

COUNCIL  
Public Meeting



	Notice of Committee Elections in November		
13.0 13.1 13.2 13.3	From the Vice-Chancellor Vice- & K D Q F H O O R U Report Upcoming UC Events Academic Board Minutes 12 July 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions between or to members or officers or employees of the University.	7(h) 7(f)(i)
14.0 14.1	Other Naming Rights Policy Review	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions between or to members or officers or employees of the University.	7(h) 7(f)(i)
15.0	General Business	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions between or to members or officers or employees of the University.	7(h) 7(f)(i)
16.0	Council-Only Time	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions between or to members or officers or employees of the University.	7(h) 7(f)(i)

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

## 10. REPORT FROM THE PUBLIC EXCLUDED SESSION



<b>Name (Council Member)</b>	<b>Date notified</b>	<b>Person and/or organisation with interest</b>	<b>Nature of interest</b>
	2021	Tertiary Education Union	Member
	2021 & 2023	University of Canterbury – Faculty of Science, School of Biological Sciences (and sub-committees) and biochemistry programme	Employee
	2023	University of Wisconsin Alumni Association	Lifetime Member
<b>Keiran HORNE</b>	2019	AJ & MJ Horne Family Trust	Trustee and Discretionary Beneficiary
	2019	CEC Charitable Trust	Trustee and Treasurer
	2024	Cooperative Bank	Director
	2019		

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
	2022 2022	Chapman Tripp	Employee

# COUNCIL

## Public Meeting Minutes

Te Kaunihera o Te Whare  
Wānanga o Waitaha

<b>DATE</b>	Monday 19 August 2024
<b>TIME</b>	9:00am
<b>VENUE</b>	Council Chamber, Level 6, Matariki Building
<b>PRESENT</b>	Ms Amy Adams (Chancellor), Professor Cheryl de la Rey, Vice-Chancellor, Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne, Mr Bruce Irvine, Mr Luc MacKay, Ms Gillian Simpson, Ms Poto Williams, Ms Catherine Woods.
<b>IN ATTENDANCE</b>	Professor Peter Gostomski, Acting Deputy Vice-Chancellor (Research), Associate Professor Alison Griffith, Mr Keith Longden,





**FROM THE VICE-  
CHANCELLOR**







# Memorandum

People, Culture, and Campus Life  
Health and Safety

To   Ki:	University Council
From :	- Executive DirectorPeople, Culture and Campus Life Natasha BarnettDirector of Health and Safety
	16 <sup>th</sup> September 2024
Subject   Kaupapa:	Public Agenda Health and Safety Report September 2024

Recommendation:  
That Council

x Note the progress, understanding, and management of health and safety risks across the

## Appendix I: Health and Safety Performance Summary

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

### Key Statistics for July 2024:

Total Reports: 107

- o Incident Reports: 47
- o Near Misses: 23
- o Safety Observations: 37

Severity of Incidents:

- x Low Severity: 24 (First aid or no treatment required)
- x Moderate Severity: 5 (Medical treatment sought)
- x

health and safety coaching from the supervisor on the importance of wearing safety glasses.

- f* Chemical Spill in Ernest Rutherford Building Fumes were reported from an empty oven that was being preheated before use, prompting an investigation into possible chemical contamination from prior use/spill and a subsequent safety communication to prevent future incidents.
- f* Unlocked Hazardous Substances Area A chemical storage room was found unlocked and unattended, which was promptly secured after being reported.

## Poor Wellbeing

### x Number of Reports 9

#### o Examples:

- f* Ergonomic Issues Several reports of lower back, shoulder, and neck pain due to poor ergonomic setups led to requests for ergonomic assessments and adjustments in workspaces.
- f* Verbal Abuse in Parking Lot A staff member was verbally abused by a passerby in the Psychology carpark. The staff member used de-escalation techniques to avoid further conflict and reported the incident as a potential harm issue.

