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## Health, Safety and Wellbeing Committee

### AGENDA

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#### Notice of Meeting Te Pānui o te Hui:

An ordinary meeting of the Health, Safety and Wellbeing Committee will be held on:

**Date:** Friday 20 March 2026  
**Time:** 10 am  
**Venue:** Camellia Chambers, Civic Offices,  
53 Hereford Street, Christchurch

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#### Membership Ngā Mema

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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13 March 2026

#### Principal Advisor

Anne Columbus  
General Manager Corporate Services/Chief People Officer  
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#### Meeting Advisor

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**Website:** [www.ccc.govt.nz](http://www.ccc.govt.nz)

**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

**To view copies of Agendas and Minutes, visit:**

<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>

# What is important to us?

Our Strategic Framework is a big picture view of what the Council is aiming to achieve for our community

## Our focus this Council term 2022–2025

### Strategic Priorities



Be an **inclusive and equitable city** which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion **Ōtautahi-Christchurch** and collaborate to build our role as a leading New Zealand city.



Build **trust and confidence** in the Council through meaningful partnerships and communication, listening to and working with residents.

Adopted by the Council on 5 April 2023



Reduce **emissions** as a Council and as a city, and invest in **adaptation and resilience**, leading a city-wide response to climate change while protecting our indigenous biodiversity, water bodies and tree canopy.



Manage **ratepayers' money wisely**, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of **today's residents** with the **needs of future generations**, with the aim of leaving no one behind.

## Our goals for this Long Term Plan 2024–2034

### Draft Community Outcomes



**Collaborative and confident**  
Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe.



**Green and liveable**  
Our neighbourhoods and communities are accessible and well connected, supporting our goals to reduce emissions, build climate resilience and protect and regenerate the environment, especially our biodiversity, water bodies and tree canopy.

To be adopted by the Council as part of the Long Term Plan 2024–2034



**A cultural powerhouse**  
Our diverse communities are supported to understand and protect their heritage, pursue their arts, cultural and sporting interests, and contribute to making our city a creative, cultural and events 'powerhouse'.



**Thriving and prosperous**  
Our city is a great place for people, business and investment where we can all grow our potential, where enterprises are innovative and smart, and where together we raise productivity and reduce emissions.

## Our intergenerational vision

**A place of opportunity for all.**

**Open to new ideas, new people,  
new investment and new ways  
of doing things – a place where  
anything is possible.**



**Ngāi Tahu has rangatiratanga over its takiwā – the Council is committed to partnering with Ngāi Tahu to achieve meaningful outcomes that benefit the whole community**

## Health, Safety and Wellbeing Committee - Terms of Reference / Ngā Ārahina Mahinga

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<b>Chair</b>	Councillor Scandrett
<b>Deputy Chair</b>	Councillor Barber
<b>Membership</b>	Councillor Coker Councillor Peters Mr Chris Jones Ms Helen Sadgrove
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Quarterly
<b>Reports To</b>	Council

### Purpose

Maintain and continually improve Health, Safety & Wellbeing by promoting consultation, co-operation and coordination between Management and Council. Ensuring active engagement in the ongoing development of a health, safety and wellbeing programmes.

### Objective

The role of the Health, Safety and Wellbeing Committee of Council (Committee) is to assist Council to provide leadership in discharging its health and safety management responsibilities within the organisation.

### Secretarial and Meetings

- The committee may have in attendance such members of management, including the Chief Executive and such other persons as it considers necessary to provide appropriate information and explanations.
- Meetings shall be held at least quarterly. Further meetings will be arranged on an as-needed basis.
- The Chair of the Committee will report all recommendations, key issues and findings to the Council.

### Responsibilities

- To assist the Council in discharging its due diligence responsibilities as a Person Conducting a Business or Undertaking (PCBU), by taking reasonably practicable steps to understand the health and safety risks, and ensure that they are managed so that the organisation meets its legal obligations. Review and monitor the robustness of the organisation's health, safety and wellbeing risk management framework.

