

Health, Safety and Wellbeing Committee AGENDA

Notice of Meeting:

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

Date: Friday 19 February 2021
Time: 9.30am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Membership

Chairperson	Councillor James Gough
Deputy Chairperson	Councillor Phil Mauger
Members	Mr Paul Coleman Mr Bevan Killick Councillor Sam MacDonald

10 February 2021

Principal Advisor

Brendan Anstiss
General Manager Strategy &
Transformation

Mark Saunders
Committee and Hearings Advisor
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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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Developing Resilience in the 21st Century

Strategic Framework

Whiria ngā whenu o ngā papa,
honoa ki te maurua tāuiki
Bind together the strands of each mat and join
together with the seams of respect and reciprocity

Ōtautahi–Christchurch is a city of opportunity for all

Open to new ideas, new people and new ways of doing things – a city where anything is possible

Principles

Being open,
transparent and
democratically
accountable

Promoting
equity, valuing
diversity and
fostering inclusion

Taking an inter-generational approach
to sustainable development,
prioritising the social, economic
and cultural wellbeing of
people and communities
and the quality of the
environment, now
and into the
future

Building on the
relationship with
Te Rūnanga o Ngāi Tahu
and the Te Hononga–Council
Papatipu Rūnanga partnership,
reflecting mutual understanding
and respect

Actively collaborating and
co-operating with other
local, regional
and national
organisations
Ensuring
the diversity
and interests of
our communities
across the city and the
district are reflected in
decision-making

Community Outcomes

Resilient communities

Strong sense of community
Active participation in civic life
Safe and healthy communities
Celebration of our identity
through arts, culture, heritage,
sport and recreation
Valuing the voices of all cultures
and ages (including children)

Liveable city

Vibrant and thriving city centre
Sustainable suburban and
rural centres
A well connected and accessible
city promoting active and
public transport
Sufficient supply of, and
access to, a range of housing
21st century garden city
we are proud to live in

Healthy environment

Healthy water bodies
High quality drinking water
Unique landscapes and
indigenous biodiversity are
valued and stewardship
exercised
Sustainable use of resources
and minimising waste

Prosperous economy

Great place for people, business
and investment
An inclusive, equitable economy
with broad-based prosperity
for all
A productive, adaptive and
resilient economic base
Modern and robust city
infrastructure and community
facilities

Strategic Priorities

Enabling active
and connected
communities
to own their future

Meeting the challenge
of climate change
through every means
available

Ensuring a high quality
drinking water supply
that is safe and
sustainable

Accelerating the
momentum
the city needs

Ensuring rates are
affordable and
sustainable

Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes

Engagement with
the community and
partners

Strategies, Plans and
Partnerships

Long Term Plan
and Annual Plan

Our service delivery
approach

Monitoring and
reporting on our
progress

Health, Safety and Wellbeing Committee - Terms of Reference / Ngā Ārahina Mahinga

Chair	Councillor Gough
Membership	Councillor MacDonald Councillor Mauger 2 External Members: Mr Bevan Killick Mr Paul Coleman
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	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, Safety and Wellbeing 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:

- 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.
- Meetings shall be held at least quarterly. Further meetings will be arranged on an as-needed basis.
- 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.

- Review and monitor the robustness of the organisation's health, safety and wellbeing risk management framework.
- Seek assurance that the organisation is effectively structured to manage health and safety risks.
- Review progress with completion of organisational Health and Safety Plan objectives.

- Monitor compliance with policies and relevant legislation.
- 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.
- Ensure that the Council is properly and regularly informed and updated on matters relating to health and safety risks.
- 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.
- 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.
- Seek advice periodically from internal and external auditors regarding the effectiveness and completeness of the health and safety systems.
- 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.
- Consider whether appropriate actions are being taken by management to mitigate Council's significant health and safety risks.
- Ensure that management is kept apprised of the Council's governance body's views on health and safety issues.
- 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:

- The Head of Human Resources will provide candidates to the Chief Executive and GM Strategy & Transformation Office for consideration.
- The Chair of the Committee and Chief Executive will endorse the nominations, if appropriate.
- 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.
- 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

- 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.
3. 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.

Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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1. Apologies / Ngā Whakapāha

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

2. Declarations of Interest / Ngā Whakapuaki Aronga

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 / Te Whakaāe o te hui o mua

That the minutes of the Health, Safety and Wellbeing Committee meeting held on [Friday, 4 December 2020](#) be confirmed (refer page 8).

4. Public Forum / Te Huinga Whānui

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 / Ngā Huinga Whakaritenga

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

6. Petitions / Ngā Pākikitanga

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

Health, Safety and Wellbeing Committee OPEN MINUTES

Date: Friday 4 December 2020
Time: 9.31am
Venue: Committee Room 2, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson	Councillor James Gough
Deputy Chairperson	Councillor Phil Mauger
Members	Mr Paul Coleman
	Mr Bevan Killick
	Councillor Sam MacDonald

4 December 2020

Principal Advisor

Brendan Anstiss
General Manager Strategy &
Transformation

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

The agenda was dealt with in the following order.

1. Apologies / Ngā Whakapāha

There were no apologies.

2. Declarations of Interest / Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes / Te Whakaāe o te hui o mua

Part C

Committee Resolved HSCM/2020/00006

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Friday, 4 September 2020 be confirmed.

Mr Coleman/Mr Killick

Carried

4. Public Forum / Te Huinga Whānui

Part B

There were no public forum presentations.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

6. Presentation of Petitions / Ngā Pākikitanga

Part B

There was no presentation of petitions.

7. Health, Safety and Wellbeing Quarterly Report

Committee Comment

The Committee accepted the Staff Recommendations, and asked that staff explore options for reporting more current data, presenting meaningful benchmarking, and providing further confidence and information or analysis around outcomes to events and avoidability, exceeding referencing discussions and reminders.

Committee Resolved HSCM/2020/00007

Part C

That the Health, Safety and Wellbeing Committee:

1. Receives the Health, Safety and Wellbeing quarterly report.

Councillor Gough/Councillor Mauger

Carried

Meeting concluded at 9.57am.

CONFIRMED THIS 19th DAY OF FEBRUARY 2021

**COUNCILLOR JAMES GOUGH
CHAIRPERSON**

Item 3 - Minutes of Previous Meeting 4/12/2020

7. Health, Safety and Wellbeing Quarterly Report

Reference / Te Tohutoro: 21/80128

Report of / Te Pou
Matua:

Head of People and Capability, Prue Norton

General Manager /
Pouwhakarae:

General Manager Strategy and Transformation, Brendan Anstiss

1. Brief Summary

- 1.1 The purpose of this report is to inform the Health, Safety and Wellbeing Committee of health, safety and wellbeing (HSW) matters at Christchurch City Council.

2. Officer Recommendations / Ngā Tūtohu

That the Health, Safety and Wellbeing Committee:

1. Receive the Health, Safety and Wellbeing quarterly report.

3. Health Safety and Wellbeing Dashboard

- 3.1 The dashboard has been updated to include the period to 31 December and is provided as **Attachment A**.
- 3.2 Key items to note are:
 - 220 events were reported across October, November and December:
 - 12 of these events have been confirmed with a potential severity of high
 - 41 of these events have been confirmed with a potential severity of medium
 - 66 of these events were sensitive events
 - 47 (71.21%) reported as abuse
 - 10 (15.15%) as stress
 - 7 (10.61%) as harassment
 - 2 (3.03%) as assault
 - 55 (25%) of the 220 events resulted in an injury with
 - 2 employees being hospitalised
 - 17 employees requiring medical treatment
 - There were 12 lost time injuries reported over this period (4 in each month) resulting in 73 days away from work.
 - The LTIFR (Lost Time Injury Frequency Rate) for December was 2.17 and the LTIFR 12 Monthly Average now stands at 1.95:
 - Two lost time injuries were notified to us recently that related to March 2020 and July 2020. The Lost Time Injuries and LTIFR graphs have been amended to reflect these.
 - The Business Leaders Health and Safety Forum published their 2019 Benchmark Report in November 2020 and their LTIFR of 2.50 has been added to the

dashboard. The Council remains below the Business Leaders Health and Safety Forum comparison benchmark – although there will inevitable be differences in the Council's operations verses those covered by the Business Leaders Forum. We are continuing to look at refinements to provide a better comparator benchmark.

