

Location:	By teleconference	
Present:	Greg Dearsly	First 4 Safety Ltd
	Guy Smith (Chair)	Waste Management NZ Ltd
	Mark Devantier	InterGroup
	Robyn Vallom	EnviroNZ Ltd
	Warwick Jaine	Auckland Council
In attendance:	Nic Quilty (Facilitator)	WasteMINZ
Apologies:	Ajith Fernando	Reclaim
	Jason Harvey	Smart Environmental
	Wayne Plummer	Board Champion

**1. Meeting open, apologies and agenda**

- The meeting began at 12.04pm
- Michael Dudley from TechCollect NZ has withdrawn from the steering committee due to his workload.

**2. Previous minutes of 12 May 2020 – accepted?**

Resolution: That the Steering Committee receives and approves the previous minutes

Moved: Robyn Vallom

Seconded: Guy Smith

Carried: Unanimously

**3. Actions arising out of minutes from 12 May 2020 meeting**

- Status of the action points from the previous meeting (outlined below).

Action point	Person responsible	Deadline	Status
<p>Public awareness campaign: Once the next round of the Workplace Injury Prevention Grant, and the investment priorities, have been announced, advise Steering Committee. further information:</p> <ul style="list-style-type: none"> <li>• Nic had advised the Steering Committee about a month ago that the next funding round won't open until the last quarter of this year (date to be announced) and had forwarded the next round's investment priorities. This is an agenda item later in the meeting.</li> </ul>	Nic	15 Jun 20	Completed – see further information on left
<p>STMS: Contact Neil Greaves and ask him what the criteria is for the waste industry to be trained as STMSs for kerbside collections, knowing they can't complete the practical application. Further information:</p> <ul style="list-style-type: none"> <li>• We included this in our CoPTTM submission and also discussed this with Neil, so he is aware of this issue</li> </ul>	Nic	15 May 20	Completed – see further information on left
<p>WasteMINZ conference: Circulate draft content for H &amp; S section of the call for papers to the Steering Committee</p>	Nic	14 May 20	Completed
<p>WasteMINZ conference: Review draft H &amp; S section of the call for papers</p>	Steering Committee	20 May 20	Completed

**4. KCTL training programme**

- The Steering Committee discussed the KCTL workshop content and put forward their suggested amendments.

**5. CoPTTM**

- Nic:
  - The Steering Committee made a submission to NZTA on the proposed CoPTTM changes, on behalf of the sector group a few weeks ago.

- David Roberts asked Neil Greaves if NZTA expects the reference to the KCTL would be retained within CoPTTM if WasteMINZ takes over ownership of the KCTL training programme. Neil advised he will ensure the connection remains and the KCTL is referenced throughout the CoPTTM.
- Steering Committee:
  - Guy Smith: While NZTA are doing a review of the CoPTTM, WorkSafe is also creating a good practice guide on roads and I am on the working group. I should be getting a draft document through by September and I will circulate to the Steering Committee to review. There are two other documents out for consultation; managing worksite traffic and safe reversing and spotting practices. Are people aware of these? I will forward them to Nic to circulate.
- Guy asked NZTA if he could be on the CoPTTM working group, but NZTA advised the following:
  - NZTA has had numerous offers of support and requests to be included in the stakeholder review group to represent industry and, unfortunately, NZTA is not able to include all requesters in that one group but NZTA will ensure that the group is a fair representation of all sectors to provide the necessary collaboration for the review.
  - Your interest with being involved has been noted and where consultative groups become a necessary part of the review process you will certainly be considered for inclusion in one or more of those groups.
- Guy went back to NZTA and expressed his concern that while the waste industry sector is referred to under section D of COPTTM, not one stakeholder on the working group is from this industry, hence his request to be involved. At present COPTTM only covers off kerbside collections, yet many other activities undertaken by the waste industry impact on road users and current conditions outlined in COPTTM are mostly unpracticable for waste activities. Without representation the waste industry does risk having to follow a code that it can't realistically meet, thus resulting in significant exposure to the waste industry. While the waste industry will be submitting feedback on COPTTM, we do run the risk of being required to abide by a code that has been reviewed by people without any knowledge in the waste collection environment.
- NZTA has not advised any timelines for the CoPTTM review.

## 6. H & S at Work Act and regulations

- WorkSafe's two consultation documents on managing worksite traffic and safe reversing and spotting practices have very tight turnarounds.

**7. LEV module review - status**

- Nic:
  - Six people responded via the feedback form and another two organisations emailed me with their written feedback (three from one organisation and one from another).
  - I will be setting up a time in the next couple of weeks to meet with the working group for them to review this feedback and incorporate the agreed feedback into the module.
- Steering Committee: An Auckland Council representative will also join this group as will EnviroNZ's fleet Manager, Fran de Sanary. Robyn will forward Fran's details to Nic.

**8. ACC's Workplace Injury Prevention Grants**

- Nic: As noted earlier, the next funding round will be in the last quarter of this year (date to be announced). ACC has released the investment priorities, which are:
  - Sprains and strains – finding solutions to reduce the risk of work-related sprains and strains. Applications must be focused on either innovation or system capability development and apply to the construction, manufacturing, agriculture, warehousing or transport sectors.
  - Sector leadership (which I think fits in with the application we were going to submit, i.e., work with a road safety advocate to create a public awareness campaign around safety at workplaces where waste collection activities are taking place). ACC noted in its invest priorities document:
    - The Independent Taskforce on Workplace Health and Safety:
      - identified leadership as one of the factors affecting poor workplace health and safety performance in NZ
      - effective partnerships being developed between the regulator, business, and unions/worker representatives if lacking in NZ
      - factors contributing to inadequate leadership include low health and safety capabilities within many businesses, and the lack of external training, expertise and support.
    - Organisations who have the capacity to lead and drive sustainable health and safety performance within their sector by collaborating with other stakeholders, could benefit from ACC late 2020 round of Workplace Injury Prevention Grants.

