# **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**

- 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.
- 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.
- 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

The Unleashing the Power of Engagement Conference bought 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

- 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.
- 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 Heath 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 **YES/NO** Safety Lead in the period through to 30 June 2018.
  - b) AGREE that the GHSL will facilitate Business Leaders YES/NO Health and Safety Forum membership for the sector for 2019 and invoice agencies directly.
  - 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.

### **Appendix One:**

Leadership and Capability

Resources

**Assurance and** Data

Workforce Development

**Advisory** 

5.1 Advisory Service

A Small and Medium Agency

meets six weekly, guidance

material on common issues, is

being developed specifically for

small and medium sized agencies

Forum has been established and

**Procurement** 

**Critical Sector Priorities** 

No significant risk to

Some risk to delivery

delivery

delivery

1.1 Business Leaders Health and Safety Forum - Completed 2.1 Government Health and Safety Website - Completed

3.1 Maturity Model

Benchmarking

activity 2.4

SafePlus Update: 19 agencies (55%) are planning to do an online assessment, 8 (23%) are planning to do a full assessment, and 7 (22%) haven't started planning

3.2 Comparative Data &

This work is being incorporated

with the guide being produced in

4.1 Future Workforce

The Health and Safety Summer Intern Programme was named a finalist in the Safeguard Awards 2018. The 2018/19 programme will be designed and consultation will begin with agencies in July 2018. To date 17 agencies have indicated interest in participating.

5.2 Consultancy Panel

The Ministry of Business Innovation and Employment has agreed in principle to work with the GHSL to simplify access to H&S consultancies.

5.3 Emergency Event Support

A proposal for Emergency Event Support is being developed.

6.1 Achieving better H&S outcomes through procurement and contract management

MBIE have agreed to work with the GHSL and propose to rework the Australian Guide which is currently referenced in their material for the NZ public sector environment.

6.2 Strengthening health and safety assurance of nongovernment organisations working with government GHSL was invited by MSD to propose a series of changes to the accreditation standards for social services which were accepted by MSD.

6.3 Case study – Good practice procurement and contract management A draft case study profiling the Education Infrastructure Education is in the final stages 7.1 Driving

The GHSL has provided input into the NZTA's guidance for driving at work.

7.2 Lone Worker/ Off Site Safety

A stocktake was undertaken to

determine any existing resources and identify gaps and inconsistencies. Phase two will involve development of sector resources.

7.3 Mental Health

2018.

A conference to release generic public service mental health resources is being planned for 28 August 2018.

7.4 High Risks The High Risk Agency Forum has now met twice chaired by Mike Cosman. There are three further meetings scheduled in

7.5 Physical Security A stocktake was undertaken to determine any existing resources and identify gaps and inconsistencies. Phase two will involve development of sector resources.

1.2 Accountability

**Guidelines - Completed** 

1.3 Governance Good

**Practice Guide - Completed** 

1.4 Executive Development

Risk Management for Executives

**Events** 

Future Events

CE Breakfast - MFAT

Mental Health Conference

2.2 Networking for Health and Safety Practitioners

Future Events: Remote Claims Post-Grad Diploma Mental Health Conference

2.3 Information sharing for high risk individuals or locations

Statistics NZ, Oranga Tamariki and Housing NZ have agreed to participate in a pilot with Corrections. An Innovation Lab scoping activity is scheduled

2.4 Reporting Guidelines The reporting guide is currently being developed and is expected for release by the end of June.

3.3 Ministerial Engagement The Minister for Workplace

Relations and Safety was provided with a progress briefing in February 2018

4.3 Current Workforce **Development** 

4.2 Key Appointment

The GHSL has established a

agency recruitment can be

number of platforms where inter-

Support

promoted.

The GHSL has run 20 events and training sessions to date. These sessions have been well attended.

Services Team at the Ministry of of review.

# **Appendix Two:**

# **Proposed Budget 2018/19 for Government Health and Safety Lead**

Item	<b>Annual Cost</b>	Funding Source	
Functional lead management, accommodation, direct IT, consumables, etc	\$380,000	Met by Corrections as sector contribution*	
Communications:     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	
Provision of professional development and conferences  • Provision of conferences and learning sessions for sector	\$90,000	Funded by agencies	
Staffing Costs:  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		

<sup>\*</sup>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		
М	2500-4000	\$45,000		
L	4000-6000	\$55,000		
XL	6000+	\$66,000		

<b>Agency Funding Contribution</b>			
Agency i unumy contribution	Staff size	Classification	Agency contribution to GHSL for 2018/19
Acident Compensation Corporation	3650	М	\$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	М	\$45,000
Ministry for Women	26	XXS	\$500
Ministry of Business Innovation and Employment	3,450	М	\$45,000
Ministry of Culture and Heritage	115	XS	\$2,000
Ministry of Defence	118	XS	\$2,000
Ministry of Education	2,998	М	\$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	М	\$45,000
Ministry of Maori Affairs Te Puni KōKiri	305	S	\$10,500
Ministry of Primary Industries	2,539	М	\$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 <sup>1</sup>	1,352	SM	\$25,000
New Zealand Trade and Enterprise <sup>1</sup>	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

<sup>1</sup> Subject to confirmation with NZTA and NZTE