

## **Health and Safety Committee**

### **AGENDA**

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#### **Notice of Meeting:**

An ordinary meeting of the Health and Safety Committee will be held on:

**Date:** Friday 24 March 2017  
**Time:** 9am  
**Venue:** Committee Room 2, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

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#### **Membership**

Chairperson	Councillor Jamie Gough
Deputy Chairperson	Councillor David East
Members	Councillor Aaron Keown 2 External Members (vacancies)

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**20 March 2017**

#### **Principal Advisor**

Emma Davis  
Head of Human Resources

Mark Saunders  
Committee and Hearings Advisor  
941 6436

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[www.ccc.govt.nz](http://www.ccc.govt.nz)

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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- Part A Matters Requiring a Council Decision  
Part B Reports for Information  
Part C Decisions Under Delegation
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**1. Apologies**

An apology was received from Councillor Keown.

**2. Declarations of Interest**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

**3. Deputations by Appointment**

There were no deputations by appointment at the time the agenda was prepared.

**4. Presentation of Petitions**

There were no petitions received at the time the agenda was prepared.

## 5. Health and Safety Committee - Terms of Reference

Reference: 17/206389

Contact: Mark Saunders Mark.Saunders@ccc.govt.nz

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### 1. Purpose of Report

- 1.1 The purpose of this report is to recommend to the Committee, the Terms of Reference of the Health and Safety Committee established for the 2016-19 triennium, for approval by the Council.
- 1.2 The Terms of Reference are attached for the Committee's consideration.
- 1.3 The appointments process for external members incorporated in the Terms of Reference provides for the establishment of an External Members Appointments Panel, which this report recommends to the Committee.

### 2. Staff Recommendations

That the Health and Safety Committee:

1. Receives the information in this report.
2. Recommends to the Council the Terms of Reference for the Health and Safety Committee as set out in Attachment A.
3. Notes that Council staff will work with the Chair of the Committee to carry out the Committee's responsibilities and activities as per the Terms of Reference.
4. Establishes an External Members Appointments Panel in accordance with the delegations set out within Attachment A.
5. Notes that Council staff will work with the Chair of the Panel to carry out the Panel's responsibility to appoint external members to the Committee as per the Committee's Terms of Reference.

### 3. Key Points

- 3.1 On 15 September 2016, prior to the triennial general election, the previous Council considered draft terms of reference for a proposed Health and Safety Committee outlining responsibilities largely identical to those set out in Attachment A.
- 3.2 The previous Council resolved at that time to note the draft terms of reference and appointment process and to recommend to the new Council that they establish a Health and Safety Committee of the Council in line with the proposals as a matter of priority.
- 3.3 On 15 December 2016, the Council established the Health and Safety Committee and appointed the Chair, Deputy Chair and membership (including "two external members to be appointed") set out in Attachment A.
- 3.4 The Council is yet to approve terms of reference for the Committee.
- 3.5 It is scheduled for the Committee to receive a presentation at its first meeting ahead of considering this report to assist with understanding the responsibilities of the Committee and with considering the Terms of Reference and the appointments process for external members.
- 3.6 The appointments process for external members set out in Attachment A is revised from the draft terms of reference considered on 15 September 2016 to reflect the amendments to the draft membership and to make the process more robust and certain.

### Attachments

No.	Title	Page
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### Signatories

<b>Authors</b>	Mark Saunders - Committee and Hearings Advisor Sharon Butt - Manager Health and Safety Emma Davis - Head of Human Resources
<b>Approved By</b>	Brendan Anstiss - General Manager Strategy and Transformation

### Health and Safety Committee - Terms of Reference

Chair	Councillor Gough
Membership	Councillor East (Deputy Chair), Councillor Keown, 2 External Members
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Meetings will be held at least quarterly
Reports To	Council

#### Purpose:

Maintain and continually improve Health, Safety & Wellbeing by promoting consultation, co-operation and coordination between Management and Council. Ensuring active engagement in the ongoing development of a health, safety and wellbeing programmes.

#### Objective:

The role of the Health and Safety Committee of Council (Committee) is to assist Council to provide leadership in discharging its health and safety management responsibilities within the organisation.

