

COUNCIL  
Public Meeting Agenda  
Te Kaunihera o Te Whare  
W nanga o Waitaha

Agenda

**DATE** Wednesday 9 August 2023  
**TIME** 11.00am  
**VENUE** **Council Chamber, Matariki**

Refer to Page No.  
(matches Diligent).

KARAKIA (opening meeting)  
*Kia hora te marino*

*May peace be widespread*

9. PUBLIC EXCLUDED MEETING

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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 12 July 2023	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0	<b>Matters Arising</b>	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	<b>From the Chancellor</b> Council Work Plan 2023 Update Strategy Day Action Schedule	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
7.0 7.1 7.2 7.3	<b>From the Vice-Chancellor</b> Vice- Report Academic Board Minutes 9 June 2023 Academic Board Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1 8.2	<b>Strategy &amp; Planning</b> Statement of Service Performance 6 monthly update Proposed Revision to TEC Investment Plan (2022-2024)	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
9.0 9.1	<b>Delegations</b> Delegations Schedules (Governance, People & Culture)	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
10.0 10.1 10.2 10.3 10.4	<b>Finance and Major Projects</b> Major Investment Plan Full Report Digital Transformation Quarterly Update 30 June 2023 Financial Summary Report 31 July 2023 Financials Verbal Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
11.0	<b>Council Only Time</b>	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	<b>General Business</b>	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University	7(f)(i)

*I also move that staff identified by the Chairperson and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge*

*will be of assistance in relation to the matters discussed and is relevant because of their involvement in the development of the reports to Council on these matters.*

10. REPORT FROM THE PUBLIC EXCLUDED SESSION

11. GENERAL BUSINESS

12. NEXT MEETING

Š Council Meeting - Wednesday 13 September 2023 at 11.00am

KARAKIA (closing meeting)

*Kua mutu tōu i te mahi tahi o te r*

*Kia tau tou rangimārie kei mātou*

*Hui e Tōu ike*

*We have come to the end of our collaborative work  
for the day.*

*May peace be with us all*

*Let it be done*



Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2023	<del>HM</del>	<del>M</del>
	2023	<del>PHHHP</del>	<del>PM</del>
	2023	<del>HM</del>	<del>E</del>
	2023	HM TT1 9.eh5672 9.96 299.21 48(virnsibil9.96 299.21 48( q 587.35	



# COUNCIL

## Public Meeting Minutes

Te Kaunihera o Te Whare  
:EQDQJD R :DLWDKD

<b>DATE</b>	Wednesday 12 July 2023
<b>TIME</b>	11:00am
<b>VENUE</b>	Roo P \$NRPDQJD ĩ W—NDUR 'LJLWDC
<b>PRESENT</b>	Ms Amy Adams (Chancellor), Mr Shayne Te Aika (Pro-Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Peter Ballantyne, Ms Liz Bond, Mr Roger Gray (via Zoom), Professor Jack Heinemann, Ms Keiran Horne, Ms Rachel Robilliard, Ms Gillian Simpson, Mr Warren Poh
<b>IN ATTENDANCE</b>	Professor Catherine Moran - Deputy Vice-Chancellor (Academic) OU 3DXO 2† EEDKVEDW Co-Director, People, Culture & Campus Life Mr Richmond Tait - Director Finance Ms Adela Kardos - General Counsel & Registrar Mr Grantley Judge - Governance and Compliance Manager Ms Deborah Denes





In discussion the following was noted:

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Board and as Deputy Chair of the Board had ended.

