

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

Agenda

**DATE** Monday 19 August 2024  
**TIME** 9:00am  
**VENUE**

8. **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	<b>Minutes</b> Confirm public excluded minutes of 15 July 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	<b>Matters Arising</b> 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	<b>Health &amp; Safety</b> Monthly Health & Safety Verbal Update H&S Internal Audit Draft Action Plan & Legal.46 75		

12.0	<b>From the Vice-Chancellor</b>	To enable the University to carry out, without prejudice
12.1	Vice-	or disadvantage, commercial activities.
	Report	To enable the free and frank expression of opinions by or
12.2	Emeritus Professor	between or to members or officers or employees of the
	Nomination	University.
12.3	Academic Board Minutes 7	
	June 2024	



Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
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Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2022	Chapman Tripp	Employee
	2022	Mahaanui Kurataiao Ltd	. D L W D L N L U H S U H V H Q W D W L
	2022	7 H 7 D X P X W X 5 I Q D Q J D	Kaitiakitanga portfolio member
	2022	7 H 7 D X U D 7 — Q J D W D 7 U X V W	Trustee
	2022	University of Canterbury	

# COUNCIL

## Public Meeting Minutes

Te Kaunihera o Te Whare  
: E Q D Q J D R : D L W D K D

DATE Monday 15 July 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 (via Zoom), Mr Bruce Irvine, Mr Luc MacKay, Ms Gillian Simpson, Ms Lisa Tue9.31 348.65 55re W\* re W\* n BT /T9nran





Moved  
That Council notes the Vice

9.0	Finance 30 June 2024 Financial Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.1		To enable the free and frank expression of opinions between or to members or officers or employees of the University.	7(f)(i)
10.0			
10.1			
10.2			
10.3			

COUNCIL ACTION SCHEDULE  
 from the meeting held on 15 July 2024  
 (new and updated actions are shown in red)

	Action	By Whom	Due Date	Expected
1.	Add the following possible workshops to the Council Workplan: 1. Artificial intelligence 2. Student growth and funding	Mr Judge	August 2024	
2.	Provide Council Z L W K D U H S R U W F ranking strategy	Professor		



## Appendix I: Health and Safety Performance Summary

This report highlights the ongoing efforts to proactively identify and address potential hazards, ensuring the well-being and safety of staff, students, and visitors. This section provides a high-level overview of key statistics from Appendix II (a). A new student selfreport dashboard has been introduced to enhance reporting.

### Key Statistics for June 2024:

- x Total Reports: 135
  - o Incident Reports: 50
  - o Near Misses: 17
  - o Safety Observations: 36
  - o Actions: 47
  - o Meetings: 2
- x Severity of Incidents:
  - o Low: 25 (first aid or no treatment)
  - o Moderate: 10 (medical treatment sought)
  - o Hospitalisations: 1 (due to a personal medical emergency)
- x Safety Observations: 36
  - o Unsafe Practice Observations: 9
  - o Unsafe Conditions: 19
  - o Improvement Suggestions: 3
  - o Student Safety Observation Reports: 3

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 incidents categorised by critical risk, summarising the details and actions taken. In June, 21 health and safety reports and 15 safety observations associated with T5 (critical) risks were recorded.

#### Hazardous Substances

- x Number of Reports: 7
  - o Examples:
    - f* Exploding test tubes with acidolysis solution in a fume hood: Neutralised and cleaned up.
    - f* Nitric acid bottle neck broke: Checked manufacture date (2013) and replaced bottle; Chemical spill training requested.
    - f* Chemical spillage in lab: Area coned off; spill cleaned with appropriate PPE.
    - f* Blowout of Bunsen burner: Immediate safety measures taken; lab manager informed.
    - f* Legacy waste in West basement: Identified and disposed of appropriately.

- f* Transport of liquid nitrogen in passenger lift: Clarified as a 'dry shipper' safety communication sent out.
- f* Chemical spill training requested by Civil and Environmental Engineering Lab managers from CAPE.

