

MINUTES OF the 5th Canterbury Safety Charter Annual General Meeting held on Tuesday, 28th June 2022, commencing at 6.10pm in the Met Lounge, The Tannery, 3 Garlands Road, Christchurch.

PRESENT

In the absence of Ian Campbell, Safety Charter Chairperson, Board Member Robert Stewart welcomed everyone to the 5th Annual General Meeting of the Canterbury Safety Charter.

Aaron Edwards	Euan Gutteridge	Kelvin Sparks	Simon Allen
Alan Villarante	Gary Harrow	Lana Thomas	Tammy Rossiter
Chris Anderson	Greg Preston	Liam Nolan	Tammy Alexander
Craig	Ian McKenzie	Mary France	Tane Putaanga
David Park	John Taylor	Natasha Strode-Penny	Wendy McLean
David Bristow	Jordan Eades	Nicki Tasker	William Power
Dean Hyde	Joshua Lumley	Rachel Bowen	Julie Putton
Dean Willis	Joshua Wright	Robert Dantzer	Paul Duggan
Elizabeth rankin	Jourdan Cambridge	Ryan Fraser	Jocelyn Larsen
Esther Hyde	Jude Gane	Shane Strode-Penny	

1. APOLOGIES

1.1 The following apologies were received.

Ian Campbell	Steve Taw	Keith Land	Simon O'Brien
Liz Hodgson	Arthur Shaw	Robert Amor	Brad Sara
Jenny Ewing	Gerry Sullivan	Simon Allen	Daniel Krippner
Kevin Hughes	Kevin Twohig	Rodger Ellis	Lisa Taggart
Kevin Lampton-Smith	Kevin Hughes	Kristin Hoskin	Helen van den Bogaret
Simon Hays			

1.2 It was resolved the apologies be accepted.

PROPOSED: Robert Stewart **SECONDED:** David Bristow *All in favour*

2. ACCEPTANCE OF 2021 MINUTES

2.1 Minutes of the 2021 AGM, held on 29th June 2021, were previously circulated to members.

2.2 It was resolved to accept the minutes to be a true and correct record of the meeting.

PROPOSED: Shane Strode-Penny **SECONDED:** Liam Nolan *All in favour*

3. MATTERS ARISING FROM THE 2021 ANNUAL GENERAL MEETING

3.1 There were no matters arising from the minutes of the 2020 Annual General Meeting.

4. ANNUAL REPORTS

4.1 CHAIRPERSON'S REPORT

4.1.1 The 2022 Chairperson's Annual Report was previously circulated to members.

4.1.2 It was resolved to accept the 2022 Chairperson's Annual Report.

PROPOSED: Robert Stewart **SECONDED:** Liam Nolan *All in favour*

4.2 GENERAL MANAGERS REPORT

4.2.1 The 2022 General Managers Annual Report was previously circulated to members.

4.2.2 It was resolved to accept the 2022 General Manager's Annual Report.

PROPOSED: Robert Stewart **SECONDED:** David Bristow *All in favour*

4.3 FINANCIAL REPORT

4.3.1 The 2021-2022 Financial Performance Report was previously circulated to members.

4.3.2 It was resolved to accept the 2021-2022 Financial Annual Report.

PROPOSED: Robert Stewart **SECONDED:** Liam Nolan *All in favour*

5. CHANGES TO THE SOCIETIES RULES

5.1 The Chairperson advised of a proposed amendment to Rule 18, previously circulated to members.

6.2 It was resolved that the Rules of the Society be amended as circulated (Appendix 1).

PROPOSED: Shane Strobe-Penny **SECONDED:** David Bristow *All in favour*

6. ELECTION/APPOINTMENT OF BOARD MEMBERS

6.1 As the changes to the Societies Rules was adopted by the members, there is no requirement to appoint or elect additional Board Members.

7. GENERAL BUSINESS

7.1 There was no general business pertaining to the Annual General Meeting.

7.2 Robert took the opportunity to thank and acknowledge Steve Taw for his long service to the Charter presenting him with a Founding Member plaque, which in his absence was accepted by Liam Nolan.

7.3 Robert also thanked Keith Land for his service on the Board, with a token of appreciation which in his absence was accepted by David Bristow.

