COUNCIL
Public Meeting Agenda

Te Kaunihera o Te Whare Wānanga o Waitaha

UC
UNIVERSITY OF
CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Agenda

DATE   Wednesday 8 March 2023
TIME   11.00am
VENUE   Council Chamber, Matariki

Refer to Page No.
(matches Diligent)

1. APOLOGIES

2. REGISTER OF INTERESTS   4-6

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 February 2023   7-11

5. MATTERS ARISING

6. FROM THE CHANCELLOR
   6.1. Degrees Conferred in Absentia   -

7. FROM THE VICE-CHANCELLOR
   7.1. Vice-Chancellor's Monthly Report   12-20
   7.2. UC 150th Anniversary Update (Brett Berquist, AVC Engagement)   21-25

8. ACADEMIC BOARD
   8.1. Academic Board Report   26-30
         (Professor Matthew Turnbull, Deputy Chair of Academic Board)

9. POLICIES FOR APPROVAL
   9.1. Revised Emergency Management Policy – For Approval   31-44
         (Paul O'Flaherty, Ex Director, People, Culture & Campus Life)

10. 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 February 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 6.5 6.6 6.7	**From the Chancellor** Pro-Chancellor Election Chancellor's Committee Attendance Update Honours & Appointments Committee Update Academic Freedom Policy Review Committee Update Vice-Chancellor Employment Committee Update Propero UC Evaluation Report 2021 – Actions Update Council Work Plan 2023 Updated	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	**From the Vice-Chancellor** Vice-Chancellor's Monthly Report Academic Board Minutes 9 November 2022	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
8.0 8.1 8.2	**People, Culture and Campus Life** Health Safety & Wellbeing Monthly Report UC Covid-19 Response Review	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.0 9.1 9.2	**Audit & Risk Committee** ARC Meeting 17 October 2023 – Verbal Update Tax Strategy 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)
10.0 10.1	**Legal Matters** Arbitration and Related Matters 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 11.1	**Academic Audit** AQA Academic Audit – Self-Review 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)

12.0 12.1 12.2 12.3 12.4 12.5	**Strategy & Planning** Digital Screen Campus (DSC) Monthly Update DSC Establishment Board Update DSC Proposed Dates for Key Decisions UC Annual Plan 2023 Strategy Implementation Quarterly 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)
13.0 13.1	**Digital Services** Cyber Security Quarterly 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	**Finance and IT** 31 January 2023 Financial Monthly Report 28 February 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)
15.0 15.1	**Delegations of Authority** Delegations of Authority – Policy & Delegations Schedules – For Approval	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	**General Business**	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)
17.0	**Council Only Time**	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.

11. REPORT FROM THE PUBLIC EXCLUDED SESSION

12. GENERAL BUSINESS

13. NEXT MEETING
    ▪ Council Meeting - Wednesday 12 April 2023 at 11.00am

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

6 March 2023

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
	2022	Canterbury Museum Trust Board	Trustee
	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
	2021	University of Canterbury	Graduate and mother of enrolled student
	2022	University of Canterbury Foundation	Trustee
Peter BALLANTYNE	2021	Canterbury Education and Research Trust for the Health of Older Persons	Trustee
	2019	Canterbury Scientific Limited	Shareholder via Hawkins Family Trust
	2012	Deloitte	Consultant
Liz BOND	2019	Tertiary Education Union	Member
	2019	University of Canterbury	Employee
	2022	Working Group for the UC Graduate School	Member
Pierce CROWLEY	2022	University of Canterbury	Student
	2022	University of Canterbury Students' Association (UCSA)	President
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	Member
	2019	University of Canterbury Foundation	Trustee (Ex-officio)
	2019	University of Canterbury Trust Funds	Vice-Chancellor

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Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Roger GRAY	2022	Business Leaders' Health and Safety Forum	Member
	2022	North Tugz	Director
	2022	Ports of Auckland Limited	CEO
Jack HEINEMANN	2022	Academic Freedom Aotearoa (TEU)	Member
	2023	International Brotherhood of Teamsters	Member
	2021	Tertiary Education Union	Member
	2021	University of Canterbury	Employee
	2022	Working Group for the UC Graduate School	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	New Zealand Lotteries Commission	Chair Audit Risk Committee, Commissioner
	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
	2020	Television New Zealand Ltd	Director, Chair Audit Risk Committee
	2019	Timaru District Council	Member, Audit and Risk Committee

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Warren POH	2020	Christchurch Netball Centre	Board Member
	2017	E&S Hop Holdings Limited	Director
	2022	Fire Research Group Limited	Consulting contract
	2022	Fireshield Limited	Consulting contract
	2022	First Principles Constructors Limited	Consulting contract
	2023	Mars Bioimaging Limited	Shareholder
	2017	M & W Nominees Limited	Director and Shareholder
	2021	Netsal Sports Centre Limited	Director
	2020	NOSSLO Group Limited	Director
	2017	Ofwarren Limited	Director and Shareholder
	2023	PurePods Limited	Shareholder
	2022	Rubix Limited	Consulting contract
	2020	University of Canterbury	Husband of enrolled student
Rachel ROBILLIARD	2022	Canterbury Aoraki Conservation Board	Board member / Te Rūnanga o Ngāi Tahu appointee
	2022	Chapman Tripp	Employee
	2022	Mahaanui Kurataiao Ltd	Kaitaiki representative for Te Taumutu Rūnanga
	2022	Te Taumutu Rūnanga	Kaitiakitanga portfolio member
	2022	Te Taura Tāngata Trust	Trustee
	2022	University of Canterbury	Aunty is Amokapua Pākākano Tuarua, Deputy Assistant Vice-Chancellor Māori
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
Shayne TE AIKA (Pro-Chancellor)	2022	GHD Limited	Employee
	2020	Rannerdale Home Care Limited	Director
	2020	Rannerdale War Veterans Home Ltd	Director
	2020	The Karshay Group Ltd	Director and Shareholder
Adela KARDOS (General Counsel | Registrar)	2020	University of Canterbury	Employee

COUNCIL
Public Meeting Minutes

Te Kaunihera o Te Whare Wānanga o Waitaha

<table>
<tr><td>DATE</td><td>Wednesday 8 February 2023</td></tr>
<tr><td>TIME</td><td>11:00am</td></tr>
<tr><td>VENUE</td><td>Council Chamber, Level 6, Matariki</td></tr>
<tr><td>PRESENT</td><td>Ms Amy Adams (Chancellor), Mr Shayne Te Aika (Pro-Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Peter Ballantyne, Ms Liz Bond, Mr Pierce Crowley, Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne, Ms Rachel Robilliard, Ms Gillian Simpson</td></tr>
<tr><td>IN ATTENDANCE</td><td>Mr Keith Longden - Exec Dir Planning, Finance & Digital Services
Professor Catherine Moran - Deputy Vice-Chancellor (Academic)
Professor Ian Wright - Deputy Vice-Chancellor (Research)
Mr Grantley Judge - Governance and Compliance Manager
Ms Izzie Oosthuizen - Personal Assistant, Vice-Chancellor's Office</td></tr>
<tr><td>APOLOGIES</td><td>Mr Warren Poh</td></tr>
<tr><td>REGISTER OF INTERESTS</td><td>The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests.

Both Professor Jack Heinemann and Ms Keiran Horne provided new interests to add to the register.</td></tr>
<tr><td>CONFLICTS OF INTEREST</td><td>No conflicts of interest were advised.</td></tr>
<tr><td>MINUTES OF THE PREVIOUS MEETING</td><td>Confirming the Minutes of the meeting held on 2 November 2022

<u>Moved</u>:
That the minutes of the meeting held on 2 November 2022 be accepted as a true and correct record.
<div align="right">Carried</div></td></tr>
<tr><td>MATTERS ARISING</td><td>Action Schedule
Ms Kardos noted that the one action had been completed.</td></tr>
</table>

FROM THE CHANCELLOR	**Degrees Conferred in Absentia**

The Chancellor advised Council of the schedule of degrees to be awarded in absentia.

<u>Moved</u>:
That Council approves the degrees awarded in absentia for the public record.

<div align="right">Carried</div>

FROM THE VICE-CHANCELLOR

Vice-Chancellor's Monthly Report

The Vice-Chancellor highlighted items from her report. The Vice-Chancellor also noted that a graduation parade was planned for April.

<u>Moved</u>:
That Council notes the Vice-Chancellor's monthly report.

<div align="right">Carried</div>

ACADEMIC BOARD

Academic Board Report

Professor Matthew Turnbull joined the meeting and answered questions regarding the Academic Board Report.

Council requested that future Academic Board reports were summarised in the coversheet and any issues or decisions were highlighted accordingly.

<u>Moved</u>:
That Council:
1. *notes the report of the Academic Board;*
2. *notes the graduating year review reports, which have been endorsed by the Academic Board, and will be reported to the Committee on University Academic Programmes (CUAP); and*
3. *recommends future Academic Board reports' supporting papers be provided to Council in a summarised form.*

<div align="right">Carried</div>

Professor Turnbull left the meeting.

PUBLIC EXCLUDED MEETING

<u>Moved</u>:
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 minutes of the meeting held on		

	2 November 2022 - held with the public excluded	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	**From the Chancellor** Committee Attendance	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)
6.2	Honours & Appointments Committee	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)
6.2.1	Honorary Doctorate Nominations - Recommendation	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)
6.2.2	Reappointment of Council Members – Recommendation	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)
6.2.3	Council Member Succession Planning	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)
6.2.4	Trust Amalgamation Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
6.3	Executive Committee Decisions	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
6.4	Council Workplan 2023	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)
6.5	Notification of Pro-Chancellor Election on 8 March 2023	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
7.0 7.1	**From the Vice-Chancellor** Vice-Chancellor's Monthly 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)
7.2	Upcoming UC Events, including 150th Anniversary	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
7.3	Academic Board Minutes – 14 October 2022	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
7.4	Emeritus Professor Nomination	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
8 8.1	**Legal Matters** Arbitration and Related Matters Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
			7(f)(i)

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		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	
9 9.1	**Delegations of Authority** Delegations of Authority – Policy & Delegations Schedule Review – For discussion	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	**Digital Screen Campus (DSC)** Monthly Report0	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)\
11.0 11.1	**People, Culture and Campus Life** Health Safety & Wellbeing Monthly 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)
12.0 12.1	**Finance and IT** 31 January 2023 Financial Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
12.2	31 December 2022 – University Actuals vs Budget Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
12.3	Digital Transformation Quarterly Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
12.4	Major Investment Plan Quarterly Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
13.0 13.1	**Other** UC Plans 2023 – Plans Council can expect to see during 2023	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
13.2	Governance Policies and Review Dates – Annual 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)
14.0	**General Business**	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)
15.0	**Council Only Time**	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)

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

Carried

GENERAL BUSINESS   There were no items of general business.

NEXT MEETING   The next Council meeting will be held on Wednesday 8 March 2023 at 11.00am in the Council Chamber.

MEETING CLOSED   The public meeting closed at 3.38pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

UNIVERSITY COUNCIL MEETING
Action Schedule from the meeting held Wednesday 8 February 2023.

	Topic	By Whom	Action Required by
1.	Update the Register of Interests with Ms Bond and Professor Heinemann's membership on a Working Group for the UC Graduate School.	Registrar	Completed
2.	Update Professor Heinemann and Ms Horne's interests on the Council Interests Register.	Mr Judge	March 2023
3.	Request that Academic Board reports to Council contain a summary of any supporting papers and highlighting any issues and decisions.	Mr Judge	March 2023

Vice-Chancellor's Report to Council

February 2023

Introduction

The 2023 Academic year has begun and there is vibrancy and a buzz across the campus. It is the first year since 2019 that the full suite of orientation programmes has been offered and we have seen record participation levels with many new initiatives to foster a sense of community and belonging amongst the new UC students. About 2,700 new students and their whānau attended Herea tō waka | Orientation Day on Friday 17 February.

On 2 February I had the privilege of hosting a Welcome Back morning tea for all staff which was very well attended. The monthly Staff hui series has begun with People and Culture hosting the February hui.

The calendar of events in Christchurch reflects a return to pre-Covid levels of activity with many companies hosting annual client recognition events and other agencies hosting notable speakers. One of the notable events I attended over the past month was the Canterbury Regional Mayoral Forum hosted by the Chamber of Business.