## Fieldwork/Isolated Work

### x Number of Reports 4

#### o Examples:

*f*

- f Student Seizure: A student had a seizure during a workshop in Rehua, necessitating immediate medical attention and coordination with emergency services.
- f Lift Entrapment: Five staff members were trapped in a lift Angus Tait (Level 2) for an hour and a half due to a malfunction. They were rescued, and no injuries were reported.
- f Cut Finger on Broken Glassware: A staff member cut their finger on broken glassware, receiving first aid treatment.

## Key Trends

- x Effective Handling of Hazardous Substances: The university's response to incidents involving hazardous substances, such as the fire in the CAPE lab and chemical spills, was swift and effective. Even though WorkSafe chose not to investigate, this incident underscores the importance of maintaining rigorous research and laboratory safety standards.
- x Proactive Incident Response: The reports show a strong culture of immediate response to incidents and near misses, with quick actions taken to rectify unsafe conditions and prevent future occurrences. This proactive approach is crucial for maintaining a safe environment on campus.
- x Mental Health Awareness: Staff wellbeing can be negatively affected by abuse directed at employees and the need to respond to medical emergencies. The People and Culture team offers crisis support to managers and teams and access to the University's employee assistance programme. Additionally, a variety of staff development programmes are available to support wellbeing and capability. These include workshops for managers on fostering a meaningful work environment and recognising mental distress, as well as team workshops on improving workplace communities and team cohesion.



## Appendix II Notifiable Event Learning Teams Findings

On 12th July, the Health and Safety Director notified WorkSafe (notification #94212) of an event that occurred in Chemical and Process Engineering (CAPE) at the University of Canterbury on July 14, 2024. The event involved a vapour flash fire ignition during a research process in Laboratory 205, leading to minimal damage from fire, but more water damage due to the activation of a localised sprinkler. No injuries occurred, but the incident necessitated an evacuation and attendance by Fire and Emergency New Zealand (FENZ).

The investigation utilised a Learning Teams approach, focusing on understanding system expectations, identifying deviations, and proposing improvements without assigning blame. Key findings and recommended actions emerged from a thorough review of the event and the systems in place. The complete list of findings and recommended actions are contained within the Learning Teams Review Report. Below are summaries of these

### Summary of key findings and actions

- x The current Hazard and Risk Checklist process in CAPE is robust but could benefit from enhancements, including considering safe working volumes and scaling up risk assessments as research progresses. Implement a top-down approach to risk management for high-risk research projects, ensuring safe working volumes are calculated and included in project procedures.
- x Opportunities were identified to improve the frequency and scope of project reviews, particularly for research projects involving hazardous materials. Transitioning paper-based checklists to the Assura system will provide better visibility and tracking. Increase the frequency of project reviews and establish 'hold points' to reassess risk controls as research progresses. Transition existing projects into the Assura system where feasible.
- x The incident highlighted the need for better coordination and communication between CAPE and Facilities Management during emergency response. Develop a clear process for maintaining lab safety and compliance when a potentially notifiable incident occurs is needed.

The findings of the Learning Teams review underscore

## Appendix III Council Matters Arising

### 1. Health and Safety Observations and Engagement 2025

Below is the suggested observations plan for 2025. Although contractor management is not among familiar with UC's contractor management procedures.

