

Canterbury Safety Charter Annual Report

2022-23



**Canterbury
Safety Charter**
WORKING SAFELY TOGETHER

Table of Contents

Our Mission, Values & Vision

Charter Board and Staff

Message from the Chairperson

Message from the General Manager

Working Group Reports

BIMSafe NZ

Health & Safety Leaders

Membership – a year in review

Photo Gallery

Funding Partners

Draft Financial Statements

Our Mission:

Working Safely Together

Our Values

Whakaute
Ngākau Pono
Kotahitanga
Kairangi

Care
Integrity
Collaboration
Excellence

Our Vision

Cantabrians working together to grow knowledge and awareness using best practices to be healthy and safe.

Charter Board



Ian Campbell



Liam Nolan



Robert Stewart



David Bristow



Tammy Alexander

Charter Staff



Paul Duggan



Jocelyn Larsen



Julie Prutton

MESSAGE FROM THE CHAIR

Times have continued to be tough during the last year with the post-pandemic hangover taking a while to cure. We talk about having to get used to a new normal but in many ways, we seem to be reverting to an 'old normal', a 20th century normal with high inflation and interest rates, limited supply of critical equipment and materials and having to do the best we can with what we've got – having to get the old number 8 wire out again.

Thankfully, that doesn't seem to include a reversion to 20th century health & safety attitudes and practices. We are still working as hard as ever to look after our people and make sure they go home safe at the end of every day. With all the other pressures we currently face, that's not easy and we can all take a lot of pride and satisfaction from it.

The Safety Charter is not immune from the current economic challenges. In times like these, when people need to tighten their belts, funds can be hard to come by for not-for-profit organisations like the Safety Charter. Our heartfelt thanks therefore go out to the members, sponsors and funding partners that continue to support us in our tenth year.

Speaking of which, we're looking forward to the ten-year celebration we're having in conjunction with the Annual General Meeting this year. It's a great opportunity to catch up with friends, colleagues and competitors and to reflect on and celebrate the step change that we, the construction industry in Canterbury, have made in the last 10 years in how we care for and look after our people. If you can make it, we'd love to see you.

A recent focus for the Safety Charter, and the industry at large, is Mental Health and Wellbeing, where we can do a lot better in that area. The

The Mentally Safe Work Conference the Safety Charter is hosting on the day of the Annual General Meeting is a great opportunity to learn how we can better manage the risks.

Other highlights for this year include being able to employ Julie, our Business Development Lead, who has done some great work refreshing our membership and what we offer to them. We have also welcomed Tammy Alexander onto the Safety Charter Board, where she provides a valuable new perspective. The BIMSafe NZ project continues to progress well and excite all involved and, with the relaxation in covid rules, the Safety Charter has been able to again hold a number of informative and successful events.

At the heart of the Safety Charter are our Professional Services and Health & Safety Leaders working groups. Both groups continue to thrive, a testament to the effort and commitment of all those involved, for which the Safety Charter Board would very much like to thank them.

We would also like to especially thank Paul, Jocelyn and Julie for all their enthusiasm and hard work during the year. And thanks also to my fellow Board Members, David, Liam, Rob and Tammy, for their time, insight and commitment, which has made my job a simple one.

I will be stepping down as Board Chairman after the Annual General Meeting to enable a new Chairman with fresh ideas and energy to take over and lead us into our second decade. Suffice it to say, being Board Chairman for an organisation with such a worthy purpose has been both a privilege and deeply rewarding.

Ian Campbell
Board Chairman

MESSAGE FROM THE GENERAL MANAGER

The last 12 months have been both a challenging and exciting time for the Safety Charter. We all know the feeling of coming out of two years of covid lockdowns and restrictions into something which resembled normal but has forever been changed. The challenges of covid have been replaced with the challenges of adapting to the new normal, and providing our members with the resources and events that are most relevant to them.

The big change in health and safety has been the increased focus on mentally healthy work. This has been driven to some extent by the growing recognition that mental health risks are as just as prominent in the workplace as physical health risks. These risks have been brought into greater focus by the stresses of dealing with Covid. Members have reported extreme levels of stress in dealing with supply chain issues, inflation, labour shortages, and tight deadlines. The Charter Mentally Safe Work Conference is a direct response in meeting with the needs of our membership at this time, and a significant amount of time and effort from the team and Board member David Bristow has been put into the planning and logistics for this June 2023 event.