In the week of 12 - 17 February I participated in a Tertiary Education Commission delegation that attended the Achieving the Dream Convening in Chicago. The delegation comprised leaders from New Zealand universities and tertiary organizations. I spoke on behalf of the Tertiary Education Commission delegation in a panel session that discussed cross -country similarities and differences in addressing student success and equity. Liz Brown, Amokapua Pākākano Tuarua | Deputy Assistant Vice-Chancellor Māori, also represented UC in the delegation. Liz Brown and I will be sharing our learnings with the Kia Angitu team.

After consultation with the UC Pasifika community, I was delighted to announce the appointment of Distinguished Professor Steven Ratuva to the role of Te Amorangi | Pro-Vice-Chancellor (PVC) Pacific. Distinguished Professor Ratuva will lead the revision and redevelopment of the UC Pasifika Strategy as the current strategy reaches its end date in 2023.

Engagement

Student enrolments have risen again in a competitive environment and domestic undergraduate enrolments as well as international graduate enrolments have already exceeded target for the full year. On 22 February, Stuff headlined Canterbury as 'the cool place to be' noting waitlists for halls of residence whereas Wellington and Auckland still have vacancies.

In preparation for our 150th anniversary, the university commissioned Public First and Research First to undertake an assessment of our community impact. It is the first utilisation of an established UK framework for civic engagement outside the UK.

The report develops seven domains of a university's civic commitment and engagement:
- Economic impact
- Social impact
- Health and wellbeing impact
- Cultural and creative impact

- Leadership impact
- Environmental impact

For each of the above areas of impact, the report provides key facts, background and case studies, context about the changing world universities operate in, and the need to demonstrate social purpose. It also provides 15 facts about UC's impact which are summarised below:

Growing Canterbury

UC has spent over **$500 million** in the Canterbury region since 2019 via its procurement and supply chains; **65%** of UC's total spend in this period was in the local area. Between 2018 and 2022, **372 businesses** have been incubated or spun out of UC by university staff, academics or students – of which **147 were established as social enterprises**. **49%** of UC graduates who go into employment in New Zealand work in **Christchurch and the surrounding area**. Since 2021 UC has signed over **450** contracts establishing **work between UC and Christchurch based agencies or businesses**. Over **$4 million** has been raised by businesses incubated by UC between 2020-2022. Over **5,500** people from Christchurch businesses and other local organisations have **attended an industry engagement event** held by UC in the past five years.

Serving Canterbury

UC's Student Volunteer Army carried out **9,340** hours of volunteering in Christchurch in 2021 – to the equivalent of **$220,891** of service given back to the local community. **$5 million** will support **150 Te Kakau a Maui scholarships in 2023 and 2024**, fully funding UC course fees for **300** students from TE Waipounamu South Island who are keen to make a change in their world. **Over 40% of UC graduates go into public service**, including roles in education, health and social care, or public administration. **22,000** students from the Canterbury region, of all ages, have enrolled on a course at UC since 2019. UC trains **450** new teachers a year – and over **60%** of those trained stay and teach in schools in the Canterbury region. UC works with **70%** of Canterbury's secondary schools to offer outreach and widening participation events for your people considering higher education.

Enriching Canterbury

79% of Christchurch residents say that UC is "extremely" or "somewhat" important to them. Over the past five years, **12,000** local residents have attended more than **300** public engagement events at the Arts Centre in the heart of the city, including public lectures, concerts and exhibitions. Since it opened in 2017, the Teece Museum has had more than **60,000 visitors** – of which around **74%** are Canterbury residents.

The report is now available on the UC Staff intranet here with a public release planned for March.

The 150th anniversary also brings the opportunity for increased engagement. Participants from Alaska, Hawaii, Montana, and British Columbia joined the First Nations Conference hosted by the Ngāi Tahu Centre in partnership with UC. Professor Bronwyn Hayward chaired a public discussion on 'The Path to a Sustainable Future' with international thought-leaders in the fields of ecosystems, water science and the sustainability of the Pacific Islands.

First Nations Leaders also attended a ceremony in the Council Chamber where mana whenua, Ngāi Tūāhuriri, Pou Whakarae Professor Te Maire Tau presented a patu parāoa to Tumu Kaunihera | Chancellor Hon Amy Adams to acknowledge the iwi's relations with the University. The whale bone was carved by Te Rūnanga o Ngāi Tahu master carver Fayne Robinson, and named Māuru, a term associated with the Nor'West wind.

The UC Centre for Entrepreneurship completed its 10th edition of Summer Startup. Twenty-four students worked on 19 ventures during this summer programme. $99,000 in scholarships were funded by a US-based benefactor. The Innovation Award went to Krzysztof Maliszewski **(Master of Science)** whose venture PiJ Tech features software to improve the quality of images provided by optical coherence tomography (OCT), a light-based imaging device that's used to diagnose eye problems and diseases, including diabetes and cancer. Krzysztof was interviewed on national radio about his invention.

The Impact Award went to **David Pethybridge (Master of Engineering Management)** for his venture RoadVac, a portable device that removes surface-layer dust from gravel roads, offering a solution to a significant environmental problem that has adverse health effects.

The Most Well-Developed Award went to <u>Monique Lau</u> **(Bachelor of Product Design)** who created endoSoothe, a skin cream that uses natural ingredients such as ginger root oil, yarrow and cypress leaf oil to help relieve the symptoms of endometriosis. Lau, who is herself an endometriosis sufferer, developed the product as part of her third-year project in the UC School of Product Design.

The Presentation Award went to **Marcus Davidson (Bachelor of Engineering**) for his multi-player card game that he says is perfect for families and friends. Coop's cards are illustrated by Marcus' sister and depict chickens that are named after their family's hens.

The audience at last week's showcase also had the chance to vote for their favourite venture. The People's Choice Award went to **Jack Carrick** and **Thomas McGuinness (both Bachelor of Commerce)** and their product Nailed it Nutrition, a plant protein made primarily of soy and faba bean and containing amino acids.

Over its ten years, UCE has assisted over 1,500 students start over 600 ventures, awarded over $1 Million in scholarships, and provided 100, 000 fruit bursts to fuel UC's creative minds.

UC academics continue to share their expertise with external stakeholders and to convene conferences and meetings in their disciplines. The Department of Classics hosted the biennial conference of the Australasian Society for Classical Studies at the Arts Centre.

The exhibition 'Wars, Revolutions and Social Change: Sixty Years in China', on display on level two of the Puaka-James Hight Library until 4 April, informs viewers about the history of twentieth-century China, and the life of Cantabrian Rewi Alley, who lived in China through much of it. Curators Associate Professor Richard Bullen (Art History and Theory) and Associate Professor James Beattie (Victoria University in Wellington) selected items from Canterbury Museum and the Macmillan Brown Library which bring to life this tumultuous period, which included the fall of the last imperial dynasty, wars with foreign states, and the communist and cultural revolutions.

Professor Dr Ben Kennedy organised, VolcanoFest in Rotorua to bring volcano science to the local community. The event was part of the IAVCEI Scientific Assembly conference with more than 900 scientists from 41 countries attending seminars, workshops and fieldtrips over five days.

UC is participating in space technology events being held at Tūranga, including an exhibition featuring a space plane simulator, how clean, green fuel could power the future of space travel and interactive activities where children can build a satellite and launch a rocket.

The Faculty of Engineering held the annual WiE CAN, Women in Engineering Residential Programme, in January. 60 young women from across Aotearoa came to Christchurch to experience hands-on engineering workshops and stayed in the Tupuānuku hall of residence. Feedback from the students has been overwhelmingly positive. When asked how likely the students were to study Engineering in 2024 (at any university), 92% answered likely or extremely likely (compared to 68% pre-event). When asked how likely the students were to study at UC in 2024, 88% answered likely or extremely likely (compared to 60% pre-event).

Mechanical Engineering has signed an agreement with Scott Technology which includes sponsoring a Final Year Project, funding a Women in Engineering Scholarship ($5,000 towards tuition fees, $1,000 stipend, and an offer of a paid internship with Scott Technology), an academic achievement award (prize of $1,500), and will participate in guest lecturing, and will also facilitate Scott Technology tours for our students.

Education – Accessible, Flexible, Future Focused

Orientation is not only an opportunity for students to get a sense of the campus and meet new people, but it is an opportunity to start their academic journey. As part of orientation this year, UC offered Thrive Lectures. Seven UC THRIVE lectures were given to first-year students in Halls of Residence and to students living off-campus. In total, approximately 2,000 first-year students attended these sessions in person, which was a massive turn-out. The lectures shared information for students on how to feel prepared to study at UC which in turn assists student engagement. Students learned about the differences between high-school and university and how they can navigate those differences for academic success. Members of the Wellbeing, Student Care, Kaitoko and Students Success teams also spoke about the work that their teams do to support our Ākonga as they begin their journey.

In its second year, Te Pātaka was once again a hub of activity for students seeking information and making arrangements for a successful year. The support services, including kaitoko (first-year advisors) were a point of contact for many students as they commenced. Feedback from students on the range of services present including Security, Health Centre, and Timetabling was positive. In addition to supporting our students who were present, Kaitoko, Student Care and other support services were also reaching out to students stranded in the North Island who had concerns about the timing of the return to campus.

Throughout 2023, our Te Kakau a Māui scholars have a full and enriching programme of social connection and coaching support to help guide them through their studies. In an exciting commencement to the 150th celebrations, the scholarship programme kicked off on O-day with a welcome breakfast for approximately 160 first year scholarship students. The breakfast event hosted students and whānau and was the first opportunity for these students to meet their homebase leads and social groups for 2023. Homebase groups comprised of around 15 students and one university staff volunteer who have committed to supporting them. Already there have been a few follow-on social events for the homebase teams, ensuring that our scholars start the year feeling a sense of connection to their peers. Along with the full tuition scholarship, the programme aims to support students through removing the barriers that they might face to set them on the path of life-long learning. At the welcome breakfast, students met their home-base advisors, their success coach and many of the Executive Deans as part of the programme.

The third iteration of the Takere programme concluded February with a celebration event making the end of another successful campaign. Students and whānau were invited to the closing ceremony for all 48 Takere students and Kai was shared afterwards. Students have now enrolled across the range of programmes on offer at UC and have embarked on their first semester with a head start of their first 15 credits under their belt.

It was also exciting to see the launch of our new offering, the Bachelor of Digital Screen (Honours). With a large cohort of students joining the first year, the classes have been lively, and it has been an excellent start to the year. The Bachelor of Digital Screen brings together creativity with industry and students have commenced courses ranging from 'Story Telling' to 'Product Design'. The numbers of students enrolled in the programme exceeded expectations and it has been pleasing to see this programme come together.

For the start of the year, we have also been pleased to be able to welcome international Erskine Visitors back on campus. After a long hiatus with COVID, we have finally been able to start the year with our international guests. We are welcoming 38 Erskines for Semester 1, 33 who are already here for Term 1. The welcome event for our Erskine Fellows will be held on 15 March.

For the start of 2023, UC Online had 8 courses live: six   micro-credentials, and two smaller courses. The Faculty of Education has launched two of the micro-credentials in 2023: Instructional Design Basics and Mentoring Pre-service Teachers. These short courses have several launch dates throughout the year.

In an aim to broaden access the Faculty of Health is currently working with the Te Whatu Ora South Canterbury and Te Whatu Ora Te Pae Haoura o Ruahine o Tararua MidCentral to deliver postgraduate Talking Therapies courses in Timaru and Palmerston North during 2023.

This month also saw staff engaging in professional development workshops around Academic Integrity and new technology. With artificial intelligence (AI) being topical, Future Learning and development Academic Developer Trevor Nesbitt, and Distributed Leadership in Teaching Fellow, Deidre Hart led a workshop session on academic integrity and teaching and learning in an AI world. Several academics presented and the workshop was well attended. Since the presentation well over 100 academics have viewed the seminar and downloaded the support materials. Based on Deidre Hart's work, and academic Integrity Module was rolled out to new to UC students for 2023. This excellent initiative will be scaled more widely in future.

Research – Impact on a Changing World

UC research is making valuable contributions to better impact local and global challenges.

The 2nd edition of Research.com ranking of the best scientists in Business and Management was published recently. It is based bibliometric data that only includes papers and citation values for an examined discipline. UC has 3 academics in the top 10 list with Professor Michael Hall (Marketing) leading the list.

Former UC Council member and current law lecturer Rachael Evans has been awarded an $80,000 scholarship for PhD research investigating how iwi can exercise rangatiratanga (sovereignty or autonomy) through the development of fiscal authority. The scholarship is from the Michael and Suzanne Borrin Foundation and Ngā Pae o te Māramatanga, New Zealand's Māori Centre of Research Excellence.

