



**TERMS OF REFERENCE  
(PURPOSE & MEMBERSHIP)**

**of the**

**CONSTRUCTION SAFETY COUNCIL  
OF NEW ZEALAND**

**November 2010**

## **BACKGROUND**

During late 2009 and mid-early 2010 the Chief Executives and President's of Registered Master Builders Federation (RMBF), Certified Builders Association New Zealand (CBANZ), Roving New Zealand (RNZ), New Zealand Specialist Trade Contractors Federation (NZSTCF), New Zealand Contractors Federation (NZCF) and Site Safe New Zealand (SSNZ), worked together to develop a health & safety strategy for the entire construction sector. This strategy covers civil, residential & commercial construction and specialist trades and includes the establishment of a Construction Safety Council (CSC).

At the high level the CSC represents those responsible for complying with health and safety and acts as an interface with Government on the one hand and providers/trainers on the other. It promotes the development of appropriate health and safety standards and the recognition of health and safety providers/trainers and training programs.

## **VISION**

Health and safety is worth the effort.

## **MISSION**

The CSC will work collaboratively as one industry to make our construction sites safer. It will strive to make health and safety an integral part of working on a construction site and increase industry productivity by working safely.

## **PURPOSE**

The CSC will achieve its Vision and Mission by:

- Facilitating an improved health and safety culture in the construction sector
- Determining appropriate health and safety standards across the construction sector
- Identifying, assessing and endorsing products and service providers for meeting those standards
- Establishing health and safety targets and measuring the performance across the construction sector against these targets
- Advocating on behalf of the construction industry
- Monitoring developments in the health and safety area as they occur in the sector and responding appropriately
- Liaising with other parties as appropriate on matters of common interest or concern
- Being the forum for the sector to raise ideas to improve health and safety
- Working closely with Government and Government agencies on identifying health and safety issues and developing effective health and safety solutions.

## **SCOPE**

Coverage includes:

- Building and infrastructure
- Maintenance and construction
- Standards for health and safety best practice; internal and external audits; competencies for various levels of responsibilities

## **STRATEGY PLAN & BUSINESS PLAN**

Each year the CSC will review its 3 year strategic plan and from that develop an annual business plan of goals and objectives to be achieved for the year.

## **CSC GOVERNANCE**

The CSC will be “housed” within the auspices of the Construction Industry Council. For all intents and purposes it will operate as a separate entity with separate accounting codes and cost centers for transparency.

## **MEMBERSHIP**

The membership of the CSC will consist of two representatives from the following sectors:

- Residential construction – one nomination each from RMBF and CBANZ
- Commercial construction – one nomination each from SSNZ and RMBF
- Civil construction – one nomination each from RNZ and NZCF
- Specialist Trades –nominated from NZSTCF

Note: The CSC may also agree to have Associate members. These would be individual organizations with an interest in health and safety within the construction sector

### ***Chairman***

The CSC will elect a Chairman at its first meeting.

### ***Co-opted Invitees***

Where the CSC is dealing with a matter that would benefit from the input of a particular sector of the industry, and/or an individual known to have the required experience and expertise in the subject matter, the Chairman may invite such a person to join the CSC for a specified time for the purpose of addressing that matter.

### ***Size of CSC***

The CSC shall have a maximum number of 8 members (not including ad hoc invitees).

**Term:** Council members will have a 2 year term but be eligible for re-nomination for up to two more terms. No member shall have terms exceeding 6 years in total.

*Note: In order to obtain continuity of membership it is desirable that no more than one nominee from each sector is replaced at a time.*

**Quorum:** A quorum consists of not less than one representative member from each sector.

**Voting:** Each council member will have one vote. The Chair will have a casting vote, but it is agreed this should be used sparingly as the CSC should strive for unanimous agreement.

## **ADVISORY GROUPS**

The CSC may set up advisory groups relating to specific stakeholder groups within the construction sector to achieve its vision, mission and purpose. For example, these groups may comprise construction sector clients and/or regulators and/or injury prevention insurers. Other advisory groups may be formed of supply chain representatives.

## **SUBSCRIPTIONS**

Each year the CSC may set subscription levels for members and associate members.

## **FREQUENCY OF MEETINGS**

The CSC will generally meet quarterly but during the establishment phase will determine the frequency of meetings as required.

The CSC will decide where the meetings will be held but they will generally meet in Wellington or Auckland.