday 16 September 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 (via Zoom), Ms Lisa Tumahai, Ms Poto Williams, Ms Catherine Woods.
IN ATTENDANCE	Ms Barbara Albertson, Transcript Co-ordinator, Ms Heather Couch, Academic Quality & Records Teams Leader, Professor Peter Gostomski, Acting Deputy Vice-Chancellor (Research), Associate Professor Alison Griffith, Ms Adela Kardos**,** General Counsel & Registrar, Professor Catherine Moran, Deputy Vice-Chancellor (Academic), Mr Paul O'Flaherty, Executive Director People, Culture and Campus Life (via Zoom), Mr Grantley Judge, Governance & Compliance Manager, Ms Ann Gibbard, Governance Advisor, Mr Matt Stanley and Ms Sarah Naudē (Propero), Students 4 Justice in Palestine (Jamila Badis, Jonty Coulson, Jospeh Fullerton, Aurora Garner Randolph, Alia Govin-Fowler, Darien Gray, Aylssa Humphreys, Emma Johns, Jenna Kelly, Clara McCombs, Ash McNeur, CJ Maglaqui, Jeremy Martin, Desmond Marcoschi, Riley Neupauer, Hayley Shields, Vivien Silver-Hessey).
APOLOGIES	Ms Gillian Simpson for lateness (9.20am) and early departure (1.00pm), Ms Rachel Robilliard for early departure (11.30am).
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 19 August 2024**

Moved:
That the minutes of the meeting held on 19 August 2024 be confirmed as a true and correct record.

Carried

MATTERS ARISING **Action Schedule**

Mr Grantley Judge, Governance and Compliance Manager, noted those actions completed and those future dated.

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 via Zoom.

In discussion the following was noted:

- The proposed H&S Observations Plan for 2025 was provided to Council.
- Professor Heinemann thanked the Health & Safety Team for the information on the risk treatment of infectious diseases by other New Zealand universities.
- Initiatives were discussed to encourage students to self-report any health and safety issues. Suggestions were the use of QR codes, advertising around campus/halls and during orientation week. The new Student App would look to include Assura reporting ability.

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 July – 31 July 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.

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

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

- A second visit was expected from the University Advisory Group in November and would likely focus on governance and funding.
- There was a record number of 6,000 prospective students and their families who attended the Open Day on 30 August.

- The Vice-Chancellor congratulated Mr Greg Scott and his team on their recent awards at the Asia Pacific Student Accommodation Association Conference.
- Mr Luc MacKay thanked the Vice-Chancellor for highlighting student work in her Report, especially the Sustainable Development Goals Awareness campaign.
- Council commended staff who contributed to the success of the recent "Raising the Bar" event.

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

Carried

ACADEMIC BOARD

Academic Board Report

Associate Professor Alison Griffith presented the Academic Board Report, and the following was noted:

- Council advised they would seek further advice on the impact on the University of the Disclose, Divest & Suspend motion, which was proposed by the Board, before considering the matter further.

Moved:
That Council notes the 9 August 2024 Academic Board Report and requests management to provide further information on the impact to UC of the proposed motion to disclose, divest and suspend all connections with Israel.

Carried

Associate Professor Alison Griffith left the meeting.

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 19 August 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 6.2 6.3	**Digital Screen** Digital Screen Establishment Board Quarterly Report Digital Screen Mid-Programme Review Digital Screen Package 2 Detailed Business Case	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

7.0 7.1 7.2	**Health & Safety** Monthly Health & Safety Verbal Update H&S Audit – Actions Progress Update	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
8.0 8.1	**Arbitration** Arbitration Matter Strategy 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)
9.0 9.1 9.2 9.3 9.4	**Finance & Major Projects** Student Accommodation JV 30 June 2024 Summary Consolidated Financial Statements 31 August 2024 Financial Report 2024/2025 Insurance Renewal	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	**Strategy & Planning** Draft Triennial Plan 2025-2027 (incl 2025 KPIs)	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	**Digital Services** Digital Transformation 6-Monthly Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
12.0 12.1 12.2 12.3 12.4 12.5 12.6	**From the Chancellor** Chancellor Meetings & Correspondence Verbal Update Final October Strategy Day Agenda Council Workplan 2024 Update Draft Council Workplan 2025 Notice of Pro-Chancellor Election in November Notice of Committee Elections in November	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 Upcoming UC Events Academic Board Minutes 12 July 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	**Other** Naming Rights Policy Review Honorary Doctorate 2025 Nominations	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 Wednesday 20 November 2024 at 9:00am in the Council Chamber.

MEETING CLOSED The public meeting closed at 2.11pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

COUNCIL ACTION SCHEDULE
from the meeting held on 16 September 2024
(new and updated actions are shown in red)

	Action	**By Whom**	**Due Date**	**Expected**
1.	Health, Safety & Wellbeing Policy – note on policy that it is under active review	Mr Judge	Sep 2024	Complete
2.	Provide Council with a report on UC's QS ranking strategy.	Professor Gostomski	October Strategy Day	
3.	Provide Council with management's advice on the impact to UC of the proposed motion to disclose, divest and suspend all connections with Israel.	Vice-Chancellor	TBC	
4.	Health, Safety and Wellbeing Policy Review – Revised policy to Council for approval	Mr O'Flaherty	TBC	

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	20th November 2024
Subject | Kaupapa:	Public Agenda Health and Safety Report- November 2024

Recommendation:

That Council:

- Note the progress, understanding, and management of health and safety risks across the organisation.
- Note that the reporting period is August- October 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:

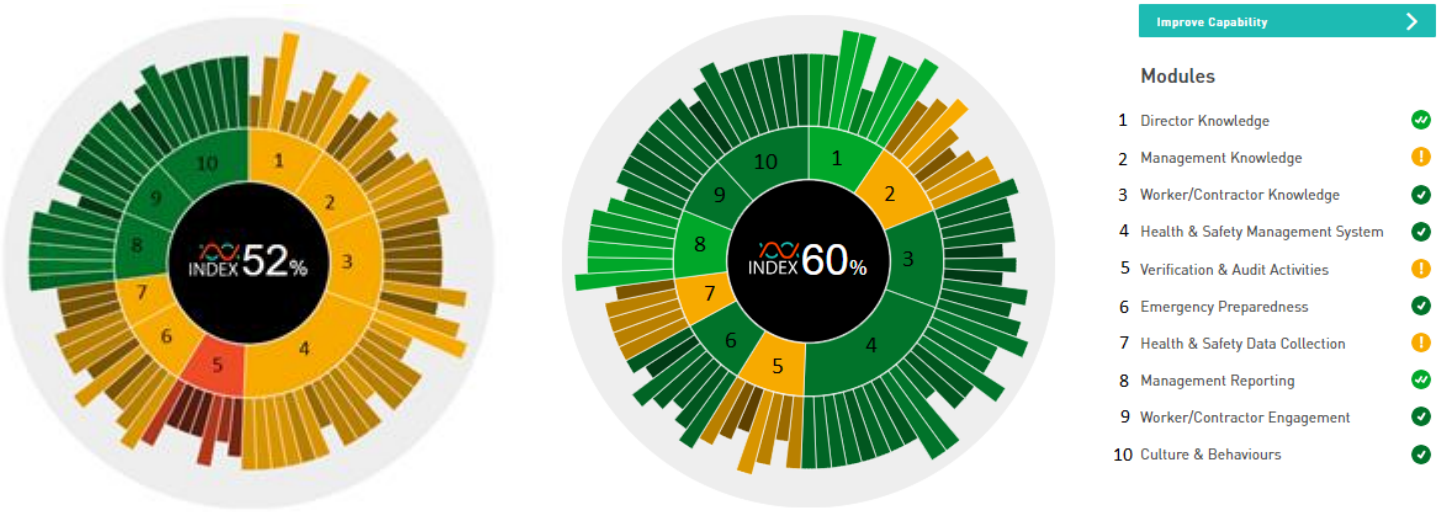
Appendix I: Safe365 Progress Update
Appendix II Health and Safety Performance Summary
Appendix III (a-b) - Health and Safety Performance Metrics Dashboard
Appendix IV - Health and Safety Action Plan Progress Report

The full paper commences overleaf.

Classification: Public

Appendix I: Safe365 Progress Report

Health and safety self-assessment maturity as represented by the Safe365 starburst in Figure 1 show an improvement across most Health and Safety areas and an aggregated rating change of +8% between October 2023 and October 2024. The 2024 Benchmark for NZ Tertiary Sector – 56%.



UC Starburst October 2023

UC Starburst October 2024

- *Figure 1. Change in aggregated ratings reflected by starburst from October 2023 to October 2024*

These ratings improvements reflect the various changes that have been made at within faculties and service units that are aggregated into the overall UC organisational rating. UCs target is to reach 65% by 2026. In October of 2023 UC was 3 points below the New Zealand tertiary sector average and 12 points above the Australian tertiary sector average. Currently, UC is 4 points above the New Zealand tertiary sector average and 15 points above the Australian tertiary sector average. The NZ tertiary sector is made up of roughly 100 organisations, and the Australian sector 40

Positive change is being reflected in all business units, with Faculties of Science, Education and Health passing the 65% organisational goal.

Key improvement that are reflected in the starburst:

- Health and safety inductions completed for Council and SLT
- Response from all staff to Health and safety DevelopMe module (54%)
- Response from line managers with health and safety induction (61%)
- Resource challenges with verification and audit actions (internal / external auditing)
- Department Safety Officer checklist response, a verification activity (96%)

Improvements in modules 2 (management knowledge), 5 (verification and audit activities) and 7 (health and safety data collection) are priorities going forward.

Classification: Public

Appendix II: Health and Safety Performance Summary

This report underscores UC's commitment to proactively identifying and mitigating potential hazards to safeguard the well-being of staff, students, and visitors. Below is a high-level summary of key statistics from Appendix II (a-b). Please note that the student self-report dashboard is unavailable this month due to PowerBI data display issues; however, student reports are included in other dashboard metrics.

Key Statistics for August- October 2024:

Total Reports: 300

- Incident Reports:128
- Near Misses: 68
- Safety Observations: 85

Severity of Incidents:

- Low Severity: 41 (first aid or no treatment required)
- Moderate Severity: 19 (medical treatment sought)
- High Severity: 2 (personal health events)

Safety Observations:

- Unsafe Practice Observations: 23
- Unsafe Conditions: 35
- Safe Practice: 18
- Improvement Suggestions: 5
- Student Safety Observation Reports: 4

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

T5 Risk Incidents Breakdown

This section provides an overview of critical T5 health and safety risks, summarizing the incidents, near misses, and safety observations recorded from August to October.

1. Hazardous Substances

- **Reports Logged**: 19 (8 incidents, 10 safety observations, 1 near miss)
- **Examples**:
  - *Gas Regulator Issue*: Metal filings were found inside multiple gas regulators in CAPE, leading to the removal of six units from service. All users were advised to inspect similar models, and no additional faulty regulators were reported.
  - *Chemical Spills*: Four chemical spill incidents were reported, all of which were contained safely with no harm to individuals. Spill response plans were promptly enacted.

2. Well-being Issues

- **Reports Logged**: 17 (11 incidents, 6 safety observations)
- **Examples**:
    - *Ergonomic Discomfort*: Cases of back and hip pain, largely attributed to poor workstation setup and pre-existing conditions, were reported, leading to ergonomic assessments and workspace adjustments.
    - *Health Concerns*: Fainting incidents among students and staff were recorded, with appropriate follow-up actions taken.

3. Fieldwork and Isolated Work

- **Reports Logged**: 6 (5 incidents, 1 near miss)
- **Examples**:
    - *Student Injury*: A geology student fractured an ankle after slipping on a boulder during a field trip to Westport. Field first aid was administered, and the injury was confirmed and treated by Westport Medical Centre the next day.