Sara Tolbert (Faculty of Education) is part of the team leading the New Zealand curriculum refresh, as one of two subject matter experts for the science learning area. The goal of the refresh is to ensure that the curriculum honours Te Tiriti o Waitangi, is inclusive and easy to use, and focuses on learning that matters. Sara has also been a co-author on a Ministry of Education commissioned paper, Enduring Competencies for Designing Science Learning Pathways, which will be used to help inform curriculum and subject expert group teams.

Associate Professor Laura Revell (School of Physical and Chemical Sciences) is leading a research team including Dr Karin Kvale from GNS Science and Dr Nikolaos Evangeliou from Norwegian Institute for Air Research (NILU) to carry out world-leading analysis investigating future microplastic-climate effects. A three-year Marsden grant will support the research project exploring how microplastics in our air and oceans could be influencing the global climate.

In addition, UC Staff have been engaging externally on renewable energy solutions. This has included attending the inaugural New Zealand hydrogen symposium in Dunedin, feeding into consultation workshops on the Government's roadmap for hydrogen, exploring potential partnerships with industry (including Meridian Energy and Christchurch International Airport's hydrogen consortium) and making new connections in exploring the potential of offshore windfarms. Two of the workshops were held in the Just Transition regions of Southland and Taranaki, where UC is actively developing closer connections with local stakeholders, including WITT (a UC research and teaching collaboration partner) and Murihiku Regeneration (a rūnunga initiative to build a new local regenerative economy). The goal of this work is to position UC as New Zealand's leader in this area, and preferred research partner of choice, both locally and internationally.

Professor Simon Kingham was a keynote speaker at New Zealand's first forum on Driverless Passenger Transport. The conference theme was "The Role of Autonomous Transport Solutions in solving Public Transport's First and Last Mile Challenge".

Earthquake Engineering PhD candidate, Felipe Kuncar, is working on a ground-motion simulation model that will improve understanding of how different neighbourhoods are impacted by shaking to better inform engineers and make buildings more resilient to large earthquakes. Kuncar has been using data from the dense Christchurch network of twenty strong motion sensors (accelerometers) to analyse localised seismic activity. In the next few months, he expects to include more than fifty of these instruments from across Aotearoa New Zealand in his analysis and says the modelling technique could be used to improve the seismic resilience of buildings all over the world.

Jennifer Berry, an outstanding final year Mechanical Engineering student, has become the first non-US university recipient of the prestigious Universities Space Research Association (USRA) Distinguished Undergraduate Award.

Two Child and Family Psychology students Humaira Hakeemi and Zara Kashkari have been awarded scholarships for their studies at UC from Te Whatu Ora "Building the Muslim Mental Health Workforce." Humaira is undertaking her MSc thesis and Zara is a current student in the Child and Family Psychology programme and will be embarking on her research thesis this year.

With border restrictions easing, UC is prioritising opportunities to further build our international reputation and connectedness. Professor Wolfgang Rack and Dr Daniel Price (School of Earth and Environment) are collaborating with Lincoln Agritech, the Alfred Wegener Institute for Polar and Marine Research (AWI) in Germany, Australian Antarctic Division, NASA, and ETH Zurich University to map and measure a vast stretch of Antarctic Sea ice. This research is supported with a Marsden grant and seeks to reveal the role sea ice plays in the global climate system.

The Faculty of Education has hosted Dr Heather Worth, Director of Te Puna Vai Marama, Cook Islands Centre for Research, University of South Pacific (USP), as part of UC's ongoing partnership development in the education sector in Raratonga. Associate Professor Heather Wolffram (School of History) has completed a European sabbatical during which she had short visiting fellowships at both the Institute for the History and Ethics of Medicine at Friedrich-Alexander University in Erlangen (Germany) and the History Faculty at Utrecht University (The Netherlands). In Utrecht, Heather joined the European Research Council-sponsored Forensic Cultures in Europe (FORCE) Project, leading a workshop on 'Emotions and Forensic Medicine/Psychology.' Heather is collaborating with FORCE team members on an edited collection to be published by University of Manchester Press in the middle of 2023.

Publication in prestigious journals is ongoing. This month in *Nature Communications*, Dr Thomas Robinson has published research that identifies for the first-time areas and communities most in danger from glacier flooding and has attracted significant international media attention. The research identifies high populations of communities at risk from glacial lake outburst floods (GLOFs) that can happen without warning when a natural dam fails. Similarly, Professor Ben Kennedy, is a co-author on a paper published in *Scientific Reports* which looks at the damage amplification during repetitive seismic waves in mechanically loads rocks.

There are also emerging opportunities to build the outreach and impact of UC research. From 1 January 2023, the Ministry of Business Innovation and Employment (MBIE) is requiring all peer reviewed research outputs arising from research that they fully or partially fund to be made Open Access. In a typical year, approximately 52% of external funding for UC research is from MBIE, and the Library is providing guidance documentation and tailored support for researchers to understand what this means for their research outputs, and how they can best comply with this requirement.

UC continues to provide access and share "state of the art" research equipment, facilities, and e-infrastructure. The Human Interface Technology Lab (The HIT Lab) New Zealand recently hosted the Third International XR (eXtended Reality) Workshop, in partnership with Auckland and Victoria Universities. XR is an emerging umbrella term for technologies that extend the reality we experience by either blending the virtual and "real" worlds, or by creating a fully immersive experience. The XR workshop theme was

Designing XR for Immersive Games and combined taught lectures with hands-on project work. This gave a unique opportunity to learn how to develop XR applications from world leading experts in the field.

Throughout 2023, the Library will be upgrading various search and collection management platforms to support the University teaching, learning and research. The most significant upcoming technological changes will be the move to a new Library Management System, the beta launch of *VuFind* and the roll-out of *Figshare*. These three changes will enhance the ability of academics and students to access and utilise collections as well as make publicly accessible their research data on a secure locally managed platform.

As part of the development of Te Kura Tāura, | UC Graduate School a researcher development team is being established. On 1st February, Dr Katharina Stirland commenced as Poutoko Pechenga Rangahau | Researcher Development Team Leader. The role of the Researcher Development Team Leader is to develop and implement proactive, customised and data informed practices to support the academic research journey of graduate research students. One of the first priorities is the development of online professional development in supervisory practice.

People – Nurturing Staff, Thriving Students

Wellbeing support has been offered for students and staff whose whanau might have been affected by Cyclone Gabrielle. The Accommodation Services team worked with Halls to enable special consideration about accommodation fees for Orientation week when some first-year students were unable to join us on campus. The students had all arrived by the start of lectures. The University community was made aware of the range of cyclone relief funds to which it could contribute.

As usual this time of the year has been busy for the Accommodation Services team. In line with the high level of domestic enrolments, the residential halls are full. The team has been working closely with the Halls on a variety of events in the lead up to first years arriving, for example information webinars for whanau of first year residents, and marae-based training for Taurima | Residential Assistants. Another collaborative initiative has been the provision of a structured six-week programme for first years, including a range of scheduled sporting, cultural and social events. A highlight of the first week were the Thrive lectures where students learnt about classroom and study techniques and support available to help with their studies and student experience. The approximately 2000 students who attended wore bright coloured t-shirts to denote their respective Halls and made for a striking sight as the moved en masse across campus.

The Student Wellbeing team continues to grow and diversify its skills. A recent recruit is an experienced registered social worker and will work in the role of Mental Health and Wellbeing Advisor.

February sees the start of a new monthly series of Student Voice meetings between the University of Canterbury Student Association (UCSA) President and colleagues and UC Leaders from Student Wellbeing and Accommodation Services. These meetings sit alongside an existing monthly meeting between UCSA and the University about facilities issues. These two meetings aim to align with priorities agreed at the Student Levy Advisory Board. Favourable feedback was recently received from the UCSA about the bright rainbow design painted on the front steps of Haere-roa.

Thirty staff have undergone training for the Kaihāpai Oranga/Wellbeing Supporter Programme, a peer support scheme that aims to provide assistance to staff to further help themselves with their wellbeing. On a similar note, the Learning and Development Team offer a programme for staff focusing on Mental Health First Aid, run by the Mental Health Foundation. Also offered has been a webinar called Unleash Your Potential which focuses on self-management of wellbeing. At the time of writing about 170 staff had attended.

UC staff are again taking part in the annual Aotearoa Bike Challenge. Last year 235 staff commuted over $24,000 kilometres and one of the aims is to better that this year.

The government is currently running a programme called Manaakitia te whare tangata | Period products in schools. This programme provides access to free products for those who need it in all state and state integrated schools. This programme doesn't extend to tertiary providers, but Student Wellbeing and Facilities Management ran a successful nine-week UC trial of a customised UC version in 2022, with 3400 products being taken by UC community members. We have now committed to funding period products for staff and students at UC in 2023 and started doing so on 20 February.

Internationalisation – Locally Engaged, Globally Networked

Prof Ian Wright, Brett Berquist and Monique van Veen travelled to India earlier this month to engage in partnership meetings and deliver a Masterclass on Developing Sustainable Cities at the QS India Summit. Both the summit and the meetings provided helpful context for UC's engagement with India, especially understanding the implications of India's updated National Education Policy which affords Indian universities greater collaboration with foreign partners. Christchurch City Council's Assistant Chief Executive, Lynn McClelland, pre-recorded her contribution to the summit Masterclass which was very well received by a full room of higher education leaders from India and beyond.

UC also had the pleasure of hosting the Chief Executive and Secretary General of Association of Commonwealth Universities (ACU), Dr Joanna Newman at the end of the month. Dr Newman delivered an address on How global higher education is driving sustainable development.

Dr Martha Johnson, Executive Vice President for Academic Affairs and Provost, CEA/CAPA, gave a talk on curriculum integration as a catalyst for outbound mobility. Examples of how the University of Minnesota increased internationalisation by integrating outbound opportunities to degree programmes are relevant to current discussions on our revisions to our internationalisation strategy.

Very pleasingly, there has been better than expected recovery in the international graduate market with the full-year forecast being exceeded.

Organisational Efficacy – of a sustainable scale by 2030

The Digital service desk team have been busy supporting the start of the semester, dealing with record levels of calls and enquiries, juggling high volume incident management calls from several incidents impacting new enrolling students as well as lots of new staff enquiries and support. Digital is exploring how it scales its help services across UC campus and builds further self-service automation to enable service desk agents to provide valuable in-person consulting and support.

The Service Experience team continued its development and scaling of People & Culture team services available through UC's unified service portal. In addition, following feedback from stakeholders on the service portal design further iterative improvements were released in February, with plans to continue these experience and form workflow improvements as we progress through the year.

Digital Services also launched its internal pilot of using UdemyPro, a global community learning platform with significant strengths in Digital technology skills. This pilot is focused initially for Digital Services continuing staff development investment. This focused technology skills learning investment further compliments the range of courses available from LinkedIn learning and UC, available through DevelopMe which also launched in January.

Digital also participated in a pilot of new staff member "pop-up" event to help answer questions and deal with any setup technical issues being encountered by staff. The event was very positively received.

The finance team is heavily involved with the Annual financial audit process hosting a large team from Audit NZ. The audit is progressing well currently with no major issues, so we are still expecting the planned timelines to be met.

Environmentally Sustainable

As per the Sustainable Food and Drink Plan, a large collaboration of organisations in the local food system was initiated in January 2023. This is specifically to support the delivery of an inclusive Community Feast as part of the 150th celebrations. This event will highlight the University's commitment to the Sustainable Development Goals, especially No Poverty, Zero Hunger, Good Health and Wellbeing, and Partnerships for the Goals. In addition, two members of the Sustainability Office attended the fourth Aotearoa SDG Summit at Waikato University in February, and we are providing initial support for planning the fifth summit. This effort was highlighted during the recent Summit.

Mechanical Engineering is delighted to welcome A/Prof David Denkenberger to the department. He is a new academic who teaches building energy efficiency and does research on energy. He also co-founded and directs the Alliance to Feed the Earth in Disasters (ALLFED) to implement preparedness for global catastrophe.

We are participating in the Aotearoa Bike Challenge where staff and students committed to take part ride a bike for 10mins or more during the month of February. Rides are logged and submitted to the national Bike Challenge database. On 21st February there was a group photo taken of all campus members who have joined the initiative.

COVER SHEET

To:	Ki:	Council
From:	Nā:	Brett Berquist, Assistant Vice-Chancellor, Engagement
Date:	Rā:	8 March 2023
Subject:	Kaupapa:	**Update on events planned for 150th Anniversary Celebrations – For Information**

Recommendation:

That Council note the updated plans for UC's 150th Anniversary celebrations and key dates for their diaries.