9.0	<b>People, Culture and Campus Life</b> Health Safety & Wellbeing Monthly Report Safe365 Final Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.1		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.2			
10.0	<b>Digital Screen Campus</b> Project Report Establishment Board Quarterly Report Package 2 Options Analysis	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
10.1		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
10.2			
10.3			
11.0	<b>Business Cases</b> UC Online Business Case	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
11.1		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)

**COUNCIL**



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

Option 1 (2<sup>nd</sup> Wednesday of the month):

## July 2023

### Introduction

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

UC hosted the panel for the Universities New Zealand Academic Quality Assurance Cycle 6 Audit during 10-12 July. The audit looks across the university at all aspects impacting teaching and learning, from physical and digital facilities to classroom practices. The panel met a total of 102.004 (p)2.9um (g5f(The)f-5 ( )8.9d [(an)



Associate Professor Laura Revell is leading world-first research into how microplastics could affect 21st century climate change. Laura has received a three



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

## Organisational Efficacy of a sustainable scale by 2030

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UC has been selected as finalists in three awards at this CE [ •



- x In The Quiet Hero, the valiant life of UC graduate and former staff member, ~~George Andrew Bagshaw~~ <sup>Andrew Bagshaw</sup>, whose selfless volunteer work to help Ukrainians cost him his life, will be discussed by his parents, former UC C member Dame Dr Sue Bagshaw and Dr Phil Bagshaw.
- x To mark 150 years of the University of Canterbury, ~~illustrated~~ <sup>illustrated</sup> history of the institution is being published. The discussion, Turning Points, promises a fascinating insight into the process of writing A New History: The Un Canterbury 1870-2023, which is more critical and honest than the ~~CE Ç À } μ u } v u ] P Z š Æ % š X~~ historian Dr Chris Jones, will be in discussion with principal author Dr John Wilson, as well as other ~~contrib~~ <sup>contributors</sup> h v ] Å CE • ] š Çancel] or Professor Cheryl de la Rey and Po~~CE What CE } ( • • } CE d D ] CE d μ ~ E P ]~~ Christchurch history writer and Canterbury University Press (CUP) author ~~Stairga~~ <sup>Margaret Lovell</sup>
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\* Recruitment event for ~~and~~ future students. Attendees need to register for these ~~and~~ sessions. ~~We~~ Would like to keep the sessions open to potential future students. UC Council members are welcome to come and enjoy the atmosphere on the ~~day~~ we ask to please keep the sessions available for external attendees.

# Memorandum/Pukapuka

To:	Ki:	University Council
From:	E W	W μ o K [ & Executive Director People, Culture and Campus Life Natasha Barnett Director of Health and Safety
Date:	Z W	9 <sup>th</sup> August 2023

Subject: Kaupapa:

Attachments:

Appendix 1 Health and Safety Performance Summary

Appendix2- Summary of Hazardous Substances (Fumes) Incidents in May 2023

Appendix3- Health and Safety Performance Metrics Dashboard

Appendix4 t Summary of Contractor Notifiable Events Digital Screen Campus project

Appendix5 - Health and Safety Action Plan Progress Report

Paper Progress:

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

Full paper commences overleaf.

## Appendix 1

# Health and Safety Performance Summary

### 1. T5 Risk I

- x The incident reports included 13 near-miss reports, 12 minor injury reports, 0 pain and discomfort reports, and 1 illness report. 4 reports had not been triaged (categorised) at the time of writing this report. The Health and Safety Business Partners are in the process of following up with the action owners.
- x Among the illness/injury incidents reported, the personal impact (severity) score was rated as low in 21 cases and moderate in 6 cases per below 1 illness-related incident (personal medical condition) was rated as high impact.
  - o 21 incidents resulted in no treatment or required first aid, e.g., bruises, sprains, cuts, grazes, contusions, hot water scald
  - o 4 moderate-severity reports of musculoskeletal pain (neck, shoulder) resulting in a referral for ergonomic assessment or assessment/treatment by a registered health professional.
  - o 2 reports involved students seeking treatment from the UC Health Centre for minor wounds caused by broken glassware.