Robert Stewart standing in for the Chairperson thanked those in attendance and closed the Annual General Meeting at 6.20pm

Signed as a true and correct record

Changes for Charter Rule Changes – 29 June 2021

Rule	Current	Re-worded
3. Objects		
3.1.3	To set standards for a consistent and collective approach to health and safety on worksites[CSC1].	To foster a consistent and collective approach to health and safety on worksites[CSC2].
3.1.9	To encourage Members to demonstrate a visible commitment to health and safety and hold themselves and their employees accountable for health and safety on worksites.	To encourage Members to demonstrate a visible commitment to health and safety and hold themselves and their employees accountable for health and safety <u>at all times.</u>
3.1.12	To promote the values of the Safety Charter, including <ul style="list-style-type: none"> a. We care for people. b. We want to improve. c. We help each other. d. We walk the talk. 	To promote the values of the Safety Charter.
4. Powers		
4.1.9	Consider and settle disputes between Members.	Consider and settle disputes between Members <u>in their capacity as members.</u>
5. Membership		
5.1 to 5.3	<p>Classes of Members</p> <p>5.1 Membership may comprise different classes of Members as determined by the Board from time to time. At the date of incorporation of the Safety Charter the Members shall include:</p> <p>Endorsees</p> <p>5.1.1 An Endorsee is any Member organisation that:</p> <ul style="list-style-type: none"> a. publicly supports the Safety Charter. b. fulfils such other criteria as may be set by the Board from time to time; and c. applies for Membership in accordance with rule 6 and is declared by the Board to be an Endorsee. <p>5.1.2 Endorsees are not entitled to vote at General Meetings.</p> <p>Signatories</p> <p>5.1.3 A Signatory is any Member who applies and is accepted for Membership under rule 6 who</p>	<p>Classes of Members</p> <p>5.1 <u>A member is a person (including any individual, partnership, limited company, sole trader, incorporated or unincorporated body) who applies and is accepted for membership of the Charter under rule 6.</u></p> <p>5.2 Membership may comprise different classes of Members as determined by the Board from time to time. </p> <p>5.3 [CSC3]Members have the rights and responsibilities set out in these Rules.</p>

	is not declared by the Board to be an Endorsee. 5.2 Members have the rights and responsibilities set out in these Rules.	
6. Admission of Members		
6.1	To become a Member, a person (including any partnership, incorporated or unincorporated body) must:	To become a Member, a person (including any <u>individual</u> , partnership, <u>limited company</u> , <u>sole trader</u> , incorporated or unincorporated body) must:
6.4	New rule.	<u>The Board may delegate its powers under rule 6.2 and rule 6.3 to the General Manager.</u>
7. Membership Rights and Obligations		
7.1.4	New rule	<u>Every member will appoint a key contact person to act on their behalf on Charter business.</u>
10. Register of Members		
10.2	All Members shall provide written notice directly to the Safety Charter of any change to the details listed in rule 10.1.	All Members shall provide the details listed in rule 10.1 <u>and give written notice to the Charter of any change to those details when they occur.</u>
13. Proceedings at General Meetings		
13.3.4	To appoint an auditor for the ensuing year.	Remove completely.
18. Members of the Board		
18.2	The Board may also co-opt persons to sit on the Board as Board Members from time to time (Co-opted Board Members). Co-opted Board Members shall automatically retire from office at each AGM following their appointment but shall have the ability to be re-appointed as Co-opted Board Members at such AGM or at any other time.	The Board may also co-opt <u>up to a maximum of 3</u> persons to sit on the Board as Board Members from time to time (Co-opted Board Members). Co-opted Board Members shall automatically retire from office at each AGM following their appointment but shall have the ability to be re-appointed as Co-opted Board Members at such AGM or at any other time.
25. Board Meetings and Procedure		
25.10	New rule.	<u>Employees and other persons may be invited to attend and assist the Board at meetings, any such attendee shall not have a vote.</u>
26. Board Appointments Panel		
26.4	If the Board as a whole has been removed, resigns en-mass or does not have a quorum and is therefore unable to appoint the Board Appointments Panel, it shall be appointed by WorkSafe New Zealand .	If the Board as a whole has been removed, resigns en-mass or does not have a quorum and is therefore unable to appoint the Board Appointments Panel, it shall be appointed by <u>Constructions Health and Safety New Zealand (CHASNZ)</u> .
DEFINITIONS		GENERAL COMMENT
Slight adjustments made to explain with greater clarity the definitions within the Charter Rules. Added definition for a Co-opted Board Member.		Throughout the rules the Charter is referred to as the 'Charter' – previously referred to as the Safety Charter.

	Where signatory or endorsee is referred to – this will be amended to member.
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