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 Monday 19 February 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 3-6

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

4. MINUTES
   4.1. Confirming minutes of meeting held on 8 November 2023 – For Approval 7-11

5. MATTERS ARISING

6. FROM THE CHANCELLOR
   6.1. Degrees Conferred in Absentia – For Approval -

7. HEALTH & SAFETY
   7.1. Monthly Health & Safety Report – For Information
   (Paul O'Flaherty, Executive Director, People, Culture and Campus Life) 12-22

8. FROM THE VICE-CHANCELLOR
   8.1. Vice-Chancellor's Monthly Report – For Information 23-26
   8.2. Academic Board Report – For Information 27-31
   (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 4.1	**Minutes** Confirm public excluded minutes of 8 November 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	**Matters Arising**	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 6.4	**From the Vice-Chancellor** Vice-Chancellor's Monthly Report Emeritus Professor Nominations Academic Board Minutes 13 October 2023 Upcoming UC Events	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	**Council-Only Time** Vice-Chancellor Employment Committee Update Health and Safety External Audit Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1	**Health & Safety** Monthly Health & Safety Verbal Update	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.0 9.1 9.2 9.3 9.4 9.5 9.6	**Finance and Major Projects** Digital Screen Establishment Board Quarterly Report Digital Screen Project Quarterly Report Digital Screen Revised Branding Designs Major Investment Plan Q4-2023 Report 31 December 2023 Q4 University Actuals vs Budget Report 31 January 2024 Financial Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
10.0 10.1 10.2	**From the Audit and Risk Committee** Audit & Risk Committee Meeting 20 November Internal Audit – Staff Annual Leave Management Summary 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)
11.0 11.1 11.2 11.3	**Other** Council Policies Annual Update Updated Draft Academic Freedom Policy Banking Delegation	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	**From the Chancellor** Audit & Risk Committee Vacancy Elections Notice of Upcoming Committee Vacancy Elections	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)

12.3 12.4 12.5 12.6	Notice of Pro-Chancellor Election Executive Committee Decisions during Recess Council May Strategy Day Agenda Council Workplan 2024 Update		
13.0	**General Business**	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
14.0	**Council-Only Time**	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

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

10. REPORT FROM THE PUBLIC EXCLUDED SESSION

11. GENERAL BUSINESS

12. NEXT MEETING
    - The next meeting will be held on Monday 18 March 2024 starting at 9:00am.

KARAKIA (closing meeting)

Kua mutu tātou i te mahi tahi o te rā	*We have come to the end of our collaborative work for the day.*
Kia tau tou rangimārie kei mātou	*May peace be with us all*
Hui e Tāiki e	*Let it be done*

UC COUNCIL

Register of Interests

19 February 2024

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

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2023	Higher Education Academy	Fellow
	2023	Institute for Health and Environmental Research (Australia)	Board Member
	2023	International Brotherhood of Teamsters	Member
	2023	New Zealand Employment Court	Expert Witness
	2023	New Zealand Society of Microbiology	Member
	2023	Queenstown Molecular Biology Society	Member
	2023	School of Biological Sciences – Active Change Proposal	Employee
	2023	Steering Committee Cycle 6 AQA Audit	Member
	2021	Tertiary Education Union	Member
	2023	UC Ngā Uara Values Awards 2023	Panel Member
	2021 & 2023	University of Canterbury – Faculty of Science, School of Biological Sciences (and sub-committees) and biochemistry programme	Employee
	2023	University of Wisconsin Alumni Association	Lifetime Member
	2023	Working Group on Staffing Matters (to VC)	Member
Keiran HORNE	2019	AJ & MJ Horne Family Trust	Trustee and Discretionary Beneficiary
	2019	CEC Charitable Trust	Trustee and Treasurer
	2019	Conductive Education Canterbury	Treasurer
	2023	Enable Networks Ltd and Enable Services Limited	Director & ARC Chair
	2019	Hamilton City Council	Director, Chair Audit Risk Committee
	2019	Horne Wildbore Family Trust	Trustee and Discretionary Beneficiary
	2019	Quayside Holdings Ltd	Director, Chair Audit Risk Committee
	2019	Quayside Properties Ltd	Director
	2019	Quayside Securities Ltd	Director
	2019	ScreenSouth Ltd	Chair
	2021	Son	Student at UC
	2019	Spey Downs Ltd	Shareholder
	2019	Timaru District Council	Member, Audit and Risk Committee
Bruce IRVINE	2024	TBC	
Luc MACKAY	2024	Ingersoll Rand Incorporated	Shareholder
	2024	University of Canterbury	Student
	2024	University of Canterbury Students' Association (UCSA)	President
Rachel ROBILLIARD	2022	Canterbury Aoraki Conservation Board	Board member / Te Rūnanga o Ngāi Tahu appointee
	2022	Chapman Tripp	Employee

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2022	Mahaanui Kurataiao Ltd	Kaitaiki representative for Te Taumutu Rūnanga
	2022	Te Taumutu Rūnanga	Kaitiakitanga portfolio member
	2022	Te Taura Tāngata Trust	Trustee
	2022	University of Canterbury	Aunty is Amokapua Pākākano Tuarua, Deputy Assistant Vice-Chancellor Māori
	2023	Robby Robilliard Family Trust	Trustee
	2023	Kōwhai Enterprises Limited	Shareholder
	2023	Tāwhaki Joint Venture	Riaka Te Aka Matua Rōpū
Gillian SIMPSON	2019	Christ's College Canterbury	Board member
	2019	Ministry of Education Statutory Services Provider	Independent Contractor
	2019	New Zealand Education Scholarship Trust	Trustee
	2022	Sport New Zealand Governance Services	Independent Consultant
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
	2023	Manuka Charitable Trust (term ends 24/11/2023)	Trustee
	2023	Ngāi Tahu Research Centre (UC)	Advisory Board Member
	2023	Poutini Ngāi Tahu Pōkeka Ltd	CEO
	2023	Regional Skills Leadership Group West Coast	Co-Chair
	2023	Te Ara Pounamu Ltd	Director
	2023	Te Kura Taka Pini Ltd	Director
	2023	Te Niwha	Assurance Group Member
	2023	Te Rūnanga o Ngāi Tahu (term ends 24/11/2023)	Chair
	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
Catherine WOODS	2023	Anthony Harper (Law Firm)	Brother Employee
	2023	Public Service Association	Member
	2023	Robyn Nuthall (UC Director, Strategy and Planning)	Sister-in-law
	2023	Statistics New Zealand	Husband - Employee
	2023	UC Admin Plus (professional networking group)	Leader
	2023	UC Business School Committees including Research and H&S	Member
	2023	UC Staffing Matters Working Group	Member
	2023	UC Students	Daughter and Niece
	2023	UC Wellbeing Advisory Group	Member