One exciting part of the year was the appointment of Julie Prutton to the role of Business Development Lead. This is the first time the Safety Charter has had someone specifically in this role. She has brought some real momentum in terms of engaging with both new and existing members and has been instrumental in creating opportunities for site visits to the biggest projects in Christchurch. For the first time in many years our membership numbers are increasing, and this reflects the work Julie has put in.

The BIMSafe project continues to be the focus of the Professional Services Working Group. Their subject expertise and industry knowledge has been instrumental in the delivery of this project, and I would like to thank all members of this group for their extraordinary commitment to this voluntary role. Kristin Hoskin has withdrawn from the project, and I would like to acknowledge the significant amount of work she contributed to the development of the BIMSafe Guidelines.

The Health and Safety Leaders group has undergone some changes, with Tammy Alexander resigning from the co-chair position after taking a seat on the Charter Board. Joining Euan Gutteridge, Stephanie Cerpa has stepped up into this role and provided some fresh enthusiasm and impetus to the group. The workshop program for the year has covered a wide range of relevant topics and has been well supported. Once again, I would like to thank all the members of this group for their valuable contribution to raising the standards of the industry and the capability and capacity of our membership.

The Safety Charter also launched its much-streamlined self-assessment tool. This enables any organisation the ability to assess its position in delivering the Ten Safety Charter commitments to health and safety. The tool can be used to see what areas they are performing well in, and what areas need some improvement. The tool takes ten minutes to complete and is freely available on the Charter website.

Jocelyn Larsen continues to be the heart and soul of the Safety Charter operations. Her tireless commitment and attention to detail results in all the little pieces coming together at the right time to keep the ship running in the right direction. I would also like to thank the Board for their stewardship of the Safety Charter, especially the Chair Ian Campbell for his leadership and insight. The Safety Charter faces many challenges, and the Board provides valuable guidance in setting the strategy and managing the risks.

This year 2023 will mark ten years of the Safety Charter's existence, and we have planned a celebration dinner to mark this occasion and celebrate the many successes along the way. What the next ten years will hold is a matter of speculation, but the need for health and safety improvements and less accidents and injuries in the workplace will always remain.

Paul Duggan
General Manager

PROFESSIONAL SERVICES WORKING

Professional Services and BIMSafe NZ Group Members:

Brad Sara, Warren & Mahoney (Chair) Simon O'Brien, Hampton Jones (Chair)
Anna Harrison, Ngai Tahu; Blair Collie, RCP; Chole Smith, Fulton Hogan; David Robotham, Engeo; Gerry Sullivan, Apollo Projects; Greg Preston, Canterbury University; Ian McKenzie, Dawson McKenzie Consulting; Kathryn Davies, Canterbury University; Kevin Hughes, Build BIM; Kristin Hoskin, Advisian; Matt Harris, Beca; Pete Lockhart, Naylor Love; Ray Blumrick, CPB; Robert Amor, Auckland University.



The BIMSafe NZ Project is at the halfway point, and significant progress has been made in achieving the required outcomes. The Advisory Group continues to meet monthly and provide valuable insight into how to best utilise BIM capability for health and safety outcomes.

The Research papers into 'BIMSafe in Design' and 'BIMSafe in Construction' have highlighted the key directions for the project to concentrate on. This has led to a radical change in approach to how we want to deliver the best practice guidelines to the industry. The initial plan was to produce a pdf document of Guidelines directed toward different construction phases. However, the research highlighted the fact that common threads of health and safety existed throughout the different phases, and what we should concentrate on was enabling BIM health and safety capability to the different stakeholders in the supply chain, from owner to designer, constructor, and facilities manager.

This has led to the idea of developing a web-based portal for the guidelines, which will then feature a series of individual use cases for each of the identified users. This will enable greater accessibility for all levels of BIM capability, from complete novice to pro, and provide tailored content for each. The portal will also have the ability to accept user

generated content and increase the scope of the project to include other case studies.