- Review and monitor the robustness of the organisation's health, safety and wellbeing risk management framework.
- Seek assurance that the organisation is effectively structured to manage health and safety risks.
- Review progress with completion of organisational Health and Safety Plan objectives.
- Monitor compliance with policies and relevant legislation.
- Seek assurance that systems used to identify and manage health and safety hazards and risk are fit for purpose, effectively implemented, regularly reviewed and continuously improved.
- Ensure that the Council is properly and regularly informed and updated on matters relating to health and safety risks.
- Enquire as to the steps management have taken to embed a proactive culture through engagement with workers and provide reasonable opportunities for workers to participate in health, safety & wellbeing.
- Seek assurance that Council are working in partnership so far as reasonably practical with other PCBU's as a primary duty of care to ensure the health and safety of workers.
- Seek advice periodically from internal and external auditors regarding the effectiveness and completeness of the health and safety systems.
- Ensure management are keeping the Committee fully apprised of all independent sources of assurance, via the health and safety framework including any internal or external audits undertaken.
- Consider whether appropriate actions are being taken by management to mitigate Council's significant health and safety risks.
- Ensure that management is kept apprised of the Council's governance body's views on health and safety issues.
- Any other duties and responsibilities that have been assigned to it from time to time by the Council.

## Appointment Process for External Members

### *Principles*

The following principles guide the appointment process for External Members of the Committee:

- The Head of People & Capability will provide candidates to the Chief Executive and GM Corporate Services for consideration.
- The Chair of the Committee and Chief Executive will endorse the nominations, if appropriate.

Candidates will be contacted at the appropriate time to confirm their willingness to serve for the term for which External Members are appointed as set out below. If they are willing to serve, independence and confidentiality requirements and a background check will be conducted. They will also be informed of Council policies.

The Chair of the Committee and the Health and Safety Manager or Head of Human Resources will review the candidates to develop a shortlist by assessing the following:

- Professional credentials and relevant experience
- Their understanding of current Health and Safety legislative requirements
- Experience with prevention, and response to compliance risks; education, auditing and monitoring concepts
- Experience overseeing or assessing the performance of organisations with respect to their health and safety compliance or risk function

- Understanding implications for compliance and culture in a changing regulatory environment
- Potential conflicts for the candidate
- Affiliations or connections with the Council and its related entities
- Reference and background check reports

The results of the review of the candidates will be reported to the Committee's External Members Appointments Panel, who will select from the shortlist which External Members are appointed to the Committee.

### Term

- External Members of the Committee will be appointed for a term of three years (subject to the terms their contract and the Council failing to resolve anything that would by implication necessarily shorten that term). The term for External Members shall, unless the Chief Executive specifies otherwise, begin on 1 April following the Triennial elections and end on 31 March three years later to provide continuity for the Committee over the initial months of a new Council.
- External Members are eligible for re-appointment by the Committee's External Members Appointments Panel for one further term. However, the Council may approve the re-appointment of External Members for any number of subsequent terms to ensure continuity of knowledge.

## Delegations

### *External Members Appointments Panel*

- The Committee delegates to its External Members Appointments Panel (Panel) the authority to consider shortlisted candidates for appointment as the External Members of the Committee and to appoint 2 External Members.
- The Chair of the Panel shall be the Chair of the Committee, and the further members of the Panel shall be the elected members of the Committee.
- The quorum of the Panel shall be half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.

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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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### Actions Register Ngā Mahinga Tuwhera

### **1. Apologies Ngā Whakapāha**

Apologies will be recorded at the meeting.

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

Members are reminded of the need to be vigilant and to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

### **3. Public Forum Te Huinga Whānui**

A period of up to 30 minutes may be available for people to speak for up to five minutes on any issue that is not the subject of a separate hearing process.

It is intended that the public forum session will be held at <Approximate Time>

Public Forum presentations will be recorded in the meeting minutes

### **4. Deputations by Appointment Ngā Huinga Whakaritenga**

Deputations will be recorded in the meeting minutes.

### **5. Petitions Ngā Pākikitanga**

There were no petitions received at the time the agenda was prepared.

To present to the Committee, refer to the [Participating in decision-making](#) webpage or contact the meeting advisor listed on the front of this agenda.



