

**Health, Safety and Wellbeing Committee**  
**OPEN MINUTES**

---

**Date:** Thursday 7 March 2024  
**Time:** 9.30 am  
**Venue:** Committee Room 1, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

---

**Present**

Chairperson	Councillor Tim Scandrett
Deputy Chairperson	Councillor Kelly Barber
Members	Councillor Melanie Coker
	Councillor Mark Peters – via audio/visual link
	Mr Chris Jones – via audio/visual link
	Ms Helen Sadgrove – via audio/visual link

---

**Acting Principal Advisor**

Jane Parfitt  
General Manager City Infrastructure  
Tel: 941 7640

Simone Gordon  
Democratic Services Advisor  
941 6527

simone.gordon@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

- 
- Part A Matters Requiring a Council Decision**  
**Part B Reports for Information**  
**Part C Decisions Under Delegation**
- 

The agenda was dealt with in the following order.

## **1. Apologies Ngā Whakapāha**

### **Part C Committee Decision**

There were no apologies received.

## **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/2024/00001**

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Friday, 8 December 2023 be confirmed.

AND

That the Health, Safety and Wellbeing Committee minutes of the Public Excluded Health, Safety and Wellbeing Committee meeting held on 8 December 2023 be confirmed.

Councillor Barber/Mr Jones

**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.

## 8. Tree Hazard Management at Hagley Park

The Chairperson gave notice of a matter relating to the general business of the Health, Safety and Wellbeing Committee. The item was discussed, but no resolution, decision or recommendation was made in respect of the item.

At the Christchurch City Council meeting of 6 March 2024, a public forum presentation requested for the Council to undertake an immediate and comprehensive audit of all trees in Hagley Park. This was initiated following the presenter having a near-miss with a falling tree branch at Hagley Park. The Chair requested that the Committee be sent a copy of the material given to Council by the submitter.

The Chair invited the Council's Manager Urban Forest, Toby Chapman, to speak with the Committee to address the matters raised in the public forum.

Mr Chapman advised the committee that tree inspections are routinely undertaken within Hagley Park and the Botanic Gardens. Visual inspections are conducted by an arborist at least 2-3 times per year. As far as he is aware, the highest standard for best practice is every 2 years. However, 5 years is a more generally observed best practice. The tree in question had previously been inspected in February 2024 and no issues were identified with the branch. An assessment of the branch after it had fallen also did not show any signs that it was prone to failure. It's highly unlikely that it would have been noticed if more frequent assessments were undertaken. When a tree branch is identified that needs attention, it is dealt with immediately by our tree contractor. Mr Chapman has said they are reviewing their processes following the branch fall to see what further measures may be taken. Mr Chapman also noted that many of the trees in Hagley Park are around 100 years old and he will be reviewing the existing tree renewal programme in place for managing the mature tree population.

Council staff are confident that the Council is meeting its duty of care when it comes to tree maintenance and safety.

At the request of Council, staff are preparing a detailed report on the issues raised. This report will go on the public Council agenda for discussion.

## 7. Health, Safety and Wellbeing Update

**Committee Resolved HSCM/2024/00002**

**Officer Recommendation accepted without change**

### **Part C**

That the Health, Safety and Wellbeing Committee:

1. Receive the information in the Health, Safety and Wellbeing Report.

Councillor Scandrett/Councillor Barber

**Carried**

### ***Secretarial note***

The meeting requested:

1. The findings of an investigative report into an event in the previous quarter where a contractor struck a 11kVa cable with a reciprocating saw.
2. A focus on how Council staff are trained and determined to be competent for undertaking hazardous work.
3. A consistent approach to the time allowed for Council's Health and Safety Representatives to step away from their regular work to focus on relevant health and safety matters.

**Meeting concluded at 10.31am.**

**CONFIRMED THIS 7<sup>TH</sup> DAY OF JUNE 2024.**

**COUNCILLOR TIM SCANDRETT  
CHAIRPERSON**