4. Plant and Machinery

- **Reports Logged**: 26 (20 incidents, 6 safety observations)
- **Examples**:
    - *Trench Safety Violation*: During a site visit at Dovedale, UC's External PM and a consultant observed a contract worker operating in a trench within proximity to active machinery. Work ceased immediately, and all trench safety protocols were reinforced in a toolbox meeting the following day. An independent audit and corrective actions were implemented, including equipping personnel with two-way radios to improve communication.
    - *Bar Pullout Test Incident*: A metal bar fractured during a concrete pullout test and was propelled approximately 1.5–2 meters into the air. A safety review determined that testing should cease at the bar's yield point, with appropriate restraints in place.

5. Vehicles and Travel

- **Reports Logged**: 14 (5 incidents, 8 safety observations, 1 near miss)
- **Examples**:
    - *Overspeed Incidents*: Five incidents involving drivers of UC fleet vehicles were logged, with notifications sent to the responsible drivers and their managers/academic supervisors. This new process, established by the Health and Safety Office as part of the T5 risk verification protocol, requires all E-Roads overspeed alerts exceeding speed limits by 20 km to be documented in Assura, enhancing the ability to monitor and analyse driving practices. Further review is needed to determine UC's response to repeated speeding incidents.

Key Trends

The data from August to October highlights a range of ongoing issues:

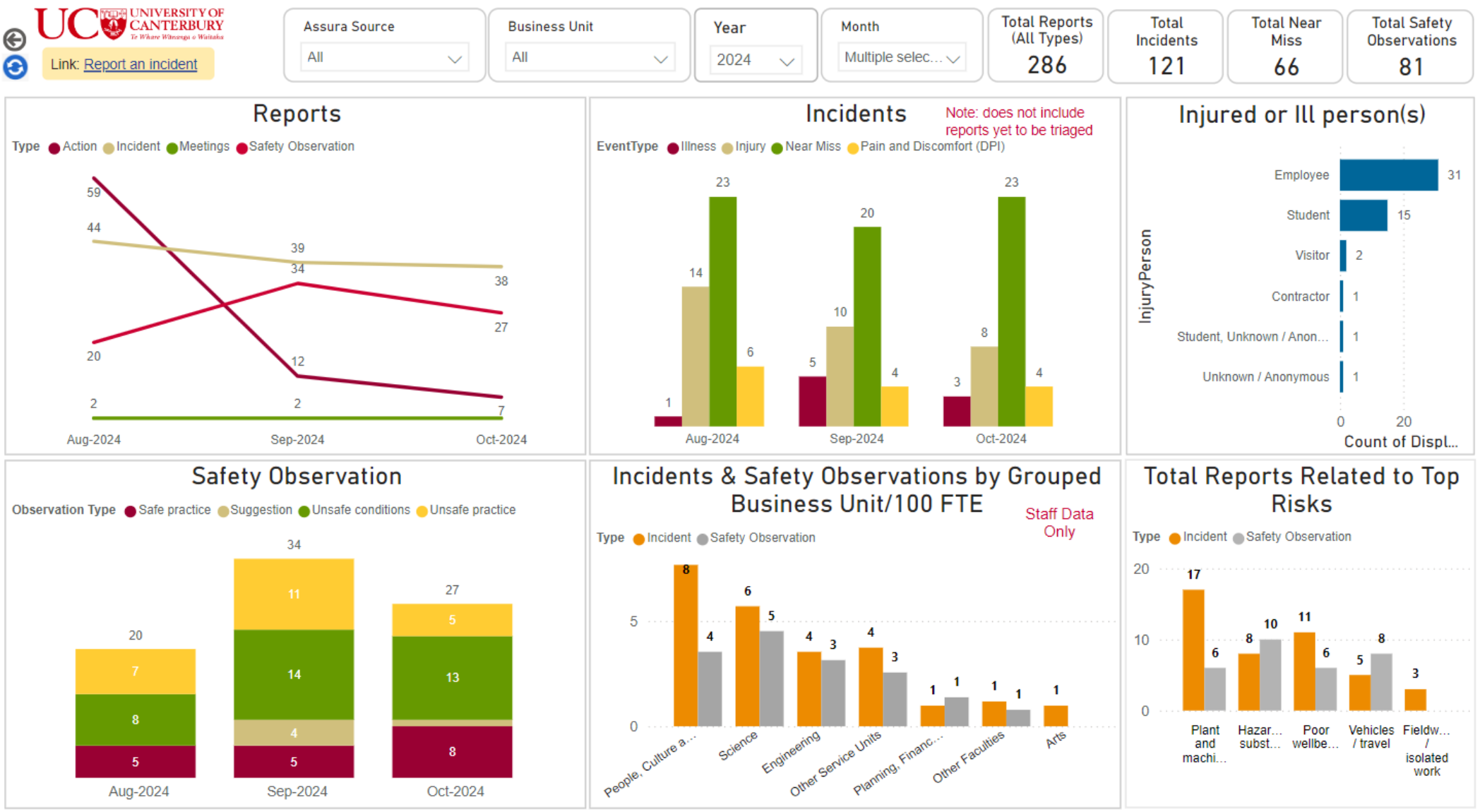
- **Equipment Safety**: Incidents involved equipment or infrastructure malfunctions, such as fire exit doors failing during evacuation drills, insecure stairwells, and electrical malfunctions. A renewed focus on ensuring regular equipment checks and maintenance will mitigate the risk of these near misses from escalating.

- **Contractor Oversight on Capital Projects:** Some contractor reports highlight the need for UC to undertake ongoing, close monitoring of health and safety risk management and contractor performance on capital works projects. This is a focus for the Capital Works team.

- **Environmental and Ergonomic Hazards**: Issues like ventilation, dust, and office ergonomics continue to affect well-being. However, there has been a notable downwards trend (60-70% decrease) in pain and discomfort reports and requests for ergonomic assessments over the past six months. This is possibly due to the enhancements made to the ergonomic assessment referral process and self-management resources, and/or ongoing improvements in workspace design and equipment across campus.

