

1 Purpose

- To proactively lead and ensure a culture based on the development of collective behaviours where our people are actively engaged in Health, Safety and Wellbeing, is fully embedded. Ultimately ensuring we are living safe and well.
- This culture will be built by the Leadership Group valuing and proactively advocating for the Health, Safety, and Wellbeing of all colleagues, learners, visitors and contractors of Ara.
- The Group will also ensure the vision, mission, and principles of the Ara Health and Safety Charter are embedded into the Ara Health, Safety and Wellbeing culture.
- The Group will also provide assurance to Te Kāhui Manukura so they can meet their due diligence obligations under the Health and Safety at Work Act (2015).

1 Membership

- Regional Executive Director (Rohe 4) (Chair)
- 3 Delegated Te Kāhui Manukura members
- Director, People and Capability
- Head of Facilities Management
- Director, Safety, Health and Wellbeing
- Safety, Health and Wellbeing Senior Advisor
- Chair of the Health and Safety Working Group
- Chair of the South Canterbury Health, Safety and Wellbeing Group
- Chair of the Wellbeing Action Group
- Two Department Leaders, Academic, Innovation and Research Division
- The Health, Safety and Wellbeing Leadership Group may, as required, co-opt members from across the institution for specific projects, advice and collaborations.
- Membership will be reviewed Annually, initiated by the Chair.

2 Meeting Frequency

Meetings should be held at least bi-monthly (avoiding January and December), or at any other reasonable time to be determined by the Leadership Group (via a simple majority)¹. An annual schedule of meetings to be notified in January each year by the Administrator.

3 Quorum

Six official members including at least two Te Kāhui Manukura members, one Department Leader and one from Safety, Health and Wellbeing.

4 Minutes and Recommendations

- An administrator/minute-taker is to be provided by People and Capability. An accurate set of minutes containing action points is to be produced after each meeting and forwarded to the Leadership Group members (as preliminary) within five working days.

¹ As per regulation 29 in the Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016

- The draft minutes will be distributed to Te Kāhui Manukura and relevant actions and decisions shared with the Health and Safety Working Group.

5 Functional Responsibilities

- The functional responsibilities for this Leadership Group is detailed at Ara's Safety and Wellbeing [Resources, Roles and Responsibilities](#).

6 Definitions

- **Health**

Health is a state of complete physical, mental, and social wellbeing and not merely the absence of disease or infirmity. [WHO Constitution](#)

- **Safety**

Safety is the state of being "safe", being protected from harm or other non-desirable outcomes, and refers to the control of recognised hazards in order to achieve an acceptable level of risk.

- **Wellbeing**

Wellbeing at Ara has been defined as feeling good and functioning well.

7 Associated Documents

- [Te Pūkenga Wellbeing and Safety Policy](#)
- [Health and Safety Resources Roles and Responsibilities CPP501c](#)
- [TOR – Health and Safety Working Group](#)
- [TOR - Wellbeing Action Group](#)