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## Health, Safety and Wellbeing Committee OPEN MINUTES

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**Date:** Friday 6 May 2022  
**Time:** 9.30am  
**Venue:** Council Chambers, Civic Offices, 53 Hereford Street,  
Christchurch

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**Present**

Chairperson	Councillor James Gough
Deputy Chairperson	Councillor Phil Mauger
Members	Mr Paul Coleman - <i>by audio/visual Link</i> Mr Bevan Killick - <i>by audio/visual Link</i> Councillor Sam MacDonald

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**Principal Advisor**

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- Part A Matters Requiring a Council Decision**  
**Part B Reports for Information**  
**Part C Decisions Under Delegation**
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The agenda was dealt with in the following order.

**1. Apologies Ngā Whakapāha**

**Part C**

**Committee Resolved HSCM/2022/00004**

That the apologies received from Chief Executive Dawn Baxendale for absence and apologies from Councillor MacDonald for early departure be accepted.

Councillor Gough/Councillor Mauger

**Carried**

**2. Declarations of Interest Ngā Whakapuaki Aronga**

**Part B**

There were no declarations of interest recorded.

**3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua**

**Part C**

**Committee Resolved HSCM/2022/00005**

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Friday, 4 February 2022 be confirmed.

Councillor MacDonald/Mr Coleman

**Carried**

**4. Public Forum Te Huinga Whānui**

**Part B**

There were no public forum presentations.

**5. Deputations by Appointment Ngā Huinga Whakaritenga**

**Part B**

There were no deputations by appointment.

**6. Presentation of Petitions Ngā Pākikitanga**

**Part B**

There was no presentation of petitions.

## 7. Health, Safety and Wellbeing Report: January - March 2022

The Manager Health and Safety, Duncan Sandeman, presented the Health, Safety & Wellbeing (HSW) Quarterly Report to the Committee, and canvassed updates to the report and developments since the last quarter.

The Committee requested to see the risk register for the Citizens and Community Business Unit, along with the targets for risk assessments.

It was noted that from event source analysis that threats and abuse from the public is down 65% from the previous quarter. In terms of employee wellbeing, employee days lost is down significantly.

Members queried whether there was an action plan for getting Managers within the organisation to complete reviews and necessary health and safety related training. The General Manager Resources advised that training has been at 99%, which is above the target of 95%. It was noted that the health and safety training that the organisation offers could benefit from an update.

In this discussion, Members were pointed to the 'Organisation Health & Safety Maturity' graph as a way of measuring an organisations overall health and safety culture. The graph has 5 different columns that outlines different levels of an organisations health and safety maturity. These are:

1. No Care Culture (least desirable)
2. Blame Culture
3. Compliance Culture
4. Ownership Culture
5. Way of Life (most desirable)

Officers advised that the organisation falls at the lower end of the 'Compliance Culture' category. Ultimately the organisation aspires for best practice health, safety and wellbeing measures and to be within the 'Way of Life' category.

### **Committee Resolved Officer Recommendations Accepted without Change HSCM/2022/00006**

#### **Part C**

That the Health, Safety and Wellbeing Committee:

1. Receive the information in the Health, Safety & Wellbeing Quarterly Report January – March 2022.

Councillor Gough/Councillor Mauger

**Carried**

Councillor MacDonald left the meeting at 9.54am during consideration of item 8.

## 8. Resolution to Exclude the Public

Committee Resolved HSCM/2022/00007

### Part C

That at 9:54am the resolution to exclude the public set out on pages 30 to 31 of the agenda be adopted.

Councillor Gough/Councillor Mauger

**Carried**

**The public were re-admitted to the meeting at 10.19am.**

**Meeting concluded at 10.20am.**

**CONFIRMED THIS 5<sup>th</sup> DAY OF AUGUST 2022.**

**COUNCILLOR JAMES GOUGH  
CHAIRPERSON**

Unconfirmed