- 3.3 Details about the four notifiable events and the 12 lost time injuries during the reporting period, October to December 2020, are provided in **Attachment B**.
- 3.3 We acknowledge the request from the Committee to receive more current reporting and we are considering how best to achieve this while meeting the deadline for report submission, being three weeks prior to the meeting date. Two significant events have been reported in January 2021 and will be detailed in the quarterly report.
- 1 Notifiable event occurred on 9 January 2021:
 - A Botanic Gardens visitor was walking down an exit ramp and slipped on a piece of fallen foliage that had recently been watered. The visitor made their way to the café and ice was applied to their knee. After a few days, they sought medical attention and it was discovered that the kneecap was broken and surgery was undertaken. An investigation commenced immediately by Council staff to avoid any further events.
 - 1 lost time injury occurred on 13 January 2021:
 - An employee fractured their wrist, caused by a kick-back when trying to start a boat motor. A review is underway as to causes and possible remedial actions.

4. Wellbeing programme

- 4.1 The Council organised 'The Big Blood Pressure Check' which took place on 14 October 2020 in the Civic Offices. 167 employees participated in this initiative with 31 employees being referred on for additional checks.

5. ACC Accredited Employers Programme Audit

- 5.1 ACC completed its annual audit of the Council's performance against the requirements of the Accredited Employers Programme which took place at Taiora QEII on 13 and 14 January 2021.
- 5.2 The Council has received correspondence from the auditor which outlines his recommendation to ACC that the Council pass the annual audit and retain Tertiary status.

6. HSW Plan 2021-2026

- 6.1 The actions listed in the Council's current 5-year HSW plan (2016-2021) are largely completed and attention has turned to the development of a new plan to support regulatory performance and sustainable improvement in the Council's HSW practices. One of the primary objectives of the 2016-21 HSW plan was to embed the necessary actions and systems as required under the Health and Safety at Work Act 2015, i.e. compliance. This is largely completed now – we have the compliance platform, and we now need to build upon this platform and move from compliance to performance.
- 6.2 In 2021 we want to take the opportunity to make improvements into our HSW systems and practices. To this end, we had commissioned an independent review of the Council's HSW practices from Paul Coleman, an industry expert with good knowledge of the Council environment. His review affirmed that while we have the foundations in place for HSW, there are a number of significant improvements and changes that we must make to ensure that we are proactive and compliant with industry best practice – these include clarifying our HSW

goal, roles and responsibilities, embedding systems, and ensuring that our practices and processes make it easy and logical for staff to stay safe and healthy.

- 6.3 Collectively, the above drivers will underpin a draft 2021-2026 Health, Safety and Wellbeing plan, currently under development. This plan will build upon the successfully completed work in the 2016-2021 plan but, significantly, will focus on moving beyond compliance and implementation of systems to making enduring changes that make HSW part of what we do. This means making it easy to report and manage issues, better visibility on trends, and increased sharing of lessons learned across the organisation. The 2021-2026 Health, Safety and Wellbeing plan will be presented to the next committee meeting, along with the updated Health and Safety Policy.

- 6.4 A recruitment process has commenced for a new Health and Safety Manager.

7. Covid-19 ongoing preparedness

- 7.1 The Council's Incident Management Team has continued to meet in 2021 and has recommenced a planning exercise to ensure operational readiness for the organisation in the event that there is any change in alert levels. All units have existing BCP (Business Continuity Planning) plans in place, and these are being reviewed to ensure that they reflect any lessons learned during 2020, as well as changing expectations and methods of response and control.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	HSW Dashboard - Committee of Council - Oct-Dec 2020	15
B	HSW Lost Time Injuries Notifiable Events - October - December 2020 (<i>Under Separate Cover</i>) - CONFIDENTIAL	

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
Not applicable	Not applicable