Purpose:

The University of Canterbury will observe its 150th Anniversary in 2023. This document provides an update on events planned, to date, to celebrate the Anniversary.

Executive Summary:

We are developing an exciting year-long programme of events, celebrating our history as well as looking to the future and showcasing UC research and innovation to our community. This includes concerts, conferences, public talks, art exhibitions, sporting events, student and community events and events for Alumni in Canterbury and offshore. Some events will be new, and others will be regular UC activities that will be branded with 150th messaging. We are working with faculties, schools, clubs, and societies across the campus as well as partner agencies and key external stakeholders on a robust schedule of events. A number of sporting and cultural events, exhibitions, concerts, and showcases/activations are currently being finalised to occur throughout the year, on campus and throughout Canterbury.

Key dates and activities:

Q1 2023

- **University-wide messaging** – we are supporting Schools and Faculties with theming/branding their events, conferences, and lectures, as well as graduation, UC Connect and Orientation Day. In November we launched a 150th themed toolkit which will be available for use University-wide to assist in 150th messaging.
- **Anniversary Website presence** – we have dedicated 150th Anniversary webpages (www.canterbury.ac.nz/uc150/) which highlight our history, impact, anniversary programme of events and enable us to share and tell stories about our people.
- **Community Impact Report** – UC's first-ever Community Impact Report has been released internally on the staff intranet, and will be released publicly in early March. The report documents the University's social and economic impact and has established a baseline assessment to inform UC's direction. The report has also proposed key metrics that will enable us to better benchmark against peer organisations internationally, and crystalized a set of key messages that speak to the role we play in our community. These messages are incorporated into 150th planning and lay the groundwork for future philanthropy efforts.
- **Anniversary-branded merchandise** – we have developed a suite of limited edition 150th branded merchandise to be sold from late March as part of our fundraising towards the Te Kakau a Māui scholarships.

- **Anniversary Champions group – we have created a 150th Champions Group for key supporters** and/or those planning events linked to the 150th from across the University to ensure broad stakeholder involvement and to provide a conduit for interactive community engagement in planning and executing Anniversary festivities. The Group has met monthly since mid-November.
- **Community Advisory Group** – we have convened a 150th community advisory group, involving representatives from the Knowledge Commons stakeholders. The group is meeting quarterly.
- **Te Kakau a Māui scholarship campaign** – we successfully launched our campaign to raise philanthropic support for the Te Kakau a Māui scholarships through a variety of channels and welcomed 162 recipients to campus during Orientation week with a welcome breakfast. Raising philanthropic support for the scholarships is the primary focus for the Chancellor's Gala Dinner and Golf Tournament.

2023 Activities:

January
Local Heroes display – the *12 Local Heroes* (bronze busts) were loaned to us from the Canterbury Museum and were installed last month on campus for two years as an art trail that people can follow. The *Local Heroes* is a series of bronze busts, created by sculptor Mark Whyte, to commemorate twelve local Christchurch people who were prominent in their respective fields in the latter part of the 20th century, including Frank Dickson, Elsie Locke, and Sir Tipene O'Regan. They were commissioned by the Local Heroes Trust and previously installed outside the City Arts Centre. We held a small unveiling event, welcoming back families, friends, and the artist to campus to see the busts in situ.

February
Launch event led by mana whenua – an official launch event led by mana whenua, involving the presentation of a patu, was held in February, in association with the First Nations Conference in early February.

Staff 150th and welcome back event
We welcomed staff back to campus, and welcomed in the anniversary year, with a morning tea of 150th themed cupcakes on 2 February.

Australasian Society of Classical Studies Conference – the Australasian Society of Classical Studies Conference held in early February was the first of many conferences and events to use the 150th anniversary branding.

Crusaders pre-match function – the Crusaders pre-match function and student experience game on 24 February was 150th anniversary branded. This kicked off our celebrations with students and the public. UCSA and the 150th team planned events on Campus on the week leading up to, and immediately prior to the match, including150th activations on clubs and market day and at a community BBQ.

March
Parliamentary reception – we will host a parliamentary reception with a 150th theme on 14 March.
City to Surf – On 19 March, a team of 150 staff and students will participate in the City to Surf race.

April
Graduation ceremonies – graduation ceremonies will take place on 4 and 6 April, and again on 29 and 31 August. These will feature 150th anniversary branding and we are planning an associated Anniversary Themed parade.

Community-wide communications campaign – from late-April to late-May, we will feature 150th branding in Christchurch, this will include lighting key civic buildings red, flags and banners at key locations, a photo board trail showcasing images of UC research and innovation from the past and looking to the future.

Community-based events – we will run a week of city centre-based events over the last week in April. These will include:

- **Fundraising Gala Dinner –** Hosted by Chancellor Amy Adams on 27 April at Te Pae 6-11 pm. This event will raise awareness and philanthropic support for the newly launched Te Kakau a Māui student scholarships, strengthen relationships with the city in the year of the 150th and establish and build connections with leaders, decision makers and influencers in Ōtautahi Christchurch.
  This black-tie fundraising gala dinner will be at the Rivers Room, Te Pae. The programme will include live music from the UC Music programme, Mariama Kamo will interview a selection of scholarship students, a silent auction, and virtual storytelling/exhibits that reflect UC Students. The room can seat up to 700, and tickets are $280 per person. Fundraising efforts will be further helped by the auction, raffle and tap and pay/envelope donations. We will also seek corporate sponsorship through a variety of packages.
- **Golf Tournament** – on 28 April will host a fundraising Golf Tournament at the Russley golf course, towards the scholarships. This will involve 18 teams, of five golfers in each team, playing throughout the afternoon followed by a reception/prizegiving dinner in the evening. We are seeking corporate sponsorship for this event. This will be hosted by Ian Wright.
- **Sustainability Feast** – on 28 April we will host a Sustainability Feast at Aldersgate Centre in Christchurch, in partnership with Lincoln University as part of our sustainability agenda. Between us we will grow and prepare a meal in the evening for about 250 representatives from community groups/partners.
- **Service of Thanksgiving** – we are working with the Bishop of Christchurch's Office to plan a service at the Christchurch Transitional Cathedral on April 29.
- **Raising the Bar events** – on 2 May, we will run a series of evening 'Raising the Bar' community engagement events at a selection of bars across Canterbury, enabling key UC researchers to share their research and knowledge with the community.
- **Lincoln and Otago University sporting matches** – we are working with our sports teams to plan a series of matches against Lincoln and an inaugural annual football tournament against Otago to occur on the Ilam playing fields as part of our events programme. We hope this will also include branding our top teams playing in a range of sports in the University games.
- **City art exhibition** – we will host an exhibition,"Whiria te tāngata: weaving the people together – 150 years of College and Community"; at the Pumanawa Gallery, Arts Centre from 17 July to 10 Sept.

June to August

- **UC Birthday celebrations** – we will host a birthday celebration on campus on 16 June for staff and students
- **Partnership with WORD Christchurch** – we will leverage our partnership with WORD Christchurch to include 150th themed events and talks.
- **Christchurch Symphony Orchestra and School of Music event** – on 26 August, the Christchurch Symphony Orchestra and School of Music will join for a 150th themed concert. We have commissioned a work for the concert celebrating 150 Years of UC: Set of orchestral songs exploring the past, present, and future of Ōtautahi Christchurch from Reuben de Lautour (UC Music Head of Composition). In keeping with the proposed theme of "past, present, and future," the work will consist of three or four snapshots from significant moments in the history, present, and future of Ōtautahi Christchurch. The libretto for each song will be drawn from the work of a poet, writer, thinker, or other significant cultural figure relevant to each historical moment.

October

Throughout October, we will feature 150th branding around campus. This will include lighting key campus buildings red, flags and banners at key locations, light and art installations on campus, and a photo board trail showcasing images of UC research and innovation from the past and looking to the future and activations on campus showing our research and creativity – through art installations and demonstrations.

We will run a week of campus-based events over the last week in October. This will include:

- **Alumni Reunion weekend** – 27-29 October – This weekend will include UCSA Nostalgia Concerts, a Golden Graduates Morning Tea, Young Alumni Awards Cocktail function, a 150th Anniversary book talk, an Alumni and Friends BBQ and the VC's Public Lecture evening.

December

Book Launch – The 150th book, 'Creating Futures: A new history of Christchurch's university, the communities it serves and the people who make it', will be launched at the Arts Centre on 12 December. Written by John Wilson, this will be a richly illustrated, case-bound volume, designed by Aaron Beehre and published by Canterbury University Press.

Attachments:
Attachment 1 - 150th Anniversary key dates document.

Documents on SharePoint for information:
Supporting communications, engagement and events planning and action plan documents are saved here.

Paper Progress:

To:	Date:	Decision:
COUNCIL	8 March 2023	For Information

Attachment 1 – UC 150th Anniversary Key Dates

Dates for your diary:

29 Jan	12 Local Heroes
Feb	Community Impact Report
8 Feb	Event with mana whenua
17 Feb	O Day/Welcome for 150th scholarship students
24 Feb	150th Crusaders Student Experience Plan
March	150th branding on campus
4 March	Matatu match
11 March	UC v Otago football matches – Ilam
19 March	City2Surf event – UC 150th staff/student team and sponsorship
4&6 April	Graduation (with parade)
Late April	Photo board trail through town
	Lighting up of key buildings in town/airport
27 April	Fundraising Gala Dinner – Te Pae
28 April	Fundraising Golf Tournament – Russley
29 April	Service of Thanksgiving – Christchurch Transitional Cathedral
	UC v Lincoln Rugby Match – Ilam
2 May	Raising the Bar
6-7 May	Open Christchurch
May/June	UC v Lincoln Netball Match – Campus
June-Sept	UC Travelling exhibition – around Canterbury districts
17 July-10 Sept	"Whiria te tāngata: weaving the people together – 150 years of College and Community"; Pumanawa Gallery, Arts Centre
26 Aug	UC Music Concert with Christchurch Symphony Orchestra
21-27 Aug	Word Festival
29 & 31 Aug	Graduation
8 Sept	Open Day
October	Campus branding/lighting up of campus
27-29 Oct	Welcome Function, Golden Grads morning tea, Young Alumni Awards,
	150th History book talk, Alumni and Community Picnic, UCSA 'Nostalgia' Concert
	Showcases, exhibitions, cultural sports, games, demo sports
12 Dec	150th History Book Launch

Memorandum/Pukapuka

UC
UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND
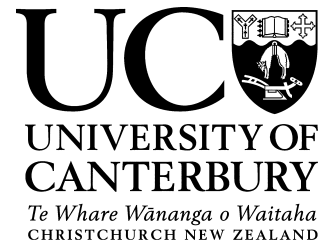
To:	**Ki:**	University Council
From:	**Nā:**	Professor Cheryl de la Rey, Vice-Chancellor
Date:	**Rā:**	16 February 2023
Subject:	**Kaupapa:**	**Academic Board report**

Recommendations:

That Council:

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

2. *approves the deletion of the subject Antarctic Studies from the Master of Science which has been recommended by the Academic Board and once approved will be reported to CUAP (attachment 2)*

Executive Summary:

The Board discussed and endorsed the Delegations of Authority Policy review and a report from the Library Committee and commented on the draft self-review report prepared for the academic audit visit in July 2023. The updated academic audit self-review report is attached separately.
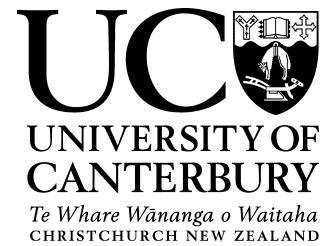
Attachments:
- **Report from the business of the Board (attachment 1)**
- **CUAP deletion report (attachment 2)**

Full papers commence overleaf.

Paper Progress:

To:	Date:	Decision:
PFRC/RAC/SLT/FPRC/ARC	N/A	
COUNCIL	March 2023	Pending

UC
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 FEBRUARY 2023

Members observed a moment's silence in sympathy and solidarity with the people of Tűrkiye and Syria impacted by the recent earthquake

VICE-CHANCELLOR'S REPORT
The Vice-Chancellor welcomed members. She noted that early indications for applications to enrol showed record numbers with modelling estimating an increase in the range of 3.8% -7.6% more students enrolling than in 2022. She thanked members for all their efforts and asked that this good news and thanks be conveyed to colleagues.

REPORT FROM THE ACADEMIC ADMINISTRATION COMMITTEE (AAC)
The request to delete the subject Antarctic Studies in the Master of Science had arisen during a Graduating Year Review as it had become evident that although students were pursuing Antarctic Studies, they were choosing to do so using other subject codes, so the deletion would not disadvantage further students.