#### Secretarial and Meetings:

1. The committee may have in attendance such members of management, including the Chief Executive and such other persons as it considers necessary to provide appropriate information and explanations.
2. Meetings shall be held at least quarterly. Further meetings will be arranged on an as-needed basis.
3. The Chair of the Committee will report all recommendations, key issues and findings to the Council.

#### Responsibilities:

To assist the Council in discharging its due diligence responsibilities as a Person Conducting a Business or Undertaking (PCBU), by taking reasonably practicable steps to understand the health and safety risks, and ensure that they are managed so that the organisation meets its legal obligations.

1. Review and monitor the robustness of the organisation's health, safety and wellbeing risk management framework.
2. Seek assurance that the organisation is effectively structured to manage health and safety risks.
3. Review progress with completion of organisational Health and Safety Plan objectives.
4. Monitor compliance with policies and relevant legislation.

5. Seek assurance that systems used to identify and manage health and safety hazards and risk are fit for purpose, effectively implemented, regularly reviewed and continuously improved.
6. Ensure that the Council is properly and regularly informed and updated on matters relating to health and safety risks.
7. Enquire as to the steps management have taken to embed a proactive culture through engagement with workers and provide reasonable opportunities for workers to participate in health, safety & wellbeing.
8. Seek assurance that Council are working in partnership so far as reasonably practical with other PCBU's as a primary duty of care to ensure the health and safety of workers.
9. Seek advice periodically from internal and external auditors regarding the effectiveness and completeness of the health and safety systems.
10. Ensure management are keeping the Committee fully apprised of all independent sources of assurance, via the health and safety framework including any internal or external audits undertaken.
11. Consider whether appropriate actions are being taken by management to mitigate Council's significant health and safety risks.
12. Ensure that management is kept apprised of the Council's governance body's views on health and safety issues.
13. Any other duties and responsibilities which have been assigned to it from time to time by the Council.

**Appointment Process for External Members:**

Principles:

The following principles guide the appointment process for External Members of the Committee:

1. The Head of Human Resources will provide candidates to the Chief Executive and GM Strategy & Transformation Office for consideration.
2. The Chair of the Committee and Chief Executive will endorse the nominations, if appropriate.
3. Candidates will be contacted at the appropriate time to confirm their willingness to serve for the term for which External Members are appointed as set out below. If they are willing to serve, independence and confidentiality requirements and a background check will be conducted. They will also be informed of Council policies.
4. The Chair of the Committee and the Health and Safety Manager or Head of Human Resources will review the candidates to develop a shortlist by assessing the following:
  - Professional credentials and relevant experience
  - Their understanding of current Health and Safety legislative requirements
  - Experience with prevention, and response to compliance risks; education, auditing and monitoring concepts
  - Experience overseeing or assessing the performance of organisations with respect to their health and safety compliance or risk function

- Understanding implications for compliance and culture in a changing regulatory environment
  - Potential conflicts for the candidate
  - Affiliations or connections with the Council and its related entities
  - Reference and background check reports
5. The results of the review of the candidates will be reported to the Committee's External Members Appointments Panel, who will select from the shortlist which External Members are appointed to the Committee.

Term:

- External Members of the Committee will be appointed for a term of three years (subject to the terms their contract and the Council failing to resolve anything that would by implication necessarily shorten that term). The term for External Members shall, unless the Chief Executive specifies otherwise, begin on 1 April following the Triennial elections and end on 31 March three years later to provide continuity for the Committee over the initial months of a new Council.
- External Members are eligible for re-appointment by the Committee's External Members Appointments Panel for one further term. However, the Council may approve the re-appointment of External Members for any number of subsequent terms to ensure continuity of knowledge.

**Delegations**

External Members Appointments Panel:

- The Committee delegates to its External Members Appointments Panel (Panel) the authority to consider shortlisted candidates for appointment as the External Members of the Committee and to appoint 2 External Members.
- The Chair of the Panel shall be the Chair of the Committee, and the further members of the Panel shall be the elected members of the Committee.
- The quorum of the Panel shall be half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.