

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 7 June 2019
Time: 9am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Membership

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

31 May 2019

Principal Advisor

Prue Norton
Head of Human Resources

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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Strategic Framework

The Council's Vision – 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.

Whiria ngā whenu o ngā papa Honoa ki te maurua tāukiuki

Bind together the strands of each mat
And join together with the seams of respect
and reciprocity.

The partnership with Papatipu Rūnanga
reflects mutual understanding and respect,
and a goal of improving the economic,
cultural, environmental and social
wellbeing for all.

Overarching Principle

Partnership – Our
people are our taonga
– to be treasured and
encouraged. By working
together we can create
a city that uses their
skill and talent, where
we can all participate,
and be valued.

Supporting Principles

Accountability	Collaboration
Affordability	Prudent Financial Management
Agility	Stewardship
Equity	Wellbeing and resilience
Innovation	Trust

Community Outcomes

What we want to achieve together as our city evolves

Strong communities

Strong sense of
community
Active participation in
civic life
Safe and healthy
communities
Celebration of our
identity through arts,
culture, heritage and
sport
Valuing the voices of
children and young
people

Liveable city

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

Healthy environment

Healthy waterways
High quality drinking
water
Unique landscapes and
indigenous biodiversity
are valued
Sustainable use of
resources

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

Our focus for improvement over the next three years and beyond

Enabling active citizenship and connected
communities

Maximising opportunities to develop a vibrant,
prosperous and sustainable 21st century city

Climate change
leadership

Informed and proactive
approaches to natural
hazard risks

Increasing active, public
and shared transport
opportunities and use

Safe and sustainable
water supply and
improved waterways

Health, Safety and Wellbeing 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, 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:

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.

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, Safety and Wellbeing Committee meeting held on [Friday, 15 March 2019](#) be confirmed (refer page 8).

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.

Health, Safety and Wellbeing Committee OPEN MINUTES

Date: Friday 15 March 2019
Time: 1:04pm
Venue: Committee Room 2, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

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

15 March 2019

Principal Advisor
Prue Norton

Acting Head of Human Resources

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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

Part C

There were no apologies.

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Committee Resolved HSCM/2019/00001

Committee Decision

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Friday, 7 December 2018 be confirmed.

Councillor Gough/Councillor Keown

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.

7. Health, Safety and Wellbeing

Committee Resolved HSCM/2019/00002 (Original Staff Recommendations Accepted without Change)

Part C

That the Health, Safety and Wellbeing Committee:

1. Receives the information in this report.
2. Receives the information in **Attachment A** to this report relating to refreshing the Committee members' awareness of Visible Leadership.
3. Notes the opportunity for the Committee members to attend Visible Leadership training to build skills for effective visible leadership.
4. Receives the presentation in **Attachment B** to this report on "What's new in Health, Safety and Wellbeing".
5. Receives the letter at **Attachment C** confirming that the Council has sustained Tertiary Status through the ACC Accredited Employer Programme Audit for Workplace Safety Management Practices and Injury Management.

Mr Coleman/Councillor East

Carried

8 Resolution to Exclude the Public

Committee Resolved HSCM/2019/00003

Part C

That at 1:52pm the resolution to exclude the public set out on pages 35 to 36 of the agenda be adopted.

Councillor Gough/Councillor East

Carried

The public were re-admitted to the meeting at 2:17pm.

Meeting concluded at 2:18pm.

CONFIRMED THIS 7th DAY OF JUNE 2019

**COUNCILLOR JAMIE GOUGH
CHAIRPERSON**

7. Health, Safety and Wellbeing Update

Reference: 19/513561

Presenter(s): Sharon Butt - Health and Safety Manager

1. Purpose of Report

- 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. Staff Recommendations

That the Health, Safety and Wellbeing Committee:

1. Receives the information in this report.
2. Receives the appended summary (**Attachment A**) of the Health and Wellbeing Support provided after the 15 March 2019 event.
3. Receives the presentation to this meeting on the upcoming plan for Change Management related to the Council's new processes and HSW software system (ABLE).
4. Receives the presentation to this meeting on the HSW software system (ABLE) – related to two key functions:
 - a. Visible Leadership
 - b. Event Reporting

