



**Canterbury
Safety Charter**

WORKING SAFELY TOGETHER

ANNUAL REPORT

April 2020—March 2021

www.safetycharter.org.nz

The background of the entire page is a complex, light gray architectural line drawing. It features a dense network of lines representing building structures, including walls, windows, doors, and staircases. The drawing is oriented diagonally, creating a sense of depth and perspective. The lines are thin and black, contrasting with the white background.

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Our Mission, Values and Vision

Our Mission

WORKING SAFELY TOGETHER

Our Values

**Kairangi
Whakaute
Ngākau Pono
Kotahitanga**

**Excellence
Care
Integrity
Collaboration**

Our Vision

**CANTABRIANS WORKING TOGETHER
TO GROW KNOWLEDGE AND AWARENESS
USING BEST PRACTICES TO BE HEALTHY AND SAFE.**

CHARTER BOARD AND STAFF



IAN CAMPBELL
Chairperson



KEITH LAND
Board Member



SUZANNE WATT
Co-opted Board Member



Sharon Butt
Board Member
Jun 19—Aug 20



DAVID BRISTOW
Co-opted Board Member



MATT JONES
Board Member



PAUL DUGGAN
General Manager



JUSTINE WARD
Board Member



STEVE TAW
Board Member



JOCelyn LARSEN
Administrator

MESSAGE FROM THE CHAIRMAN

This last year has been a challenging one for the Canterbury Safety Charter, as it has been for our members, our community and other communities across the world. It is a year in which we have also learnt a lot.

We have learnt to not take our way of life for granted, learnt how easily we can lose our freedoms to socialise with each other or to go where we want.

We have been reminded that the only way to preserve those freedoms is to be individually responsible but work together as a team. In other words, apply the same approach we take to preserving our health and safety in the workplace.

We have been given first-hand experience of the down-side of the modern interconnected global community, how easily and quickly a contagion can spread across borders and the enormous impacts the control measures that we then have to take can have on our businesses, supply chains and national and global economies.

But we have also learnt how resilient and resourceful we can be in the face of such challenges, how quickly we can adapt and respond to manage those impacts.

Our most important lesson learned, though, is that Health can be even more important than Safety, and not just when a serious contagious disease is involved.

The impacts on our mental wellbeing, from the isolation experienced during lockdown and the additional stress and fatigue caused by the pandemic, reinforced the realisation that we are not yet doing enough to protect our mental health.

The Charter has had the additional challenge, this year, of transitioning to an outcome based funding model. We no longer receive bulk funding from WorkSafe to spend as we see fit. Going forward, most of our income will come from sponsorship and grants given to us for specific purposes or projects.

This means that we have to convince people that there is value in what we want to do and then be able to demonstrate that we have provided a return on the investment our funders make. And we have to compete with other organisations for funding that can be particularly limited in such uncertain times.

Looking at it another way, the Charter business model is now not too different from that of many of our member organisations.

This has required the Charter Board to put a lot of work, during the year, into strengthening the Charter's governance and management structures and processes.

It has also required our General Manager and our working groups to devote much of their time to preparing and following up on funding applications. It's great to see all that hard work now paying off. The Board was particularly pleased with Paul and the Professional Services working group getting themselves first in line for a significant grant from ACC for the BIM project.

At the same time the Charter has continued to support its member with some great events and presentations focussing on topical health and safety issues.

One of the biggest challenges with our new funding model is how to finance our core role - enabling and supporting our members to meet the commitments they have made to continually improve their health and safety performance. A priority for the incoming Board will be to secure the funding we need to employ a field officer able to provide that support on site.

With energy and passion, in his first full year as Charter General Manager, Paul has expertly navigated the Charter through difficult times and the Charter is well-placed to continue helping Cantabrians stay healthy and safe at work in the hopefully less eventful years to come. The Board thanks Paul and Jocelyn for all their hard work during the year.

The Charter would not be sustainable without the unpaid contributions made by volunteers passionate about seeing people go home safe at the end of every working day. I thank my fellow Board members for their thoughtful guidance and behind-the-scenes support for Paul and the Charter.