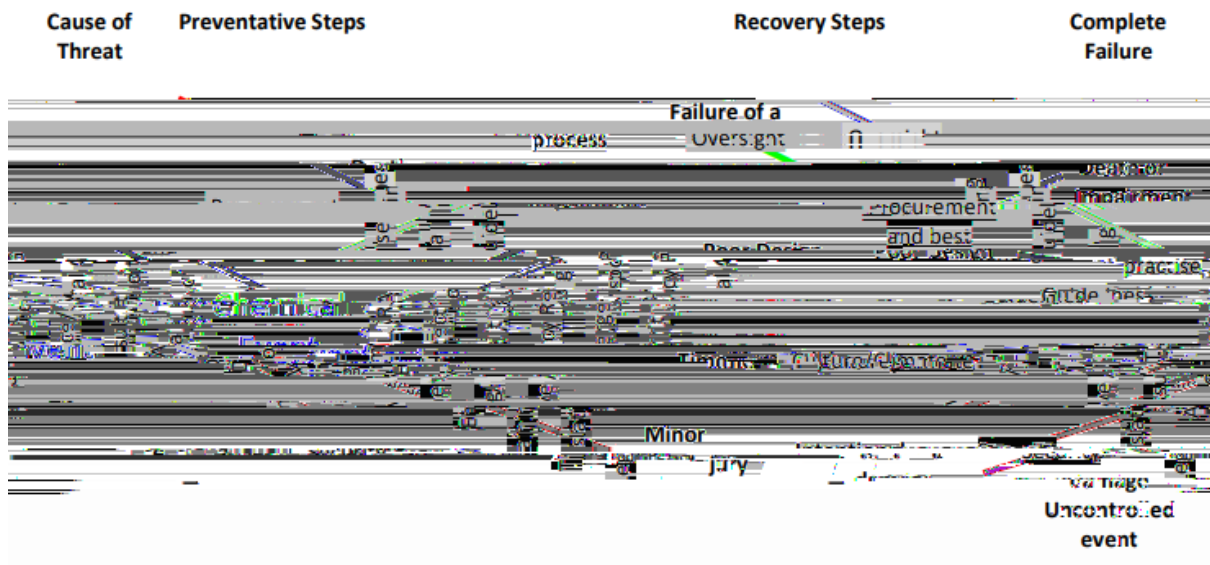
## Appendix 2

### Summary of Hazardous Substance (Fumes) Incidents in May 2023

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

- x Two instances of incorrect chemical handling and disposal of pyridine, causing an offensive (not toxic) odour. The student has been supported in improving the handling and storage of his chemicals, including undertaking a hazard and risk assessment of all chemicals used and using a fume hood and suitable chemical storage cupboard to minimise the risks associated with transporting chemicals through the lab. Documentation for this chemical has been reviewed, and a precaution has been put in place (6.6B, Germ cell mutagenicity category 2 (H341)).
- x One instance of incorrect storage of hydrochloric acid, causing minor eye and throat irritation. The student rushed and misread the label as a weaker substance concentration. The label was unclear, and the substance was in an incorrect storage vessel. The Poisons Centre was contacted, self-monitoring of symptoms advised. An email was sent to all lab managers in the school reminding them of their responsibility to ensure all chemicals are correctly labelled and stored and to remind all users of their responsibility to label and manage their chemicals per standard requirements. When not in use, a recommendation has been made to store concentrated acids and bases in