#### Poor Wellbeing

- x Number of Reports: 14
  - o Examples:
    - f*

- f* Rotten branch fell outside exclusion zone: Reported to security, area checked.
- f* Student seizure: Ambulance called; security assisted.
- f* Lack of lighting on campus: Lights turned on; signs placed.
- f* Student fainted during lab session: Provided support, shared resources.
- f* Power outage in building: Reported, no injuries.
- f* Slippery ramp near portacabins: Improved signage and anti-slip measures.
- f* Bike shed emergency exit malfunction: Emergency release fixed; staff trained.
- f* Loose carpet causing trips: Carpet secured, no further incidents.

## Key Insights and Trends

- o Environmental factors, such as slippery surfaces, inadequate lighting, and cold conditions, caused several incidents this month. Data collected over the past three years shows a clear trend of increased winter-related accidents and injuries from slips, trips, and falls. The effectiveness of immediate actions, such as conducting repairs and implementing safety measures, demonstrates the importance of a quick response to safety issues. This trend highlights the ongoing need for enhanced environmental controls, improved campus winterisation efforts, and awareness of winter hazards. The "Think First" communications campaign includes this as a focus. Continued emphasis
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restored the building-wide sprinkler protection. The laboratory was then secured, awaiting direction from WorkSafe.

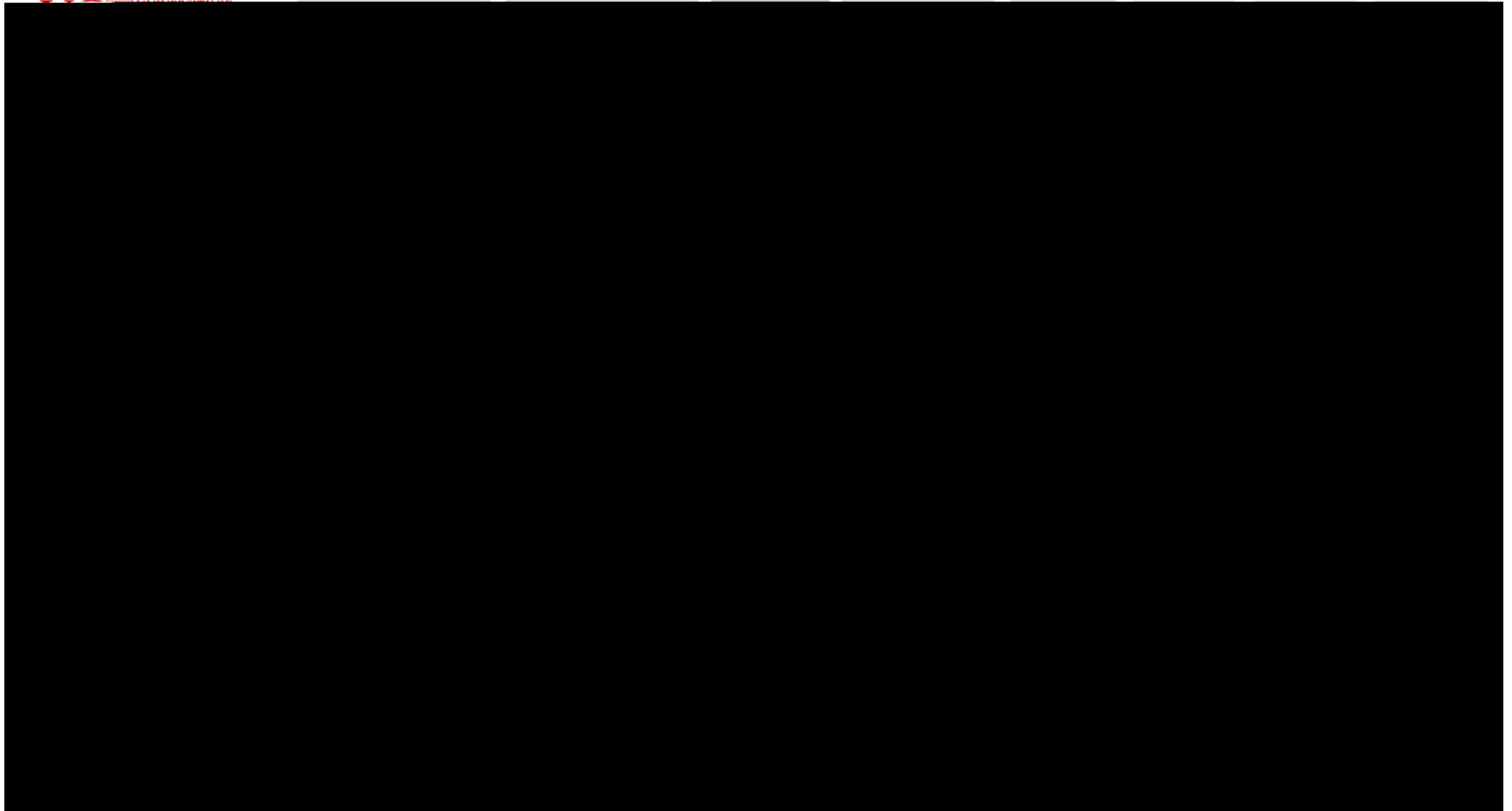
On July 15th, UC was notified that WorkSafe would not investigate the incident, and the file was closed.

