

Chief Executives' Leadership Group

Meeting Date:	24 June 2019
Title:	Government Health and Safety Lead Four Year Plan

Purpose

- 1 The purpose of this paper is to seek CELG approval of the proposed GHSL Four Year Plan, 2019/20 budget, agency contributions and Business Leaders' Health & Safety Forum membership fees and endorsement of the GHSL resourcing plan.
- 2 The paper proposes changes to GHSL advisory and governance group membership and asks the CELG to note the establishment of five smaller working groups to support the development and delivery of larger work programmes.
- 3 The CELG is also asked to discuss and note the GHSL Work Programme as at 30 June 2019.

Executive summary

- 4 In March this year the Chief Executive Leadership Group noted the extension of the GHSL through to November 2023, and supported a new focus on sector critical risks and reducing reported rates of harm.
- 5 The GHSL incorporated this direction plus feedback from the independent review and input from the GHSL advisory groups to develop a four year plan.
- 6 The four year plan also aims to support the Government's new Health and Safety at Work Strategy and achieve a higher level of performance and maturity across agencies. The greater focus on performance would require commitment to common agency performance measurement indicators, including SafePlus.
- 7 The GHSL has also been working to transition from the Department of Corrections to the Ministry for Primary Industries (MPI). The team's HR, finance, information and technology support will be fully supported by MPI from 1 July 2019. A new position structure will be established at MPI from 1 July 2019, with temporary employment arrangements in place for existing team members to enable a smooth transition.
- 8 A work programme update has also been developed, aligning current initiatives to the new areas of focus and outlining proposed new initiatives and/or next steps for each focus area.
- 9 The work programme includes the Positive and Safe Workplace Culture programme. State Services Commissioner Peter Hughes has asked Ray Smith and Rebecca Kitteridge to lead this programme, which will be supported by the GHSL and SSC.

- 10 A review of the GHSL advisory and governance structures has been conducted. It is proposed that the existing Agency Lead Advisory Group and Expert Advisory Panel continue, with some changes to membership to allow fresh ideas and perspective.
- 11 It is proposed that the National Secretary of the PSA attend future CELG meetings. This suggestion was made via the Deloitte review and it is believed that PSA's inclusion in the CELG would promote and support tripartite leadership of health and safety.
- 12 It is also proposed that the CELG membership be rotated to provide greater exposure across the 37 agencies over time.
- 13 The GHSL is also in the process of establishing "working groups" to provide input and to progress key longer-term programmes of work across our common critical risk and key focus areas. Working groups will include agency representatives, subject matter experts and other key stakeholders.

Four year plan

- 14 A draft four year plan (**Appendix A**) has been developed for CELG approval.
- 15 When developing the four-year plan for the GHSL we sought to achieve the following;
 - Align the GHSL vision and objective to the vision, goals and priorities of the Government Health & Safety at Work Strategy 2018-2028.
 - Align sector performance and maturity to the SafePlus Framework.
 - Incorporate key focus areas, themes and common feedback from stakeholders as included in Deloitte's report of the GHSL and subsequent advisory and stakeholder meetings.
- 16 The plan also aims to show how we will work; using a collaborative and structured approach to work programme development, for example. It also proposes a balanced scorecard approach to measuring success across key priority areas. This will require commitment from agencies to conduct SafePlus assessments in order to provide a common indicator of agency and sector maturity.

Work Programme – June 2019 update

- 17 A work programme update (**Appendix B**) has been prepared for CELG discussion and noting. It aligns current 2019 initiatives to the four year plan focus areas and provides an update on their status, along with proposed next steps and/or new initiatives for 2019-20 where these have been identified.
- 18 Further development of the GHSL 2019-20 work programme is underway, with working groups being established to support this development (see governance /

consultation structure below).

