

Health, Safety and Wellbeing Committee
OPEN MINUTES

Date: Friday 7 March 2025
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
	Mr Chris Jones
	Ms Helen Sadgrove

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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 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/2025/00001**

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Thursday, 5 December 2024 be confirmed.

Councillor Scandrett/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.

7. Action Update

Committee Comment

1. Jason Dykes (Digital Change Manager), Sarah Numan (Head of Customer Services and Chair of the Unacceptable Behaviours Working Group), Rupert Bool (Acting Head of Parks) and Roslyn Kerr (Manager Parks Programmes and Partnerships) joined to meeting to speak to specific HSW matters relevant to their business units.
2. The Committee requested that staff provide an example of a HSW incident to the next meeting, in order to show the overall journey of how the event is managed, outcomes and lessons learned.
3. The Committee requested that a Facilities staff member attends a future meeting, to discuss physical risk and security.
4. The Committee discussed the idea of Parks staff developing a one page hand-out of common parks maintenance related FAQ's for the public and elected members.

Committee Resolved HSCM/2025/00002

Part C

That the Health, Safety and Wellbeing Committee:

1. Receives the information in the Action Update Report.

Ms Sadgrove/Councillor Coker

Carried

Attachments

- A Unacceptable Behaviours Working Group - Presentation [⇨](#) 

8. Resolution to Exclude the Public Te whakataunga kaupare hunga tūmatanui

Committee Resolved HSCM/2025/00003

Part C

That at 10.45am the resolution to exclude the public set out on pages 28 to 29 of the agenda be adopted.

Councillor Scandrett/Councillor Coker

Carried

Councillor Barber left the meeting at 10:45 am during consideration of item 8 and returned to the meeting at 10.49am during the public excluded session.

The public were re-admitted to the meeting at 11.21am.

Meeting concluded at 11.21am.

CONFIRMED THIS 27TH DAY OF JUNE 2025.

COUNCILLOR TIM SCANDRETT
CHAIRPERSON