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Adela KARDOS **(General Counsel | Registrar)**	2020	University of Canterbury	Employee

COUNCIL
Public Meeting Minutes

Te Kaunihera o Te Whare Wānanga o Waitaha

DATE	Wednesday 8 November 2023
TIME	10:00am
VENUE	Council Chamber, Level 6, Matariki Building
PRESENT	Ms Amy Adams (Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Peter Ballantyne, Mr Pierce Crowley, Mr Roger Gray, Mr Jack Heinemann, Ms Keiran Horne, Ms Rachel Robilliard, Ms Gillian Simpson, Mr Warren Poh, Ms Lisa Tumahai, Ms Catherine Woods.
IN ATTENDANCE	Ms Adela Kardos**,** General Counsel & Registrar; Mr Keith Longden, Executive Director Planning, Finance & Digital Services; Professor Catherine Moran, Deputy Vice-Chancellor (Academic); Mr Paul O'Flaherty, Executive Director People, Culture and Campus Life; Ms Alison Griffith, Associate Professor; Mr Grantley Judge, Governance and Compliance Manager.
APOLOGIES	Ms Lisa Tumahai for early departure (12:30pm) – to host National Iwi Chairs' Forum.
WELCOME & FAREWELL	The Chancellor opened the meeting with a karakia. The Chancellor welcomed Ms Lisa Tumahai to her first meeting and farewelled Mr Peter Ballantyne, Mr Warren Poh and Mr Pierce Crowley and thanked them for their extraordinary service.
REGISTER OF INTERESTS	The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests. Ms Lisa Tumahai's interests had been received and would be added to the register.
CONFLICTS OF INTEREST	No conflicts of interest were advised.
MINUTES OF THE PREVIOUS MEETING	**Confirming the Minutes of the meeting held on 11 October 2023** Moved: *That the minutes of the meeting held on 11 October 2023 be accepted as a true and correct record.* Carried

MATTERS ARISING **Action Schedule**

There were no matters arising.

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

HEALTH & SAFETY **Monthly Health and Safety (H&S) Report**

Mr Paul O'Flaherty, Executive Director People, Culture and Campus Life spoke to the item. It was noted that:

- capital project H&S issues would be included in monthly reporting to Council;
- students were to be made aware of the Assura H&S app during February 2024 orientation week;
- a specialist from the H&S team had been seconded to the Faculty of Science to review all practices relating to hazardous substances; and
- gas alarm reliability was an area of ongoing focus in Science and Engineering. Council requested more reporting, in due course, on the Faculty of Science project to keep Council informed.

Moved:
That Council notes:

1. *the progress, understanding and management of health and safety risks across the organisation; and*
2. *that statistical health and safety reporting (metrics) are retrospective.*

Carried.

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

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

- Council members were welcome to attend the 150th Anniversary Alumni and Community Weekend on 27-29 October 2023;
- following the success of the 150th year celebrations, the Engagement Team would assess which events would merit repeating on a regular basis;
- a student ambassador pilot programme had been launched to assist international students to assimilate into University life; and
- the Director of Facilities Management, Keith Lilley, would present the Facilities Management action plan to Council in the first half of 2024.

Council congratulated the Vice-Chancellor and her team on the calibre of the 150th anniversary events held during the year. The chance for

alumni and the community to reconnect with UC was well received. UCSA was also praised for its clubs that supported students' wellbeing.

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

Carried

ACADEMIC BOARD **Academic Board Report**

Associate Professor Alison Griffith spoke to the report.

The Board Report was noted and no questions were raised.

Moved:
That Council notes:

1. *the 13 October 2023 Academic Board Report; and*
2. *the three qualification deletions (as endorsed by the Academic Board and which have been reported to the Committee on University Academic Programmes (CUAP)):*
    a) *Graduate Diploma of Teaching and Learning (Secondary);*
    b) *Master of Business Management; and*
    c) *Master of Financial Management, which no longer has student enrolments and has been superseded.*

Carried

Associate Professor 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 11 October 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	**Matters Arising**	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	**Strategy** Triennial Plan (2024-2026) Strategy Implementation Q3-2023 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)
7.0 7.1 7.2	**Budget** University Budget 2024 (plus Indicative Budgets 2025 & 2026) Consolidated UC and Trusts 2024 Budget (plus Indicative Budgets 2025 & 2026)	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 8.1.1 8.1.2 8.2 8.3	**Business Cases & Related Items** Student Accommodation Summary of Procurement & Probity Arrangements Student Accommodation Programme Options Enterprise Business Capability Business Case Digital Screen Package 2 Indicative Business Case & Design Funding	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	**Health & Safety** Monthly Health & Safety Verbal Update Facilities Management H&S Management Response Safe365 Summary 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)
10.0 10.1 10.2	**Delegations** Delegations Register Annual Update 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)
11.0 11.1	**Chancellor** Chancellor Election	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
12.0 12.1 12.2	**Audit** External Audit Plan for 2024 Year-End 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)
13.0 13.1 13.2 13.3 13.4	**Finance & Major Projects** Digital Update Report Major Investment Plan Quarterly Report 30 September 2023 Fully Consolidated Financial Accounts 31 October 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)
14.0 14.1 14.2	**Other** UC Student Enrolments Analysis Report AQA Cycle 6 Academic Audit Final Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
15.0 15.1 15.2	**From the Chancellor** Council Work Plan 2023/2024 Update Notice of Upcoming Committee Vacancies	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)
16.0 16.1 16.2	**From the Vice-Chancellor** Vice-Chancellor's Monthly Report Academic Board Minutes 8 September 2023	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	**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)
18.0	**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)

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

Carried

GENERAL BUSINESS There were no items of general business.