DELEGATIONS OF AUTHORITY POLICY REVIEW
Adela Kardos, General Counsel and Registrar noted that changes in the delegations policy were intended to make the policy easier to understand.

The Board endorsed the draft for Council approval.

**REPORT FROM THE LIBRARY COMMITTEE**
The Chair of the Committee, Associate Professor Grimley, presented the report. Members exchanged views on the success of 'sticky' spaces on campus, where students prefer to study in social learning spaces. The Deputy Vice-Chancellor Research reported that UC is committed to an external review of the library in 2023 to make sure it is fit for the future in terms of resourcing, space and how it connects with staff and students. The report is expected to be available by the end of the year.

ACADEMIC AUDIT SELF-REVIEW REPORT
Professor Moran reminded members that the Board had approved the establishment of 12 working groups to help prepare material for the self-review report in September 2021. A workshop with Board members had taken place in August 2022 and in November a first draft report had been circulated. She thanked those who had contributed to the report and said that the next challenge would be to unify the text into a single voice with a clear narrative.

Members endorsed the draft and thanked those who had helped to prepare it. Further suggestions included:

- that the report should include more emphasis on how we measure our success and what we think we should be measuring;
- that a reflection be added on what data we would like to measure ourselves by and what are the limitations of the data we have at present and how we define success.

UNIVERSITY OF CANTERBURY
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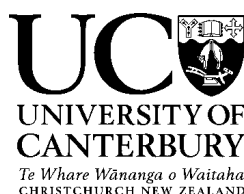
Report to CUAP

Deletion of Antarctic Studies as a subject to the Degree of Master of Science (MSc)

(CUAP criterion 6.2.4 the deletion of entire qualifications, major subjects, minor subjects where there is no established major subject, or endorsements)

Department or School	School of Earth and Environment		
Faculty	Science		
Contact person	David Conradson	**Phone number**	033694103

1.   Name of Qualification(s)

Master of Science (MSc) - Antarctic Studies as a subject.

2.   CUAP Unique Identifier

06 UC/16 MSc/1

3.   Rationale

The Graduating Year Review for this programme, which was scheduled for 2022, revealed that the subject of Antarctic Studies in the Master of Science has had no enrolments in the past five years. Therefore, the Faculty of Science would like to delete the ANTA subject in the MSc. Assuming that this proposal receives approval, the individual course ANTA692, which is the 120pt ANTA thesis, will also need to be discontinued, as a separate task.

4.   Impact on Tertiary Sector

No significant impact on the tertiary sector is predicted as the subject of Antarctic Studies in the Master of Science has had no enrolments for five years.

Students can still take 120pt Antarctic-related Masters research projects under other cognate subjects, such as ENVR, GEOG, BIOL, CHEM and PHYS, and this currently occurs. The discontinuation of ANTA as a subject in the MSc will therefore not prevent UC students from undertaking 120pt Masters level Antarctic-related research.

Students are also able to undertake a 90pt research project as part of the 180pts Master of Antarctic Studies.

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

To our knowledge, no other NZ university currently offers Antarctic Studies as a subject for their MSc qualification. However, as noted in section 4 above, this does not prevent students from undertaking MSc

research in Antarctic topics under other subjects, which they routinely do through subjects such as Geography, Environmental Science, Physics, Biology, and Ecology.

At the University of Canterbury, it also remains possible to undertake a Master of Antarctic Studies (MAntaStud) degree, which is an 180pt qualification with a 90pt research project.

6.   Calendar changes

UC Calendar, The Degree of Master of Science (MSc – 240 points) page 627 - 635
https://www.canterbury.ac.nz/regulations/academic-regulations/msc-90/academic-regulations-science-MSc.pdf

Remove the following entry from Schedule S to the Degree of Master of Science (page 628):

 Mātai Te Pou Tonga | Antarctic Studies
The Antarctic Studies programme is MSc Part II only and consists of a thesis totalling 120 points.

Pukapuka | Memorandum

People, Culture and Campus
Pūmanawa Tangata

UC
UNIVERSITY OF
CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	Ki:	Council
From:	Nā:	Paul O'Flaherty, Executive Director People, Culture & Campus
Date:	Rā:	8 March 2023
Subject:	Kaupapa:	**Revised Emergency Management Policy – For Approval**

Recommendation:

That Council approves:
1. *the revised Emergency Management Policy; and*
2. *the rescinding of the Emergency Statute.*

Purpose:

- The purpose of this memorandum and the attached policy document is to provide the revised Emergency Management Policy ('the Policy').

- The revisions for the Emergency Management Policy are part of the review cycle.

Executive Summary:
- The Policy governs the statutory responsibilities of the University in the event of an emergency. The purpose of the Policy is to delineate the roles and responsibilities of the Council and Vice Chancellor for a timely and effective response in the event of an emergency.

- It outlines the conditions for which the Executive Council can "declare an emergency" and terms for the closing of the University to expedite response needs (and resources) to protect life and property at the University of Canterbury (UC).

- To provide an updated Incident Management Team (IMT) structure.

Key revisions/changes made:

- Merged the current Emergency Statute (attached) with the Emergency Management Policy. The statute is a major part of the policy. The statute provides the ability to expedite incident response(s) while the policy governs the overarching intent of a UC incident response. Thus, the two documents need to be merged. As a result, UC is suitably aligned to delineate responsibility to the UC governing bodies at various management levels: Executive Council, Vice-Chancellor, Strategic Emergency Management Group, and Incident Controller.

- The Policy outlines the responsibilities of the Executive Council and the Vice Chancellor in the event of a planned or unplanned emergency. This includes the Vice Chancellor's sub-delegations during a response such as the Incident Controller's delegations when the Incident Management Team (IMT) has been activated.

- Review of the Vice-Chancellor's sub-delegated powers, and updated definitions and structure of the policy.

- Revised incident conditions for closing UC premises to provide greater detail and clarification. For example UC lockdown versus UC closure (Appendix Four).

- Updated IMT structure aligned with the current version of the Coordinated Incident Management System (CIMS), which is the common response structure in New Zealand (Appendix two).

- Learning from UC's past emergency responses, the IMT response levels have been aligned with the latest version of CIMS (Appendix three).

Key Points/Strategic fit:

Meet the strategic goals of:

- People - Nurturing Staff, Thriving Students:
    - o Foster the UC ethos of excellence, relevance, impact and kotahitanga, and a culture of high ethical standards, collaboration, and innovation.
    - o Select, develop and reward talented staff including the next generation of outstanding Aotearoa New Zealand's researchers and best educators.
    - o Create a diverse and inclusive community where all staff and students have a sense of belonging, building on our bicultural foundations.

- Organisational Efficacy - achieve economic sustainability and effectiveness:
    - o Increase the economic impact of the University on the city and region.
    - o Grow and diversify revenue to become an economically sustainable university is able to initiate new, high-impact projects.
    - o Simplify, automate and reduce business processes with a humanistic approach.
    - o Use technology and data in a responsible, ethical, effective and efficient way to enable and empower our people and communities.

Financial implications:

N/A

Attachments:

1. Revised Emergency Management Policy – for approval (note tracked changes not provided as too many changes were made to make it readable); and
2. Current Emergency Statute – for information (recommended for rescinding).

Paper Progress:

To:	Date:	Decision:
RAC	1 February 2023	For Feedback
SLT		
ARC	20 February 2023	For Feedback & Recommendation to Council
COUNCIL	8 March 2023	For Approval

UC Policy Library | Te Pātaka Kaupapa Here

Emergency Management Policy

Last Modified | Nōnahea i Whakarerekē	March 2021
Review Date | Rā Arotake	February 2026
Approval Authority | Mana Whakaae	Council
Contact Officer | Āpiha Whakapā	Emergency Management and Business Continuity Manager, People Culture and Campus

Introduction | Kupu Whakataki

This Policy outlines the University's response to a critical incident and how it will delegate power and assign responsibility to manage such an event. It details the University's ongoing commitment to reduce risk, and ensure readiness and effective response (including supporting the recovery efforts) following a critical incident or an emergency.

Purpose

This Policy provides a mandate to make strategic operational decisions to respond most appropriately to an expected event (e.g. predicted severe weather) or an unforeseen critical incident/emergency.

It facilitates timely decision-making that protects life, limits damage to property and minimises disruption to the business and the delivery of services. It ensures that authority is in place for Council and the Vice-Chancellor to act urgently in a critical incident or emergency.

Policy Statement | Kaupapa Here

1. The University is committed to supporting the safety and welfare of the University Community and will make every reasonable effort to respond to emergencies based on the situation, information and resources available.

2. The University will seek to assure the continuity of operations and restoration of normal activities as quickly as possible following an emergency or a critical incident.

3. The University adopts the Coordinated Incident Management System (CIMS) and will follow the CIMS structure when managing emergencies or critical incidents

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4. The University will maintain an Emergency Management Plan and review the effectiveness of that plan on an annual basis.

5. The University will cooperate with other agencies that have responsibilities related to emergency management.

6. The University will maintain the Business Continuity Management Framework and Business Continuity Plans as part of the framework to support the organisation's operations. The Business Continuity Plans will be reviewed and updated regularly as stipulated by the Business Continuity Framework.

Responsibilities

Executive Committee of Council:

Where an emergency occurs, the Executive Committee of the Council, acting on the advice of the Vice-Chancellor may, for such period and on such terms as it thinks fit to accommodate the emergency, grant waivers to any student or group of students, or suspend the application, of all or any part of, any University Regulation or Statute, or close the University.

The Executive Committee of the Council, acting on the advice of the Vice-Chancellor, who is the Chair of the Strategic Emergency Management (SEM) Group, can "declare a localised emergency" where it is necessary to make a formal declaration to the University Community. Such a declaration will allow for:

• Closure of part or all of the campus;
• Evacuation of non-essential personnel;
• Suspension of business activity; and/or
• Business continuity response arrangements.

Appendix Four contains further guidance on campus closure.

If the Executive Committee of the Council cannot meet in a timely manner (virtually or in person), the Vice-Chancellor is authorised to act independently and report their actions back to the Executive Committee of the Council. Any decision(s) made by the Vice Chancellor shall be of immediate and continuing effect with the termination date of delegated authority reviewed by the Council.

Vice-Chancellor:

In an emergency, the Vice-Chancellor is responsible for:

• Making decisions which require the highest level of authority in the University.

• Providing advice and reports to Council and ensuring the effective operational response to and recovery from an emergency.

- Ensuring that communications with the wider University Community and the public are managed effectively.

- Ensuring the short-term and long-term financial implications are handled and overseeing the implementation of the University's Business Continuity Plans.

- When CIMS is implemented during a planned event or critical incident and/or an emergency at the University, the Vice-Chancellor can approve the suspension of core responsibilities and/or duties during the response and recovery phases for any staff or students who are part of the CIMS structure at the University.

- The Vice-Chancellor may also sub-delegate specific authority to particular roles in the University in addition to the above and below. This is limited to existing delegations which are delegated to the Vice-Chancellor by Council.

- Providing strategic direction for the Incident Controller (IC).

- In the event the Vice-Chancellor is unavailable (e.g. circumstances mean it is not practicable to contact the Vice-Chancellor) or in the event that an immediate operational decision needs to be made to preserve the safety of people and/or the security of the University, the Vice-Chancellor can sub-delegate the following powers:

    - Depending on the nature of the incident (e.g. armed offender), the First Responders, which are likely to be the University Security Manager, have the authority to make any immediate operational decision necessary to preserve the safety of people and the security of the University. Such decisions may, in extreme events, include the full evacuation and/or the immediate lockdown of some, or all, of the University campus.

    - The IC has the authority to assign tasks and delegate responsibilities within both the Incident Management Team (IMT) and the wider University Community. This may include the secondment of facilities, equipment, resources, and/or expertise to expedite the response from both within and outside the University.

    - In extreme events, the IC can make the "IMT activation level" decision for the University's emergency response levels and advise the SEM Group accordingly. See Appendix Three for University emergency response activation levels and notifications.

In the event that the Vice-Chancellor is not available, the Vice-Chancellor sub-delegates authority to make strategic decisions necessary to preserve the safety and security of the University, upon the following roles in the order in which they are listed:

- The Deputy Vice-Chancellor (Research) or the Deputy Vice-Chancellor (Academic), according to availability;
- The Executive Director of People, Culture and Campus;
- The Executive Director of Planning, Finance and Digital Services.

