

## **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 9 March 2018  
**Time:** 9am  
**Venue:** Committee Room 1, 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
	Mr Murray Harrington
	Mr Paul Coleman

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**9 March 2018**

#### **Principal Advisor**

Emma Davis  
Head of Human Resources

Mark Saunders  
Committee and Hearings Advisor  
941 6436  
mark.saunders@ccc.govt.nz  
[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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## 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.

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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**

At the close of the agenda no apologies had been received.

**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. Confirmation of Previous Minutes**

That the minutes of the Health and Safety Committee meeting held on [Friday, 15 December 2017](#) be confirmed (refer page 7).

**4. Public Forum**

A period of up to 30 minutes may be available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process.

**5. Deputations by Appointment**

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

**6. Petitions**

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

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## Health and Safety Committee OPEN MINUTES

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**Date:** Friday 15 December 2017  
**Time:** 1:05pm  
**Venue:** Committee Room 1, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

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**Present**

Chairperson	Councillor Jamie Gough
Deputy Chairperson	Councillor David East
Members	Councillor Aaron Keown
	Mr Murray Harrington
	Mr Paul Coleman

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15 December 2017

**Principal Advisor**  
Emma Davis  
Head of Human Resources

Mark Saunders  
Committee and Hearings Advisor  
941 6436  
mark.saunders@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

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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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The agenda was dealt with in the following order.

**1. Apologies**

**Committee Resolved HSCM/2017/00008**

It was resolved on the motion of Councillor Gough, seconded by Councillor East that the apology from Councillor Keown for lateness be accepted.

Councillor Gough/Councillor East

Carried

**2. Declarations of Interest**

**Part B**

There were no declarations of interest recorded.

**3. Confirmation of Previous Minutes**

**Part C**

**Committee Resolved HSCM/2017/00009**

**Committee Decision**

That the minutes of the Health and Safety Committee meeting held on Friday, 15 September 2017 be confirmed.

Councillor East/Mr Coleman

Carried

**4. Public Forum**

**Part B**

There were no public forum presentations.

**5. Deputations by Appointment**

**Part B**

There were no deputations by appointment.

**6. Presentation of Petitions**

**Part B**

There was no presentation of petitions.

Councillor Keown joined the meeting at 1:11pm.



## 7. Quarterly Health, Safety and Wellbeing Update

### Committee Comment

1. The Committee considered the information in the Quarterly Health, Safety and Wellbeing Update report and accepted the Staff recommendations without change.
2. The Committee in accordance with the report received a further update at the meeting regarding the Asbestos Management Project from Bruce Rendall and Carolyn Gallagher as members of the Asbestos Management Steering Group.

### Committee Resolved HSCM/2017/00010

#### Part C

That the Health and Safety Committee:

1. Receive and consider the information in this report.

Mr Coleman/Mr Harrington

Carried

## 8 Resolution to Exclude the Public

### Committee Resolved HSCM/2017/00011

#### Part C

That at 1:29pm the resolution to exclude the public set out on pages 19 to 20 of the agenda be adopted.

Councillor Gough/Councillor East

Carried

**The public were re-admitted to the meeting at 2:19pm.**

**Meeting concluded at 2:20pm.**

**CONFIRMED THIS 9th DAY OF MARCH 2018**

**COUNCILLOR JAMIE GOUGH  
CHAIRPERSON**



## 7. Quarterly Health, Safety and Wellbeing Update

Reference: 18/154359

Presenter(s): Sharon Butt – Health & Safety Manager

### 1. Purpose of Report

- 1.1 The purpose of this report is to inform the Health and Safety Committee of Council of Health, Safety & Wellbeing matters at Christchurch City Council.

### 2. Staff Recommendations

That the Health and Safety Committee:

1. Receive and consider the information in this report.

### 3. Key Points

#### Visible Leadership

- 3.1 In December 2017 the Executive Leadership Team (ELT) engaged in a discussion on further enhancing the Visible Leadership Programme concept of getting personally involved by committing to visits, meetings and conversations with staff and other workers on Health, Safety & Wellbeing (HSW) in our workplaces. Ensuring executive level visible leadership and engagement for health, safety and wellbeing is one of the key priorities for 2018 that the Executive Team have committed to. Below is an overview of the commitments made by ELT.
- 3.2 *Council commits to its HSW leadership through the Charter, Policy, Roles and Responsibilities and the 5 Year HSW Plan. We need to grow our credibility by demonstrating a passion for HSW at Council in our working environment through support and guidance. It includes taking the opportunity to talk about HSW with staff and contractors to build on a culture that will deliver the HSW programme of work and its intentions, and to drive change through performance and honest appraisal.*
- 3.3 *Utilising the example of Rob Jager – Chair, Shell Companies in New Zealand <sup>(1)</sup> “Health and Safety Leadership is not that different from any other kind of leadership. It is about setting the example, clarifying expectations, monitoring performance and holding everyone to account.”*
- 3.4 *Through leadership there are many ways to show commitment to become a great leader in HSW <sup>(2)</sup>. You can:*
  - *Plan your visible leadership journey*
  - *Be visible, encourage people to “speak up”*
  - *Give people the tools and responsibility for making the Council safer and healthy and let them get on with the job.*
  - *Hold yourself and other people to account, “actions not just words”*
  - *Grow the capacity of your staff*
  - *Reflect on your HSW leadership and make a plan to improve it. Attend networking events and/or do cross company visits to hear from others. Receive coaching and/or attend a safety leadership programme*
- 3.5 Good Visible Leadership aligns very well with Council’s new Engagement and Participation principle, “Each of us is expected to share in the commitment to Health, Safety and Wellbeing. Together we create a safe and healthy work environment”, and contributes to Council’s

responsibility as a Person Conducting a Business or Undertaking (PCBU) by promoting consultation, co-operation and co-ordination with staff, Industry and Community partners, other workers, volunteers and the public.

- 3.6 The Health Safety & Wellbeing Team are developing a Visible Leadership process, procedures and software to provide managers with the tools to plan, participate and record all forms of visible leadership and observation types. These may be:

- Walk-arounds/site visits
- HSW Meetings – Council and PCBU
- HSW Committee Meetings
- Positive observations
- Improvement opportunities

References:

<sup>(1)</sup> Rob Jager – Chair, Shell Companies in New Zealand – Business Leaders Health and Safety Forum, A guide for Chief Executives (October 2014), what is safety leadership?

<sup>(2)</sup> A guide for Chief Executives (October 2014) – Business Leaders Health and Safety Forum, What is safety leadership?

### **HSW Committee structure and Worker engagement and participation**

- 3.7 The HSW Participation and Engagement Protocol was signed by Union organisers, a staff representative and the General Manager Strategy & Transformation on 15 December 2017.
- 3.8 Planning for the proposed nomination of 35 HSW representatives is underway. These representatives will also be provided with the opportunity to formalise their role by attending training (NZQA unit standard 29315) for the role and functions of the HSW representative.

### **Health Safety & Wellbeing Training**

- 3.9 The Executive Leadership Team have set the targets for Induction Training for the financial year end. The agreed target for Managers is set at 95%, with the staff target set at 90% to take into account the 11% turnover across the organisation. The overall result for January 2018 across the organisation is 88% achieved, 95% achieved for Managers and 87% achieved for Staff.

### **Wellbeing**

- 3.10 The 3<sup>rd</sup> meeting of the wellbeing group took place on 25 January 2018. Terms of reference were drafted and planning for the year ahead is underway.
- 3.11 Skin checks have started for 2018 with 6 sessions currently scheduled.

### **ACC Accredited Employers Programme Audit – (ACCAEP)**

- 3.12 A self-assessment against the ACCAEP was completed on the 19<sup>th</sup> January (with staff representatives and union officials) in preparation for the annual ACC accredited employer audit. Because Council has met the biennial safety management practices (SMP) previously, Council are only required to undergo the Injury Management Practices audit section this year. This will be held on Tuesday 27 February. Primary site selection for confirmation of safe systems and injury management is the Civic Offices. Focus group requirements are one management and one or two employee groups. Case study interviews with at least 3 employees who have sustained injury will also be held. 8 Case files will also be audited.

- 3.13 ACC will make a decision on the outcome of the audit within four weeks of receiving all of the audit documentation and the auditor's report. It is expected the outcome will be received by mid-April.
- 3.14 **Note:** Council will be audited against the new audit standards 1 April 2017. Records from 1 October 2017 onwards will be marked as passed or failed against the new standards as the transition period ended 30 September 2017.

## Attachments

There are no attachments to this report.

## Signatories

<b>Authors</b>	Lee Bethell - Health, Safety & Wellbeing Analyst Sharon Butt - Manager Health and Safety
<b>Approved By</b>	Emma Davis - Head of Human Resources Brendan Anstiss - General Manager Strategy and Transformation

## 8. Resolution to Exclude the Public

*Section 48, 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 items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

### Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
9	PUBLIC EXCLUDED HEALTH AND SAFETY COMMITTEE MINUTES - 15 DECEMBER 2017			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	
10	HEALTH AND SAFETY DASHBOARD REPORT	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	TO PROTECT THE PRIVACY OF NATURAL PERSONS AFFECTED BY HEALTH AND SAFETY INCIDENTS	PRIVATE DETAILS OF NATURAL PERSONS AFFECTED BY HEALTH AND SAFETY INCIDENTS SHOULD NEVER BE RELEASED