

Chief Executives' Leadership Group

Meeting Date:	12 July 2018
Title:	Government Health and Safety Lead Progress Report, April 2018 to June 2018

Purpose

- 1 The purpose of this paper is to update the Chief Executives' Leadership Group (CELG) on the Government Health and Safety Lead's (GHSL) activities for the period 1 April to 30 June 2018, and to propose a budget for 2018/19. As GHSL's work programme runs through to 31 December 2018, a work programme for the period through to 30 June 2019 will be proposed at the next (CELG) meeting in October.

Executive summary

- 2 As agreed at the previous CELG meeting the New Zealand Transport Agency and New Zealand Trade and Enterprise have been invited to join the core membership of the GHSL. Responses from both these agencies have been positive. Meetings are being arranged with Fergus Gammie and Peter Chrisp to discuss how they could be involved in the functional lead.
- 3 The work programme continues to progress and all tasks remain on track for delivery. A detailed summary of work programme activity progress is attached as Appendix One.
- 4 The GHSL has invoiced the sponsor agencies for their contributions towards the Unleashing the Power of Engagement Conference. Expenditure to date is in line with the forecasted budget and it is not anticipated there will be a significant underspend for the current year. A detailed budget proposal for 2018/19 is discussed later in this paper and outlined further in Appendix Two.
- 5 The GHSL has planned two special events that were not anticipated for in the initial 2018 work programme; the Unleashing the Power of Engagement Conference and a special conference and planning event on Mental Health.

Progress to date

Unleashing the Power of Engagement Conference 2017/18

- 6 The Unleashing the Power of Engagement Conference brought together 350 public servants from 38 agencies on 10 May, to focus on worker engagement, participation and representation in health and safety. The conference recognised six outstanding worker representatives who were awarded Spirit of Service Employee Representative Finalists awards. Representative of the Year was awarded to Claire Wooldridge-Way from the Department of Conservation.

Feedback from the conference has been overwhelmingly positive and there is interest in making this an annual event.

Mental Health Conference

- 7 In order to capitalise on the energy and momentum achieved at the Unleashing the Power of Engagement Conference on 10 May, the GHSL is working with the New Zealand Defence Force to develop generic sector resources based upon their material for a comprehensive launch through agencies during Mental Health Awareness Week in October. This will be preceded by a conference and planning event on 28 August 2018, where agencies will be briefed on the resources and assisted in planning how to implement a programme for themselves based upon the resources. Spark has agreed to sponsor a keynote speaker for the conference from Canada. Arrangements are well in hand for the conference and sector resources.
- 8 This conference will target the 37 core agencies but will be open to the wider state sector and will be held again at Te Papa. It is anticipated that this conference will be attended by over 400 people.

Work programme

- 9 The GHSL has been making steady progress on work programme activities throughout quarter two. Significantly the Good Practice Guide for Public Service Chief Executives and Officers was delivered to agencies in early May.
- 10 Networking and development events continue to be varied and well attended. We have held four sessions for agency health and safety lead's and practitioners, a second chief executives' breakfast was hosted by the Chief Executive of the Ministry of Social Development; Brendan Boyle, and the Unleashing the Power of Engagement Conference was held in May. The Ministry of Foreign Affairs and Trade's Chief Executive; Brook Barrington is also hosting a Chief Executives' breakfast on 12 July 2018.
- 11 We have engaged with the Business Leaders Health and Safety Forum to develop a professional development session for chief executives which will focus on "*the art of due diligence*" and the distinction between manager and officer responsibilities. Chief Executives will be able to attend one of three sessions run over August and September.
- 12 The GHSL website was launched on 18 June 2018. We have uploaded guidance material such as the Good Practice Guide for Public Service Chief Executives and Officers and Keeping Yourself Safe, along with our work programme, strategy papers and case studies on the Ashburton tragedy, mental health, procurement, and thinking about health and safety differently.
- 13 A High Risk Agency Forum has met twice and brings together the most senior operational leaders from Police, Fire and Emergency New Zealand, the New Zealand Defence Force and Corrections. The purpose is to provide a forum for those four agencies that have the highest health and safety risks in our sector and

have a number of common features (legal obligations and powers that place their workers at significant risk of harm, the need for realistic training that also exposes workers to risk, large workforces deployed nationally and internationally, a command and control culture at times, and frequently interact together or with other agencies in joint operations). The High Risk Agency Forum provides a basis for the sharing of insights, approaches, and strategies in the area of health and safety and has met twice.

- 14 A Small and Medium Agency Forum has been established and involves representatives from small and medium sized agencies. The Forum is facilitated by the Chief Adviser, Felicity Lamm. The purpose of the forum is to provide these agencies with a forum where they can share resources, challenges, insights and priorities in the area of health and safety. The forum is also being utilised by the Government Chief Privacy Officer and the Protective Security Requirements team to engage with these small and medium agencies.
- 15 A Heads of health and Safety in the State Sector forum has met twice and involves Health and Safety General Managers or Directors from the larger agencies, at tier two or three level. The forum will be facilitated on a rotating basis by one of the Heads of Health and Safety with administrative support provided by the GHSL. The purpose of the Forum is to provide a vehicle by which the Heads of Health and Safety can interact with each other informally and share priorities, resources and emerging issues.