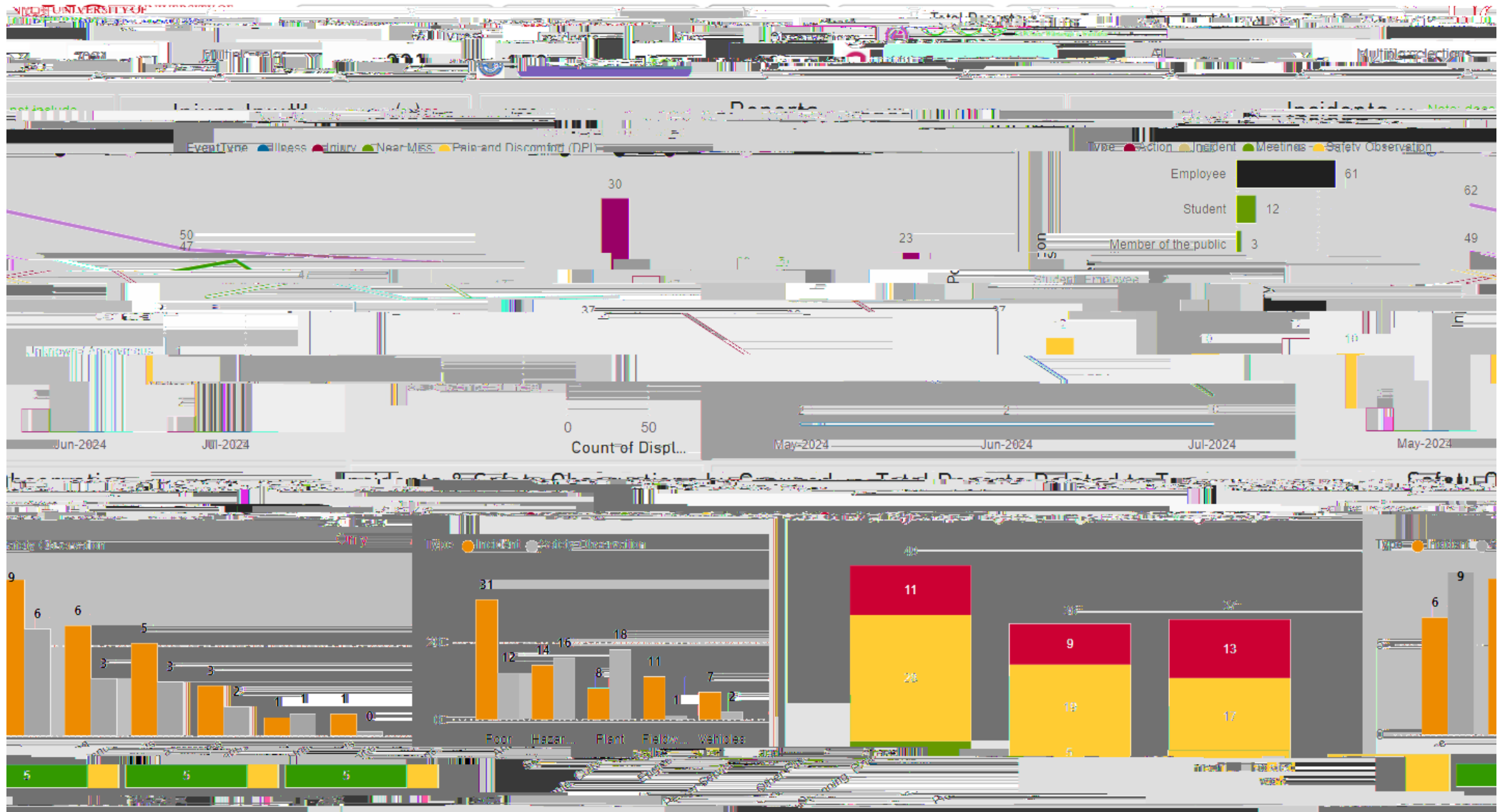
Quarter	Month	Top 5 Risk Observation
Q1	Feb	Hazardous Substances Asbestos
Q2	Apr	Plant & Machinery Boilers and FM Workshops
Q3	Jul	Contractor Management Tupu rangi
Q3	Sept	Psychosocial Wellbeing Leadership Capabilities Framework Wellbeing Plan

### 2. Risk Treatment of Infectious Diseases

The Risk and Assurance and Health and Safety teams surveyed the other New Zealand Universities about how they record the risk of infectious diseases. No university reported that infectious diseases is one of its top risks. A number noted that under the Health and Safety at Work Act, a PCBU is obliged to manage risks created by business activities. One said that, as a PCBU that is responsible ( )