NEXT MEETING The next Council meeting will be held on Monday 19 February 2023 at 9:00am in the Council Chamber.

MEETING CLOSED The public meeting closed at 3:43pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

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	31st January 2024
Subject | Kaupapa:	Public Agenda Health and Safety Report- February 2024

Recommendation:

That Council:

- Notes the progress, understanding, and management of health and safety risks across the organisation.
- Notes this report covers the period 1st October – 31st December.

Purpose:

To inform Senior Leadership 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 1- Overview of 2023 Health and Safety Initiatives
Appendix 2- Health and Safety Performance Summary
Appendix 3 (a-b) - Health and Safety Performance Metrics Dashboard
Appendix 4 - Health and Safety Action Plan Progress Report

Full paper commences overleaf.

Appendix 1

1. Overview of 2023 Health and Safety Initiatives

In 2023, the University spearheaded a series of impactful initiatives to fortify UC's commitment to health, safety, and wellbeing. Our approach is centred on continuous improvement through a strategic combination of capability enhancement, effective systems, proactive risk management, and collaboration and engagement. These initiatives encompassed various facets of our operations, reflecting our dedication to fostering a secure and supportive environment for all university community members. Here is an overview of the key initiatives undertaken during the year:

1. WIL System: The Work-integrated Learning (software) system was introduced to enhance the safety and well-being of students undertaking practical learning experiences. This initiative focused on ensuring students gain hands-on experience in a safe and supervised environment.
2. CAPE Orange Card: The digitisation of the CAPE Orange Card in Assura represented a significant step towards standardising safety protocols within the school. This card system, designed to highlight and acknowledge heightened safety awareness and training, contributes to the overall culture of vigilance and responsibility within the School of Chemical and Process Engineering.
3. Faculty of Science Lab Safety Project: Recognising the unique safety challenges posed by laboratory environments and hazardous substance management, "Taskforce Science" was established by the Faculty of Science. This involved specialised groups worked towards developing and implementing targeted safety measures and protocols to ensure operational excellence, regulatory compliance, improve risk management and the wellbeing and safety of all laboratory users.
4. Safe365: The Safe365 initiative was launched to instill a continuous focus on health and safety. This ongoing programme measures performance and provides management insights that enable a consistent organisational approach to improving health and safety by developing and tracking local, targeted objectives for each faculty/group.
5. Executive Health and Safety Plans: Acknowledging leadership's pivotal role in setting the tone for a safety-conscious culture, Executive Health and Safety Plans were implemented. These plans outline university leadership's commitment to prioritising and championing health and safety initiatives at the highest level.
6. Assura Student Integration: The initiative aims to seamlessly incorporate students into the Assura health and safety reporting system, ensuring that health and safety considerations become part of their academic journey.
7. T5 Critical Risk Controls Assurance Process: The T5 Critical Risk Controls assurance process represents a meticulous and systematic approach to assessing and ensuring the effectiveness of critical risk controls across various university operations.

2. Emergency Management

The Emergency Management Team at UC conducted its annual exercise in November, focusing on the Incident Management Team (IMT) to test Business Continuity Plans (BCPs) and emergency management arrangements. The 2023 exercise simulated a real-time gas leak at the Chemical Engineering Laboratory, involving over 60 participants from various departments and agencies. FENZ led the response, and a notable aspect was a media stand-up session, emphasising the importance of a unified and timely multi-agency response. The exercise also tested the D4H software for incident management and intelligence sharing

between UC IMT and CDEM, showcasing UC's unique capability in New Zealand. Outcomes included strengthened partnerships, streamlined business continuity processes, insights for the 2024 IMT training, and collaborative projects between UC Emergency Management and Emergency Services, such as co-developing Emergency Mobile Alerts with CDEM for UC-related incidents.

3. New Employee Assistance Programme Provider

Following a recent review of our support provision and a thorough procurement process, People and Culture has engaged a new employee assistance programme provider. TELUS Health is the world's largest employee assistance provider across 180 countries, supporting 35 million individuals. With over 30 years of experience with large organisations, including tertiary institutions in NZ (Otago, Victoria, Waikato) and Australia (University of Sydney, Griffith, Monash), they will provide confidential support to our staff and their immediate families. In addition to providing counselling support for mental health, financial, career, and legal support, TELUS offers an enhanced suite of wellbeing resources including a comprehensive wellbeing platform, complemented by programmes, toolkits, and resources. Notable features of the programme include 24/7 access to a National Client Care Centre, live chat with in-house psychologists, swift in-person and digital appointments, and tailored support for diverse communities. The programme also provides mental health assessments, total wellbeing assessments, and trauma support. This initiative reflects the university's ongoing commitment to enhancing the overall health and wellbeing of its staff and family members.

Appendix 2

Health and Safety Performance Summary

The Health and Safety performance summary demonstrates the ongoing commitment to proactive reporting and addressing potential hazards to ensure the well-being and safety of our staff, students, and visitors. This commentary provides an overview and interpretation of the data tables contained in Appendix 2 (a-c).

1. T5 Risk Incidents

From October through December 2023, 54 health and safety reports and 4 safety observations related to T5 risks were recorded. The health and safety reports can be categorised as follows:

- 24 reports of poor well-being related to ergonomic and environmental conditions (musculoskeletal pain), concerns about student welfare, and personal medical issues.
- 7 incident reports involving hazardous substances, e.g., paint fumes, chemical spills, lab PPE not worn, and a minor acid burn.
- 2 reports involving fieldwork related to students being verbally abused by a member of the public and pain/discomfort.
- 17 minor incidents involving plant/machinery, e.g., electrical faults, an overpressure fault on the rotating furnace, 2 low voltage (105 volts) shocks from touching a screw that had penetrated an electrical wire inside a junction box, 3 minor finger/hand injuries while using workshop equipment; window cleaning monorail malfunction (not in use at the time), lift breakdowns.