I also especially thank the people that served on our working groups this year, who made time in their busy working lives to share their skill, experience and passion and ensure the Charter continues to provide leadership and value to its members and the wider industry.

A big thank-you, also, to those that have provided us with sponsorship and grants during the year and to WorkSafe NZ, CHASNZ and others that have provided encouragement and ongoing support where they can.

Last but not least, the Board thanks our members for their support and for continuing to lead the way in keeping their people healthy and safe.

Ian Campbell
Board Chair



MESSAGE FROM THE GENERAL MANAGER



One year ago, at the Charter AGM, fresh out of lockdown, we had a panel from the industry talking about their Covid-19 responses. This gave some real insight into how different organisations responded to the challenges of the Covid Pandemic, and the value in being able to share these learnings with others. The other interesting feature of the night was the contrast between the dire projections for construction in Canterbury by the economist Gareth Kiernan, and the mood from the coalface, which was far more resilient and optimistic.

These two events crystallise the value of the Charter to its membership. The ability to collaborate and learn from each other, and to get the real story straight from the frontline.

The year 2020 will be long remembered as the one where health and safety was thrust unexpectedly into the hearts and minds of the entire planet. The words and phrases which had previously remained in the realm of health and safety practitioners now had a common currency amongst all people. PPE, sign in sheets, safe working distances, risk analysis and mitigation, daily 'toolbox talks' to update the risk register, all became norms for everyone.

Covid-19 is an unseen enemy, and the consequences for not following the basic principles of health and safety were catastrophic in terms of loss of life and the broader social and economic costs. We in New Zealand were very fortunate to be an isolated island at the bottom of the world where science and a strong and rational political will were the foundations of our response. Other countries did not 'go early and go hard' and suffered greater long-term impacts.

If we look at the response through a health and safety lens, and consider Covid as the 'risk', we can clearly see the hierarchy of controls at work. Elimination is at the top of the heap, and this became the goal very early on. If we eliminated the virus from our shores, then all other controls, like lockdowns, become unnecessary. Substitution can be represented by 'vaccination', as Covid is substituted with a harmless component of the virus to stimulate our inbuilt immune response. Isolation is the third tier, and from our lockdown experiences we know that this can lower risk, but at huge social and economic cost. Engineered controls like Managed Isolation facilities are themselves not fool-proof, as numerous examples exist of these controls being breached.

Administrative controls like the Covid tracer app are useful but are effective only if people actually use them. The data on the use of the app clearly shows that use is far from universal and varies significantly depending on the public's perception of current risk. Finally, there is PPE. New Zealand did not get to a state of compulsory use of face masks in public, but counties that did had multiple failures of the controls higher on the list.

What can we learn in retrospect for the health and safety industry going forward? The big takeaway is that the more emphasis and focus we place higher up the chain the better off

we are. In practicality, this means more emphasis on elimination of risk at the planning and design stages of any project. This is where the impact is the greatest and the cost is the least.

The second takeaway is about the ability of a community to tackle a risk head on through shared responsibility and accountability. New Zealand led the world in our response and gives us some measure of our potential to succeed at any task when we all buy in and collaborate in a common cause.

These two takeaways are reflected in the work of the Charter in the last 12 months and going forward. The Professional Services Working Group are championing health and safety by design and continue to produce resources and events to promote this to their communities.

Most of their work in the last part of the year has been developing a project for the ACC injury Prevention Fund, which will develop national guidelines for integrating health and safety information into building information models (BIM), and then enabling workers to access this information in real time. This could lead to a significant shift in the way risks are managed and communicated in construction projects.

The health and safety leaders group continue to work on the collaboration and cooperation component. This group brings together a broad church of health and safety managers, advisors, representatives, and workers from a variety of organisations and industries. It formulates and runs events for people to learn, share, and challenge current practices. Highlights of the last year would have to be the work on health and safety representatives and their role, and the varied workshops from dynamic risk assessment to wellbeing. These events were well supported and received by our membership.