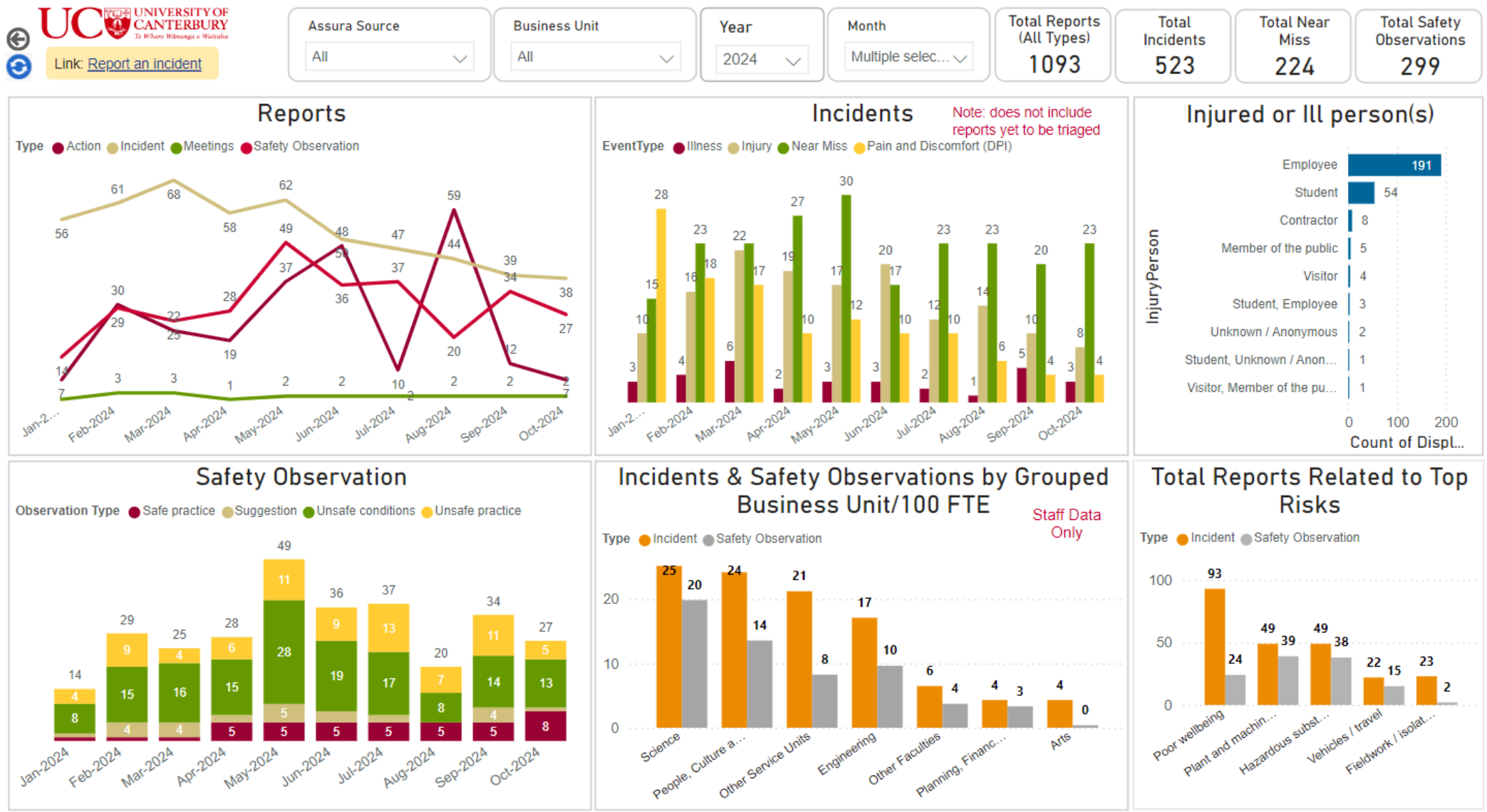
Classification: Public

Appendix III (a): Health & Safety Performance Dashboard (3-month rolling)



Classification: Public

Appendix III (b): Health & Safety Performance Dashboard (YTD)



Classification: Public

Appendix IV: Health and Safety Action Plan Progress Report

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

Plan		Do	Check	Progress				
Strategic Pillar	**Objective**			**Completed**	**In progress** (2024)	**Delivery**	**Risk Status**	**Comment**
1. Inspiring Leadership	1.1 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 19th 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 H&S induction for new Council members completed. The UC Health and Safety Introduction learning module is also available to Council members.	2024 Council H&S Engagement activities are underway. H&S Office is working with the Governance and Compliance Manager to support the Council’s Safe365 action plan. Planning for 2025 Council observations is underway. H&S Office surveyed Health and Safety Representatives on their role and participation at Faculty/School Health and Safety Committees. The results will be tabled for discussion at the DSO workshop in November.	Ongoing 2024	⟷	

Classification: Public

Plan		Do	Check	Progress				
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
				September '24 Council workshop focused on international and domestic travel risk management (Staff and Students)- presented by the Director of Risk and Assurance.				
		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 The online H&S Introduction learning module went live on 26th March 2024.	Continuous improvement phase An induction to line managers' health and safety responsibilities is being developed in Assura, with a go-live planned for July.	Ongoing 2024	⟷	As of 1 October, 1263 staff members (out of 2406) had completed the UC H&S Introduction learning module. All line managers were invited to complete their manager-specific health and safety induction in July. So far, 61% of line managers have completed the induction. The Health and Safety Office will start providing non-completion reports to SLT next month.
		Optimise Health and Safety Team service delivery through business partnering and service level agreement	The business partnering model is implemented	H&S business partnership model is implemented. New H&S induction for Executive Deans/Academics has been developed and delivered by H&S Business Partners. The H&S Improvement Manager inducted Faculty Operations Directors. Completed 2023 objectives- The H&S Business Partners meet monthly with the Faculty Managers. This approach ensures comprehensive coverage and effective communication between the H&S team and Faculty Managers.	Continuous improvement phase	Ongoing	⟷	The Health and Safety Office has completed interviews for a replacement H&S Business Partner. A preferred candidate has been indentified and reference checks are being undertaken. Emlyn Moore (H&S Business Partner) has taken up the Faculty of Engineering portfolio and will hand over People, Culture and Campus Life portfolio to the new Business Partner.