The T5 risk incidents for 21% of the total reports received in 2023- Poor wellbeing (7%), Plant/Machinery (5%), Hazardous Substances (4%), Fieldwork/isolated work (2%), Vehicles/Travel (1%). This highlights the importance of maintaining a vigilant approach to managing critical health and safety risks within our organisation. In 2024, we will review the university's health and safety risks again to ensure we identify any new or emerging critical risks.

2. Health and Safety Reports and Observations

a) October – December 2023 Overview

- The university received 276 health and safety reports, including 148 incident reports, 71 near misses (where no harm occurred), and 83 safety observations. All identified concerns or issues have been or are in the process of being addressed by management.
- Among the illness/injury/P&D incidents reported, the personal impact (severity) score was rated as low in 55 cases and moderate in 19 cases per below.
    - 55 incidents resulted in no treatment or required first aid, including 21 reports of pain/discomfort.
    - 9 moderate-severity reports of musculoskeletal pain (neck, shoulders, back, knee, hip) resulting in assessment/treatment by a registered health professional.
    - 19 moderate-severity reports of assessment/treatment by a registered health professional for sprains, cuts, grazes, contusions, neck and back pain.
    - 1 staff member went to the emergency department at Christchurch Hospital after falling over onto their wrist. The injury was confirmed as bruising only.

- An alumnus died suddenly (of natural causes) at a UC 150th Anniversary event in Wellington. UC staff and other attendees were first responders to the incident. Ambulance and Police attended the scene. The attending staff was advised to seek support and counselling if needed. The Director of Advancement and Events Team has reviewed the health and safety plan template for alumni events, which is updated to include a scenario for a guest's or other attendee's death.
- Near misses included security issues, lift malfunctions, behavioural concerns about members of the public (4), breaches of lab safety and PPE requirements (5), damage caused by fallen tree branches, false positive asbestos air monitoring results, and chemical spills (2).
- Safety Observations- 18 unsafe practice observations and 43 unsafe condition reports, 17 improvement suggestions, and 6 safe practice reports were received.

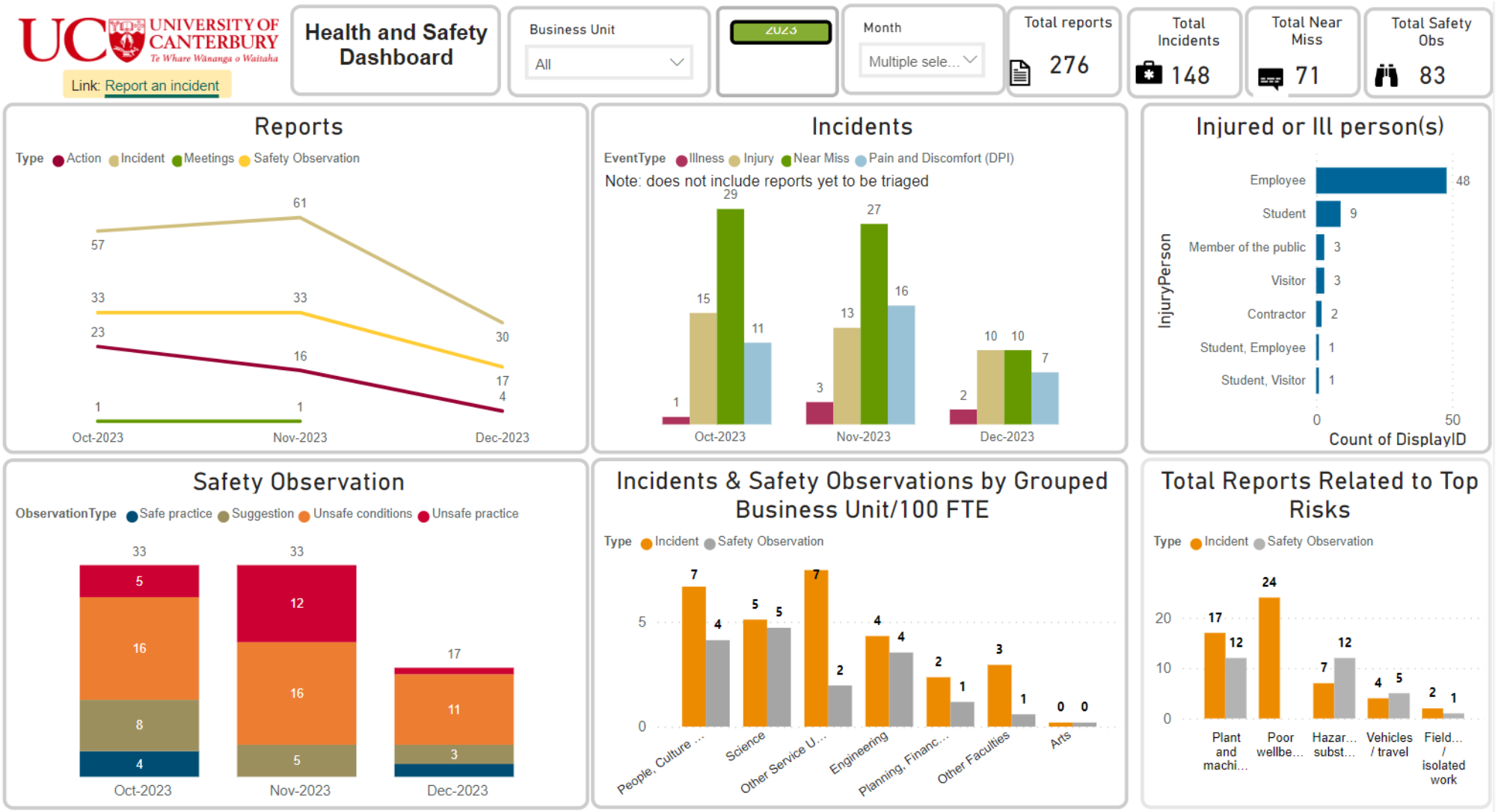
b) 2023 Overview (Jan-Dec 23)

- In 2023, the university received 1209 health and safety reports. These reports comprised:
    - 593 incident reports, including 239 near misses (where no harm occurred), 163 injuries, and 156 pain/discomfort incidents.
    - 313 safety observations.
    - 303 assigned actions completed.
    - 1 notifiable contractor incident (minor harm) reported to but not investigated by WorkSafe.