A Learning Team, led by two facilitators from the H&S team, the Post Doc, the supervisor, and other CAPE and Facilities Management staff involved in the incident and emergency response, is reviewing the incident and recommending actions for management. A further update will be provided in the next report.



Appendix II (a):

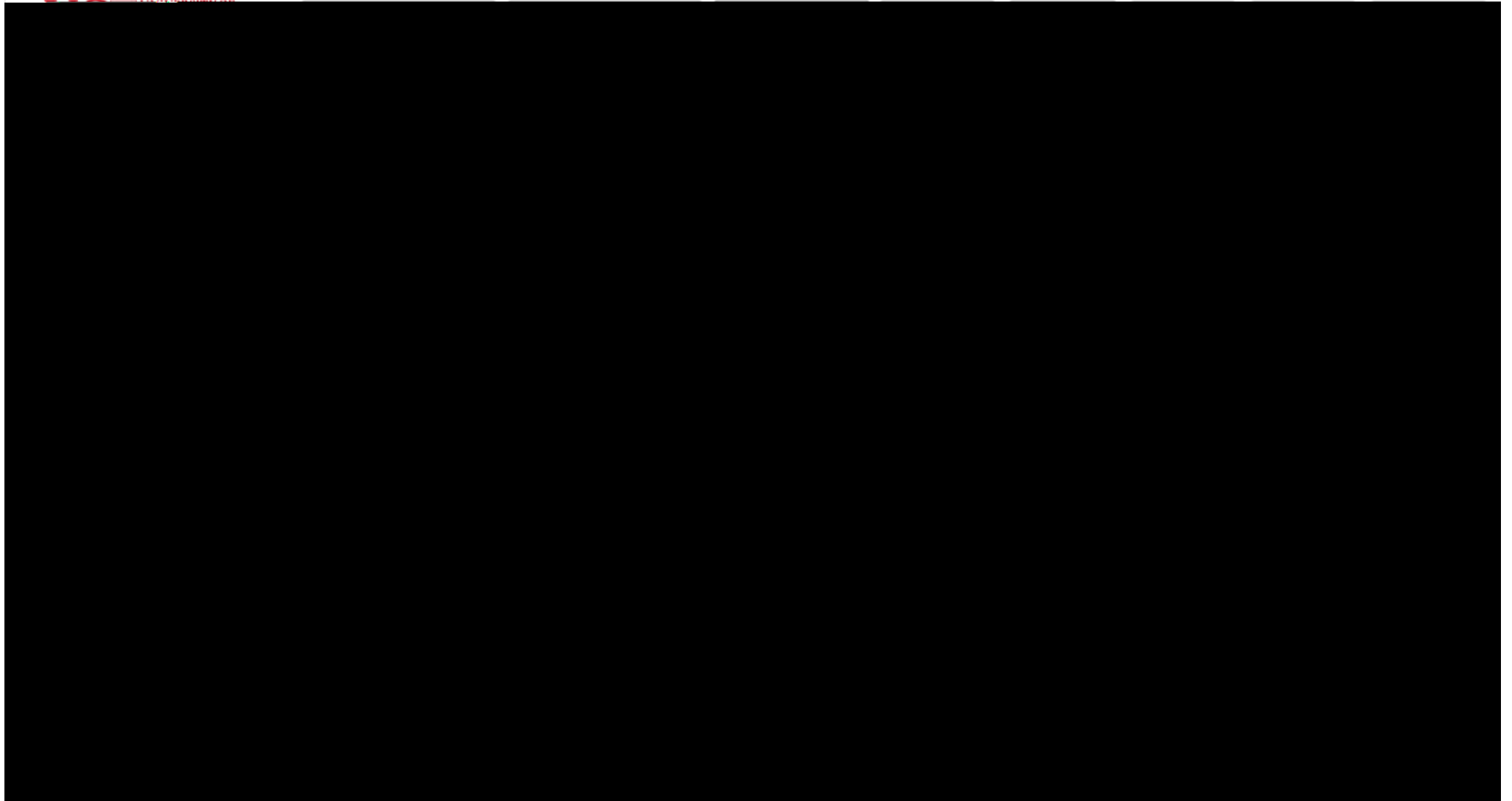
Health & Safety Performance Dashboard (month rolling)