The BIMSafe 'Build Smarter' event was held in November and featured an array of speakers from both industry and research. Anna Galvin presented a paper of the health and safety by design practice in New Zealand, and highlighted how this was not currently being used to its potential. Farzam Fazadi from Beca provided a case study of a BIM project which went from greenfields to fully operational in less than a year. The final design was still being completed as construction had begun. The health and safety fly through of the site was a great use of the visualization powers of BIM.

The steering group of Chris Alderson (Chair), Lindsay Crossan, and Ian Campbell provide governance support for the project. Their experience in major projects has been invaluable in developing the project strategy, and I would like to thank them for their continued support.

The upcoming year for BIMSafe NZ will see the development of the portal, uploading the individual use studies, followed by a nationwide roadshow to promote the use of the portal.

Paul Duggan
BIMSafe NZ Project Lead

Project Partners:



Project Funding Partners:



Kindly supported by:



www.bimsafe.nz

HEALTH AND SAFETY LEADERS GROUP

Health and Safety Leadership Group Members:

Stephanie Cerpa, Contract Construction; **Euan Gutteridge**, Joseph & Associates; **Tammy Alexander**, Board Member; **Symon Dynes**, Competenz; **Aaron Edwards**, Ryman HealthCare; **Joseph Zermatten**, CS Roofing.

Co-Chaired by Stephanie and Euan, the Health and Safety Leadership Group (HSL) group has seen a number of changes this year as individuals have come and gone from the group due to work changes and commitments. It was with sadness the group farewelled a number of key individuals over the past 12 months Liz Hodgson, Nicky Tasker, Shane Strode-Penny, Rebecca Moss and Tammy Rossiter.

The HSL team have focused on creating opportunities where all industry sectors can come together to have conversations and learn from one another to make a difference in health, safety and wellbeing. The main purpose of the HSL Group is to inspire, motivate, encourage and empower stakeholders to work through solutions which best fit their own work situations.

With the support of the Business Development Lead the HSL have championed the Facebook peer-to-peer support group, although a bit slow to take off, it is slowly ticking along, with people sharing the Safety Charter events and workshops.

In addition to the workshops the HSL Group have supported the Safety Charter with the Reinstating our Cathedral networking event.

Workshops supported:

- **Post Covid: Wellbeing a new normal!** In May members heard from Mick Bates, Head of Health and Safety, St Johns who discussed 'what is covid fatigue' working through how to create self-awareness wellness, along with building resilience and creating a pathway to a new normal.
- **Building effective Health & Safety Representatives.** Sherry Peck, Worksafe HSR Development Lead provided information on the role, powers and management of an HSR, as well as how to develop health and safety leaders. Joining Sherry for the August workshop was Shane Strode-Penny who provided practical and straightforward advice on the current issues facing health and safety professionals and managers as they navigate the challenges of the sector.
- **Drugs & Alcohol in the Workplace:** In September the HSL Group hosted Russell Scott, Drug & Alcohol Testing Specialists, who provided an interactive and entertaining workshop on why to drug test, the methodology along with what to include in policies and procedures. The second half of the workshop looked at identifying the risk, having those difficult conversations along with the risk of impairment.
- **Managing stress, health and fatigue when driving:** The August workshop had Duncan Seed, 2Drive Safe Rider and Driver Training look at how workplaces become safer by maintaining good health and the self-management of stress and fatigue. Attendees heard how stressed or fatigued drivers put themselves, their passengers, and other road users at risk.
- **The Invisible Enemy Workshop:** Deb McAlpine walked attendees through the ins and outs of a respiratory health and safety management plan. Attendees learnt about the different types of mask and filters, and how they operate for the different types of respiratory hazard. Stories about the potential consequences of long-term exposure kept everyone's attention and reminded us all why we do what we do.

Looking Ahead

The HSL Group are focussed on continuing to advocate and empower others while connecting and collaborating to improve health, safety and wellbeing in the workplace. In addition to undertaking a variety of workshops and events over the coming year, the HSL Group will look to grow its membership base to include members from both construction and aligned industries.

Stephanie & Euan
HSL Group Co-Chair's

MEMBERSHIP – A YEAR IN REVIEW

The Annual Report is an opportunity to reflect, on what has been achieved over the past 12 months, providing an opportunity to celebrate as we moved forward into a new norm of working and living post-pandemic.