3. General Updates

Health and Wellbeing

- 3.1 **Flu Vaccinations:** An opportunity for staff to receive Flu Vaccinations in six Council locations was provided in April. Over 800 staff took up the opportunity to have a Flu Vaccination. Staff can still receive a free Flu Vaccination from Moorhouse Medical Centre by identifying themselves as a Council Staff member.
- 3.2 **Skin Checks:** Free skin checks were completed between January and April for Council Staff that work in the outdoors. 240 staff took up this opportunity, to date we have been informed verbally of one staff member being diagnosed with melanoma. The Health and Wellbeing Advisor will follow this up to ensure appropriate support is provided. Other staff can receive the same opportunity at a cost.
- 3.3 **Terror Attacks:** Wellbeing Planning following the Terror Attacks continues, now having a focus on the long term wellbeing of all staff taking into account the cumulative effects of significant events since the 2010 earthquakes. An Activity Plan has been developed to ensure continued support is available post incident.

The Council responded to the Terror attacks with a wide range of support and resource that was tailored to suit individual and team requirements. Additional Clinical Psychologist resources were obtained for this period of time. **Attachment A** is a summary of Health and Wellbeing support provided over this period. Seven weeks post-event, continued welfare checks are still being completed by Managers and Heads and discretionary leave has been approved for staff directly affected.

- 3.4 Individual team workshops are being developed on “How to care for yourself and others” and seminars will be provided over the following months related to:

- Good sleep tips
- Motivation – Changing a Habit
- Diet, Hydration and Good Sleep – 6 week programme
- Positive Psychology
- Mindfulness sessions
- Woman’s Health
- Winter Wellness

While not all of these are directed at the aftermath of the event, they focus on Health and Wellbeing strategies that may indirectly support those affected.

Inter-Agency Workforce Welfare Governance Group

- 3.5 At the request of General Manager, Mary Richardson, Head of Human Resources, Prue Norton, attends on behalf of the Council the Inter-Agency Workforce Welfare Governance Group following the formation of the Group post the Terror Attack.
- 3.6 The background for the formation of this group relates to the cumulative and ongoing pressures on the Canterbury community and our health and social care workforce arising from the Canterbury earthquakes and these latest events. The agencies acknowledge that the resources required to respond to the needs of our people are precious and constrained and that the impacts on our people will manifest – and change – over the coming months and potentially years.
- 3.7 The Group will provide inter-agency guidance and steerage of a comprehensive programme of work to support the health and wellbeing of people and whanau. The individual agencies will continue to hold responsibility for their people and whanau with the opportunity to leverage the respective strengths of each agency to deliver the best outcome.

Membership Agencies are:

- Canterbury District Health Board
 - New Zealand Police
 - Christchurch City Council
 - Department of Corrections
 - Ministry of Education
 - Ministry of Social Development
 - Ngai Tahu
 - Pegasus Health (Primary Health Care Services)
 - St John of New Zealand
- 3.8 The Group commits to developing an approach that:
- Focusses on the people who work within the member agencies and their whanau;
 - Adopts best practice and evidence based approaches and solutions;
 - Responds to the needs of individuals and groups based on their feedback; and

- Taking a whole of system approach, harnessing the strength of each member.

Process Development and Change Management

3.9 Since the launch of the new Health, Safety and Wellbeing HUB page there has been an increase in traffic of 63%. The top three hits relate to:

- Our Wellbeing
- Reporting hazards and managing risks
- Health Safety & Wellbeing Roles

3.10 The site continues to be updated with information and will soon link to the HSW Software once go live occurs for the first phase.

3.11 Change Management and Training Planning continues for the new processes and system users. A demonstration of the HSW teams change management planning will be provided to the Committee reflecting the desire to implement sustainable change across the organisation by the way of introducing new processes, an enterprise HSW System and training effectively.