In the unlikely event that none of these persons is available, the Incident Controller (IC) will contact another member of the Senior Leadership Team (SLT) who will then assume delegated authority.

Definitions | Tautuhinga

Coordinated Incident Management System (CIMS) – New Zealand's Coordinated Incident Management System (CIMS) establishes a framework of consistent principles, structures, functions, processes and terminology for a response and the transition to recovery. It is the emergency management protocol that provides a model for command, control, and coordination of an emergency response amongst emergency services.

Critical Incident – Any unplanned or unforeseen natural or human-related event that disrupts normal business and may be a threat to life or property.

Emergency – often interchangeably referred to as a critical incident. It relates to any unplanned or unforeseen event that disrupts normal business and may be a threat to life or property e.g. severe weather, bomb threat, armed offender, fire, flood, earthquake, or tsunami. The main difference between a critical incident and an emergency is that an emergency is a significant event and requires a higher degree of coordinated response compared to a single critical incident.

Emergency Operations Centre (EOC) – The University location where the Incident Management Team gathers to manage the response to a critical incident or planned event.

First Responders – The first responders are likely to be the members of UC Security who will control the situation up until the Incident Management Team (IMT) is activated.

UC Security is active on campus 24 hours a day, 7 days a week, this personnel will be the immediate first responders to any event and may use the Wide Area Broadcast & Alerting Wide Area Broadcast & Alerting System (WEBS).

Once IMT has been activated, UC Security will operate under the direction of IMT.

This does not preclude any emergency services who may also be the first responders for a critical incident or an emergency at the university.

The UC Rescue is a dedicated team of trained volunteer staff and students on campus to provide initial and ongoing rescue assistance in the event of an unplanned or unforeseen event at the University under the direction of the UC Security Manager.

Incident Controller (IC) – The IC is the person who leads a coordinated response leading up to, and during, an emergency event and operates in conjunction with, and under the authority of, the Chair of the SEM Group. There is a panel of pre-selected ICs on a rotation basis, who are trained to assume the role of the IC during an IMT activation. The IC panel are UC staff members with substantive UC roles.

The primary function of the IC is coordinating an effective and timely response to a planned event or critical incident as part of the Incident Management Team (IMT).

The IC's delegated powers are set out in the University's General Delegations Schedule [*Link to be inserted*].

Incident Management Team (IMT) – The group of staff tasked with coordinating and managing the critical incident/emergency by applying the Coordinated Incident Management (CIMS) functions of incident control, operations, security, planning and intelligence, logistics and welfare, under the direction of the Incident Controller.

Lead Agency – In the event of a critical incident on the University campus which requires the response of a statutory agency of the New Zealand Government (such as the New Zealand Police or Fire and Emergency New Zealand), the lead agency establishes control to coordinate the overall response to the incident.

However, the lead agency does not limit, is not a substitution for and does not affect the functions, duties or powers that other agencies may have in support of the management of an incident. The University will act in support and by the direction of the relevant statutory agency.

Planned Event – Any planned event that has the potential to disrupt normal business, e.g., official visits, protest action, celebrations or concerts.

Strategic Communications Group (SCG) – This group provides front-line communications for the University Community during critical incidents.

Strategic Emergency Management Group (SEM Group) – The group of executive and support staff responsible for implementing strategic decisions of the Vice-Chancellor or delegate (in the role of Chair SEM Group), and communication with the University Community, stakeholders, members of the public, and the media under the direction of the Vice-Chancellor or delegate.

University or UC – Means Te Whare Wānanga o Waitaha | University of Canterbury and includes group entities and subsidiaries that are managed by the University.

University Community – for the purposes of this Policy, this means University Council members, staff, students, alumni, associates, volunteers, research participants, business partners, official visitors or guests of the aforementioned.

Wide Area Broadcast & Alerting System (WEBS) – an integrated multilayer system consisting of interlinked emergency towers, supported by upgraded building alarm systems and with SMS and visual alerting capabilities. WEBS is operated by UC Security under the direction of the Incident Controller or if unavailable, the UC Security Manager.

Related Documents and Information | He kōrero anō

UC Policy Library | Te Pātaka Kaupapa Here

- Delegations of Authority Policy (PDF, 990KB)

- Business Continuity Management Framework (PDF, 606KB)

UC Website and Intranet | Te Pae Tukutuku me te Ipurangiroto o UC

- Student Incident Response Plan (SIRP) (PDF, 560KB, University Emergency Management website)

- UC Emergency Management Plan (PDF, 1.73MB, University Emergency Management website)

External | Mōwaho

- New Zealand Coordinated Incident Management System (CIMS), 3rd Edition (Ministry of Civil Defence & Emergency Management website)

Appendix | Tāpiritanga

Appendix One: Supplementary information on incident management
Appendix Two: UC Emergency Management Structure
Appendix Three: Activation and Notification Levels for a UC Critical Incident
Appendix Four: Campus Lockdown & Closure

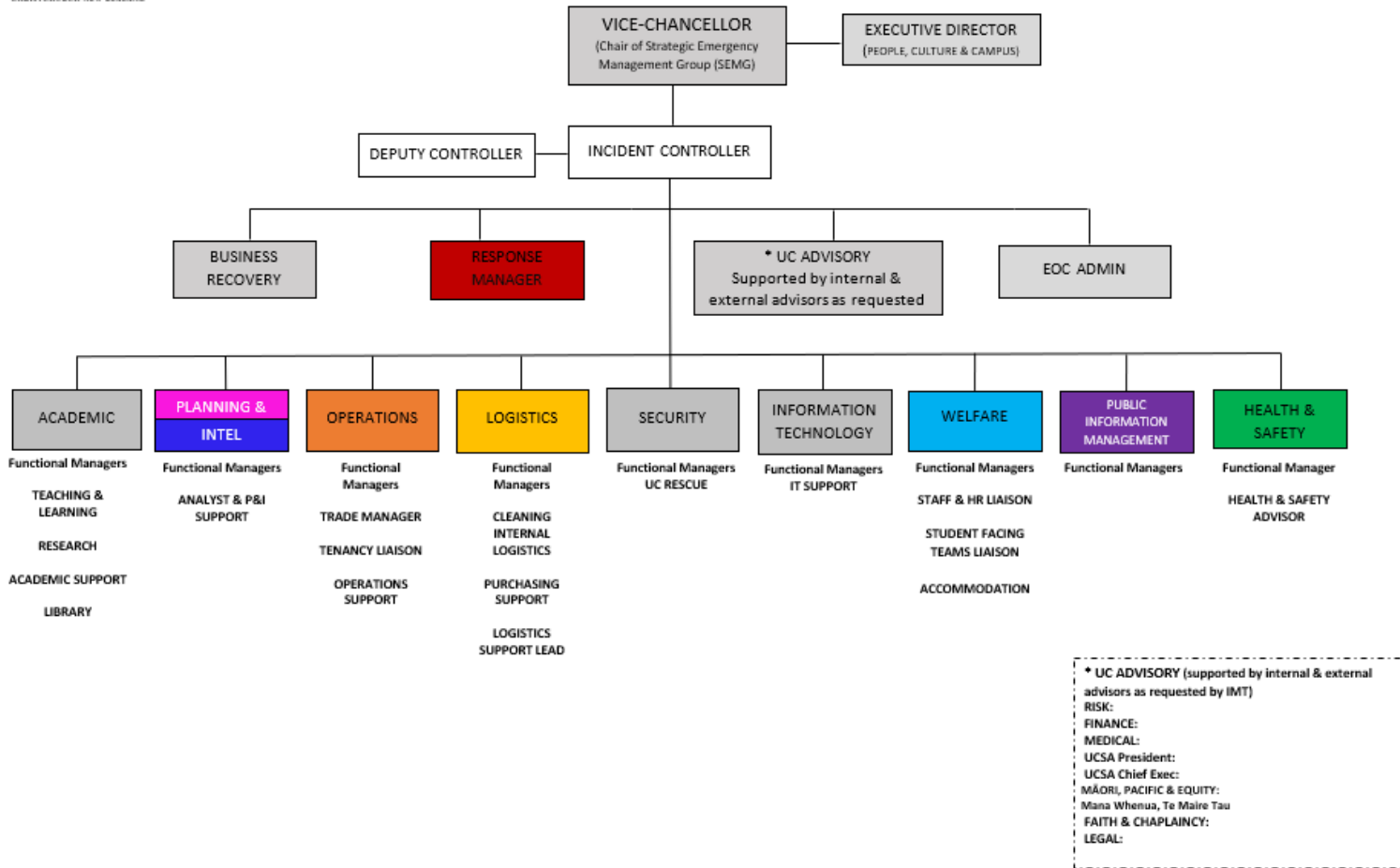| Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
1.00	Creation of original document and posting to UCPL.	Vice-Chancellor	10 Apr 2007
2.00	Full review of policy.	Vice-Chancellor	10 Apr 2008
3.00	Full review of policy.	Vice-Chancellor	28 Apr 2009
4.00	Full review of policy.	Vice-Chancellor	21 Dec 2010
5.00	Full review of policy.	Vice-Chancellor	05 Mar 2013
6.00	Full review and amendment of policy.	Vice-Chancellor	16 Oct 2013
7.00	Full review and amendment of policy.	Vice-Chancellor	May 2017
8.00	Full review and amendment of policy	Vice-Chancellor	Jan 2019
9.00	Full review and amendment of policy.	Vice-Chancellor	March 2021
10.00	Full review and amendment of policy.		

Appendix One: Supplementary information on critical incident management

- Where an incident involves a student or students, the protocols detailed in the *Student Incident Response Plan (SIRP) (PDF, 560KB) (University Emergency Management website)* will be activated. If the issue is critical, or it is deemed necessary, the IC will assume overall management of the incident with the support of the Student Critical Incident Group (SCIG) and, if necessary, the full *UC Emergency Management Plan (PDF, 1.73MB) (University Emergency Management website)* will be activated.

- Where it is considered necessary to "declare a localised emergency" at the University, the Incident Controller (IC) will make this recommendation to the Chair of the Strategic Emergency Management (SEM) Group as soon as it is feasible to do so, following the initial response.

- Any trained member of the Incident Management Team (IMT) may activate or establish an Emergency Operations Centre (EOC) for initial response operations.

- The Chair of the SEM Group, the Executive Director of People, Culture and Campus (or delegate) and the IC (when requested by the Chair SEM Group or Executive Director of People, Culture and Campus) are authorised to speak to the media on behalf of the University in a planned event or critical incident. However, an IC may be requested by the Chair of the Strategic Emergency Management Group or the Executive Director of People, Culture and Campus to speak with the media or give a public commentary if duties permit.

- The University is committed to providing adequate facilities and resources in support of these staff members to be released from their core duties to attend training and to respond in the event of a critical incident requiring activation of the teams.