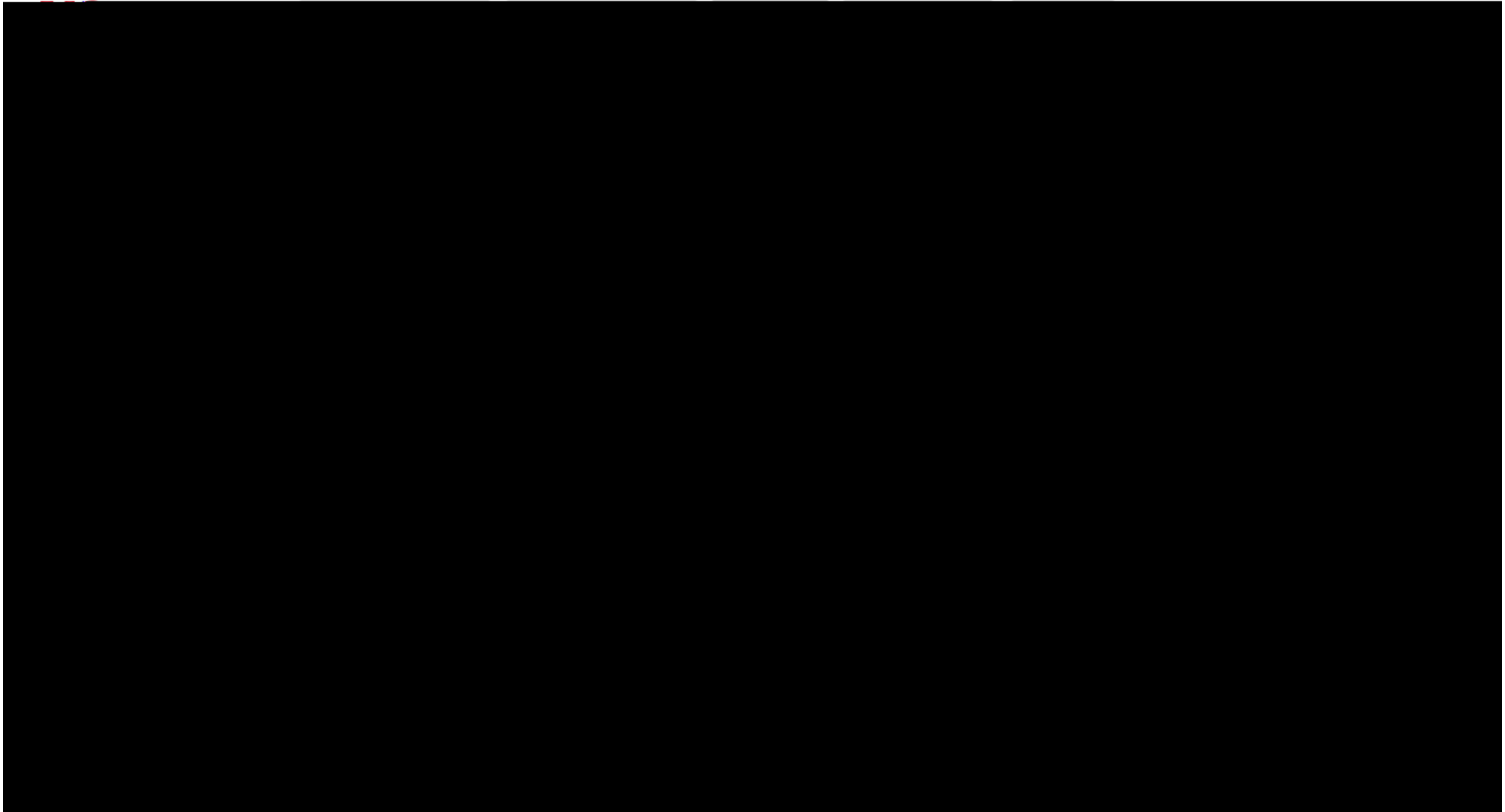
# Appendix IV (a):