A final Change Management Plan will be provided to the ELT HSW Governance Group in June for their information. The targeted outcomes for achievement relate to:

- Active demonstration from Leadership to promote the Health Safety and Wellbeing of our people.
- Ensuring audiences understand their various responsibilities regarding the new system.
- Minimising resistance to change and lack of confidence.
- Promoting a proactive culture towards managing risks.
- Ensuring Engagement and Active Participation with our staff, Industry and Community Partners, demonstrating that the Council cares about Health Safety and Wellbeing.
- Helping staff and contractors to feel empowered in daily tasks, reporting (speaking up) and monitoring.
- Creating a consistent approach to all health, safety & wellbeing information by standardising our HSW practices, requests and actions.
- Enabling continuous improvement through planning, validation and review of our performance.

3.12 The plan will take into account the risk associated with a whole of organisation implementation of an Enterprise HSW System, the impact on all staff and external partners such as contractors and community event organisers.

3.13 The key factors for change have been identified and a strategy for delivery has been drafted to minimise the risk associated to the change. Stakeholders and role types have been identified, that will be affected by the change and strategies have been drafted for those affected. The appropriate vehicles for change, communications and training have been chosen to be fit-for-purpose for those audiences. This is to ensure the change is embedded successfully, suitable support is provided, benefits are realised by the stakeholders and sustainability is achieved.

3.14 To date, communication and updates across the organisation have been via CCC Dispatch, CE Updates and the HSW Operational Group Representatives. Additionally we have completed 25 Roadshows and 2 updates with another 6 Roadshows and 8 updates scheduled. We have shared with the Committee at the last quarterly meeting the new HUB.

Health Risk & Monitoring Review

- 3.15 Council had a number of Policies related to Communicable Disease and other Environmental Safety related guidance for UV, Hazardous, Biological substances and physical capability risks. These policies and guidance were developed in isolation and did not take into account a complete risk based assessment for tasks and roles carried out in our workplaces.
- 3.16 Consultation was completed with Managers, staff, the Environmental Health Officer from Community Public Health and Mark Floyd - Occupational Physician, to ensure that the Council is providing appropriate advice on health protection for our staff. A finalised table of risks inclusive of controls will be provided to ELT for their information in the near future. This table of health risks and associated controls includes process, vaccinations, personal protective equipment, respiratory protective equipment etc.
- 3.17 Once complete this table will align with the newly developed Guideline for Health Hazards and Health Monitoring and process maps, which will also be updated once the table is complete. Note: This guidance and process does not include Physical and Psychological Health and Wellbeing, the advice for this is covered in the Resilient Healthy Workplace Guideline.

Visible Leadership Training

- 3.18 Scoping is currently underway for the Visible Leadership training. Ideas for this include:
- How to plan my Visible Leadership activities.
 - How do I start a conversation? I need to do more than just observe.
 - How do I ask questions and stay positive?
 - Explore barriers – feeling of intrusion, shyness, I'm not an expert, I don't feel I have the right skills.
 - Developing a mind-set of positive observation and learning.
 - Tips to turn your observation on – notice what you notice.
 - How best to empower, give back, encourage.
 - Using the pocket cards effectively.
 - What and how do I report/record the outcomes
 - We will include context, examples of visible leadership in action and address concerns.

Attachments

No.	Title	Page
A ↓	Health and Wellbeing Support Summary	16

Confirmation of Statutory Compliance

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

Author	Sharon Butt - Manager Health and Safety
Approved By	Prue Norton - Head of Human Resources Brendan Anstiss - General Manager Strategy and Transformation