Compared to 2022, 2023 showed an overall 60% increase in health and safety reporting. Across individual reporting categories, this includes a 65% increase in incidents reported, a 70% increase in near-miss reporting, and a 63% increase in safety observations. There was also a 40% increase in actions completed in 2023.

This growth in reporting over the past 12 months reflects staff and students' growing awareness and willingness to report health and safety incidents or concerns to management, which should be celebrated and encouraged.

Appendix 3 (a) Health & Safety Performance Dashboard (Oct-Dec 2023)



Appendix 3 (b) Health & Safety Performance Dashboard (2023)

Appendix 4 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 and 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.	Planning for 2024 is underway for Council H&S Engagement activities.	Ongoing 2024	⟷	H&S Office is working with the Governance and Compliance Manager to support the Council's Safe365 action plan. Council will receive a group H&S refresher induction in Feb '24.
		Develop and deliver health and safety leadership training for all people leaders, including student leaders, with an emphasis on Safety Differently (Human and Organisational Performance Model)	Health and Safety leadership training delivered to all people leaders, including student leaders.	Leadership capability framework- H&S content design	A suite of online H&S training modules will be delivered via the new Learning Management System (DevelopMe)	Ongoing 2024	⟷	There are no new activities to report this month. There have been some resourcing issues relating to the specialist function of online instructional design.The online H&S induction training module had therefore been delayed until March 2024. Pending final resolution of the resourcing issues, the delivery risk has been raised to Amber
		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	Completed 2023 objectives- Continuous improvement phase.	Ongoing	⟷	H&S Business Partners have been working with SLT members and their executives on assigning Safe365 objectives/actions from the Executive Health and Safety Plans.

Plan		Do	Check		Progress			
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
				Directors. The H&S Business Partners have scheduled a monthly meeting with the Faculty Managers. This approach ensures comprehensive coverage and effective communication between the H&S team and Faculty Managers.				
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.	Communications campaigns aimed at critical audiences will run throughout the year.	Ongoing	⟷	The H&S Team is collaborating with the Student Health and Wellbeing Promoter and UCSA on a communications/social media campaign (2024) to improve student awareness and engagement with Assura.
	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.	Ongoing effort to engage and support UC partners where shared health and safety duties exist.	Ongoing	⟷	The UC Staff Wellbeing Leads and H&S Business Partners attended a hui/workshop with the NZ University Wellbeing Group.
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	⟷	No new activities to report this month.
	3.2 Effective H&S systems and tools provide an organisation-wide view of health and safety risk and compliance	Adopt ISO 45001/45003 as the standard for OHS, and take an integrated systems approach, drawing on the most relevant elements of international management standards.	Self-assessment against ISO standards	Gap analysis of current system documentation completed. H&S Framework is articulated to the university. HS&W Policy was reviewed/updated in 2021.	Ongoing effort-periodic updates to H&S Management System Documentation	Q3 (2024)	⟷	This objective will be carried forward to 2024 to allow recommendations from the audit (DTBC) to be incorporated into our documentation.

Plan		Do	Check		Progress			
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
		Implement the Assura health and safety reporting system	System is implemented	Assura system implementation completed in December 2021 Student integration into Assura was completed on 19 January 2023. Develop Assura workflow for student reporting. The Chemical Process and Engineering (CAPE) "orange card" (student safety assessment) workflow has been successfully rolled out in the School. The Executive Health and Safety Plan workflow has been completed.	Completed – Continuous improvement phase	N/A		The fieldwork planning and approval workflow is under development with Assura. There is no budget for further Assura development in 2024.
	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	Quarterly reviews and reporting will ensure continued progress.	Q1	⟷	
					Awaiting audit report from HSE Global	Q4	⟷	
	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	Identify fundamental changes for T5 management- develop a Critical Risk Control Standard in Assura for each T5 risk. Monitor management of T5 risks with risk managers. Provide periodic	Project completion end of Q4	⟷	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. A final

Plan		Do	Check		Progress			
Strategic Pillar	Objective			Completed	In progress (2024)	Delivery	Risk Status	Comment
				developed in Assura to record T5 risk controls and risk control verification reviews.	reporting to risk owners.		⟷	group will look at all other areas that fall outside the specific areas as detailed above. The groups will formally report to the University Health and Safety Committee to provide compliance updates and ensure our practice is appropriate as a PCBU and the best it can be.

Vice-Chancellor's Report to Council

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

January 2024

Introduction

Our 150th year celebrations came to a conclusion with a festive gathering for all staff on 15 December before most staff began a well-deserved holiday break.

At the end of last year we received the Academic Quality Agency's Academic Audit report for University of Canterbury. It was pleasing to see the long list of commendations and affirmations, and the confirmation that "*UC meets, and in many areas exceeds, the outcomes and standards of a university of good international standing*". Given the direction we have pursued since 2019, I was especially pleased that *"The Panel commends the University's consultative and engagement-oriented approach to strategy development and change, led by the Vice-Chancellor and reflected throughout the University".* The report includes several commendations of excellent practice at UC, which is a testament to the collective effort and dedication of our entire community. There were also constructive recommendations for UC to address, including the introduction of a new curriculum management system, which is now underway.