# Health & Safety Performance Dashboard (month rolling)

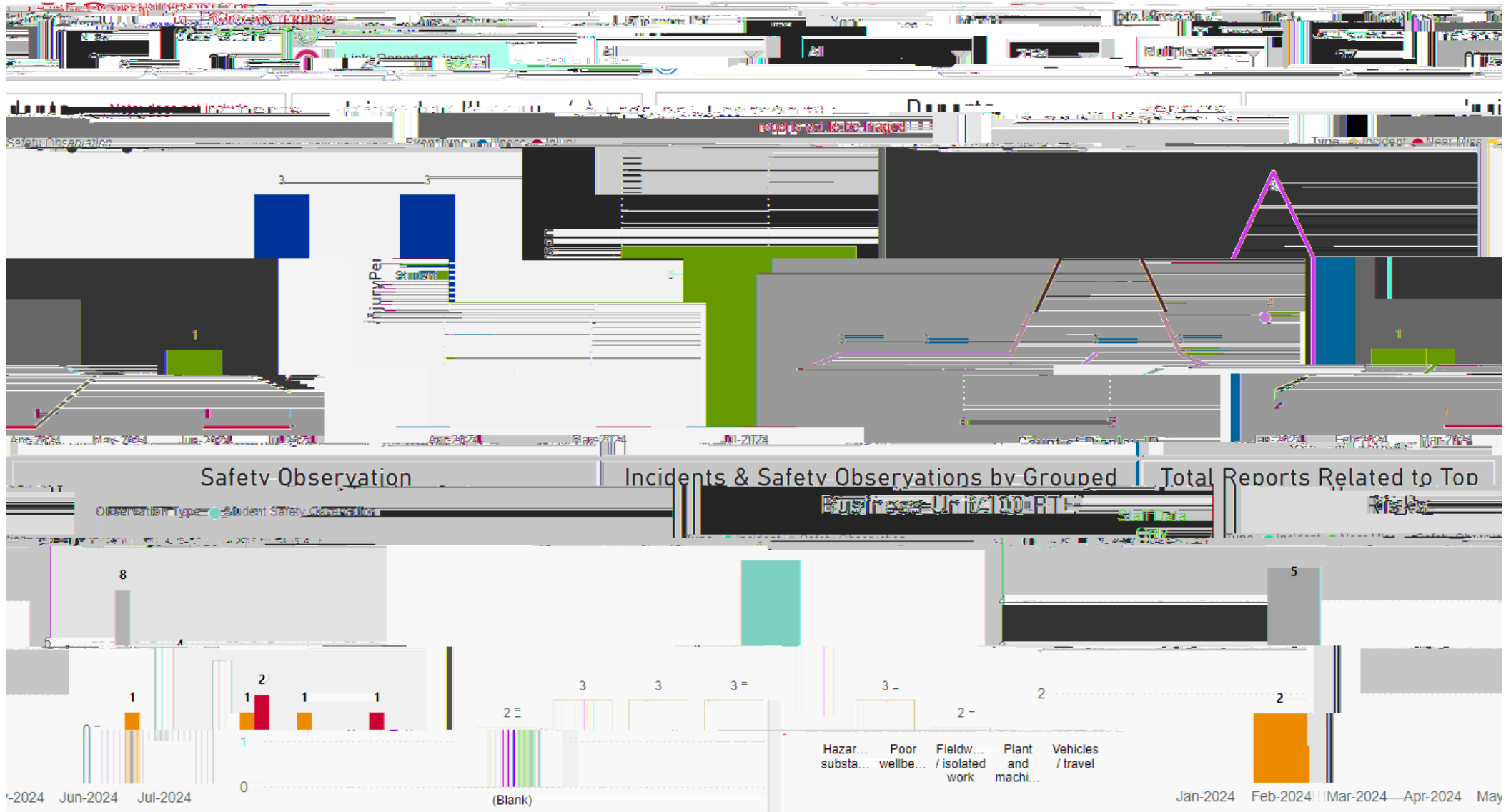


Appendix IV (b):