Budget 2018/19

- 16 The most significant expense accrued by the GHSL to date, outside of standard operational expenses, has been the Unleashing the Power of Engagement Conference. An estimated budget of \$30,000 was allowed for the event and sponsorship was secured to cover the event. The overall spend for the event was more in the line of \$35,000, however, this can be managed with the expected underspend in the budget for 2017/18.
- 17 Any additional underspend that may result for the 2017/18 budget will be small and will be retained by the GHSL and rolled over to the following financial year.
- 18 Due to the success of the first conference, the budget for 2018/19 will include a more significant contribution towards conferences and events, therefore alleviating the need to seek sponsorship throughout the year.
- 19 Other than the additional allowance for conferences and events, the only other change is the exclusion of the website costs which was a one off expense. There are no other significant changes to the proposed budget or method for distribution of this budget for 2018/19. A detailed proposal follows in Appendix Two including individual agency distribution.

Business Leaders Health and Safety Forum (BLHSF)

- 20 Agencies have paid their BLHSF membership through the GHSL up until February 2019. The GHSL proposes to continue to facilitate agencies' BLHSF

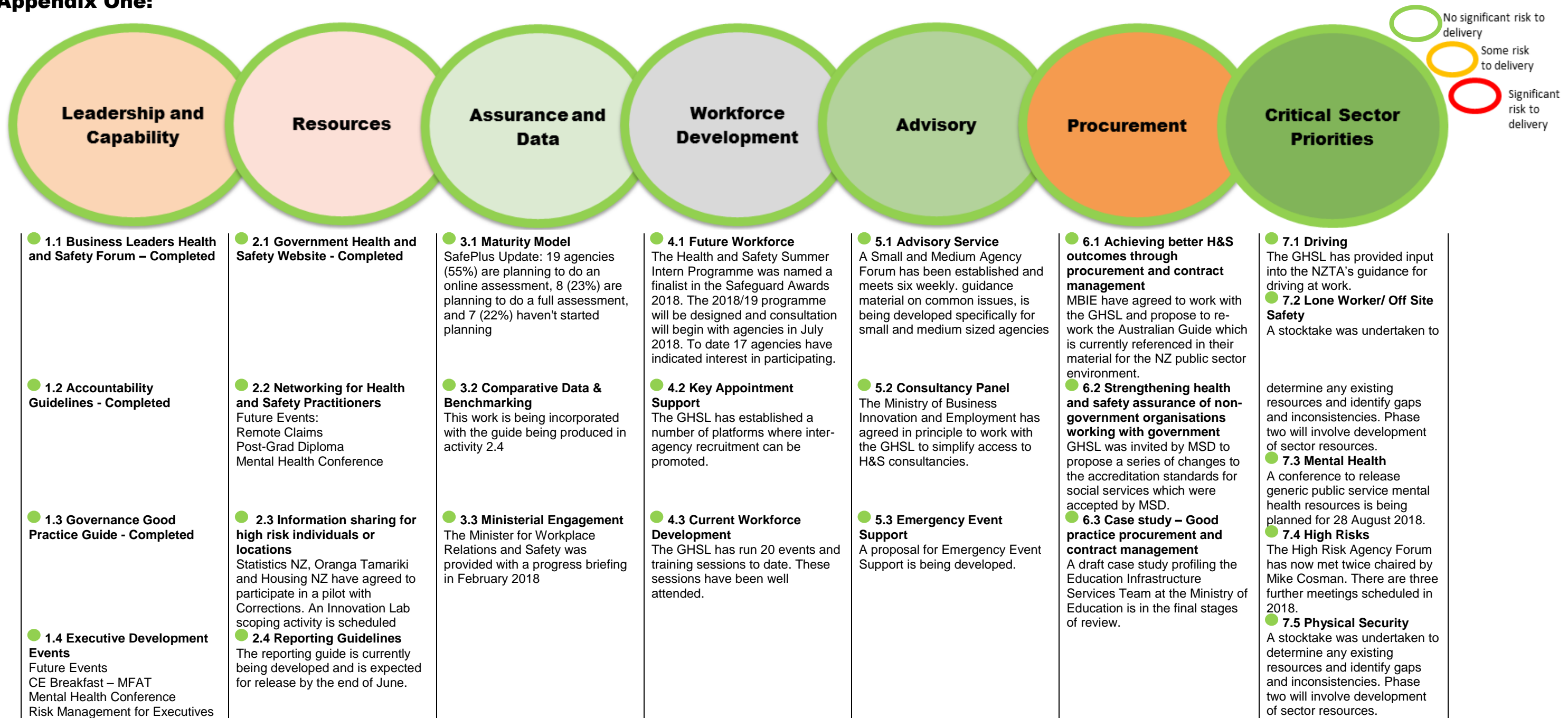
membership. The GHSL will invoice agencies in December 2018 to ensure that the sector membership can be paid to the Forum in February 2019.