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Plan		Do	Check	Progress				
Strategic Pillar	**Objective**			**Completed**	**In progress** (2024)	**Delivery**	**Risk Status**	**Comment**
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. QR Codes for Assura reporting have been posted in high-traffic areas around campus. Campus Rhythmn includes information to improve student awareness and engagement with Assura. The Communications Team runs the Think First (summer edition) campaign for Semester 1 students. This campaign highlights general safety and well-being information and includes information on reporting health and safety hazards/incidents in Assura.	Continuous improvement phase A follow-up Think First (winter edition) campaign will run in Semester Two. Facilities Management is working on adding QR codes to all the Emergency Management Boards around campus. This will be a 12-18-month project. As an interim solution, QR code stickers will be placed on building entrance doors.	Ongoing	⟷	
	2.2 We are assured that our industry partners/PCBUs with whom we share health and safety duties have systems in place to protect the health, safety, and well-being of our people	Pursue opportunities for wider sector sharing of information related to critical risks and other joint health and safety goals.		UC shares knowledge and learnings through various forums and maintains ongoing relationships with UCSA and Accommodation providers. The UC Staff Wellbeing Leads and H&S Business Partners attend hui/workshops with the NZ University Wellbeing Group.	Ongoing effort to engage and support UC partners where shared health and safety duties exist.	Ongoing	⟷	
3. Effective systems	3.1 Governance groups and all people leaders have insight into health and safety risks and management performance.	Develop performance metrics focusing on positive/proactive health and safety behaviours (lead indicators) and start measuring and reporting performance.	Monthly/periodic business reporting	Monthly SLT/Council H&S Report. Real-time business reporting-live dashboard (H&S performance) now available to all Staff on the intranet.	Completed- Continuous improvement phase	N/A	⟷	
	3.2 Effective H&S systems and tools provide an organisation-wide view of health and safety risk and	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	Completed- Continuous improvement phase- periodic updates to H&S Management System Documentation	N/A	⟷	

Classification: Public

Plan		Do	Check	Progress				
Strategic Pillar	**Objective**			**Completed**	**In progress** (2024)	**Delivery**	**Risk Status**	**Comment**
	compliance			reviewed/updated in 2021. 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. The Assura Fieldwork planning and approval system went live on 28th July.	Completed –Continuous improvement phase The H&S Office has developed a new central register in Assura to record PECPR (Pressure Equipment, Cranes, and Passenger Ropeways) certifications. This register will replace a range of Excel spreadsheets from the faculties and FM and be used for assurance.	N/A	⟷	Pressure Equipment, Cranes, and Passenger Ropeways (PECPR) certification and inspection records have been requested from all departments with PECPR equipment. This process is likely to take a number of months to complete as records are not stored in a central repository. Once available records have been collated and gaps identified, a process/plan for PECPR certification and inspections will be developed with the plant/equipment owners. Risk assessments for high-risk PECPR without certification/inspection records will need to be prioritised.
	3.3 Legislative compliance is verified, and recommendations for improvement translate into actions and continuous improvement	Deploy an internal compliance programme for all regulatory compliance requirements.	Implement the Safe365 programme. Verification of adequate health and safety processes and culture via verification audits and inspections	Safe365 super-users have been identified and trained to maintain the Safe365 dashboards. 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- On	Quarterly reviews and reporting will ensure continued progress.	Q4	⟷	UC Safe365 aggregate score has improved from November 2023 (52%) to 60% (YTD). We are on track to achieve the organisational KPI (65%) by 2026.
					The Senior Leadership Team is developing an action plan to address audit recommendations.	Q3	⟷	

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Plan		Do	Check	Progress				
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
				26 May, Paul O'Flaherty discussed the report 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. 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.	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	⟷	Work on the Critical Risk Standards is ongoing.

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Vice-Chancellor's Report to Council

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

November 2024

This period marks the end of the second full semester of the year, concluding with exams. The Summer 'semester' started on 11 November and runs through to 13 December 2024.

Engagement

Sir Richard Taylor, co-founder and creative director of New Zealand's legendary Wētā Workshop, presented UC's annual free public Hopkins Lecture, *For the Love of Creativity,* on 1 October to a capacity crowd in UCSA's Ngaio Marsh Theatre. Hosted annually since 1978 by UC's Civil and Natural Resources Engineering department, the Hopkins Lecture supports UC to promote broad social discussions within the engineering profession while enhancing public understanding of engineering issues. The visit included a tour of UC's Kōawa Creative Technologies Precinct.

A UC team led by Product Design lecturer Oana Jones worked on projection mapping animation to bring the façade of the Arts Centre to life as part of the 2024 Illuminate Festival at the Christchurch Botanic Gardens. The festival attracted thousands of visitors over three weekends during 5-22 September.

We received several notable bequests in September, including a $1.1 million bequest for the School of Physical and Chemical Sciences from Dr Alan Happer who dedicated much of his career to UC. We shared the story during NZ Wills Month in September with media and on our channels to showcase the trust and support of alumni and former staff.

On 19 September UC announced the establishment of the John Rutherford Scholarship, made possible by the continuing generosity of UC graduate and donor John Rutherford. Expected to be available at the commencement of the 2025 Academic year, the gift of USD 250 000 (approximately NZD 402 500) to the University of Canterbury Foundation in America will support second-year undergraduate students who face financial hardship and have no other source of scholarship support.

On 24 October UC announced a new scholarship in honour of Dame Jacinda Ardern, who is quoted in the release. Through a USD 250 000 grant from the California-based Skoll Foundation the *Ōtautahi Aroha wa Salam: March 15 Scholarship* has been set up to provide financial assistance to survivors of the 2019 Christchurch mosque attacks, along with family members and family members of victims.

We hosted a Donor Appreciation Celebration on 7 November to acknowledge and thank those donors, including current and former staff, alumni, and many generous local business partners, who contributed to support student success, access to education, and research at UC in 2024.

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Education – Accessible, Flexible Future Focussed

November 2024 saw 38 000 individual exam sittings. That comprised 420 exams of which the majority (278) were paper-based and on campus. There is a growing number of online exams (85); half of which were delivered on campus and half of which could be completed anywhere. In addition, there were 49 'non-invigilated' assessments due during the exam period. The gradual growth in alternative types of assessment reflects the move toward more flexible options for students where it is practicable.