The work of these two committees represents significant sector leadership for both the groups and the Charter. I would like to thank all the members of these committees for volunteering their time, energy, and passion to making the world a better and safer place. I would also like to thank members of the Charter Board, who also volunteer their time and expertise to provide a solid governance platform from which all else flows.

Finally, a special thankyou to the Charter's administrator Jocelyn Larsen, who works tirelessly and cheerfully to keep the ship afloat and running in the right direction. I am looking forward to the opportunities in the coming year to build on the previous work of the Charter and believe that we are in a great position to turn the past crisis into an opportunity for significant growth. In the next 12 months the Charter hopes to continue to provide events and resources which support and inspire the members of our community.

Paul Duggan,
General Manager

WORKING GROUP REPORTS — Health and Safety Leadership (HSL)

Members

David Bristow, Charter Board
Euan Gutteridge, BECA
Joseph Zermatten, CS Roofing
Liz Hodgson, The Arts Centre
Nicki Tasker, HRV Canterbury

Ollie Hansen, Waterproofing Concepts
Rebecca Moss, Clyne & Bennie
Shane Strode-Penny, Worksafe
Symon Dynes, Hays Recruiting
Tammy Alexander, Maugers Contracting

The Health & Safety Leadership Group is a collaboration between the former Health and Safety Representative (HSR) and Health & Safety Practitioners (HSP) Groups which joined forces in November 2020.

Tammy Alexander and Liz Hodgson the chairs of these 2 groups stepped into Co-chair roles of the new group and have successfully lead the group through the transition phase.

The Terms of Reference of the former HSR and HSP groups were combined and reviewed to ensure they were fit for purpose for the new group. 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.

HSL has been 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.

This is achieved through interactive and informative workshops

- **Looking after ourselves looking after others** Workshop focusing on what we can do to make our work and lives less stressful, more satisfied and empowered.
- **Still Under Construction—5 years on from the HSAW Act** Workshop took a look at the 5 years since the act was introduced from a WorkSafe, Legal Business Owner and H&S Manager perspective.
- **What if.... Crisis Planning** Workshop discussed how to build a resilient organisation from the bottom up.
- **Questions you were too afraid to ask....** A panel discussion provided an opportunity for members to ask questions from an expert panel.



- **Health & Safety Representative Insights** Workshop I and II gave HSR's the opportunity gain insights into their role as an HSR, motivation, training and support from their PCUB
- **Supervisors Leadership** Workshop provided attendees to gain insights into their role and how they can positively influence H&S in their organisation.

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.

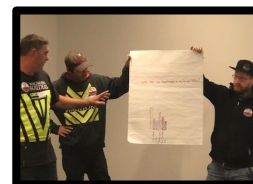
A full work programme has been planned for the coming year, along with a mentoring event later in the year. The HSL Group will look to grow its membership base to include volunteers from not only construction but also the aligned sectors.

The HSP's Group received the support of some amazing and committed people over the past year including Stephanie Cerpa, Contract Construction; Barry Wehi, Lime Scaffold; Wendy McLean, HSWNZ; Tracey Baughan, Miles Construction, Glen Munro, Properly Plastered and Justine Ward, Charter Board. This team was integral to the group and it was with regret we said goodbye as their work commitments took over.

And finally, a huge shout out and thank you to Steve Taw, Charter Board who challenged us, to think outside the box every step of the way.

Tammy Alexander & Liz Hodgson
Co-Chairs

[HSL Group](#) Link



WORKING GROUP REPORTS — Professional Services (PSWG)

Members

Brad Sara, Warren & Mahoney
Simon O'Brien, Hampton Jones
David Robotham, Engeo
Gerry Sullivan, Apollo
Matt Jones, Charter Board

Ian McKenzie, Dawson McKenzie
Kristin Hoskin, Advisian
Paul Bonini, Westpac
Ekin Sakin, Christchurch City Council
Matt Harris, Baggage Consultant

The Professional Services Working Group develops resources and events to assist small to medium professional service organisations aligned to the construction industry who may not otherwise have access to appropriate resources.