The Safety Charter reviewed our value proposition, as we looked at what we offer our members, and it became clear that our mission to provide ‘connection and collaboration in the Safety Charter community to improve health and safety performance’ was at the heart of the organisation. In addition to the HSR workshops noted previously we provided the following opportunities for members:

- Monthly Safety Charter newsletters.
- Invitations and Free attendance to events and workshops.
- Revamping members website portal.
- Regular updates on LinkedIn portal.
- Launch of a Safety Charter Facebook page and member peer-to-peer support group.
- Celebration of 3 Charter Champions.
- Launch of our free online health and safety self-assessment tool.
- A range of networking events and tours:
 - Safety Charter networking event, including launch of assessment tool – Sept '22.
 - Building Te Kaha – a presentation from BESIX Watpac on Canterbury’s multi-use arena – Nov '22.
 - Safety Charter networking event – Reinstating our Cathedral presentation from CCRL team – Feb '23.

This year the Safety Charter welcomed the partnership of the New Zealand Sign Display Association (NZSDA) noting a well-match collaboration between the two organisations.

The Safety Charter extends sincere thanks to all presenters and speakers throughout the year, for sharing their knowledge and expertise.

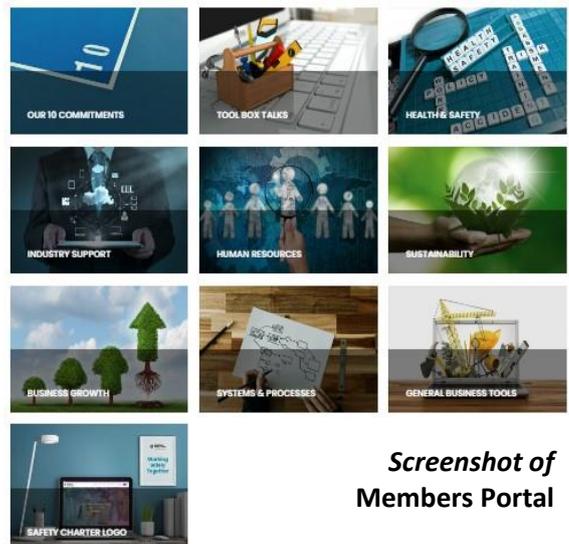
A special thank you to the Safety Charter Health and Safety Leaders Group who along with volunteering their time are extremely passionate about driving and delivering workshops and events for members.

And lastly, thank you to our members, as together we aim to grow knowledge and awareness using best practices to be healthy and safe.

Julie Prutton
Business Development Lead



Canterbury Safety Charter



*Screenshot of
Members Portal*



CHARTER CHAMPIONS



Nick Tasker
and Paul Duggan



Shane Strode-Penny
and Tammy Alexander



John Williams
and Paul Duggan

FUNDING PARTNERS

The Safety Charter thanks the following for their ongoing financial support.



The Safety Charter expresses their sincere thanks for the support of the HSL Workshops.



WORKSHOP AND EVENT PHOTOS



Networking Function Sep '22



Driver Fatigue Workshop Sep '22



Leadership Workshop May 23



Building Te Kaha Event Nov 22



Reinstating the Cathedral Event Feb 23



Build BIM Event Nov 22



Building effective HSR's workshop Aug 22



Invisible Enemy Workshop Mar 23



Parakiore Tour Feb 23

Canterbury Safety Charter Incorporated

Performance Report

For the year ended
31 March 2023

Contents

	Page
Non-Financial Information:	
Entity Information	1
Statement of Service Performance	2
Financial Information:	
Statement of Financial Performance	3
Statement of Financial Position	4
Statement of Cash Flows	5
Statement of Accounting Policies	6
Notes to the Performance Report	7
Review Report	8

Canterbury Safety Charter Incorporated Entity Information

For the year ended
31 March 2023

Legal Name of Entity:	Canterbury Safety Charter Incorporated
Type of Entity and Legal Basis :	Registered Charity & Incorporated Society
Registration Number:	CC55777 & 2683171
Entity's Purpose or Mission: To influence positive outcomes in health and safety practises	
Entity Structure: Incorporated Society & Registered Charity	
Board Members:	Ian Campbell Liam Nolan Robert Stewart David Bristow (elected June 2022) Tammy Alexander (co - opted June 2022)

Main Sources of the Entity's Cash and Resources:
> Government contracts
> Membership subscriptions fees

Contact details

Physical Address:	Unit 1b, 55 Epsom Road Sockburn Christchurch
Phone/Fax:	admin@safetycharter.org.nz Jocelyn Larsen Administrator 027 502 5502
Email/Website:	safetycharter.org.nz info@safetycharter.co.nz

Canterbury Safety Charter Incorporated
Statement of Service Performance

For the year ended
31 March 2023

Description of the Entity Outcomes:

To influence positive outcomes in health and safety practises, and working together to grow knowledge and awareness using best practice to be healthy and safe.

