

# Health and Safety Committee

Venue - Committee Room North, First Floor, Clocktower Building



22 November 2024 11:00 AM - 12:30 PM

<b>Agenda Topic</b>	<b>Presenter</b>	<b>Page</b>
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Part 1 - Open Committee		
1. <a href="#">Minutes</a>	Confirmation	2
To confirm Part 1 of the Minutes of the meeting of the Health and Safety Committee held on 13 September 2024.		
2. <a href="#">Exclusion of the Public</a>		4
To approve a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the specified parts of the proceedings of this meeting.		
3. <a href="#">Meetings 2025</a>		
Dates for meetings for the Health and Safety Committee will be scheduled and advised to Committee members.		



HEALTH AND SAFETY

**Minutes of a Meeting of the Health and Safety Committee**

13 September 2024

- Present** Mr B J Boyle (Convener), the Pro-Chancellor, the Deputy Vice-Chancellor (Research & Enterprise), the Pro-Vice-Chancellor (Health Sciences), the Pro-Vice-Chancellor (Sciences), the Chief Operating Officer, Mr M Brunton (via videoconference), Hon C E Curran, Ms N E Riordan (via videoconference), Mr M A Wong (via videoconference).
- Apologies** Ms S L Ellison.
- In attendance** Ms A McMillan (Director, Health, Safety and Wellbeing), Mr K J Seales (Director of Human Resources), Ms Tanya Sydall (Director, Property and Campus Development), Hon Dr D Clark (Registrar and Secretary to Council) and Mr R KA White (Manager Copyright and Open Access, acting for Deputy Secretary to the Council).

**Part 1 - Open Committee**

**1. Minutes**

Part 1 of the minutes of the meeting of the Health and Safety Committee held on 21 June 2024 were confirmed.

**2. Exclusion of the Public**

The Committee

**APPROVED** a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the remaining parts of the proceedings of the meeting as appended to these minutes.

The Convener moves that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

Item 3	Part 2 of the Minutes of the meeting of the Health and Safety Committee held 21 June 2024
Item 4	Action Follow-up Register
Item 5	Strategic Risk Report
Item 6	Health and Safety
Item 7	Human Resources Quarterly Report
Item 8	Reports from other committees – Hazardous Substances and Radiation Committee and Operational Health and Safety Committee
Item 9	Convener’s Business

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: -

<b>General Subject</b>	<b>Reason for passing this resolution</b>	<b>Ground under Section 48(1)(a) for the passing of this resolution</b>
Items 3 - 9 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 3	Pt 2 of the Minutes of the meeting of the University Council held on 21 June 2024	ss9(2)(a), (i), and (k)
Item 4	Action Follow Up Register	ss9(2)(a), (i), and (k)
Item 5	Strategic Risk Report	ss9(2)(a), (i), and (k)
Item 6	Health and Safety	ss 9(2)(a), (ba) and (c)
Item 7	Human Resources Quarterly Report	ss9(2)(a), (ba)
Item 8	Reports from other committees – Hazardous Substances and Radiation Committee and Operational Health and Safety Committee	ss9(2)(a), (ba)
Item 9	Convener’s Business	ss9(2) (ba)

AND THAT Mr K J Seales, Ms A McMillan and Ms T Sydall be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are responsible. The Registrar and Secretary to the Council and the Manager Copyright and Open Access (acting on behalf of the Deputy Secretary to the Council) are also permitted to remain at the meeting so as to provide secretarial support and advice.

## 2. Exclusion of the Public

The Convener moves that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

Item 3	Part 2 of the Minutes of the meeting of the Health and Safety Committee held 13 September 2024
Item 4	Action Follow-up Register
Item 5	Health and Safety Reporting
Item 6	Wellbeing Support Quarterly Report
Item 7	Reports from other committees – Hazardous Substances and Radiation Committee
Item 8	Convener’s Business

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: -

<b>General Subject</b>	<b>Reason for passing this resolution</b>	<b>Ground under Section 48(1)(a) for the passing of this resolution</b>
Items 3 - 8 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 3	Pt 2 of the Minutes of the meeting of the University Council held on 13 September 2024	ss9(2)(a), (i), and (k)
Item 4	Action Follow Up Register	ss9(2)(a), (i), and (k)
Item 5	Health and Safety Reporting	ss 9(2)(a), (ba) and (c)
Item 6	Wellbeing Support Quarterly Report	ss9(2)(a), (ba)
Item 7	Reports from other committees – Hazardous Substances and Radiation Committee	ss9(2)(a), (ba)
Item 8	Convener’s Business	ss9(2) (ba)

AND THAT Professor L Hanton, Mr K J Seales, Ms T Syddall, Ms A McMillan be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are responsible. The Registrar and Secretary to the Council and the Deputy Secretary to the Council are also permitted to remain at the meeting so as to provide secretarial support and advice.