UC has secured TEC funding for $4.97 million over two years to support the ongoing student success programme. The funding is for the He Kokonga Whare e Kitea consortium project between UC and VUW, which will accelerate learner success by using a data coaching programme to impact leaners at scale. In addition, a further $600 000 philanthropic funding has been secured for Te Kakau a Māui 2.0 programme, spread over the next four years.

On 14 October the Institute of Data announced its partnership with Tuihono UC | UC Online to offer three part-time courses focused on bridging the technology skills gap in New Zealand. Commencing 15 October, the new courses in Data Science and AI, Cyber Security, and Software Engineering will equip mid-career professionals with industry-relevant skills and provide ongoing career support for job placement.

The AI Learning and Teaching working group is presenting workshops for all staff in November. Presented by Associate Professor David Dempsey, the courses will range from the basics to more advanced use of AI. UC's leadership in AI is also evident in our outreach to communities. Associate Professor Kathryn MacCallum presented her Scaffolded AI Literacy (SAIL) Framework for Education at the Digital Technologies Teachers Aotearoa (DTTA) Ara Ako AI Summit in Auckland.

Research – Impact on a Changing World

Two UC researchers were awarded medals by the Royal Society of New Zealand Te Apārangi at a ceremony on 14 November. Distinguished Professor Charles Semple is the winner of the 2024 Hector Medal for undertaking work of great scientific or technological merit. Professor Natalia Chaban is the winner of the 2024 Mason Durie Medal, as the nation's pre-eminent social scientist. It is intended to recognise an outstanding contribution to the social sciences that while originating in a New Zealand environment, has had an international impact.

Two members of the UC community were winners at this year's Kiwinet Research Commercialisation Awards held in Wellington in October. Emma Arvidson won the Momentum Student Entrepreneur Award for her startup venture Teiny which is producing high protein oat milk powder. Distinguished Professor Geoff Chase won the BNZ Researcher Entrepreneur Award for his engineering work to improve medicine and a more resilient New Zealand in the area of earthquake engineering.

Professor Gail Gillon, Director of the Child Well-Being Research Institute, has been appointed as the Education Commissioner on the Board of the New Zealand National Commission by the Minister of Education, Erica Stanford. The New Zealand National Commission connects Aotearoa New Zealand to the United Nations Educational, Scientific and Cultural Organization (UNESCO).

Executive Dean of Education, Professor Joce Nuttall delivered two prestigious keynote addresses, including at the New Zealand Educational Administration and Leadership Society on the need for leaders to mobilise the expertise of their teams in implementing change and maintain and orienting

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narrative of the change process. She also presented at the Philosophy of Education Society of Australasia Symposium offering her analysis of six persistent problems facing ITE and the potential solutions.

Professor Cheryl Brown (Education) was appointed as one of the Chairs of the Commonwealth of Learning and will focus on digital equity in Pacific nations. Her UNESCO report on equity and inclusion in Pacific Education was released at the Commonwealth Heads of Government Meeting (CHOGM) as a background paper for the Global Education Monitoring Report 2024.

An article co-authored by Sarah Wright (UC Business School) has just been published in the Harvard Business Review. The article *We're Still Lonely at Work* was also featured on the front cover of this prestigious magazine.

UC was successful with ten Ministry of Business, Innovation and Employment (MBIE) Smart Ideas and Research Programmes either as the lead organisation or as subcontractors. The total value awarded to UC in the 2024 round is $17.4 million. One notable project led by Associate Professor David Dempsey aims to remove megatonnes of carbon from the atmosphere each year, and has received $10 million over five years.

In this year's Marsden awards UC researchers received three Fast Start awards for early career researchers and seven standard awards worth a total value of $7.3 million across both types of grants. Success was spread across the faculties of Arts, Engineering and Science.

On 14 November, UC along with visitors from MBIE and Technical University of Munich, celebrated the opening and recommissioning of the Canterbury-2 ('C-II') Large Ring Laser Gyroscope. The C-II ring laser is a globally unique device, originally installed underground in the Cashmere caverns in Christchurch. Following the Christchurch earthquakes in 2010/2011, the laser facility was closed. C-II is now housed in a state-of-the-art purpose-built laboratory at the University of Canterbury.

UC has fared well in the 2024 Shanghai Global Ranking of Academic Subjects (GRAS) results. Eight subjects have moved up: Hospitality & Tourism Management, Law, Geography, Education, Earth Sciences, Business Administration, Agricultural Sciences and Biological Sciences. Hospitality and Tourism Management is now ranked 12th in the world and first in New Zealand, with publication and citation metrics making a major contribution to this result.

People – Nurturing Staff, Thriving Students

UC has for the second year running won the University Tertiary Sport New Zealand (UTSNZ) Championship Series. We therefore maintain our place as New Zealand's top sporting tertiary institution and retain the 101-year-old UTSNZ Shield. The series runs throughout the year at various venues and involves eight sports.

In early September UC hosted the *Supporting Cross-Border Students Symposium* programme in collaboration with ISANA NZ, the International Education Association of New Zealand. The symposium brought together educators and researchers from the tertiary sector across New Zealand and Australia, offering a platform to share best practices and strategies for enhancing the support of international students.

A number of activities were run during Mental Health Awareness Week, 23-29 September. These included a week of free open access to the Recreation Centre, a *5 Ways to Fitness Challenge*

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run by the Recreation Centre, a community lunch in Rehua, a *Take a Mate to a Cafe* discount scheme, and Run72 the annual Lads Without Labels three day running relay around campus.

The Student Wellbeing team ran another Study Week event to finish off the year and give students a chance to unwind and recharge prior to exams. Offerings across the week involved a variety of activities, snacks, and opportunities to engage with the Wellbeing Navigators. The sessions were very well attended with some days seeing almost 1000 attendees.