Description and Quantification of the Entity's Outputs:	Actual* This Year	Budget This Year	Actual* Last Year
1. To increase member/signatory's numbers	328	300	167
2. To enhance the quality of members understanding of health and safety through workshop presentation	554	225	173
3. To increase member satisfaction through workshop engagement.	90.00%	70%	86.00%
4. To celebrate good health and safety practice through Charter Champion scheme.	2	3	1

Additional Output Measures:

Professional Services Working Group

a. Year 2 of 3-year BIMSafe NZ Project with ACC

Health & Safety Leadership Group

b. Covid Fatigue (May 2022)

c. Develop Health and Safety Representatives Workshop (Aug 2022)

d. Drugs & Alcohol in the Workplace (Sep 22)

e. Fatigue Workshop (Oct 22)

f. Invisible Enemy (Airborne) Workshop (Mar 23)

Canterbury Safety Charter Incorporated
Statement of Financial Performance

For the year ended
31 March 2023

	Note	Actual This Year \$	Actual Last Year \$
Revenue			
Worksafe New Zealand Grants		68,958	41,859
BIMSafe NZ		168,500	124,000
Donations		10,000	15,000
Fees, subscriptions and other revenue from members	█	61,159	60,910
Sponsorship		20,200	2,500
Interest, dividends and other investment revenue		925	124
Covid 19 wage subsidy		1,200	6,400
Other income		146	2,000
Total Revenue		331,088	252,793
Expenses			
Volunteer and employee related costs	1	█ 235,295	193,055
Other expenses		█ 83,056	56,570
Total Expenses		318,350	249,625
Surplus/(Deficit) for the Year		12,737	3,169

Canterbury Safety Charter Incorporated

Statement of Financial Position

As at
31 March 2023

	Note	Actual This Year \$	Actual Last Year \$
Assets			
Current Assets			
Bank accounts and cash		132,136	211,194
Debtors and prepayments		8,136	-
Income Tax Refund		18	18
Total Current Assets		140,290	211,212
Non-Current Assets			
Property, plant and equipment	2	12,518	6,999
Total Non-Current Assets		12,518	6,999
Total Assets		152,808	218,211
Liabilities			
Current Liabilities			
Creditors and accrued expenses	✓	20,629	10,409
Payments in Advance		15,633	84,240
GST Payable		10,934	30,687
Total Current Liabilities		47,196	125,336
Total Liabilities		47,196	125,336
Total Assets less Total Liabilities (Net Assets)		105,612	92,875
Accumulated Funds			
Capital contributed by owners or members	3	-	-
Accumulated surpluses or (deficits)		105,612	92,875
Total Accumulated Funds		105,612	92,875

Signed _____ Date 31 May 2023

Signed _____ Date 31 May 2023

This statement has been subject to review and should be read in conjunction with the attached review report.

Canterbury Safety Charter Incorporated

Statement of Cash Flows

For the year ended
31 March 2023

	Actual This Year \$	Actual Last Year \$
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	11,200	286,851
Fees, subscriptions and other receipts from members	255,322	79,763
Sponsorship	23,230	2,875
Interest, dividends and other investment receipts	925	606
Net GST	(43,245)	(11,514)
Cash was applied to:		
Payments to suppliers and employees	309,067	250,622
Net Cash Flows from Operating Activities	(61,635)	107,959
Cash flows from Investing and Financing Activities		
Cash was received from:		
Cash was applied to:		
Payments to acquire property, plant and equipment	17,423	-
Net Cash Flows from Investing and Financing Activities	(17,423)	-
Net Increase / (Decrease) in Cash	(79,058)	107,959
Opening Cash	211,194	103,235
Closing Cash	132,136	211,194
This is represented by:		
Bank Accounts and Cash	132,136	211,194

This statement has been subject to review and should be read in conjunction with the attached review report.

