

## 1 Purpose

- 1.1 To proactively lead a culture change based on the development of collective behaviours where our people are actively participating in Health, Safety and Wellbeing, ultimately ensuring we are all living safe and well.
- 1.2 This culture will be built by this Leadership Group valuing and proactively advocating for the Health, Safety and Wellbeing of all colleagues, students, visitors and contractors on all campuses.
- 1.3 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.
- 1.4 The Group will also provide assurance to the Ara Council so the Council can meet their due diligence obligations under the Health and Safety at Work Act 2015.

## 2 Membership

- One Council Member
- Chief Executive (Chair)
- Deputy Chief Executive, People and Culture
- Deputy Chief Executive, Chief Operating Officer
- Deputy Chief Executive, Academic, Innovation and Research
- Deputy Chief Executive, Customer Experience and Engagement
- Kaiarahi
- Health and Safety Manager
- Health and Wellbeing Manager
- Key Area Manager, Corporate Services
- Key Area Manager, Customer Experience and Engagement
- Two Department Leaders, Academic, Innovation and Research Division
- Chair of the Health and Safety Working Group
- Chair of the Wellbeing Action Group

- 2.1 The Health, Safety and Wellbeing Leadership Group may, as required, co-opt members from across the institution for specific projects, advice and collaborations.
- 2.2 Membership will be reviewed biennially, initiated by the Chair.

## 3 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)<sup>1</sup>. An annual schedule of meetings to be notified in January each year by the Administrator.

## 4 Quorum

Five Committee members including two Deputy Chief Executives and one Department Leader.

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

## 5 Minutes and Recommendations

- 5.1 An administrator/minute-taker is to be provided by People and Culture. 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.
- 5.2 The final, ratified minutes will be distributed to the Ara Council and the Health and Safety Working Group and subgroup membership.

## 6 Functional Responsibility

- 6.1 The Health, Safety and Wellbeing Leadership Group will:
  - a Shape and endorse the strategies for improving our Health, Safety and Wellbeing culture.
  - b To actively promote an Ara culture where management, colleagues, and students' commitment to Health, Safety and Wellbeing is evident.
  - c To drive the strategic direction of the Health, Safety and Wellbeing initiatives, business objectives and practices of the institute.
  - d Support periodic reviews to ensure adherence with Ara's Health, Safety and Wellbeing policies and procedures and agreed industry standards or accredited systems.
- 6.2 Support the implementation of Ara's Health, Safety and Wellbeing strategies, including:
  - a Raising awareness of current or proposed initiatives and their connection to personal health and wellbeing, and organisational outcomes.
  - b Provide insight into how initiatives, considered in response to identified needs, might be developed, funded and implemented.
  - c To ensure that priority Health, Safety and Wellbeing critical risks are actively identified and managed.
  - d Provide strategic direction and support to the Health and Safety Working Group and the Wellbeing Action Group.
  - e The Chairs of the Health and Safety Working Group and the Wellbeing Action Group will report on progress towards meeting their objectives.
  - f The Council Member and the Chief Executive, on this Leadership Group, will keep the Ara Council informed.

## 7 Definitions

### 7.1 Health

Health is a state of complete physical, mental, and social wellbeing and not merely the absence of disease or infirmity. <https://www.who.int/about/mission/en/>

### 7.2 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.

### 7.3 Wellbeing

Wellbeing has been defined as feeling good and functioning well.

<https://neweconomics.org/2008/10/five-ways-to-wellbeing-the-evidence/>