## T5 Risk Bowtie Analysis Chemical Event

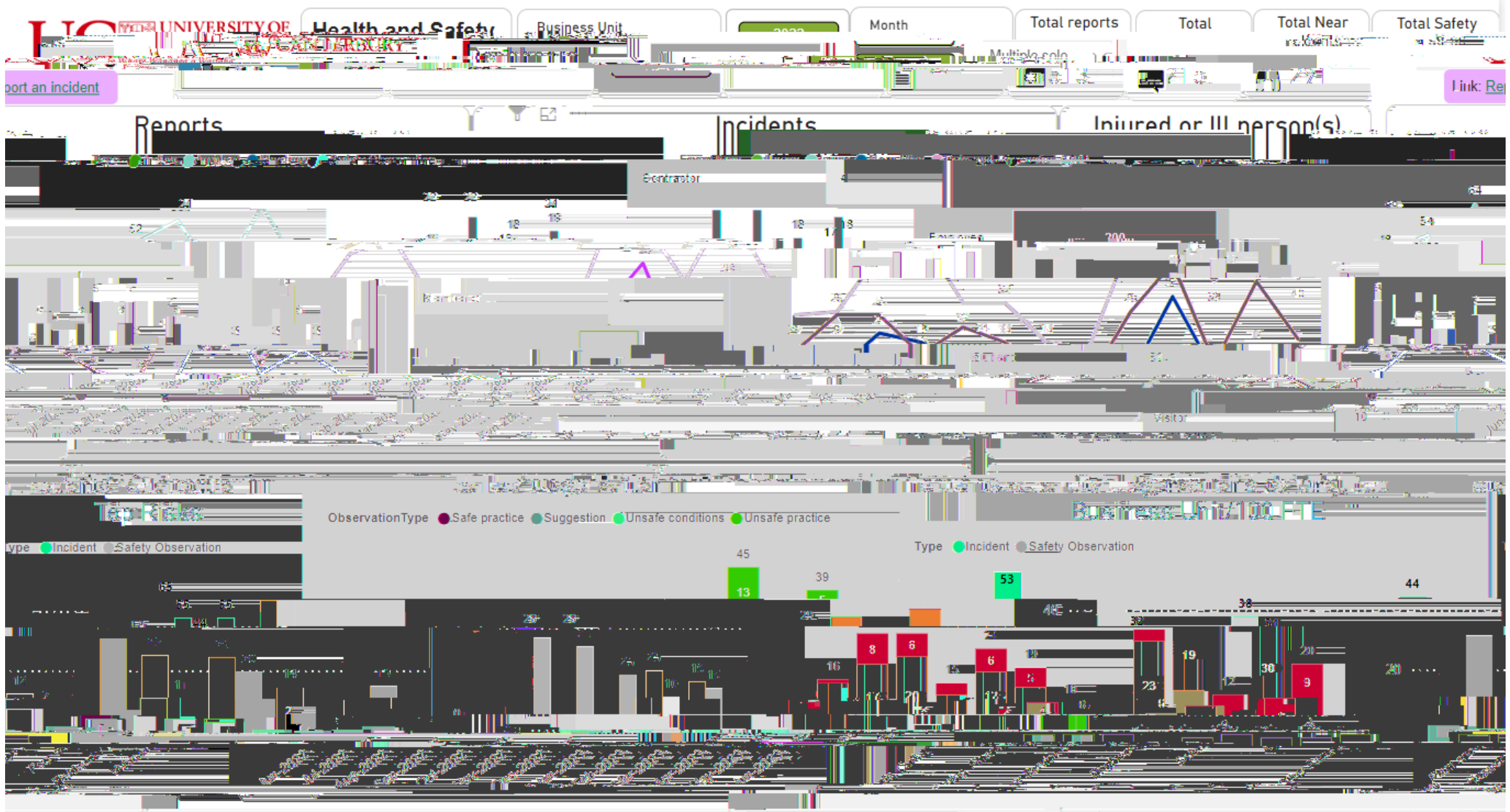


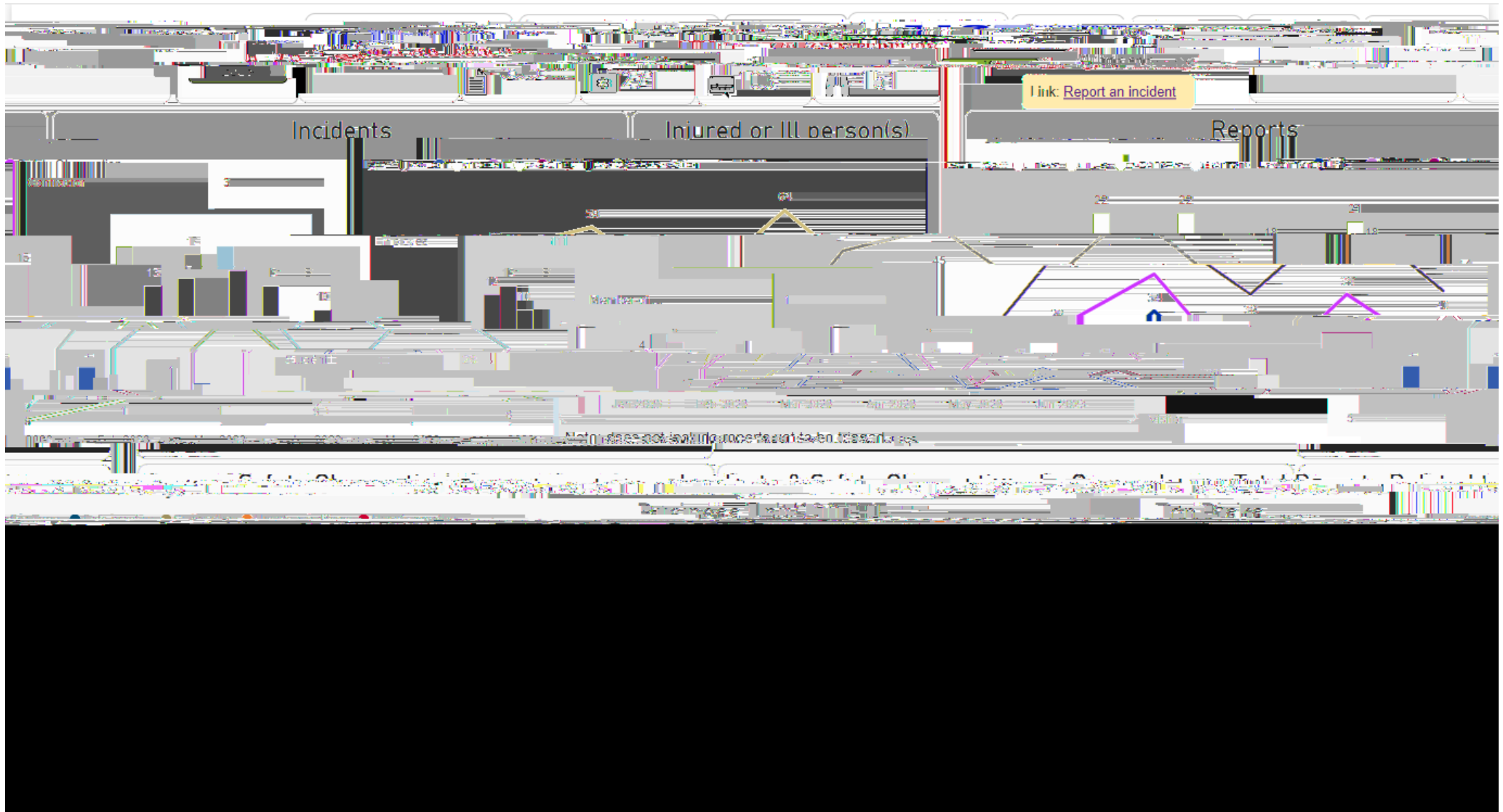
- x An outcome of the T5 Risks Project will be verifying the existence and efficacy of systemic and local preventive and recovery controls for the management of hazardous substances across the university.