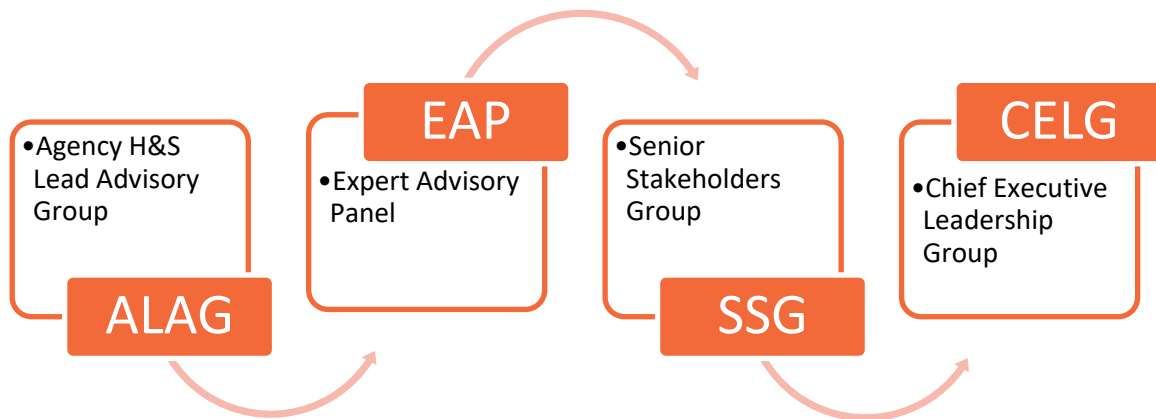
19 The work programme incorporates the Positive and Safe Workplaces Programme. State Services Commissioner Peter Hughes has asked Ray Smith and Rebecca Kitteridge to lead this programme. It is expected to be an eighteen month to two-year programme and will be supported by the GHSL and SSC.

20 A work programme update will be presented to the CELG each quarter.

Governance / Consultation Structure

21 The GHSL has sought feedback on its' current consultation / governance structures and proposes a continuation of the existing advisory and steering groups, with some proposed changes to membership. See **Appendix C** for more detail on each group including purpose, meeting frequency and current vs. proposed membership.

Consultation and Governance Structure



22 The GHSL is also in the process of establishing “working groups” to provide input and to progress key longer-term programmes of work including our common critical risk and key focus areas. Working groups will include agency representatives, subject matter experts and other key stakeholders as shown below.

Working Groups

<p>Health incl. Mental Health</p> <ul style="list-style-type: none"> • GHSL • Agency H&S Leads • Agency specialists (e.g. wellness) • Expert Advisors 	<p>Driving for Work</p> <ul style="list-style-type: none"> • GHSL • NZTA • Transport • WorkSafe • Agency H&S Lead reps • Agency fleet mgt rep 	<p>Violence / Physical Security</p> <ul style="list-style-type: none"> • GHSL • Agency H&S Leads • PSR • PSA • SSC/LDC
<p>Leadership & Organisational Capability</p> <ul style="list-style-type: none"> • GHSL • HASANZ • NZISM • Agency H&S Leads • BLHSF • IoD • PSA 	<p>Positive and Safe Workplaces (programme with SSC)</p> <ul style="list-style-type: none"> • SSC & GHSL • Expert Advisors • PSA • WorkSafe • Agency H&S and HR Leads 	<p>Note: These working groups are still being established and membership may vary over time.</p>

2019/20 Budget

23 Below is the draft 2019/20 GHSL budget for CELG approval.

Item	2018/19 Budget	2019/20 Budget	Notes
Staffing (total)	1,076,540	680,500	Higher initial staffing during establishment –Corrections covered all leadership costs
Contractors / Consultants	30,000	60,000	Increased due to higher demand as we transition to more of a programme-based approach.
Travel / Training	10,000	10,000	No change \$5k travel / \$5k training. Includes prof. dev and interns.
Resource design and printing	50,000	50,000	No change
Conferences	80,000	120,000	Increase required to fund two conferences. Extra conference costs in 18/19 were offset by salary savings
TOTAL	1,246,540	920,500	2019/20: \$820,500 funded through agency contributions / \$100k from MPI

Agency Contribution Levels and BLHSF membership fees

24 Preliminary discussions with the State Services Commission suggested that the GHSL will need to continue to be ‘club-funded’ by agencies, at least for the immediate future. It was agreed that 2019/20 agency contributions would remain the same as the previous year. The only exceptions to this are Corrections and MPI who have agreed to cover additional costs as functional lead.