Health & Safety Performance Dashboard(TD)



Appendix M (c): Health & Safety Performance Dashboard Student Self Report YTD This data is a subset of the previous YTD dashboard



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

The Health and Safety Action Plan (Plan 2021-2024) aligns with Tangata Whānua, Tangata Ora 2020-2030 strategic objective: People- Nurturing Staff, Thriving Students and the Mahere Oranga Wellbeing Implementation Plan 2020-2024. The three pou strategic pillars, Inspiring Leadership, Thriving Communities, and Effective Systems, are the focus of the Plan to move beyond reactive to strategic and engaging and empowering o(em.92 re W\* n BT /TT0 12 Tf 1102.3 681.46 Td [(l2 n)-9 (g)4 ( a)-5 (nd )5 (emp)-8 (ow)3 (er3 (e)-6 ( ( )35 (oaT Q q5109w)3 (k4TT0 12 Tf Z95i(a)-4ta)-5 (nd )5BT /TT0 1v5 (om q

Plan		Do	Check	Progress	
Strategic Pillar	Objective		Completed		

Plan

Do

Check



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





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On 21 August the University Advisory Group (UAG) visited UC as part of their ongoing efforts to ensure all universities have an opportunity to inform and shape their thinking. They met with various UC leaders, research students, academics, and the UCSA Executive Committee to gain a deeper understanding of the unique strengths, challenges, and opportunities at UC. This visit preceded the Phase 2 submissions to UAG due on 30 August.

UC hosted our largest ever R T mence | Open Day on 30 August with over 5000 prospective students and their wh nau registering to visit campus. This, our biggest recruitment event of the year, gave prospective students the opportunity to explore UC and gather information to help them make decisions on their future tertiary education.

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On 5 August, 26 A2ut

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As the first half of Semester 2 came to an end, there were many assessments, projects and activities keeping students and staff busy.

There were several opportunities to showcase University of Canterbury's accessible, flexible, and future-focussed approach to learning and teaching when UC hosted several Deputy Vice-Chancellors Academic from Australia who are part of the Australian Technology Network of Universities (ATN). ATN is a body that focusses on innovative universities in research and teaching. UC highlighted the Kia Angitu programme with a specific focus on ACE Teach, PALS, and the use of data to improve student outcomes. Tuihono | UC Online was also of particular interest, especially in the focus on life-long learning and



UC's annual 2-day career planning workshop,  
within the first five years of their career, was held in August.

, aimed at academic staff

A UC Process Improvement Community of Practice is also being created, with the initial cohort of participants being invited from areas that have a direct impact on student experience and revenue generation. Participants will gain experience in documenting processes and procedures with applicable tools and resources and will have the opportunity to collaborate with others in similar roles across UC, which will help lift overall UC process maturity and support achieving our organisational efficacy goals.

The University's investment in the Digital Screen programme and Kāwā Creative Technologies Precinct is now in its third year. The spaces and facilities now available for student use include:

takaro: graphics and visual effects suites, edit suites, colour grading suite, PC and Mac computer labs, motion capture space, art room, stop motion animation space, classrooms, collaborative work spaces, two lecture theatres, staff offices, postgraduate space.

Jack Mann: one green screen stage and one virtual production stage.

Wairakei: Dolby standard recording studios, voiceover booths, sound editing and mixing suites, Foley sound effects room.

BAFTA nominated Stretchy Productions, makers of popular stop motion animation series Kiri & Lou, moved into the takaro Annex on 2 September where they will make their first feature film. The partnership agreement with Stretchy includes guest lectures, workshops and work experience opportunities for students.