Eleven UC academic staff and alumni were among the New Year Honours list for 2024. Notably, Professor Tim Bell, Lecturer in Computer Science and Software Engineering, has been made a Companion of the New Zealand Order of Merit (CNZM) for his services to computer science education over the past 40 years. UC Law (Honours) graduate David Beeche, Chief Executive Officer of the FIFA Women's World Cup Australia and New Zealand in 2023, has been made a Companion of the New Zealand Order of Merit for services to sports administration. Other UC alumni honoured included Dr Kevin Trenberth, Bachelor of Science (Honours), a climate change scientist who was appointed a CNZM for services to geophysics, and Philip (Pip) Cheshire, Bachelor of Arts, appointed a CNZM for services to architecture.

As we look forward to the 2024 academic year, we are excited to welcome new and returning students. Preparations are underway for Welcome Day on 16 February where new students and their whānau will have the opportunity to familiarise themselves with the people and campus through a programme of orientation events. The current enrolment numbers are encouraging, showing planned growth in alignment with the 2024 budget.

Engagement

Nearly 100 people attended the capstone public event of the sesquicentennial anniversary with the launch of *A New History: The University of Canterbury 1873- 2023* by Canterbury University Press at the Great Hall in the Arts Centre on 12 December.

Engagement with government and local partners is ongoing. At the end of the year, we hosted long-standing and newly elected Canterbury MPs on campus to discuss our strategic direction and they walked through the renovated spaces for the Digital Screen Programme. The delegation included Canterbury MPs Hon Dr Megan Woods, Hon Dr Duncan Webb, Dr Vanessa Weenink, Dr Hamish Campbell, Hon Matt Doocey, Reuben Davidson, Laura Trask and Kahurangi Carter.

Earlier this month the UC Structural Engineering Laboratory (SEL) hosted Ilam MP Dr Hamish Campbell to showcase our ongoing seismic research.

Brett Berquist recently attended a meeting with Selwyn District Council CEO Sharon Mason, Lincoln University Vice-Chancellor and school principals from the Selwyn region, to explore areas of collaboration in addressing the challenges of meeting the needs of the local community during a period of rapid expansion. UC remains committed to community impact and close collaboration with schools, access and student success.

On 30 November the UC Business School's Centre for Entrepreneurship delivered The Challenge event in partnership with ChristchurchNZ and with support from Smart Christchurch and The Health Technology Centre. During this event innovative health and technology inventions were displayed at the Christchurch Arts Centre. The 17 ventures that took part in the 10-week Validator programme showcased their entrepreneurial ideas at the evening, with the top 8 taking to the stage to pitch their ideas in person.

On 19 January, 62 UC staff participated in the Crusaders Long Run, a relay event with the goal of reaching 10 000 laps in conjunction with the Crusaders and other teams and individuals, to raise money for the Child Cancer Foundation.

Education – Accessible, Flexible Future Focussed

The completion of degrees was a highlight for many with 1617 students having their qualifications conferred at the end of 2023. We look forward to celebrating with many of them at the April graduation ceremonies. End of year data has also revealed improvements in first year retention rates for Māori (+4%) and Pacific students (+6%) and improving student satisfaction with teaching quality and their overall experience at UC.

Even before the start of 2024 academic year, many students are currently studying. In addition to the Takere students, summer school has just over 2000 students looking to complete courses. This period also sees the launch of two new UC online qualifications, Master of Applied Data Science (ADS) and the Postgraduate Certificate in Strategic Leadership. Two new short courses were launched including the final course of the Wellbeing series, Lifestyle and Wellbeing, and a Professional Project Management course.

Library business continued throughout summer with research and summer students, and preparing new events for orientation. Staff are also preparing for the implementation of the new Library Management System. The new system will mean better services for students and staff and will be available for students in time for the start of Semester 1.

Research – Impact on a Changing World

An innovative technology that allows Type 2 Diabetes risk assessments to be carried out in the comfort of people's own homes took out the top award in the 2023 HealthTech Challenge. Ceratec Health was named the HealthTech Challenge 2023 Overall Winner at a showcase and award evening held at the Christchurch Arts Centre on 30 November.

UC is celebrating the first successful grant from Horizons Europe. The Civil and Natural Resources Engineering team will be exploring *"Mitigating environmental disruptive events using people-centric predictive digital technologies to improve disaster and climate resilience"* as part of a large international team including other New Zealand partners and led by Trinity College Dublin. New Zealand only became eligible for Horizons Europe funding in 2023.

There were three high profile publications recently accepted in prestigious journals: Dr Matiu Prebble and an international team reported on *"Floristic homogenization of South Pacific islands commenced with human arrival."* In *Nature Ecology and Evolution* Associate Professor Mads Thomsen and an international team studied *"Herbivory limits success of vegetation restoration globally."* In *Science* Professor Renwick Dobson and his students described *"Structure and mechanism of a tripartite ATP-independent periplasmic TRAP transporter"* in *Nature Communications*.

Dr Tufulasi Taleni, Faculty of Education, received the Pasifica Community Researcher Award from Community Research and the Pacific Circle Consortium's Peter Brice Award.

People – Nurturing Staff, Thriving Students

Kate Brooks will join the Facilities Management Team in February as Asbestos Manager. Kate, a qualified asbestos specialist whose last role was with the Canterbury District Health Board, will head up a new FM Health and Safety team that will also have a generalist health and safety role, and a building compliance role.

The first virtual wellbeing seminar of the year, offered in late January, was *"Power up the Positive: Harness the Benefits of Positive Emotions"*. This workshop focussed on emotions that boost creativity and productivity, improve health and reduce stress. Participants learnt strategies to experience these emotions more often, and how to reset to use them when needed.

A new online course on Te Reo basics is available to all staff. The programme has seven modules and an average completion time of twelve hours.

The Accommodation Services and Facilities Management teams have refurbished a number of houses on campus so that they can be used as student accommodation. This will provide approximately 60 additional beds for non-first year students, thereby freeing up space in the student halls. The houses will be managed by Unilodge.

UCSA ran a Summer Series of social events throughout January and early February. This included a picnic for Postgraduate students.