## 6. Proposed HSW Committee Work Programme

Reference Te Tohutoro: 26/467901

Responsible Officer(s) Te Anne Columbus, General Manager Corporate Services/Chief People  
Pou Matua: Officer

Accountable ELT Anne Columbus, General Manager Corporate Services/Chief People  
Member Pouwhakarae: Officer

### 1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to seek the Committee views on the proposed work programme spanning the quarterly meetings of the committee.

### 2. Officer Recommendations Ngā Tūtohu

That the Health, Safety and Wellbeing Committee:

1. Receives the information in the Proposed HSW Committee Work Programme Report.

### 3. Background/Context Te Horopaki

- 3.1 The Council's HSW Committee meet quarterly to assist Council to provide leadership in discharging its health and safety management responsibilities within the organisation.
- 3.2 In supporting this Committee role, staff have prepared a proposed work programme to help the Committee exercise their due diligence activities, and enable planning for HSW topics, Council services and site visits for each quarterly meeting.
- 3.3 Staff are seeking guidance and feedback on this proposed Committee work programme including future HSW topics or Council services of interest, and site visits to various Council activities as part of the Committee's Visible Leadership actions.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Proposed Council HSW Committee Work Programme across FY 26 and FY27	26/468138	11

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

## Signatories Ngā Kaiwaitohu

<b>Author</b>	Anne Columbus - General Manager Corporate Services/Chief People Officer
<b>Approved By</b>	Anne Columbus - General Manager Corporate Services/Chief People Officer

Proposed Council HSW Committee Work Programme across FY26 and FY27

Activity	FY26				FY27			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	<i>April 25</i>	<i>August 25</i>	March 26	June 26	September 26	Dec 26	March 27 (TBC)	June 27 (TBC)
Standard Reporting			Transition to new reporting format	New reporting format		Wellbeing	Next HSW 5-year Plan	
Assurance*	<i>Libraries and Information</i>			Transport-Roadworks Sites (TBC)	TBC	TBC	TBC	TBC
Visible Leadership**	<i>South Colombo Library</i>		Omokihi South Christchurch Library	Animal Management (TBC)	TBC	TBC	TBC	TBC

Activity	Focus
Standard	Standard governance reporting on Council HSW themes and activities, HSW Risk Management activities, External Notifications, Continuous improvement activities
Assurance	Deep Dive presentations from specific services or HSW topics Visibility of relevant HSW Internal Audit Reports and/or progress updates as and when available
Visible Leadership	Committee Council site visits to understand HSW practice in particular environments, lessons learnt from specific events

## 7. Resolution to Exclude the Public

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[Section 48, Local Government Official Information and Meetings Act 1987.](#)

**Note:** *The grounds for exclusion are summarised in the following table. The full wording from the Act can be found in [section 6](#) or [section 7](#), depending on the context.*

I move that the public be excluded from the following parts of the proceedings of this meeting, namely the items listed overleaf.

Reason for passing this resolution: a good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

### **Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
- (a) Shall be available to any member of the public who is present; and
  - (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PUBLIC INTEREST CONSIDERATION	POTENTIAL RELEASE REVIEW DATE AND CONDITIONS
8.	HEALTH, SAFETY AND WELLBEING UPDATE - OCTOBER - DECEMBER 2025	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	TO PROTECT THE PRIVACY OF NATURAL PERSONS, THE PROTECTION OF WHICH OUTWEIGHS THE PUBLIC INTEREST.	20 MARCH 2031 TO REMAIN CONFIDENTIAL.

### **Actions Register Ngā Mahinga**

When decisions are made at meetings, these are assigned to staff as **actions** to implement. The following lists detail any actions from this meeting that were:

- Open at the time the agenda was generated.
- Closed since the last ordinary meeting agenda was generated.

### **Open Actions Ngā Mahinga Tuwhera**

No open actions were remaining at the time the agenda was generated.

### **Actions Closed Since the Last Meeting Ngā Mahinga kua Tutuki nō Tērā Hui**

No actions were closed since the last ordinary meeting.