On Monday 4 November UC was advised by UniLodge, the operator of University Halls and Ilam Apartments, that a number of students had become ill overnight. UC's Accommodation Services and Student Wellbeing teams worked with UniLodge to support students' wellbeing, and all had recovered within about 24 hours. We await the results of the Ministry of Primary Industries' Food Safety Unit sample testing and their report, but their working hypothesis is that the cause of the illness was food poisoning, probably from a Sunday evening chicken dinner. Their preliminary view is accepted by all parties, including the UCSA, which is UniLodge's catering contractor.

People and Culture have launched a tailored process to guide onboarding and induction for new Academic Staff. The goals of this process, which starts when the new hire signs their offer and ends on their two-year anniversary, are to build a sense of belonging, build connections to enable new staff to be contributing colleagues, enable new starts to settle in and get up to speed, and provide a guided experience.

Internationalisation – Locally Engaged, Globally Networked

As part of the University's ongoing efforts to increase international student numbers, we hosted 25 international recruitment agents for a UC-exclusive trip to Ōtautahi Christchurch during 23-27 September. The conference-style event highlighted the best of the University and city, allowing them to experience firsthand the reasons why UC is an attractive study destination for international students, and why our city is ranked among the top 100 student cities in the world.

In September I travelled to Malaysia and Singapore along with members of the Advancement team. We met with business leaders, donors, and alumni across Kuala Lumpur, Kuching, Sibu, and Singapore. We hosted an alumni reception at the New Zealand High Commissioner's residence in Kuala Lumpur, as well as smaller receptions in Kuching and Sibu. With strong historical ties to Malaysia and Singapore dating to UC's participation in the Colombo Plan, we have a large cohort of highly engaged and very generous alumni throughout the region. While there, I progressed partnership and philanthropy discussions with several major donors and key alumni-owned or managed businesses. I also met with potential university education partners. At the reception in Sibu, I was presented with a donation of $12 000 from Dr Gregory Hii to support postgraduate scholarships.

During 12-16 October I visited Samoa along with Pro Vice-Chancellor Pacific, Distinguished Professor Steven Ratuva. We met with notable alumni and also the Prime Minister of Samoa Fiamē Naomi Mata'afa. We signed a Memorandum of Understanding with the National University of Samoa, and hosted a successful alumni event to launch Samoa's first UC Alumni chapter which was attended by prominent leaders, including the Deputy Prime Minister.

In my capacity as Chair of the Association of Commonwealth Universities, I returned to Samoa on 21 October for the Commonwealth Heads of Government Meeting (CHOGM) where I spoke at two events in the Business Forum Programme. I was able to highlight UC's research on Sustainable Cities

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and how we foster graduate employability. On the evening of 24 October UC was announced as a partner of HRH King Charles' new King's Commonwealth Fellowship Programme. The programme offers fellowships for mid-career professionals and students from Commonwealth Small Island Developing States (SIDS) like Samoa.

On 11 October UC Hosted the Fijian Honourable Minister for Education, Aseri Radrodro on campus to discuss undergraduate and postgraduate research options for Fijian students at UC. The Minister also met with current UC Fijian students.

UC's Distinguished Professor Steven Ratuva presented findings from the POCCA study (Pacific Ocean Climate Crisis Assessment) at the Conference of Parties 29 (COP29) in Azerbaijan on 11 November. The three-year study was led by UC in collaboration with the University of South Pacific and is the largest study of climate adaptation in the Pacific region, involving over 100 Pacific scholars and community experts working across 16 Pacific Island Countries and Territories to examine the impact of climate change on Pacific communities.

Distinguished Professor Steven Ratuva is one of 12 eminent Pacific Island scholars elected as a Foundation Fellow to the new Pacific Academy of Sciences, which was formally announced by Samoan Prime Minister Fiamē Naomi Mata'afa during CHOGM on 23 October.

Dr Jannik Haas (Civil and Natural Resource Engineering) visited Brazil as part of a team of Early Career Researchers funded by the Latin America Centre of Asia-Pacific Excellence. He met with Professor Aldo Nelson Bora (State Secretary of Science, Technology and Higher Education of Paraná, Brazil), where the opportunity to fund PhD students to study at UC was greatly progressed. This visit built on very fruitful visit by Professor Bora and his team to UC in September.

Organisational Efficacy – of a sustainable scale by 2030

The new Contact Centre system successfully went live for our main UC Contact Centre, the Security and Health Centre and the IT contact centre. The new system replaces the end-of-life Geomant system and integrates with our CRM (D365) which will speed up access to student profile information.

The new Software Asset Management process went live on 1 of November in the UC Service Portal. It provides a central place for Digital Services to manage software, and new streamlined workflows and forms for requesting and managing software across UC. It is expected that this will relieve many of the pain points that staff associate with procuring new software and improve the administration and overall cost of software for the University.

Work to recover the roofs at Dovedale has commenced. Ōtākaro is the main re-roof project and the Jack Mann Theatre sound stages are nearly complete. Work on the asbestos strip out of Jack Mann auditorium is underway.

Environmentally Sustainable

The Solar Array located outside the Engineering and Physical Sciences Library was officially opened. It is a 2.6-kilowatt system now feeding into the grid as a research centre for the UC Engineering School. This solar array "flower" moves with the sun so it stays at peak consistent output the whole day. It was kindly donated by Shawn Huang, a founder of Golden Solar BIPV. The installation will serve as a valuable teaching resource for the Master of Engineering Studies in Renewable Energy, facilitating data collection for ongoing research.

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An educational Rock Garden in the refurbished area next to the new Ground Source Heat Pump plant room has been established.

EPECentre visited the Ōnuku Marae as part of the Future Architecture of the Network MBIE-funded research programme's Vision Mātauranga workstream's efforts to look at energy use. This ongoing work is aimed at maximising the energy use and efficiency of the Marae.

The Department of Chemical and Process Engineering recently developed the Pacific H2O module, an online tool for engaging high school students in the exploration of water treatment within the Pacific Island context.

UC's Sustainability team and EnviroSoc student club hosted a special screening of international film *Our Blue World: A Water Odyssey* on 30 September, welcoming over 280 people from the Ōtautahi Christchurch community to explore humanity's complex, evolving relationship with water.