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

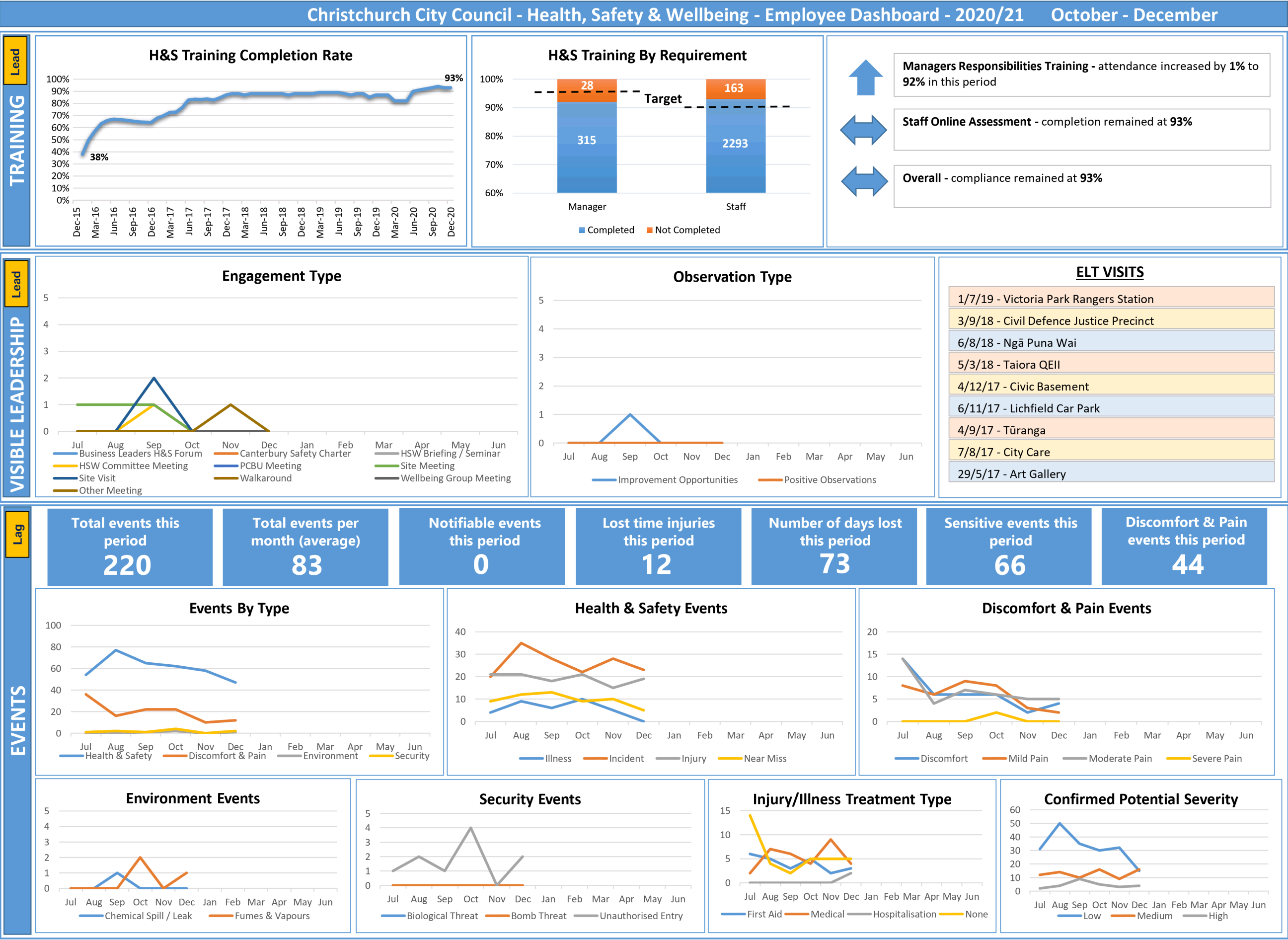
(a) This report contains:

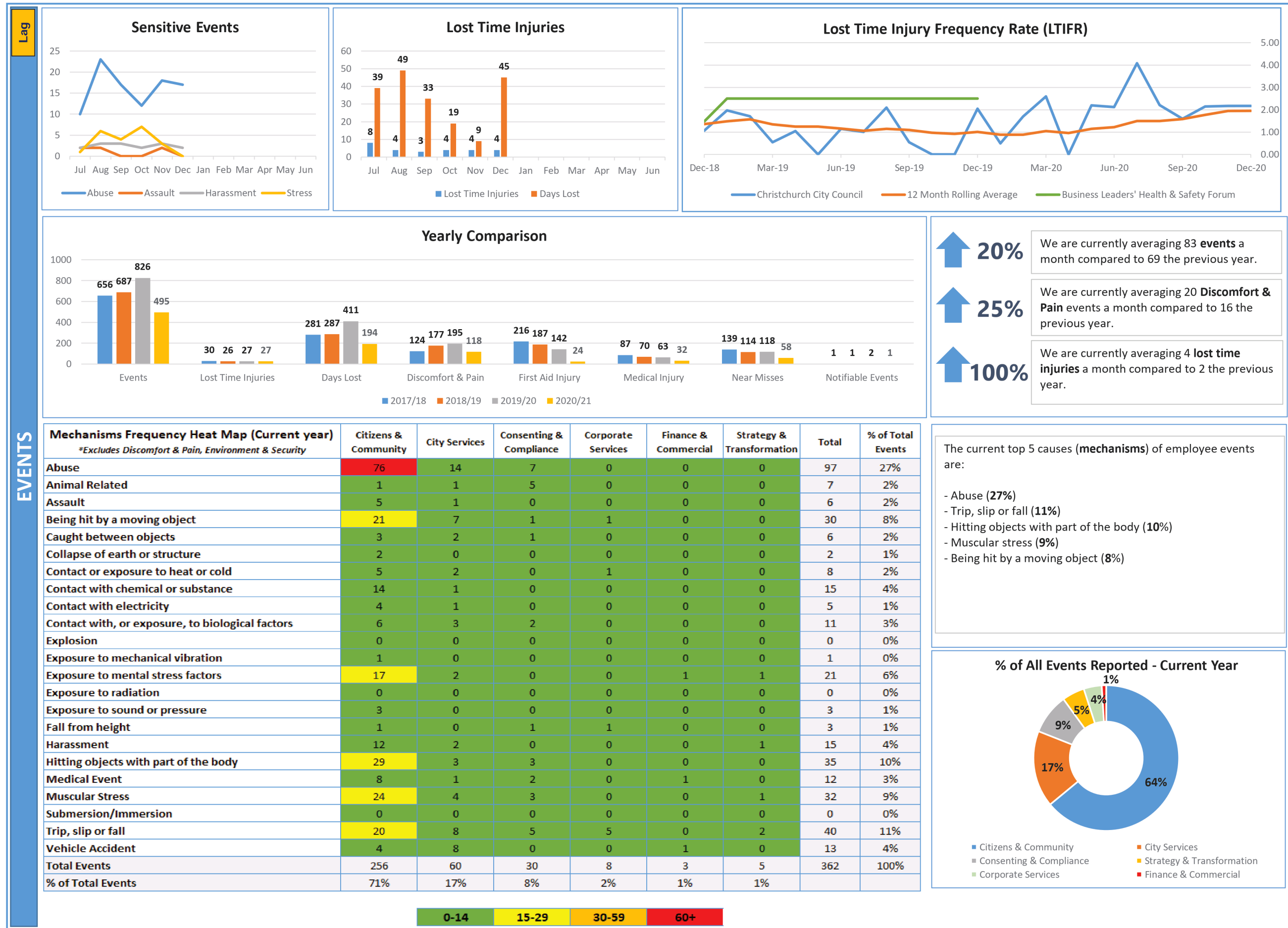
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