Appendix II (c):

Health & Safety Performance Dashboard Student Self-Report YTD



## Appendix II: Health and Safety Action Plan Progress Report

The Health and Safety Action Plan (Plan) 2022-2024 aligns with Tangata Whānua, Tangata Ora 2020-2030 strategic objective: People-Nurturing Staff, Thriving Students and the Mahere Oranga Wellbeing 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 strategic and engaging and empowering our people to work together to make good decisions about health, safety, and wellbeing 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							



Plan

Do

Check



Plan		Do	Check	Progress		
Strategic Pillar	Objective		Completed	In progress (2024)	Delivery	



# Memorandum

People, Culture, and Campus Life  
Health and Safety

To   Ki:	University Council „Í j + Ù i > + Í ó ô X e ...
From   : N	

- x Safe Practices: Ensuring hazardous substances' use, storage, and disposal are managed safely, maintaining and regularly inspecting plant and machinery to ensure they are in safe working condition; and requiring training and providing necessary instruction and safety equipment to protect staff and students on and

UCPL-4-134

UCPL-4-134

Consult, cooperate and collaborate with third parties and contractors where we have overlapping health and safety duties.

Provide and maintain safe facilities, accommodation, plant, equipment, and systems, and seek to ensure safety is embedded in our design appu( )TjETQp ensure rentrn1.65 Td[syst)7.995 (e)-1.993 (m)-7.005 (s)TjETQ 0 595.

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Vice -



July 2024

## Introduction

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Semester 2 began on 15 July after a quiet period due to the midyear break, the campus is again busy with staff and students

a Haere (Lunch on the Lawn), a Clubs Day, an International Food Expo, Music Events, and a Winter Wellness Expo. There was also a drop opportunity for postgraduate students and families to meet with UCSA advisors, provide feedback about their experiences to date, and to connect with fellow students.

UC hosted the July meeting of the Committee on University Student Pastoral Care (CUSPaC). Operating through Universities New Zealand, the Committee has a focus on the Pastoral Care Code and works on matters such as monitoring, compliance, student voice and sharing of best practice.

student experience.