On 1 December we celebrated the achievements of 90 academic and professional staff at Hui Whakamānawa| Celebration of Success. The awards spanned newly appointed professors, Values Awards, Health, Safety and Wellbeing Awards, Sustainability Awards, Teaching Awards, Early and Emerging Career Awards, Capability Development Awards, HEA fellows, Teaching scholarships and Long Serving staff. National awards including Ako Aotearoa teaching awards and Royal Society awards were also recognised on the day.

Internationalisation – Locally Engaged, Globally Networked

We ended 2023 with global recognition for *Sure to Rise: The Edmonds Story* by Peter Alsop, Kate Parsons and Richard Wolfe (Canterbury University Press, 2023) being announced as the winner in the Culinary History category in the Gourmand 2023 World Cookbook Awards.

Our summer school program continued with the hosting of 130 attendees from articulation partner universities in China, at our two-week experiential Global Competency Development Program in January. The program aims to promote our degree and study abroad programs to prospective students, and is a key marketing activity for our international education function.

Executive Dean of Engineering, Saurabh Sinha, along with Pedro Lee, Associate Dean Engineering, and Assistant Vice-Chancellor Brett Berquist attended the Australian Education Management Group's Hand in Hand Workshop on 31 January. They met with senior representatives of Australian, US, UK and New Zealand Universities that operate successful transnational education programs, to better inform UC's transnational education planning.

Organisational Efficacy – of a sustainable scale by 2030

The University is in the process of Audit NZ undertaking UC's external audit for the financial year end 31 December 2023.

After discussion and review, the UC Council decided to modify the University's Key Performance Indicators (KPIs) in the UC Investment Plan 2022-2024 to better reflect realistic stretch targets in the post-COVID educational environment. This change to the Investment Plan (a statutory requirement) was submitted to the Tertiary Education Commission (TEC), and the Commission approved these changes in November 2023.

UC's progress in transforming its digital architecture and capabilities was recently recognised by the CIO magazine. The Chief Digital Officer, Michael Oulsnam, was ranked 8th in the top 50 CIOs in Technology in New Zealand. The position reflects the significant delivery and progress of the Digital Services team in the past 3 years. During the same ceremony our Chief Information Security Officer, Rudo Tagwireyi, was awarded the *Next CIO* award by CIO magazine. This award recognises Rudo's extensive work to transform UC's digital security and risk management, having led the Security strategy and programme.

Digital Screen Project facilities ready for Semester 1 are Enhanced Learning Spaces in Ōtākaro, Digital Production Studio Facilities and Innovative Virtual Production Sets.

The Ann Ballin building project has achieved practical completion and the building was handed back to the School of Psychology, Speech and Hearing in January. Staff have provided positive feedback on their refreshed environment. The building will be ready for teaching from the start of term two as planned.

Environmentally Sustainable

With our continuing commitment to the United Nations' Sustainable Development Goals (SDGs), I am pleased that Te Kura Umanga | University of Canterbury Business School has been selected as one of the new cohort of Principles for Responsible Management Education (PRME) Champions for 2024-2025. As well as recognition for delivering value for business and society at large, PRME Champion status represents the UC Business School's commitment to work collaboratively to develop and promote activities that address shared barriers for the PRME community, with sustainability an important pillar of this work. The UC Business School joins 47 international Business Schools as PRME Champions.

In a major milestone, the boilers on the Ilam campus were commissioned to burn biomass at the end of 2023, as the conversion from coal burning is now complete. Final touches, such as new asphalt, are being finalised in the delivery yard to restore the area to a clean working site now the contractors have finished. This conversion removes a considerable proportion of the Ilam campus carbon footprint.

UC received top results in the annual QS sustainability rankings for 2023. In addition to an overall ranking of 86, UC is placed in the top 10 worldwide for environmental education.

Associate Professor Elizabeth Macpherson, from the Faculty of Law, won the Advancing Sustainability Research Award for her contribution to environmental and natural resources law, and her focus on addressing global environmental challenges. School of Forestry Associate Professor Justin Morgenroth won the Advancing Sustainability Knowledge Award for his work over the past decade, taking first-year Forestry students to the Pūharakekenui Styx River in Ōtautahi Christchurch to undertake restoration planting in partnership with the Christchurch City Council. Ngāi Tahu Centre Senior Research Fellow Dr John Reid (Ngāti Pikiao, Tainui) won the Protecting Our Planet Award for his work to boost the health of UC's waterways.

UC and UCSA signed the Edible Canterbury Charter in December 2023 to support Canterbury's food resilience preparedness.

Memorandum/Pukapuka

To:	**Ki:**	University Council
From:	**Nā:**	Professor Cheryl de la Rey, Vice-Chancellor
Date:	**Rā:**	20 November 2023
Subject:	**Kaupapa:**	**Academic Board Report – For Information**

Recommendations:

That Council notes:

1. ***the 10 November 2023 Academic Board Report; and***
2. ***the three qualification deletions (as endorsed by the Academic Board and which have been reported to the Committee on University Academic Programmes (CUAP):***
    a) ***Postgraduate Diploma in Specialist Teaching;***
    b) ***Postgraduate Certificate in Specialist Teaching; and***
    c) ***Business Economics major from the Bachelor of Commerce.***

Executive Summary:

The Board approved the deletion of the above qualifications, which had been replaced by other awards and are detailed in Attachment 2.

Attachments:

Attachment 1 - Academic Board Report from 10 November 2023.
Attachment 2 - Deletion of Qualifications and Major.

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 10 NOVEMBER 2023

REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor welcomed the incoming UCSA President and Vice-President to their first meeting. She also commended Pierce Crowley and Bryant McIntrye - who were leaving their respective positions – for their leadership and contributions to the Board and wished them well in the future.

She also thanked all staff for their work in providing an excellent student experience in the year and wished them well over the summer.

REPORT FROM THE UCSA

Bryant McIntyre summarised some of the UCSA's major achievements in the year which included:

- Achieving pay parity for Te Akatoki representatives
- An increase in the number of Class reps
- Moving the exam results day from Friday to Monday to allow students to be able to access support services immediately
- Representing student views on the importance of lecture recording.

He thanked staff for their support.