Recommendations

21 It is recommended that you:

- a) **NOTE** the progress achieved by the Government Health and Safety Lead in the period through to 30 June 2018. **YES/NO**
- b) **AGREE** that the GHSL will facilitate Business Leaders Health and Safety Forum membership for the sector for 2019 and invoice agencies directly. **YES/NO**
- c) **APPROVE** the proposed budget for the Government Health and Safety Lead for the 2018/19 financial year, and agree to the agency contributions set out in Appendix two. **YES/NO**

Appendix One:



L to R: The Unleashing the Power of Engagement Conference 10 May 2018; The Spirit of Service Health and Safety Awards Finalists; Claire Wooldridge-Way Representative of the year with Debbie Power, Ray Smith and Lou Sanson; Minister Iain Lees-Galloway's opening address.

Appendix Two:

Proposed Budget 2018/19 for Government Health and Safety Lead

Item	Annual Cost	Funding Source
Functional lead management, accommodation, direct IT, consumables, etc	\$380,000	Met by Corrections as sector contribution*
Communications: <ul style="list-style-type: none"> Printing and general communications support 	\$50,000	Funded by agencies
Consultancy & professional fees	\$20,000	Funded by agencies
Travel and accommodation	\$4,500	Funded by agencies
<i>Provision of professional development and conferences</i> <ul style="list-style-type: none"> <i>Provision of conferences and learning sessions for sector</i> 	\$90,000	<i>Funded by agencies</i>
Staffing Costs: <ul style="list-style-type: none"> Chief Government Adviser, Health & Safety Senior Government Advisor, Health & Safety Advisor, Government Health & Safety Senior Advisor, Communications & Engagement Principal Advisor, Health & Safety Workforce 	\$635,000	Funded by agencies
Total for Sector Funding	\$1,179,500	

*Subject to review in light of the appointment of Ray Smith to the role of Chief Executive of the Ministry for Primary Industries from November 18

Agency Funding Matrix

Classification	Staff Size	Contribution
XXS	<100	\$500
XS	100-300	\$2,000
S	300-1000	\$10,500
SM	1000-2500	\$25,000
M	2500-4000	\$45,000
L	4000-6000	\$55,000
XL	6000+	\$66,000

Agency Funding Contribution	Staff size	Classification	Agency contribution to GHSL for 2018/19
Accident Compensation Corporation	3650	M	\$45,000
Crown Law	183	XS	\$2,000
Department of Conservation	2,080	SM	\$25,000
Department of Corrections	8,744	XL	\$380,000
Department of Internal Affairs	2,133	SM	\$25,000
Department of Prime Minister and Cabinet	220	XS	\$2,000
Education Review Office	205	XS	\$2,000
Fire and Emergency New Zealand	2,365	SM	\$25,000
Government Communications Security Bureau	398	S	\$10,500
Housing New Zealand	1,112	SM	\$25,000
Inland Revenue Department	5,519	L	\$55,000
Land Information New Zealand	587	S	\$10,500
Ministry for Pacific Peoples	37	XXS	\$500
Ministry for the Environment	361	S	\$10,500
Ministry of Children - Oranga Tamariki	3,423	M	\$45,000
Ministry for Women	26	XXS	\$500
Ministry of Business Innovation and Employment	3,450	M	\$45,000
Ministry of Culture and Heritage	115	XS	\$2,000
Ministry of Defence	118	XS	\$2,000
Ministry of Education	2,998	M	\$45,000
Ministry of Foreign Affairs and Trade	888	S	\$10,500
Ministry of Health	1,097	SM	\$25,000
Ministry of Justice	3,517	M	\$45,000
Ministry of Maori Affairs Te Puni KōKiri	305	S	\$10,500
Ministry of Primary Industries	2,539	M	\$45,000
Ministry of Social Development	6,921	XL	\$66,000
Ministry of Transport	123	XS	\$2,000
New Zealand Customs	1,219	SM	\$25,000
New Zealand SIS	200	XS	\$2,000
New Zealand Transport Agency ¹	1,352	SM	\$25,000
New Zealand Trade and Enterprise ¹	577	S	\$10,500
New Zealand Defence Force	12,000	XL	\$66,000
New Zealand Police	12,243	XL	\$66,000
Serious Fraud Office	53	XXS	\$500
State Services Commission	118	XS	\$2,000
Statistics New Zealand	976	S	\$10,500
The Treasury	494	S	\$10,500
Total			\$1,179,500

¹ Subject to confirmation with NZTA and NZTE