DRAFT FINANCIAL STATEMENTS

Canterbury Safety Charter Incorporated

Statement of Accounting Policies

For the year ended
31 March 2023

Basis of Preparation

Canterbury Safety Charter Incorporated has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax

Canterbury Safety Charter Incorporated is a registered Charity. The Canterbury Safety Charter Incorporated is exempt from income tax.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Accounts Receivable

Accounts receivable are stated at their estimated realisable value

Revenue

Membership subscriptions are recognised when earned, if the outcome can be estimated reliably.

Grants and donations are recorded on receipt unless there is an obligation to return it if it is not used for the purpose set. In this case, the obligation is recorded as a current liability in the Statement of Financial Position.

Presentation Currency

The Performance Report is presented in New Zealand dollars (NZ\$), and all values are rounded to the nearest dollar.

Changes in Accounting Policies

There have been no changes in accounting policies during the financial year.

Canterbury Safety Charter Incorporated

Notes to the Performance Report
For the year ended
31 March 2023

Note 1 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Salaries	233,738	191,377
	Fringe Benefit Tax	1,184	1,178
	ACC Levies	373	500
	Total	235,295	193,055

A proportion of Volunteer and employee related costs relate to BIMSafe.

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Accountancy Fees	3,993	6,698
	Audit Fees	1,680	2,160
	Bank Fees	151	110
	Computer Expenses	65	504
	Depreciation	5,342	5,625
	General Expenses	1,295	717
	Motor Vehicle Expenses	6,260	4,325
	Printing & Stationery	687	92
	Telephone	1,404	1,899
	Advertising & Marketing	2,412	786
	Charter Events	9,108	2,155
	HSR Events & Workshops	6,855	4,410
	Insurance	1,798	2,952
	BIMSafe	34,709	19,740
	Subscriptions	181	129
	Training	50	245
	Travel	254	145
	Website Expenses	2,416	3,884
	PayPal Fees	105	-
	Loss on Disposal of Fixed Assets	4,291	-
Interest Expense	-	(6)	
Total		83,056	56,570

BIMSafe expenses include a 40% allocation of the following expenses: Accounting \$2,662, Audit \$1,120, Insurance \$1,199, Advertising & Marketing \$103, Motor Vehicle Expenses \$2,263, Telephone \$936, Website Expenses \$1,484. However, does not include the contracted administration allocation (salaries) as per the ACC contract.

Note 2 : Property, Plant and Equipment

Asset Class	This Year				Closing Carrying Amount
	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	
Computers (including software)	300	-	-	150	150
Website	4,290	15,150	4,290	4,469	10,681
Motor Vehicles	2,409	-	-	723	1,686
Total	6,999	15,150	4,290	5,342	12,517

All assets are stated at cost less aggregate depreciation. Depreciation has been calculated using the rates permitted by the Income Tax Act 2007.

Note 3: Accumulated Funds

Description	This Year				
	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	This Year	Last Year
Opening Balance	-	92,875	-	92,875	89,706
Surplus/(Deficit)*	-	12,737	-	12,737	3,169
Closing Balance	-	105,612	-	105,612	92,875

Note 4 : Commitments and Contingent Liabilities and Guarantees

There are no commitments, contingent liabilities or guarantees as at 31 March 2023 (Last Year\$Nil)

Note 5: Related Party Disclosures:

Wendy Duggan, ArtScape. Wendy has been doing the video recording etc for \$Nil (Last year:\$120) for the Canterbury Safety Charter Incorporated. ArtScape is owned by Wendy Duggan (Paul's wife). Paul Duggan is a General Manager of Canterbury Safety Charter Incorporated.

Larsen's Art n Sign Studio Limited provided services for \$2,924 (last year \$Nil) at market values. Larsen's Art n Sign Studio Limited is owned by Jocelyn and Mark Larsen. Jocelyn Larsen is an employee of Canterbury Safety Charter Incorporated.

Note 6: Events After the Balance Date:

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year \$Nil)

Note 7: Analysis of Revenue:

The analysis of revenue has been provided in the statement of financial performance.