This year has been one hampered by COVID, as the rest of the world has been. Meeting in February, shortly before we entered New Zealand's first lockdown, was to set the meetings and goals for the year: 6 meetings, 1 event and industry support from a strong team of volunteers.

Despite the disruptive year and 4 less meetings than planned, the group has stayed strong, supporting one-another and the wider community, while delivering what we set out to.

The Group continues to review and consolidate industry wide best practice for Safety by Design templates and looks forward to delivering a template to market in due course.

We have looked to grow the membership of the wider Safety Charter, in addition to the PSW team, to ensure we align with our primary goal of assisting the SME's and coverage of all services within the Architecture, Engineering, Construction and aligned Industries.

We developed multiple podcasts, ably led and interviewed by Paul Duggan, entitled 'Designing for the Greater good', and available to [download](#). We aim to deliver more in the coming year.

We have assisted in the wider Safety Charters social media platform developments with posts and support to [LinkedIn](#) and the Charter [website](#).

We delivered our second Lifting the Bar Event, 4 months later than planned but with great success and engagement covering

- Lessons learnt from COVID.
- Development of legal outcomes around Safety by Design .
- Engagement with the insurance industry.
- H&S by design, working with volunteers to build the [Robinsons Bay Jetty](#)

Finally, and once again led by Paul Duggan, we submitted our application for funding to the ACC Injury Prevention funding round with a project titled 'Integration of Health and Safety into BIM', we await notification of our success, at which time the delivery of this project will become a major part of the PSWG for the coming year and more.

We extend our sincere thanks to Ekin Sakin, CCC and Paul Bonini, Westpac for their tireless support and dedication to the group, they will be sorely missed.

Brad Sara & Simon O'Brien
Co-Chairs

Link to [Video Case Studies](#); Link to [H&S by Slides](#)





Canterbury Safety Charter

WORKING SAFELY TOGETHER

Financial Statements

To

31 march 2021

Canterbury Safety Charter Incorporated

Performance Report

For the year ended
31 March 2021

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Canterbury Safety Charter Incorporated

Entity Information

For the year ended
31 March 2021

Legal Name of Entity:	Canterbury Safety Charter Incorporated
Type of Entity and Legal Basis:	Registered Charity & Incorporated Society
Registration Number:	CC50772 & 3585371
Entity's Purpose or Mission:	To influence positive outcomes in health and safety practices
Entity Structure:	Incorporated Society & Registered Charity
Board Members:	Rob Sloan (resigned June 2020) Ian Campbell Richard Molyneux (resigned June 2020) Steve Tait Audine Ward Sharon Butt (resigned August 2020) Suzanne Watt (co-opted June 2020) David Birse (co-opted June 2020) Keith Lued (appointed June 2020) Mark Jones (appointed June 2020)
Main Sources of the Entity's Cash and Resources:	• Government contracts • Membership/subscriptions fees
Contact details:	
Physical Address:	Level 3, T. Winton Avenue Paparoa Christchurch
Phone/Fax:	03 378 0000 03 378 0001 03 378 0002
Email/Website:	safety@canter.org.nz www.canter.org.nz

Canterbury Safety Charter Incorporated
Statement of Service Performance

For the year ended
 31 March 2021

Description of the Entity's Outcomes:

To influence positive outcomes in health and safety practices, and working together to grow knowledge and awareness using best practice to be healthier and safer.

Description and Quantification of the Entity's Outputs:^a

	Actual ^b This Year	Budget This Year	Actual ^b Last Year
1. To increase member/signatory's numbers	271 ¹	308	368
2. To enhance the quality of members understanding of health and safety through workshop presentation	243	225	249
3. To increase member satisfaction through workshop engagement	84.00%	10%	86.50%
4. To celebrate good health and safety practice through Charter Champions scheme	0 ²	3	0

Additional Output Measures:

Professional Services Working Group

- Hosted the workshop 'Upping the Bar' on Health & Safety by Design.
- Produced one Video on 'Demystifying Health & Safety by Design'.