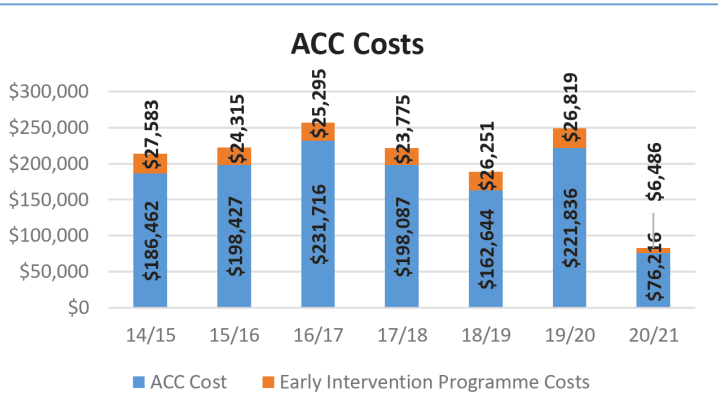
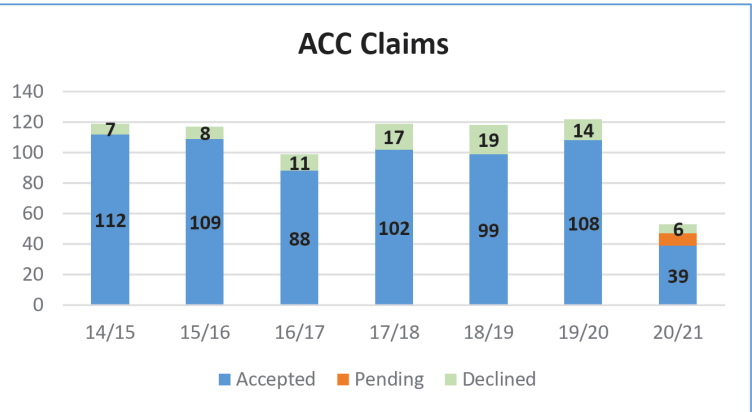
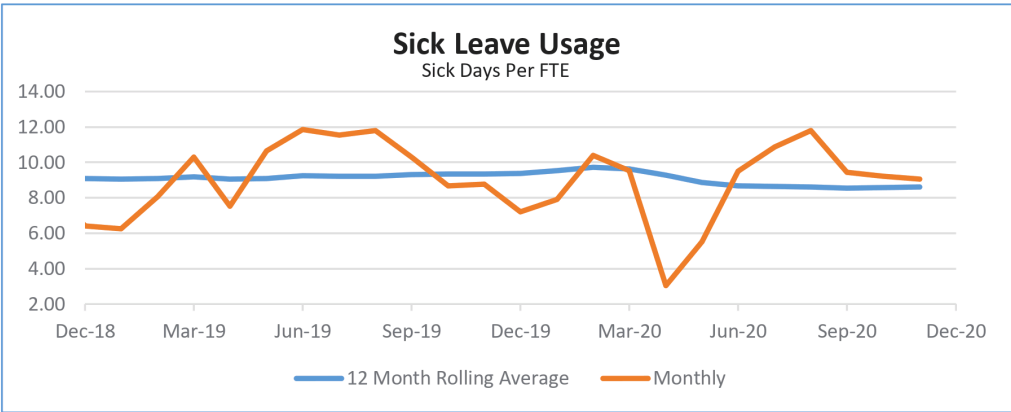
Signatories / Ngā Kaiwaitohu

Author	Prue Norton - Head of People & Capability
Approved By	Brendan Anstiss - General Manager Strategy and Transformation





WELLBEING



Wellbeing Group - Upcoming Events/Activities

January - Health promotion - looking after yourself and getting back into a healthy routine.
 Health promotion - Reminding people to stay sunsmart, especially when working outdoors.

February - Heart health awareness month.
 Get active - sign up to the 'Aotearoa Bike Challenge'.

March - Lunchime Tai Chi and mindfulness sessions.

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
7.	HEALTH, SAFETY AND WELLBEING QUARTERLY REPORT				
	ATTACHMENT B - HSW LOST TIME INJURIES NOTIFIABLE EVENTS - OCTOBER - DECEMBER 2020	S7(2)(A), S7(2)(D)	PROTECTION OF PRIVACY OF NATURAL PERSONS, PROTECTION OF HEALTH OR SAFETY OF INDIVIDUALS	PRIVACY OF IDENTIFIABLE STAFF/CONTRACTORS INDIVIDUAL HEALTH DETAILS.	PRIVATE DETAILS SHOULD NEVER BE RELEASED.