

Field Stations Accommodation Policy

University Of Canterbury

Category: Facilities Management
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Approved By: Director, Learning Resources
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Introduction:

Field Sciences are a distinctive feature of the subjects offered at the University of Canterbury.

A network of four field stations (Cass, Harihari, Westport and Kaikoura) provides accommodation, teaching and research facilities to UC staff, UC students and visitors.

The University's position on accommodation at field stations is outlined in this Policy.

Definitions:

Accommodation – the act of accommodating (as in providing working facilities such as bench-space and equipment), and the state of being accommodated (as in the provision of live-in facilities e.g., bedroom, bathroom, kitchen and common-room facilities).

UC staff – the definition of staff will be used as is used for the issuing of Canterbury Cards.

UC students – the definition of student will be used as is used for the issuing of Canterbury Cards.

Visitors – the definition of visitor will be used as is used for the issuing of Canterbury Cards.

Policy Statement:

The UC field stations at Cass, Harihari, Westport and Kaikoura are included in the UC building stock, are managed by Facilities Management (FM) as UC buildings and facilities, and are subject to all UC policies and procedures. The purpose of this Policy is to supplement UC policies and procedures, not to supersede.

The UC mandate for Field Services is to provide quality opportunities for teaching and research in the field.

UC field stations provide living, laboratory and research facilities close to field study sites for teaching and research in the field. In addition, they provide excellent venues for seminars, workshops and colloquiums.

With limited accommodation and often a mix of diverse users at field stations (groups, individuals, staff, students, visitors), it is imperative that there are clear procedural guidelines for all users.

Accommodation at the field stations ranges from shared research flats (at Kaikoura, Cass and Westport) to communal teaching facilities (at Cass, Harihari, Westport and Kaikoura).

Field stations are shared University facilities; no individual or group has the exclusive use of a field station.

The demand for accommodation varies during the course of the year but is generally higher during the summer months (November through February).

There are 6 categories of accommodation-users:

1. Daytime visits.
2. Field courses (usually between 2-6 overnights).
3. Projects; study/research (regular visits during the year with 2 or more overnights).
4. Seasonal; study/research (e.g. ornithology studies during the breeding season).
5. Summertime; study/research (e.g. MSc/Honours students starting their field work component).
6. Residential; (e.g. post graduate students/research assistants living at the field station for the duration of their studies/research).

Accommodation at field stations is provided at no cost to UC staff and students.

Procedures:

1. Field Station Use

UC field stations are available for reservation by: (in order of priority)

First	University of Canterbury Teaching and Research staff and students <i>UC staff and postgraduate students who have College/Department-approved teaching or research activities requiring them to be based at field stations.</i>
Second	Visiting academics and researchers, including postgraduate students.

Third	Visiting schools and colleges (year 12 & 13 students only).
Fourth	Professional conferences and organisations (academic & research related)
Fifth	Natural History - Recreational groups, UC Alumni.

2. Reservations

Reservation bookings are maintained and coordinated by the Field Services Manager. Booking schedules are available online at <http://www.ffc.canterbury.ac.nz/>

The Field Services Manager must be promptly notified of all reservations and changes.

Visitors provide their proposed reservation dates which will only be considered after UC staff and students have had opportunity to provide their reservation dates.

Reservations will generally be scheduled to allow 24-48 hours between groups for cleaning and preparations.

Any scheduling requiring field station cleaning with less than 24-48 hours preparation time requires the prior approval of the Field Services Manager.

3. Accommodation Billing

UC staff and student accommodation costs are met through the Facilities Management budget and offset by revenue from external users. It is essential that College Managers and/or HODs/HOSs have approved the teaching and research activities at field stations prior to staff or postgraduate students making reservations.

Visitors will be invoiced by Facilities Management for all costs incurred during their stay at UC field stations. Rates are advised at time of booking and will be reviewed from time to time.

4. Health and Safety

There are numerous Health and Safety issues related to field work that require special consideration; among them boating, diving and work in remote areas.

All UC staff and postgraduate students working in the field are required to have first aid certificates and carry a first aid kit. Use of UC equipment for boating and diving purposes is subject to policies and procedures as required.

Within the field station, compliance to UC Health and Safety regulations is mandatory as applicable on campus.

Information on trial evacuation and fire drills are explained in each of the field station user manuals. For visitors, user manuals are provided on confirmation of reservations. Copies of the manuals are available at the field stations.

5. Use of Specialised Equipment at Field Stations

The installation, storage and use of specialised equipment in and around the field stations should be discussed with the Field Services Manager to ensure that issues related to Health and Safety, storage and security are covered.

6. Permits

Issues relating to obtaining the necessary permits for collecting in reserves, access to private land or the installation of equipment in the field are the responsibility of UC staff and postgraduate students or visitor. Contact the Field Services Manager who may be able to assist.

Related Policies, Procedures and Forms:

- [University Field Activities Policy](#)
- [Field Activities – General Safety Requirements for Students](#)
- [Animal Ethics Committee \(AEC\) Code of Ethical Conduct](#)
- [Research Conduct Policy](#)
- [Bee or Wasp Sting Kit Procedures](#)
- [Campus Drug & Alcohol Policy](#)

Notes:

1. For further information about UC field stations, see <http://www.ffc.canterbury.ac.nz>

Version Control Table		
Action	Approval Body	Date Updated
Full Review	Director of Facilities Management	10 August 2009

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