ENDS

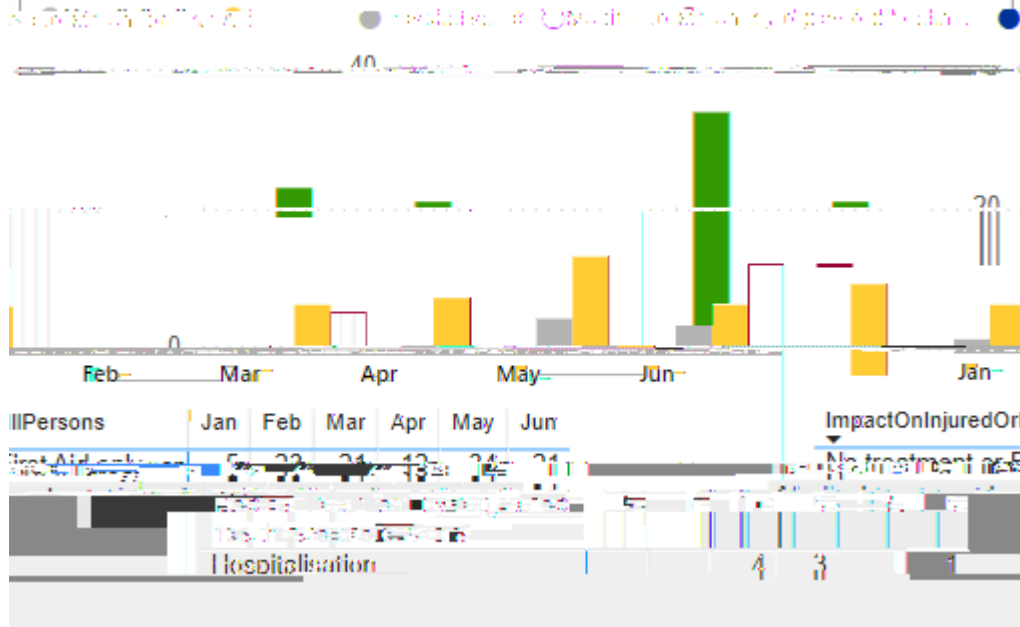
## Appendix 3

### Contractor Notifiable Event Digital Screen Campus





# Injury/Illness Reports by Severity by Month (YTD)



## Key Definitions:

Business Unit = incident reports by business unit, by month Reports

The Health and Safety Action Plan (Plan) 2021-2024 aligns with the University's strategic objective People Nurturing Staff, Thriving Students and the Mahere Oranga Wellbeing Implementation Plan 2020-2024. The three pillars Inspiring Leadership, Thriving Communities, and Effective Systems, focus on the Plan to move beyond reactive to strategic and engaging and empowering our people to work together to make good decisions about 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 organisational values of whanaungatanga, tiakitanga, manaakitanga, and kotahitanga, to support an environment that is welcoming and inclusive of all people.







Plan	Do	Check		Progress		
Strategic Pillar						

Plan		Do	Check	Completed	Progress			
Strategic Pillar	Objective				In progress(2023)	Delivery	Risk Status	Comment
				<p>The Chemical Process and Engineering (CAPE) workflow has been successfully rolled out in the School.</p> <p>The Executive Health and Safety Plan workflow has been completed.</p>				
	<p>3.3 Legislative compliance is verified, and recommendations for improvement translate into actions and continuous improvement</p>		<p>Implement the Safe365 programme.</p> <p>Verification of adequate health and safety processes and culture via verification audits and inspections</p> <p>Deploy an internal compliance programme for all regulatory compliance requirements.</p>	<p>Safe 365 Communications and Change Management Plan completed; Introduction session for SLT completed 18 October.</p> <p>Safe 365 staff survey completed (November) and communicated. Council Safe365 baseline assessment was completed on 7 December.</p> <p>Safe365 baseline assessments with faculties and service units have now been completed.</p>	<p>Safe365 supervisors are being identified and trained to maintain the Safe365 dashboards.</p> <p>During July, the H&amp;S Business Partners will be embedded in the faculties to raise awareness of the Safe365 programme and T5 Risks project.</p> <p>H&amp;S Business Partners are working with individual Executive leaders and the Faculty Managers/Directors to incorporate Safe365 objectives into their</p>			

Plan

Do

Check

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7.0 7.1 7.2 7.3	From the Vice-Chancellor Vice- & K D Q F H O O R U Report Academic Board Minutes June 2023 Academic Board Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by members or to members or officers or employees of the University.	