Appendix Two: UC Incident Management Team (IMT) Structure

UNIVERSITY OF CANTERBURY

UNIVERSITY OF CANTERBURY
INCIDENT MANAGEMENT TEAM (IMT)

VICE-CHANCELLOR
(Chair of Strategic Emergency Management Group (SEMG))

EXECUTIVE DIRECTOR
(PEOPLE, CULTURE & CAMPUS)

DEPUTY CONTROLLER

INCIDENT CONTROLLER

BUSINESS RECOVERY

RESPONSE MANAGER

* UC ADVISORY
Supported by internal & external advisors as requested

EOC ADMIN

ACADEMIC	PLANNING & INTEL	OPERATIONS	LOGISTICS	SECURITY	INFORMATION TECHNOLOGY	WELFARE	PUBLIC INFORMATION MANAGEMENT	HEALTH & SAFETY
Functional Managers	Functional Managers	Functional Managers	Functional Managers	Functional Managers UC RESCUE	Functional Managers IT SUPPORT	Functional Managers	Functional Managers	Functional Manager
TEACHING & LEARNING	ANALYST & P&I SUPPORT	TRADE MANAGER	CLEANING INTERNAL LOGISTICS			STAFF & HR LIAISON		HEALTH & SAFETY ADVISOR
RESEARCH		TENANCY LIAISON				STUDENT FACING TEAMS LIAISON		
ACADEMIC SUPPORT		OPERATIONS SUPPORT	PURCHASING SUPPORT			ACCOMMODATION		
LIBRARY			LOGISTICS SUPPORT LEAD					

* UC ADVISORY (supported by internal & external advisors as requested by IMT)
RISK:
FINANCE:
MEDICAL:
UCSA President:
UCSA Chief Exec:
MĀORI, PACIFIC & EQUITY:
Mana Whenua, Te Maire Tau
FAITH & CHAPLAINCY:
LEGAL:

Appendix Three: Activation and Notification Levels for a UC Critical Incident

Level 1		
Normal Day-to-Day operations (ongoing monitoring)		
Activate	**Notify**	**Examples**
• UC Security • UC Staff involved only	• Communications and Engagement Manager as relevant • Director, Student Success, as relevant • Health and Safety Manager as relevant • Risk Manager as relevant • Any affected staff	• Minor accidents/incidents on campus • Traffic disruptions • Infrastructure Failure
Level 2		
Partial activation of the UC Emergency Response Operations		
Activate	**Notify**	**Examples**
• Incident Management Team • Strategic Emergency Management Group • Strategic Communications Group • Emergency Operations Centre	• Incident Controller • Vice-Chancellor • Director of Student Services and Communications • Other Senior Management Team members • Health and Safety Manager as relevant • Risk Manager as relevant • Any affected staff	• Marginal weather events predicted • Moderate earthquake • Off-campus incident (Field Stations) • Tsunami (disruption) • Biological Containment Breach • Hazardous Substances
Level 3		
Full activation of the UC Emergency Response Operations		
Activate	**Notify**	**Examples**
• Incident Management Team • Strategic Emergency Management Group • Strategic Communications Group • UC Rescue Team • Emergency Operations Centre	• Incident Controller • Incident Management Team • Vice-Chancellor • Director of Student Services and Communications • Other Senior Management Team members • Affected Staff • Christchurch City Civil Defence (as appropriate) • Insurance Broker	• Severe weather event • Major earthquake • Violent events, e.g. active shooter on campus • Major fire • Cyber attack • Pandemic or other Public Health Alert

Appendix Four: University Lockdown & Closure

Definitions for University closure & lockdown	
University	The term University refers to ALL campus buildings and facilities owned by UC (including the field stations).
Campus	Campus refers to any building or facility owned and operated by UC.
Closure	Closure means the building/facility is to be fully vacated. Re-entry into the building is strictly limited.
	No personnel may enter the building, unless in exceptional circumstances (e.g. first responders).
	Essential services to the University may remain depending on the type of closure.
Lockdown	Lockdown refers to a situation where people are vacated out of the building(s) (otherwise known as a 'one-way exit') with controlled re-entry into the building(s).
	Some personnel may enter the building (e.g. UC Security or emergency services).
	• Depending on the nature of the critical incident/emergency, basic essential services/functions may continue to be provided (e.g. supply of electricity and internet service to the campus).
	Lockdown refers to it as a one-way exit and no entry (except for the UC Security and emergency services).
	Basic services remain (e.g. Electricity and water supply).

Type of closure	Conditions	Example
1. Full University closure	University closure means the closing of all UC assets, operations, and buildings. Depending on the nature of the event, critical services may need to be maintained.	Crisis e.g. earthquake
	It includes campus facilities beyond the Ilam Campus and the Dovedale Campus extending to UC-owned field stations. It may include total IT Systems offline.	
2. Full campus closure	Full campus closure refers to any building owned and operated by UC.	Snow day COVID-19
	No staff, student or visitor access; all doors are locked; essential services maintain full access.	
	IT systems in operation. Retail and services outlets closed. Library closed.	
3. Holiday campus closure - All sites	No undergraduate student access; staff and postgrad card access only;	Christmas holiday closure
	Essential services maintain full access.	
	IT systems are in operation with limited support. Retail and services outlets closed. Library closed.	
	Limited access to the buildings except for UC security and emergency services.	
4. Partial campus closure - site specific	Building-by-building or group of buildings closure. This may include any site, including remote campuses and/or field stations.	Power outage Fire Building flood
	The IT systems are in operation. Retail, services and Library open (so long as the reason for closure does not pertain to a building containing those operations)	
5. IT Systems offline	IT systems including telecommunications offline and/or restricted.	Systems outage
	All physical building sites remain open	

UCPL-4-102

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Emergency Statute

1. Version
This statute takes effect from August 2020.
Enacted August 2020

2. Purpose
To ensure that authority is in place for Council and the Vice-Chancellor to act urgently in emergency situations.

3. Authority
(a) This statute is issued by the University Council.
(b) This statute is administered by the Executive Director, People, Culture and Campus.

4. Statute Provisions

An emergency also known as a critical incident, relates to any unplanned or unforeseen event that disrupts normal business and may be a threat to life or property, e.g. severe weather, bomb threat, fire, flood, earthquake, tsunami.

Where an epidemic, flood, fire, or other emergency occurs, the Executive Committee of the Council, acting on the advice of the Vice-Chancellor may, for such period and on such terms as it thinks fit to accommodate the emergency, grant waivers to any student or group of students, or suspend the application, of all or any part of, any University Regulation or Statute, or close the University.

If the Executive Committee cannot meet, the Vice-Chancellor is authorised to act independently and report his or her actions back to the Executive Committee as soon as practicable for review of the actions taken. Any decision under this regulation shall be of immediate and continuing effect but shall be subject to review by the Council.

Memorandum

To | Ki:	University Council
From | Nā	Adela Kardos, General Counsel and Registrar Megan Compton, Senior Legal Counsel
Date | Rā	8 March 2023
Subject | Kaupapa:	**Revised Conflict of Interest Policy – For Approval**

Recommendation

That Council:

1. *notes and provides feedback on the revised Conflict of Interest Policy; and*
2. *(subject to above) approves the revised Conflict of Interest Policy.*

Purpose

The purpose of this paper is to provide background to the revision of the current conflict of interest policy and to present the revised policy for approval.

Background

In June 2022, an internal audit of UC's consultancy services identified a lack of understanding within the academic community of the current Conflict of Interest Policy, as well as inconsistent reporting and monitoring of conflicts of interest. The audit requires that UC:

(a) develops mandatory conflict of interest awareness training for staff; and
(b) designs a process for the disclosure and review of conflicts of interest.

Each of the above must be implemented by August 2023.

Given these recommendations and the fact that the current Conflict of Interest Policy is overdue for review, the Registrar's Office undertook an extensive assessment of conflict of interest management at UC. This included reviewing the Auditor General's best practice guidelines and canvassing the sector for useful tools and precedents.

The Conflict of Interest Policy has been endorsed by SLT and was recommended to the UC Council for approval by the Audit and Risk Committee (subject to one amendment, which has been made). Academic Board has been consulted on the Conflict of Interest Policy and has not requested any changes.

Framework

A new framework has been developed which encompasses a simplified Conflict of Interest Policy and a separate set of Conflict of Interest Procedures which are tailored to specific situations. A Conflict of Interest Guidance Note has also been prepared which will include common scenarios and answers to frequently asked questions to assist understanding and application of the Policy.

This framework better aligns with the Auditor General's practice guidelines by providing specific, practical advice on how conflicts should be disclosed and managed. It does not in substance change expectations on staff, however it clarifies roles and responsibilities. It is similar in format and content to conflict of interest frameworks adopted by other universities in New Zealand and overseas (specifically, the University of Auckland and the University College of London).

Training module/online tool

A conflict of interest training module is underway with the instructional design lead. Likewise, a tool for digital reporting and review of conflicts of interest will be rolled out. Each of these are largely complete and are on track to be implemented prior to the internal audit deadlines. We were unable to identify any training modules or reporting tools in use by others in the sector, so we have built these from scratch.

Points to note

1. We have considered whether complex conflict of interest scenarios require escalation to a "final decision maker" within UC, and if so, whether this should be an individual or a committee. On balance, we felt that an individual was able to make this decision. After feedback from the Vice-Chancellor, the preference is that the ultimate decision maker is the General Counsel and Registrar in consultation with the Vice-Chancellor.

2. Likewise, we considered whether conflicts of interest should be centrally managed, including whether one individual should hold ultimate responsibility for monitoring the conflicts of interest register. However, the Auditor General's recommendation is that conflicts are managed at the individual level, as this is where the knowledge and ability to oversee conflicts on a day to day basis sits. This matches how conflicts of interest are managed at other universities. Accordingly, we propose that conflicts are managed between the individual and their line manager, with Executive Deans and SLT members having oversight of their respective Faculties and Service Units. SLT member conflicts of interest are managed by the Vice-Chancellor, and in turn, the Chancellor manages Vice-Chancellor conflicts, and the Chair of Audit and Risk performs the same role for the Chancellor.

3. Once approved by UC Council, a training programme and change management process will be rolled out. This may include staff from the Registrar's Office attending Faculty board and Service Unit meetings to assist with information sharing (if so requested by the relevant SLT member).

4. A copy of the existing Conflict of Interest Policy and Principles is available - https://www.canterbury.ac.nz/about/governance/ucpolicy/general/conflict-of-interest-policy-principles-and-guidelines/Conflict-of-Interest-Policy-Principles-and-Guidelines.pdf for reference, but a tracked version of the changes to the Policy has not been included because the proposed new draft is a complete rewrite.

Financial Implications

Not applicable

Attachments

1. Attachment 1 – Revised Conflict of Interest Policy – For Approval

Paper Progress:

To:	Date:	Decision:
RAC	1 February 2023	For recommendation to ARC
ARC	20 February 2023	For recommendation to Council
COUNCIL	8 March 2023	For Approval

Conflict of Interest Policy

Last Modified | Nōnahea i Whakarerekē   March 2023
Review Date | Rā Arotake   March 2027
Approval Authority | Mana Whakaae   University Council
Contact Officer | Āpiha Whakapā   General Counsel and Registrar –
Vice-Chancellor's Office

Introduction | Kupu Whakataki

As a public entity, the University, is committed to ensuring that conflicts of interest are properly disclosed and managed in accordance with appropriate standards of professional conduct. This protects both the University's reputation for impartial decision making when manging public funds and the personal integrity of its decision makers.

This policy outlines the broad principles which Members must adhere to regarding conflicts of interest. Specific procedures for the disclosure and management of conflicts of interest are set out in the Conflict of Interest Procedures [link] and further information can be found in the Conflict of Interest Guidance Note [link].

Policy Statement | Kaupapa Here

This policy applies to all Members of the University.

What is a conflict of interest?

A conflict of interest is any situation where a Member's duties or responsibilities to the University conflict, or could be seen to conflict, with a personal interest.

Having a conflict of interest does not in and of itself imply wrongdoing. However, failing to recognise, disclose and manage a conflict of interest in accordance with this Policy exposes the University to legal, commercial, political and/or reputational risk and may call into question the integrity of the Member(s) involved.

Assessing personal interests

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Members are responsible for assessing their own personal interests and for continuously monitoring whether such interest conflict, or have the potential to conflict, with their University duties and responsibilities. Examples of personal interests which may give rise to conflicts of interest are set out in the Conflict of Interest Guidance Note [link].

Identifying whether a personal interest conflicts with a professional duty

Members need to be alert to situations in which they, or the people that they manage or supervise, may have a conflict of interest and ensure that the situation is recognised and handled appropriately.

Conflicts of interest include actual, potential and perceived conflicts:

actual conflict	potential conflict	perceived conflict
A Member's professional obligation or decision is influenced by a personal interest.	A Member's professional obligation or decision *could* be influenced by a personal interest.	A Member's personal interest could reasonably be perceived, or give the appearance of, improperly influencing that person's professional obligations or decisions.

If a Member has any doubt as to whether a conflict of interest exists they should disclose the matter in accordance with this Policy.

Prohibited acts

The University considers certain conflicts of interest to be unmanageable. Accordingly, unless prior approval from the Vice-Chancellor has been obtained, Members are prohibited from the following:

- being involved in a decision to appoint or employ someone with whom they have a Relationship, or being involved in the management of such person;

- conducting business on behalf of the University with a company or other organisation in which the Member, or a someone with whom they have a Relationship, has a financial interest (other than shares held in publicly listed companies or where the financial interest is otherwise negligible i.e. below 5%);

- influencing or participating in a decision to award a scholarship, contract or other financial benefit when the Member has a Relationship with a person or organisation which will benefit from the award;

- being involved in the grading, supervision or discipline of a student with whom the Member has a Relationship; and/or

- accepting gifts or other monetary rewards outside of the Gifts Policy.

Disclosing a conflict of interest

Each conflict of interest situation must be disclosed in writing as soon as reasonably practicable after it is identified. It is the responsibility of the person to whom the conflict of interest relates (ie the Relevant Individual) to make this disclosure.

Conflicts of interest must be disclosed using the Conflict of Interest Disclosure Form via the relevant web portal [link], which will in turn be submitted to the Relevant Manager to review.

The Conflict of Interest Procedures sets out specific information as to how conflicts of interest should be disclosed in various circumstances.