Health Safety & Wellbeing Strategy & Support Plan	
Timeframe	Response & Support
Immediate	<ul style="list-style-type: none"> Incident Management Team (IMT) formed – hourly meetings with Functional Managers Shut down of all CCC Facilities Support of Citizens in shut down of CCC Facilities Support of Citizens - particularly Youth in the Cathedral Square and surrounds participating in a Community Event, Hagley Park, Horncastle Arena, Turanga (Central Library), Linwood Library and Recreation and Sport Centres Welfare provisions for those Citizens Regular intercom voice messages to staff and citizens in CCC Facilities Immediate Support to Staff and families that returned from the Mosque Health and Wellbeing Advisor & HR Team gauged immediate support and advice requirements Managers/Heads completed wellbeing checks within their teams Email: - Communication to all staff - Staff Support contacts over the weekend Email: - Communication to Managers/Heads – Message to look after self, how to support teams
1-8days	<ul style="list-style-type: none"> IMT – ongoing management of risk and support to the community and Lead Agencies Timesheet code created for emergency management time spent, communicated out across organisation Code for budgeting/costs created Development of a staff database of all those directly and indirectly involved to ensure care is provided to staff and families. Determined individual care requirements – support packages; <ul style="list-style-type: none"> Home visits Counselling sessions Workplace flexibility Keeping in touch Individual return to work plans Planned support for teams involved/affected by City Event Planning/Services/Ceremonies/Burials/Remembrance <ul style="list-style-type: none"> Additional Workplace and Staff Support Professionals availability 1-1 Counselling Sessions Access to a therapeutic massage Health Safety and Wellbeing resource provided to Events and Parks staff involved in the preparation of events/ceremonies to manage risk Onsite support initiated - Workplace Support professionals at all Main facilities/services centres, remote areas – Duvauchelles, Little River, Akaroa etc. 37 site visits completed 1:1 support provided by Counsellors and Psychologists Email to all Managers/Heads – Supporting staff after trauma Email to all staff – Understanding the Effects of Trauma – Key messages

April 2019

	<ul style="list-style-type: none"> ○ Normal Reactions to Trauma – Shock, Fear, Anger, Helplessness, Sadness, Shame ○ Effects on Behaviour ○ Strategies to help you cope ○ Strategies to help children cope ○ Council information/support ○ Other helpful resources ○ Stress Release Physiotherapy ○ Yoga ○ Mindfulness Meditation. <ul style="list-style-type: none"> • Posters: - Aroha – Support and Practical Tips distributed • Email to Councillors (Elected Members) Provision of Staff Support available for Elected Members
	<ul style="list-style-type: none"> • Release of updated Staff Support Brochure inclusive of additional Clinical Psychologist Support • HSW Team support to staff, walk rounds, requests, phone calls, emails • Review of support availability – development and initiation of Wellbeing Plan for week ahead • A shared morning tea at the Civic Office for Council staff to get together and support each other during this difficult time, as one Council Family. Other facilities were encouraged to arrange a morning tea at the same time.
2-4 weeks	<ul style="list-style-type: none"> • IMT – stand down • Debrief organised • Regular all staff emails – Health and Wellbeing reminders • Regular communication providing reassurance from the CE • CE message to all staff about work priorities eg; consider what BAU can be delayed or distributed • Regular Team Meeting welfare checks completed by Managers/Heads • Peer support encouraged, continuation of Workplace Support Professionals • Follow-up support continued to those on the data base and newly identified support (individual and team) requirements • Planned support for teams involved/affected by City Event Planning/Services/Ceremonies/Burials/Remembrance
5- weeks	<ul style="list-style-type: none"> • Continued welfare checks completed by Managers/Heads • Discretionary Leave approval for staff directly affected • Individual Team Workshops are being developed on “How to care for self and others” • “All right Campaign Posters” distributed • Development of a Wellbeing Activity Plan – Workshops – not all of these are directed at the aftermath of the event, but focus on Health and Wellbeing strategies that may indirectly support those affected. <ol style="list-style-type: none"> 1. Good sleep tips 2. Motivation – Changing a Habit 3. Diet, Hydration & Good Sleep – 6 week programme 4. Positive Psychology 5. Mindfulness sessions 6. Woman’s Health 7. Winter Wellness 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
9	PUBLIC EXCLUDED HEALTH, SAFETY AND WELLBEING COMMITTEE MINUTES - 15 MARCH 2019			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	
10	HEALTH, SAFETY AND WELLBEING DASHBOARD REPORT	S7(2)(A), S7(2)(D)	PROTECTION OF PRIVACY OF NATURAL PERSONS, PROTECTION OF HEALTH OR SAFETY OF INDIVIDUALS	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, AND OTHER INFORMATION WOULD ONLY BE RELEASED WHEN THE CHIEF EXECUTIVE IS SATISFIED THAT THERE ARE NO LONGER GROUNDS UNDER THE ACT FOR WITHHOLDING IT.