LIBRARY REVIEW REPORT

Kat Cuttriss, University Librarian presented the report. The panel had met in June 2023 and conducted a robust and comprehensive review involving students and staff. The recommendations from the report are being carefully considered by the Library Committee which is taking a position of collaboration and partnership with the university community to prioritise next steps.

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Report to CUAP-Discontinuations only

(Academic Quality to add CUAP criterion)

Department or School			
Faculty	Faculty of Education		
Contact person	Dr Cara Swit (now in the Faculty of Health)	**Phone number**	

1. Name of Qualification(s)

Postgraduate Certificate in Specialist Teaching (PGCertSpecTchg)
Postgraduate Diploma in Specialist Teaching (PGDipSpecTchg)

2. CUAP Unique Identifier (Academic Quality to provide)

This is an identifier used by CUAP during the approval and peer review process.

3. Rationale

Both the PGCertSpecTchg and PGDipSpecTchg were introduced in 2011, as a result of an initiative to provide further training and professional development for teaching working in areas such as: Learning and Behaviour, Complex Educational Needs; Deaf and Hard of Hearing; and Early Intervention. UC had a contractual arrangement with the Ministry of Education to enable students to graduate with a qualification in this specialty area.

The PGCertSpecTchg qualification consisted of two 30-point courses studied part-time over one year. The PGDipSpecTchg consisted of four 30-point courses (the first two the same as those in the PGCertSpectTchg qualification) and was studied part-time over 2 years.

UC were not successful in their bid to renew the contract and since the end of 2021 no longer offer the qualifications. Students are now advised to apply through Massey University for these qualifications. Courses have not been offered since the end of 2020 and a check on the system shows that there are no further students requiring to complete study at UC.

It is therefore proposed to discontinue both qualifications at the end of 2023.

4. Impact on Tertiary Sector

There is no impact on the Tertiary Sector.

5. Will the qualification/subject be available at another NZ University?

As mentioned above, these qualifications are offered at Massey University.

6. Calendar changes

UC Calendar 2023 page 345 – remove the PGCertSpecTchg section

UC Calendar 2023 page 352 – remove the PGDipSpecTchg section

Report to CUAP- Programme Deletion

(Academic Quality to add CUAP criterion)

Department or School	UC Business School		
Faculty	UC Business School		
Contact person	Russell Wordsworth	**Phone number**	3692234

1. Name of Qualification(s)

Bachelor of Commerce (BCom) majoring in Business Economics

2. CUAP Unique Identifier (Academic Quality to provide)

02 UC/14BCOM/1

3. Rationale

- The Business Economics major was introduced into the Bachelor of Commerce (BCom) in 2014 and was intended to attract a new group of students who were interested in applying economic thinking in the context of a business and who perhaps less interested in the mathematical treatment of Economics than the average Economics majoring students. At the time, trends in high school enrolments had seen reduced demand for economics and increased demand for business studies.
- The business economics major has attracted 15-20 students each year since its introduction although degree completions peaked in 2018 with 18 students graduating and since then a decline has occurred with three students completing the degree in 2020. While the total student enrolments in the period from 2018 to 2020 was 88, it had significantly lower numbers of completion (n = 21). As a result the programme was temporarily closed to new students due to low enrolment and completion numbers.
- The 2019 review of the BCom recommended rationalising the number of majors within the BCom (13 at the time), and the deletion of the Business Economics major aligns with this.
- In 2021 the CUAP Graduating Year Review was undertaken for the Business Economics major. The UC Business School Academic Programmes Committee (APC) received the GYR report on 28/9/2021. Based on the GYR report, APC recommended that the Department of Economics and Finance consider the discontinuation of the Business Economics major. The Department supported this decision. The GYR was then discussed at the UC Business School Faculty Board on 18/10/2021, where a motion to discontinue the BCom major in Business Economic was unanimously supported.
- Remaining students in the major will be taught out in 2023 and 2024 or transitioned into other majors. All students have been identified and plans are in place for this.

4. Impact on Tertiary Sector

Minimal. The University of Canterbury BCom still have a strong and popular major in Economics. Any student wanting to major in Economics would have options at UC and all of the other New Zealand

universities. Business Economics simply has not proven to be a popular subject choice for students, and most have transitioned into the Economics major. At UC the Bachelor of Commerce will still have 12 majors, offering students considerable choice and flexibility in structuring their degree.

5. Will the qualification/subject be available at another NZ University?

No, as far as we can tell, no other New Zealand university offers Business Economics as a major.

6. Calendar changes

Please delete from Calendar.

Business Economics Major, pages 265 - 266, 2023 Calendar

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

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	**Minutes** Confirm public excluded minutes of 8 November 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	**Matters Arising**	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 6.4	**From the Vice-Chancellor** Vice-Chancellor's Monthly Report Emeritus Professor Nominations Academic Board Minutes 13 October 2023 Upcoming UC Events	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	**Council-Only Time** Vice-Chancellor Employment Committee Update Health and Safety External Audit Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1	**Health & Safety** Monthly Health & Safety Verbal Update	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.0 9.1 9.2 9.3 9.4 9.5 9.6	**Finance and Major Projects** Digital Screen Establishment Board Quarterly Report Digital Screen Project Quarterly Report Digital Screen Revised Branding Designs Major Investment Plan Q4-2023 Report 31 December 2023 Q4 University Actuals vs Budget Report 31 January 2024 Financial Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
10.0 10.1 10.2	**From the Audit and Risk Committee** Audit & Risk Committee Meeting 20 November Internal Audit – Staff Annual Leave Management Summary 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)
11.0 11.1 11.2 11.3	**Other** Council Policies Annual Update Updated Draft Academic Freedom Policy Banking Delegation	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	**From the Chancellor** Audit & Risk Committee Vacancy Elections Notice of Upcoming Committee Vacancy Elections Notice of Pro-Chancellor Election Executive Committee Decisions during Recess Council May Strategy Day Agenda	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)

12.6	Council Workplan 2024 Update		
13.0	**General Business**	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
14.0	**Council-Only Time**	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

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