

**Health, Safety and Wellbeing Committee Information**  
**Session/Workshop**  
**OPEN MINUTES**

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**Date:** Thursday 7 November 2024  
**Time:** 1.00pm  
**Venue:** Committee Room 1, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

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**Present**

Chairperson	Councillor Tim Scandrett
Deputy Chairperson	Councillor Kelly Barber
Members	Councillor Melanie Coker
	Councillor Mark Peters
	Mr Chris Jones
	Ms Helen Sadgrove

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**Principal Advisor**

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**Please Note:**  
**This forum has no decision-making powers and is purely for information sharing.**

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The agenda was dealt with in the following order.

## **1. Apologies Ngā Whakapāha**

There were no apologies received.

## **2. Health, Safety and Wellbeing Development Workshop**

### **Committee Workshop Notes**

1.1 The following Council Officers were in attendance for the Committee Workshop:

- Bede Carran – Principal Advisor, General Manage Finance, Risk and Performance
- Mike Marr – Manager Health and Safety
- Kurt Scoringe – Senior Health and Safety Advisor

### **Discussion**

1.2 At the opening of the workshop, the Chair noted that he will be taking an Institute of Directors (IoD) course on ‘Health and Safety Governance’ and encouraged members to do the same. Ms Sadgrove recommended a similar IoD course, which is focused on public sector health and safety governance.

1.3 Council Officers provided members with an overview of:

1.3.1 Health and safety governance in the Council context.

1.3.2 Executive Leadership Team (ELT) oversight and their responsibilities under Section 44 of the Health and Safety at Work Act 2015.

1.3.3 Definition and obligations of an ‘Officer’ under the Sections 18 and 44 of the Health and Safety at Work Act 2015.

1.4 The definition of an ‘Officer’ and ‘Person Conducting a Business or Undertaking’ (PCBU) was a key point of discussion throughout the workshop.

1.4.1 Council Officers noted that their interpretation within the Council context, is that the Chief Executive and General Managers fall within the ‘Officer’ category. There was a view amongst members that only the Chief Executive should be the ‘Officer’.

1.4.2 Members were interested to know more about the responsibilities of committee members at a governance level and if they had similar obligations to an ‘Officer’.

1.4.3 Council Officers advised that external legal advice has previously been provided to the Council on these definitions. This information will be provided to members.

1.5 There was discussion on differences in health, safety and wellbeing reporting that the ELT receives, in comparison to the reporting provided to the Committee.

1.5.1 Ad hoc meetings will take place with relevant General Managers on particular areas.

1.5.2 Members noted that it’s important that it’s reported back on what is being done for critical reviews of safety steps.

- 1.5.3 At a governance level, members want to see what critical safety systems have been seen, who has been talked to, then what are the greatest risks in order of the urgency and level of criticality.
- 1.6 Members requested to see a visual document that maps out how HSW works in the Council. The purpose of this would help identify gaps, provide general oversight, clarity as to who is doing what and key relationships. They would like to see:
- Where does the Committee sit vs where does the ELT sit.
  - How these different parts of the organisation relate to one another.
- 1.7 At the close of the meeting, members acknowledged the Health, Safety and Wellbeing Team for stepping into this space and their willingness to think about doing things differently.


Councillor Barber left the workshop at 2.21pm and returned to the workshop at 2.23pm during consideration of item 2.

Ms Sadgrove left the workshop at 2.31 pm and returned to the workshop at 2.33 pm during consideration of item 2.

### **Actions**

1. Provide members with the Council commissioned, external legal advice regarding the definition of an 'Officer' in relation to the Health and Safety at Work Act, 2015 (HSWA).
2. Council Officers to bring example to next meeting of how critical systems are identified and defined.
3. Request from members for a visual document that maps out the different levels of health and safety reporting and accountability across the organisation.
4. Committee Chair and Principal Advisor to discuss additional workshops being held in 2025.

### **Attachments**

- A Slide Presentation - Health, Safety and Wellbeing Committee Workshop 7 November 2024 

**Workshop concluded at 2.56pm.**