25 It was also agreed by the CELG that agency membership of the BLHSF continue to be facilitated through the GHSL. This approach also provides benefit in that the BLHSF apply a 20% discount for GHSL members. BLHSF fees for 2019/20 will remain the same as 2018/19 and will be reviewed annually.

26 See the following table for a breakdown of 2019/20 agency contributions. We will contact agencies separately regarding BLHSF fees once we receive confirmation of these.

Category	Staff Size	GHSL Agency Contribution (annual)	Agencies (by size)
XXS	>100	\$500	Ministry for Pacific Peoples Ministry for Women Serious Fraud Office
XS	100-300	\$2,000	Crown Law Department of Prime Minister and Cabinet Education Review Office Ministry of Culture and Heritage Ministry of Defence Ministry of Transport New Zealand SIS State Services Commission
S	300-1000	\$10,500	Government Communications Security Bureau Land Information New Zealand Ministry for the Environment Ministry of Foreign Affairs and Trade Ministry of Maori Affairs Te Puni Kokiri New Zealand Trade and Enterprise Statistics New Zealand The Treasury
SM	1000-2500	\$25,000	Department of Conservation Department of Internal Affairs Fire and Emergency New Zealand Housing New Zealand Ministry of Health New Zealand customs New Zealand Transport Agency
M	2500-4000	\$45,000	Accident Compensation Corporation Ministry for Vulnerable Children Oranga Tamariki Ministry of Business Innovation and Employment Ministry of Education Ministry of Justice Ministry for Primary Industries*
L	4000-6000	\$55,000	Inland Revenue Department
XL	6000+	\$66,000	Department of Corrections* Ministry for Social Development New Zealand Defence Force New Zealand Police

* Contribution amounts are the same as 2018/19 for all agencies except Corrections and MPI. MPI has agreed to an increased contribution for 2019/20 of \$100,000.

Resourcing

27 The following positions will be established within MPI from 1 July 2019.

Position	Key Accountabilities
Director, Government Health & Safety Lead	<ul style="list-style-type: none"> Function & team leadership Stakeholder engagement Strategy and work plan development Lead key initiatives
Principal Adviser, Government Health & Safety	<ul style="list-style-type: none"> Lead or support sector initiatives Subject matter expert / advice Development of H&S resources Monitor sector performance measures Develop dashboards and reporting
Senior Adviser, Government Health & Safety	<ul style="list-style-type: none"> Lead or support sector initiatives Subject matter expert / advice Development of H&S resources
Senior Adviser, Workforce Development	<ul style="list-style-type: none"> Develop and manage workforce development initiatives e.g. graduate and intern programmes, mentoring, professional development
Adviser, Communications & Event Management	<ul style="list-style-type: none"> Communications planning and activity Event management – forums, workshops and meetings Database and file management

28 The new positions will be established as permanent and will therefore be advertised in accordance with State Sector requirements. Existing GHSL team members have been appointed to fixed term employment while the new positions are advertised and appointed to, ensuring consistency and continuity. The transition will take place over a six-month period.

Recommendations

29 It is recommended that you:

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| a) Approve the GHSL four-year plan | YES/NO |
| b) Agree a common performance framework for the Sector (recommendation is SafePlus) | YES/NO |
| c) Note the GHSL June 2019 work programme update | YES/NO |
| d) Approve the governance / consultation structure and changes to membership and note the establishment of working groups | YES/NO |
| e) Approve the GHSL 2019/20 budget, agency contribution levels and BLHSF membership fees | YES/NO |
| f) Endorse the proposed GHSL resourcing plan | YES/NO |