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Memorandum/Pukapuka

To:	**Ki:**	University Council
From:	**Nā:**	Professor Cheryl de la Rey, Vice-Chancellor
Date:	**Rā:**	18 September 2024
Subject:	**Kaupapa:**	**Academic Board report**

Recommendations:

1. ***that the Council notes the attached report of the Academic Board* (attachment 1).**

2. ***that the Council approve the semester dates for 2026 (Diligent attachment 2).***

3. ***that the Council notes the reports of Graduating Year Reviews and the introduction of new Qualifications from established programmes. Detail of these can be found in Diligent attachment 3. These reports were endorsed by the Academic Board and have been approved by CUAP.***

4. ***that the Council receives the draft one year on progress report following the AQA academic audit visit which is due with the AQA Board in December. (Diligent attachment 4)***

Executive Summary:

The Board endorsed 12 Graduating Year Reviews, the introduction of five new qualifications and the deletion of an endorsement in the Master of Civil Engineering. The Board also endorsed the academic dates for 2026 and the one year on AQA academic audit report and discussed changes to the UC Doctoral Scholarships and Faculty Board terms of reference.

Attachments:

- **Attachment 1: Academic Board report from August 2023**
- **Attachment 2: Semester dates for 2026 and provisional dates for 2027 (refer to Diligent Reference folder "Academic Board Background Papers")**
- **Attachment 3: Graduating Year Review Reports and CUAP Proposals (Diligent)**
- **Attachment 4: One Year on Draft Report in Response to AQA Academic Audit, 2023 (Diligent)**

Full papers commence overleaf.

ATTACHMENT ONE

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

TE POARI AKORANGA | ACADEMIC BOARD

REPORT TO THE COUNCIL
FROM A MEETING OF THE ACADEMIC BOARD
HELD ON FRIDAY 13 SEPTEMBER 2024

REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor said that it had been pleasing to welcome a larger number of international students on campus than projected for Semester 2 study. She noted her appreciation of staff who had been involved in the recent successful Open Day event which had attracted a record number of registrations. She had also attended the Raising the Bar event in the city and thanked all involved for an impressive and enjoyable evening.

She said that University Advisory Group (UAG) members had visited UC on 21 August and thanked those who had met the panel. The panel felt their visit was productive and were impressed by the clear sense of identity expressed by staff interviewed. They were reserving the option of visiting again in November to explore specific themes which are likely to include governance and funding.

She had agreed with the Head of Ara that they would together meet Business Canterbury representatives to form a closer working partnership with business. She had recently attended a meeting where the Christchurch Ciity Mayor had acknowledged the important role UC plays in building a strong local economy and the university is seen as an important stakeholder in the region.

REPORT FROM THE ACADEMIC ADMINISTRATION COMMITTEE

Professor James, Dean of Academic Governance, invited Associate Deans (Academic) or nominees to present the graduating year review reports, the proposals for new qualifications which derive from existing qualifications and the deletion of an endorsement in Renewable Energy in the Master of Civil Engineering. All were subsequently endorsed by the Board.

UC DOCTORAL SCHOLARSHIP REGULATIONS

Professor McAuliffe, Dean of Postgraduate Studies, presented the revised regulations which proposed a return to rounds and updated selection criteria.

USAGE OF SEMESTER ONE BREAK

The Deputy Vice-Chancellor (Academic) stated her intention of establishing a working group to look at a range of factors which were causing pressure points over the academic year.

KEY DATES 2026 AND PROVISIONAL DATES 2027

The key dates for 2026 and provisional dates for 2027 were endorsed.

REVIEW OF FACULTY BOARD COMPOSITION AND TERMS OF REFERENCE

Associate Professor Griffith reported back on the working group that had been tasked to review Faculty Boards' terms of reference. Following discussion, it was agreed to circulate the group's findings to Faculty Boards for comment, with the intention of revisiting the discussions at the Board in November.

AQA ACADEMIC AUDIT ONE YEAR ON REPORT

Members endorsed the report, subject to minor editorial changes.

GENERAL BUSINESS

The Dean of Academic Governance noted that UC Curriculum, the new curriculum management system had launched in the previous week. It will be used for the management of all future new courses and CUAP proposals.

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	**Council & Vice-Chancellor 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)
5.0 5.1	**Minutes** Confirm public excluded minutes of 16 September 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
6.0 6.1 6.2 6.3	**Matters Arising** Current Action Schedule Strategy Day 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)
7.0 7.1 7.2	**Health & Safety** Monthly Health & Safety Verbal Update H&S Induction Process Annual Review	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
8.0 8.1	**Arbitration** Arbitration Matter Strategy 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)
9.0 9.1 9.2 9.3 9.4	**Audit & Risk** Audit & Risk Committee Report (4 November 2024) Internal Audit Plan 2025 Post Implementation Review Workplan 2025 Year-end 2024 Key Accounting Issues	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
10.0 10.1 10.2	**Strategy & Planning** Strategy Implementation Q3-2024 Update Triennial 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)
11.0 11.1 11.2 11.3 11.4 11.5 11.6	**Finance** University Budget 2025 Consolidated UC and Trusts 2025 Budget Major Investment Plan (MIP) Q3-2024 Report 30 September 2024 Summary Consolidated Financial Statements 31 October 2024 Financial Report Deferral of UCSA Loan Interest Increase	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	**Major Projects** Kōawa Digital Screen Programme New Governance Structure Kōawa Digital Screen Project Quarterly 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)
13.0 13.1	**Academic** Strategy Implementation Graduate Profile	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

14.0 14.1 14.2 14.3	**Delegations** Delegations Register Annual Update Conferment of Qualifications Regulation Amendments Delegation of Authority to Executive Committee	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
15.0 15.1 15.2 15.3 15.4	**From the Chancellor** Pro-Chancellor Election Committee Membership Elections Chancellor Meetings & Correspondence Verbal Update Council Workplan 2024 & 2025 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)
16.0 16.1 16.2 16.3 16.4	**From the Vice-Chancellor** Vice-Chancellor's Monthly Report Emeritus Professor Nomination Academic Board Minutes 13 September 2024 Academic Board Motion from September Council Meeting	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)
17.0	**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)
18.0	**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.