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The recent tertiary sector climate adaptation analysis for all New Zealand universities and Wānanga, which models 4 future scenarios at different levels of global warming, has been shortlisted for a major sustainability award. A submission based on the scenario titled [New Zealand's Tertiary Sector Climate Adaptation Analysis](#), has been shortlisted in the Powerful Partnerships category of the national Green Gown Awards. UC hosted regional workshops and contributed to the report, which highlights the role of New Zealand's tertiary sector to champion climate mitigation now and for the future.

The Communication team ran a Sustainable Development Goals (SDG) Awareness campaign during August. They featured a month of stories from UC and organised events such as the externally facilitated SDG Game for the students. In this exercise students worked on different global climate scenarios together in teams to understand global impacts of changes in other national strategies.

The third New Zealand Hydrogen Symposium (NZHS 2025) was announced this month, which will be hosted by The Sustainable Energy Research Group in Civil and Natural Resources Engineering. In this conference we are bringing together the latest work supporting the development and deployment of hydrogen for de-fossilisation. Applications closed on 31 August.

Bachelor of Electrical and Electronic Engineering (Hons), and a Diploma of Global Humanitarian Engineering student, Leonardo Bolstad, attended the UN Economic and Social Council (ECOSOC) Youth Forum. This story was part of UC's Sustainable Development Goals (SDG) communications campaign running throughout August. Chosen from 6000 applicants, Bolstad was the only Kiwi among 500 youth delegates at ECOSOC.

# Memorandum/Pukapuka

To:	Ki:	University Council
From:		Professor Cheryl de la Rey, Vice-Chancellor
Date:		20 August 2024
Subject:	Kaupapa:	Academic Board report

Recommendations:

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Executive Summary:

The Board endorsed a CUAP proposal, an AI position statement, received the Academic Freedom policy approved by the Council and by majority votes supported a motion to advise Council to consider UC:

Disclose University ties to identify any financial investments, research collaborations, contractual agreements with institutions or corporations that are complicit in Israel's violations of Palestinian human rights and breaches of international humanitarian law.





- The motion talks about institutions or corporations that are complicit in breaches of human rights but no action can be taken because it is not clearly defined.

The actions that will be realised will be a decision for the University Council. There are no fixed set of outcomes. Identifying ties is hugely challenging and operationalising each aspect of the motion may not be possible. Reaching a standard of proof is an ongoing process.

- Does he think that there may be consequences for current students if UC suspends collaborations with universities or institutions in this way? Will there be an impact on students seeking employment if UC takes a stand to divest from large corporations?

This campaign is not targeted to individuals and is not intended to limit academic freedom. It would be disappointing if a potential employer held students to account for a university position.

The campaign is not targeting individuals and is not intended to limit academic freedom.

- Why is the current statement from the Vice-Chancellor insufficient?

This takes the response further to allow material steps to be taken to break ties.

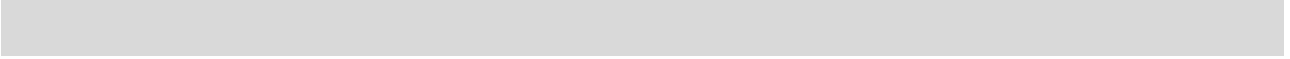
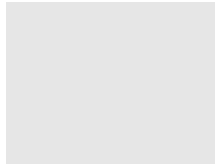
The Vice-Chancellor called for a secret ballot as she had received communication that some members wished to be assured that they would be free to express their view.

Moved:

That the Academic Board advises the Council of UC to:

Disclose University ties to identify any financial investments, research collaborations, contractual agreements with institutions or corporations that are complicit in Israel's violations of Palestinian human rights and breaches of international humanitarian law.

Carried: 36 in favour, 11 against, 6 abstentions



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
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14.0 14.1	Other Naming Rights Policy Review	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions between or to members or officers or employees of the University.	7(h) 7(f)(i)
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I also move that staff identified by the Chancellor and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge will be of assistance.