- Applications must be focused on either innovation or system capability development. They must be applicable in target sectors, industries, sub-industries of agriculture, manufacturing, construction, healthcare and social assistance, or transport, postal and warehousing
- Outcomes ACC is seeking:
  - Demonstrable capability of industry sector groups to activity collaborate with stakeholders in identifying, building, delivering and evaluating health and safety solutions in the target sector or industry
  - A measurable reduction in the number of workplace injury claims from the target sectors as a result of sector led initiatives
  - Sustainable, long-term structures and approaches to extend knowledge, share best practices, and build expertise for improving health and safety performance are established in the target sector.
- Steering Committee: The project wouldn't just be about training; it would also be about design.
- Nic will advise the Steering Committee when applications open, once she has been advised.

### 9. WasteMINZ Be the Change 2020 Summit

- Nic:
  - This year's conference will be an online summit. There will also be hubs throughout NZ, for people who would like to attend the summit with other people.
  - The summit will run from 19 to 21 October. 19 October will be fully taken up with a contaminated land management workshop. A waste and resource recovery stream and a contaminated land management stream will run on 20 and 21 October (they will run at the same time).
  - I have asked Guy to present on H & S training in the 2.30pm to 4pm session on 21 October and talk about WasteSafe. He will have a 20-minute slot for his presentation, followed by 5 minutes of Q & A.
  - Guy: What's the appetite for some dedicated training for the waste industry? We could create a WasteSafe package. What's the buy-in from the councils to accept it over something like SiteSafe?
  - Steering Committee:

- I think it's a great idea. We need targeted training that is relevant to our audience, rather than people turning up to a KCTL course because someone has asked them to hold that qualification. The course needs to be relevant to the tasks they are doing. We would then move back to the NZQA content that existed 20 years ago. We would then have up-to-date content and not just a tick the box course, that was not only relevant to the industry but targeted to the people in the industry.
- Would there be an opportunity to link to back to existing unit standards?
- I like the concept and linking into unit standards would be good. There are a lot of activities in the waste industry, so there would be a lot to put into a training session. Would there be online modules?
- There is a huge opportunity to link into ACC funding. The training could include modules on landfills, collections and hazardous waste. It could be done online. It wouldn't be a one size fits all.
- There could be an introductory course, then as people became more specialised, more modules could be added.
- WasteSafe could be the introductory package, then we could have additional strands for landfills.
- There is a lot of material available in Australia on hydro-excavation work. They have programmes in place already and we have looked at this.
- We could look at the USA industry body who does safety leadership training. BIFFA in the UK do a lot of training. We could scope and see what they have and put it in some sort of pack. We could then get feedback on the topics we could cover. Could Warwick see the waste industry going down this route?
- Anything bespoke would be good. I'm dealing with how we apply contract management to the services environment. A lot of our training is around physical works. There are no modules that tailor purely for operation, the scope of what we deliver and all these peripherals – e.g. litter bin emptying, illegal dumping. Targeted is great and we would certainly support that. There is a really big gap in the industry.
- SWANA has lots of training on their website. I will ask my team to do a bit of research on what the different countries offer and download any of the content. I will put the different modules in a pack so the committee can give feedback. I should have something by 10 September.
- Potential titles for Guy's 21 October presentation on H & S training and WasteMINZ' Be the Change 2020 Summit:
  - From good to great

- Becoming a smooth operator

**10. Article for the September issue of revolve**

- Nic: I approached The New Zealand Drug Detection Agency. They will write an opinion piece the management of drugs and alcohol, the risk of impairment from drugs and alcohol, and the potential effect if recreational cannabis is legalised.

**11. Next meeting**

- 1pm to 3pm, 10 November at EnviroNZ.

**Action items from this meeting:**

Action Point	Allocated to	Deadline
KCTL: Forward updated version of slides to Steering Committee	Nic	21 Aug 20
KCTL: Add in other kerbside collection activities the waste industry undertakes into the slides, when a thorough review is undertaken	Working Group (once formed)	Feb 21
WorkSafe consultation documents: Forward consultation documents on managing worksite traffic and safe reversing and spotting practices to Nic to circulate to the Steering Committee	Guy	13 Aug 20
WorkSafe consultation documents: Forward consultation documents on managing worksite traffic and safe reversing and spotting practices to the Steering Committee	Nic	14 Aug 20
LEV module review: Forward Fran de Sanary's contact details (as additional working group member) to Nic	Robyn	14 Aug 20
LEV module review: Forward Nic Auckland Council working group representative's contact details to Nic	Warwick	19 Aug 20
LEV module review: Set up a time for the working group to meet	Nic	21 Aug 20
H & S training: Forward potential options for waste industry training for the committee to review (so that Guy can present at WasteMINZ' Be the Change 2020 Summit	Guy	10 Sep 20
Summit presentation: Circulate two options for Guy's presentation title at the summit for the Steering Committee's feedback	Nic	13 Aug 20
Summit presentation: Give feedback on Guy's presentation title	Steering Committee	14 Aug 20

**Meeting closed at 2pm**