Professor Philip Joseph

appointment,

UC graduates Wendy Aldred, Alanya Limmer, Philip Shamy, Timothy Stephens, Robert Stewart, Garry Williams, and Samuel Wimsore were also appointed to the rank of KC

## Engagement

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The midyear Hui - Community Meeting on 8 July was well attended by the campus neighbours and local (non-student) residents. The Ilam and UC Community Liaison Officer, Senior Constable Liz Johnson, joined UC Security Manager Ken McEwen and UCSA President Luc McKay to give updates relevant to the local neighbourhood, including the Good One Party Register, UC events and campus updates.

There were two Tauhere Connect public lectures this month. Darkening peaks: alpine adventures hit by shrinking glaciers on 17 July from glaciologist Associate Professor Heather Purdie and 'o š] Œ Z }o}P Ç ]v }š \_Œ}24 • July] Presented by Senior Lecturer in Astroinformatics and Data Science Dr Clare Worley. Both livestreamed events were well attended and received active engagement from the in-person audience during the Q&A sessions. Videos of the Tauhere Connect talks are available on YouTube.





competition, earning them the right to travel to the Sunshine Coast to play in the Oceania tournament, where they secured the title. This has earned them a place in the World University 3x3 Games in China at the end of 2024.

UC Rugby have had a successful season so far, with the Premier Women becoming Champions again, , all making their respective finals.

The Student Ambassador programme within halls of residence has commenced with a training workshop facilitated by the ISANA NZ. This programme aims to work with international students on developing cross-cultural connections.

The staff leadership development programme has been expanded to include courses on Applied Decision Making, Moving Forward After Change, Rebuilding Groups and Departments, Fostering a Meaningful Work Environment, and Managing Neurodiversity. The last two courses are in webinar form and are run in partnership with Otago University and Victoria University of Wellington.

## Organisational Efficacy of a sustainable scale by 2030

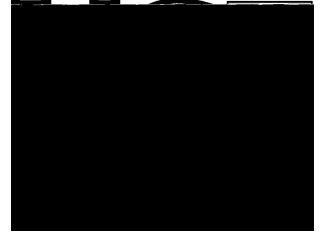
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, the 283bed student accommodation facility in Homestead Lane, is underway and on track.

Tuihono UQ UC Online upgraded the learning management system from Totara to Moodle to enhance learner experience. The Moodle implementation aligns our system with UC's AKO | Learn, leveraging existing LMS capabilities, increasing agility-for-use changes, and providing immediate access to the latest features, alongside Moodle's improved and dynamic user interface. This change will reduce costs per year and pave the way for improving student experience, mic Course Engagement (ACE) product.

Since the launch of the new website and experience management platform, the Digital Services web

# Memorandum/Pukapuka



To:	Ki:	University Council
From:	1 —	Professor Cheryl de la Rey, Vice-Chancellor
Date:	5 —	22 July 2024
Subject:	Kaupapa:	Academic Board report

Recommendations:

That Council notes:

- the 12 July 2024 Academic Board Report (attachment 1)

Executive Summary:

The Board endorsed the CUAP proposals, discussed a proposed AI position statement and a motion to support the Boycott, Divest and Sanction movement

Attachments:

- Attachment 1: Academic Board Report from 12 July 2024.
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Background Papers

Full papers commence overleaf.



Associate Professor Moses agreed to withdraw the motion and return to a future meeting with a revised motion, in the light of the matters raised.



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

12.3	Academic Board Minutes 7 June 2024		
13.0	From the Audit & Risk Committee	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
13.1	Audit & Risk Committee Report 5 August 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)
13.2	Internal Audit Plan 2024 Change		
14.0	Other	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
14.1	Innovation Medal Recommendations	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
14.2	Research Medal Recommendations		
14.3	Teaching Medal Recommendations		
14.4	Naming Rights Policy Review		
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	