Health & Safety Practitioners Working Group

- Hosted a series of following workshops to support main and sub-contractors.
 - > 'Looking after ourselves, looking after others'
 - > 'Still Under Construction - five years on from HSAW Act'
 - > 'What if ... Crisis Planning'
 - > 'HSR Leadership'
 - > 'Supervisors Health and Safety'

Charter Activities

- > Hosted Weathering the Storm Event
- > Produced 'Doing the Right Thing'... Covid Series (4 Videos)
- > Produced 'Covid Support Series' (5 Videos)
- > Produced 'Weathering the Storm' Series (5 Videos)

¹ Covid played a role in reduced membership numbers.

² Members focused on Covid responsibilities and the Charter made the decision to not restate this output.

Canterbury Safety Charter Incorporated
Statement of Financial Performance

For the year ended
 31 March 2021

	Note	Actual This Year \$	Actual Last Year \$
Revenue			
Worksafe New Zealand Grants		133,669	130,829
CERT Grant		-	5,000
Donations		15,200	11,280
Fees, subscriptions and other revenue from members		64,363	76,583
Sponsorship		5,500	10,000
Interest, dividends and other investment revenue		1,781	1,170
Covid 19 wage subsidy		24,684	1,172
Other income		15,227	1,240
Total Revenue		260,378	236,776
Expenses	1		
Volunteer and employee related costs		189,170	157,696
Other expenses		48,503	60,231
Total Expenses		237,673	219,167
Surplus/(Deficit) for the Year		22,705	18,609

Canterbury Safety Charter Incorporated
Statement of Financial Position

As at
31 March 2021

Note	Actual This Year \$	Actual Last Year \$
Assets		
Current Assets		
Bank accounts and cash	103,235	176,336
Debtors and prepayments	9,300	6,603
Income Tax Refund	301	346
Total Current Assets	113,036	183,285
Non-Current Assets		
Property, plant and equipment	12,624	18,786
Total Non-Current Assets	12,624	18,786
Total Assets	125,660	194,069
Liabilities		
Current Liabilities		
Creditors and accrued expenses	9,409	8,743
Payments in Advance	21,172	104,276
GST Payable	5,373	14,047
Total Current Liabilities	35,954	127,066
Total Liabilities	35,954	127,066
Total Assets less Total Liabilities (Net Assets)	89,706	67,003
Accumulated Funds		
Capital contributed by owners or members	-	-
Accumulated surpluses or (deficits)	89,706	67,003
Total Accumulated Funds	89,706	67,003

Signed  Date: 4 June 2021

Signed  Date: 11 June 2021

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 2021

	Actual This Year \$	Actual Last Year \$
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	101,654	264,864
Fees, subscriptions and other receipts from members	76,137	87,301
Sponsorship	6,125	11,900
Interest, dividends and other investment receipts	1,635	1,170
Net GST	(10,791)	(27,214)
Cash was applied to:		
Payments to suppliers and employees	251,671	218,168
Net Cash Flows from Operating Activities	(84,010)	118,903
Cash Flows from Investing and Financing Activities		
Cash was received from:		
Cash was applied to:		
Payments to acquire property, plant and equipment	7,188	7,188
Net Cash Flows from Investing and Financing Activities	(7,188)	(7,288)
Net Increase / (Decrease) in Cash	(91,198)	112,759
Opening Cash	176,336	63,581
Closing Cash	185,138	176,340
This is represented by:		
Bank Accounts and Cash	185,138	176,340

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

For the year ended
31 March 2021

Canterbury Safety Charter incorporated has elected to apply PSE 501-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.

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

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

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

Accounts receivable are stated at their estimated realizable value.

Memberships subscriptions are recognized when earned, if the outcome can be estimated reliably.

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

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

There were no significant differences after the balance sheet date would have a material impact on the Financial Statement.

FUNDING PARTNERS