Managing a conflict of interest

Each conflict of interest situation must be dealt with as soon as reasonably practicable after it is disclosed.

The conflict of interest must be reviewed and (if required) a management plan implemented, by the Relevant Manager in accordance with the Conflict of Interest Procedures and independently of the Relevant Individual.

The Relevant Manager must record the outcome of their decision concerning the conflict of interest, plus any management plan, in a Conflict of Interest Management Form via the relevant web portal. The Relevant Manager should record and retain detailed minutes of any meetings held to discuss the conflict of interest.

It is the responsibility of both the Relevant Individual and the Relevant Manager to ensure that the management plan is complied with.

If the Relevant Manager is uncertain on how to proceed, they may escalate the conflict of interest to their respective manager to decide. The ultimate decision maker on the appropriate course of action to take with respect to complex conflict of interest situations is the General Counsel and Registrar in consultation with the Vice-Chancellor.

Conflicts of Interest Register

Any information disclosed in a Conflict of Interest Declaration Form and its related Conflict of Interest Management Form becomes part of the Conflicts of Interest Register.

Each of the following will have the responsibility for monitoring conflicts of interest and ensuring that the Conflicts of Interest Register is accurate and up to date:

- with respect to each faculty, the Executive Dean;
- with respect to each service unit, the SLT member responsible for that service unit;
- with respect to each SLT member, the Vice-Chancellor;
- with respect to the Vice-Chancellor, the Chancellor;
- with respect to the Chancellor, the Chair of the Audit and Risk Committee;

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- with respect to other members of the University Council or Committees, the relevant Chair in conjunction with the University Registrar (or their delegate); and

- with respect to a University subsidiary, the relevant board chair (or their delegate)

Ongoing education and monitoring

Relevant Managers shall:

- ensure that their staff are aware of their obligations under this Policy (and complete training as required); and

- monitor compliance with this Policy and any conflicts of interest which arise.

The Conflict of Interest Procedures sets out detailed requirements with respect to these responsibilities.

Privacy

Personal information contained within the Conflicts of Interest Register will used strictly as necessary to appropriately manage conflicts of interest and in all events, be used, stored and disclosed in accordance with the University's Privacy Policy and the Conflict of Interest Procedure.

Consequences for breaching this policy

Failure to comply with this Policy may equate to misconduct or serious misconduct, depending on the circumstances. Non-compliance may be dealt with in accordance with the Employee Disciplinary Policy (if the breach involves a University employee) or as deemed appropriate by the University and/or in accordance with any written contract for breaches by non-employees.

Questions

Any questions concerning this policy can be directed to the Contact Officer.

Definitions | Tautuhinga

Conflict of Interest Register means the register holding all information disclosed by Relevant Individuals and Relevant Managers concerning conflicts of interest.

Member(s) includes all persons working at, for, or on behalf of, the University (whether paid or unpaid), including all Staff Members, Emeritus and adjunct professors, Erskine Fellows, contractors and consultants (and their employees), Council members, committee appointees and the University's wholly owned subsidiary or associated companies' staff and board members.

Personal interest means any interest, including but not limited to a financial interest, which pertains to a person or business whereby that person or business would gain a benefit, privilege, exemption or advantage from the action of the University or the Relevant

Individual. Examples of personal interests are set out in the Conflict of Interest Guidance Note.

Relationship means a personal or business connection that could affect how other people view a Member's impartiality and could include a romantic or sexual relationship, family relationship or close friendship. To avoid doubt, a collegial relationship between work colleagues (past or present) is not included except where it could be deemed a close friendship.

Relevant Individual means a person who has, or may have, a conflict of interest.

Relevant Manager means (i) for a Staff Member, their line manager, (ii) for the University Council or committees, or company boards, the relevant chair, (iii) for chairs, the University Registrar, (iv) for the Vice-Chancellor, the Chancellor (v) for the Chancellor, the Chair or the Audit and Risk Committee and (vi) for a contractor, manager, consultant or other service provider, the relevant head of department or service unit director who has responsibility for the same.

Staff Member refers to an individual employed by the University on a continuing or fixed term full or part time basis and includes volunteers.

University means the University of Canterbury and/or its wholly owned subsidiaries.

Related Documents and Information | He kōrero anō

Legislation | Whakaturetanga
- Crown Entities Act 2004
- Education and Training Act 2020

UC Policy Library | Te Pātaka Kaupapa Here
- Consulting Policy
- Employee Disciplinary Policy
- Gifts Policy
- Procurement Policy
- Staff Code of Conduct
- Sensitive Expenditure Policy
- Privacy Policy
- Protected Disclosures Act – Internal Procedures and Code of Conduct Policy

External | Mōwaho
- Managing conflicts of interest: a guide for the public sector (https://oag.parliament.nz/2020/conflicts/docs/conflicts-of-interest.pdf)

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UC Website and Intranet | Te Pae Tukutuku me te Ipurangiroto o UC

- Conflict of Interest Procedures
- Conflict of Interest Guidance Note

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
For document history and versioning prior to 2023 contact ucpolicy@canterbury.ac.nz			
1.00			

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Memorandum

To | Ki:	Council
From | Nā	Adela Kardos, General Counsel and Registrar
Date | Rā	8 March 2023
Subject | Kaupapa:	**Revised Audit & Risk Committee Terms of Reference – For Approval**

Recommendation

That Council approves the recommended changes to the Audit and Risk Committee terms of reference.

Background

The current version of the Audit and Risk Committee (ARC) terms of reference was approved by Council on 24 November 2021.

The ARC terms of reference are required to be reviewed on an annual basis. Upon review, if necessary, the Committee can recommend changes to its terms of reference to Council.

The Committee reviewed its terms of reference at the last Committee meeting, on 20 February 2023, and recommends the following changes. These changes are also shown in the tracked changed ARC terms of reference attached.

Recommended changes:

1. That the Chancellor can be acting Chair when required. Wording has been added stating the Chancellor will not be the Chair of ARC *on a permanent basis*;
2. Footnote added explaining why student and staff members are not permitted to be members of the Committee (for independence / actual or perceived personal interest in the business of the University);
3. Reducing the quorum of the Committee from four to three. This is to allow a meeting to proceed if there are only three members present;
4. Updated current membership list;
5. Making it clear that all Council members, including staff and student members, can attend ARC meetings;
6. Changing the ARC terms of reference review cycle from every year to every two years.

Attachments

1. Revised Audit & Risk Committee Terms of Reference – with tracked changes

Paper Progress

To:	Date:	Decision:
ARC	20 February 2023	For review and recommendation to Council
COUNCIL	8 March 2023	For approval

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Audit & Risk Committee
Terms of Reference

Mission

The Council of the University of Canterbury has established an Audit and Risk Committee to maintain on its behalf, independent oversight of the University's risks management, external reporting process, the internal control framework and statutory compliance of the University.

Membership

The Audit and Risk Committee will comprise not less than four Council members and up to two external co-opted members appointed by the Council. At least one member of the Committee must have relevant accounting and financial experience. The Chair of the Audit and Risk Committee (who will not be the Chancellor on a permanent basis) will be appointed by the Committee, with the agreement of the Chancellor. The Chancellor and Pro-Chancellor are ex officio members of the Audit and Risk Committee. Following recommendations by the Committee, any vacancies may be filled by the Council at any time during the year, should they occur. No member of staff (including the Vice-Chancellor), nor a student of the University of Canterbury shall be a member of the Committee.[1]

Members are appointed for an initial term of no more than two years. They may be eligible for an extension or reappointment. The term of an external co-opted member shall not exceed two years.

Three members of the Committee will form a quorum.

Deleted: Four

The current Audit and Risk Committee has the following membership:

Ex officio members
Chancellor
Pro-Chancellor

Elected members of Council
Ms Keiran Horne (Chair)
Mr Peter Ballantyne
Mr Warren Poh

Commented [GJ1]: Mr Shayne Te Aika's membership now falls under "Pro-Chancellor".

Deleted: Mr Shayne Te Aika

Up to two further external members co-opted by the Council

In attendance
University Registrar (Secretary)
Vice-Chancellor
Chief Financial Officer (or equivalent)
Any other Council Member
SLT members with relevant papers

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[1] This is on the basis that members of the Committee should not have a significant interest in the business of the University and are required to be independent. Staff and students of the University have an actual or perceived personal interest in the business of the University.

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Terms of Reference

Without limiting the Audit and Risk Committee's responsibility to fulfil its mission, the terms of reference for the Committee are to assist the Council to discharge its responsibility in relation to the oversight of:

Internal Audit

1. Review and evaluate the internal audit plan and delivery of the internal audit programme to ensure effectiveness of internal controls and reviews;
2. Review the status (including management action taken) of all recommendations of the internal audits annually and on a quarterly basis monitor the high-risk recommendations;
3. Engage with the internal auditors regularly and review the quality of internal audits conducted to monitor any difficulties encountered and confirm the independence of the internal auditors.

External Audit

4. Review the external audit programme, timelines, audit scope, plans and fees to ensure quality external audits;
5. Review the management response to external audit reports and on a six-monthly basis the status (including management action taken) of all recommendations;
6. Engage with the external auditors regularly and review the quality of external audits conducted to monitor any difficulties encountered and confirm the independent of the external auditors;
7. Where appropriate, provide feedback to the Office of the Auditor-General regarding their selection of external auditors.

Statutory Reporting

8. Review and monitor the integrity of the annual report including the annual financial statements and other financial reports that are to be publicly released to ensure compliance with reporting requirements;
9. Review and monitor the consistency of application of accounting policies as well as changes to accounting policies, disclosures, assumptions and practices that may affect the way that accounts are presented;
10. Be cognisant of and monitor any legal proceedings involving potential or continent liability.

Risk

11. Review the University's full strategic risks register annually and on a quarterly basis monitor the high risks and emerging risks through an in-depth review;
12. Review the overall effectiveness of the risk and assurance-related systems, frameworks, policies, strategies and plans;
13. Review the adequacy of insurances, including insurance strategy, policy terms and market comparison;
14. Evaluate and monitor the adequacy of the University's business continuity planning and processes.

Compliance

15. Review the effectiveness of the systems for monitoring the University's compliance with applicable laws, regulations, standards, codes and best practice guidelines for tertiary education sector entities (including matters relating to privacy and conflicts of interest);

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16. Monitor any investigations related to protected disclosures and fraud.

Other Matters

17. any other matters as requested by Council, from time to time.

Note: Neither academic risk nor overseeing health and safety and cyber security is the responsibility of the Audit and Risk Committee. Council is ultimately responsible for the University's health, safety and wellbeing framework.

In order to give effect to its advice, the Committee should report and make recommendations to the Council. The Committee does not make decisions on behalf of Council.

The Committee Chair shall communicate with the relevant members of Management before each Committee meeting and at other times as required.

The Committee may request expert external advice through the Vice-Chancellor, where necessary.

The Committee Chair shall review the expenses of the Chancellor and confirm compliance with University policies.

Meetings

The Audit and Risk Committee will hold at least four regular meetings per year, and shall hold such additional meetings as the Committee Chair shall decide to fulfil its duties.

Members of management, through the Vice-Chancellor, the UCSA Student President and any other Council members (including staff members) can attend Audit and Risk Committee meetings.

Deleted: may attend on the invitation of the Committee Chair

The External Auditor and the Internal Auditor(s) and their associates will be invited to attend meetings as required, as determined by the Committee Chair. The Committee should meet the internal and external auditors without Management present, as a standing agenda item at each meeting where external reporting is approved, and at other meetings if requested by any of the parties.

Meeting agendas will be drawn up by the University Registrar and the Committee Chair in consultation with the Chancellor, Vice-Chancellor and Senior Management responsible for internal and external audit (and other staff as required). The agenda and accompanying papers shall be circulated at least four days prior to the meeting of the Committee, but where circumstances require and with the consent of the Committee Chair, papers may be circulated nearer the meeting date.

At the discretion of the Committee Chair, meetings may be conducted in person, by audio, audio-visual or other electronic communication.

The Committee Secretary will be the University Registrar (or delegate) who will be responsible for minuting the meetings.

Reporting

The Audit and Risk Committee shall report back to Council after each meeting, providing its draft meeting minutes in confidence, a verbal briefing from the Committee Chair and an opportunity for discussion.

The Committee Chair is responsible for raising any issues with the Chancellor for further and full Council consideration.

Review of Terms of Reference

These terms of reference will be reviewed every two years and, if necessary, updated by the Council on recommendation of the Committee. A Committee self-assessment process should take place at least every three years.