

Safety, Health and Wellbeing Leadership Group Terms of Reference			
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Review Cycle:	3-year cycle	Responsible:	Wellbeing
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All policies on Waituhi are the current version. Please check date of this hard copy before proceeding.

1 Introduction

1.1 Purpose

The purpose of the Safety, Health and Wellbeing Leadership Group (SHWLG) is to –

- Provide leadership oversight of Ara’s safety, health and wellbeing system and performance.
- Support Te Kāhui Manukura and Council to meet their responsibilities as officers of the PCBU under the Health and Safety at Work Act 2015.
- Monitor whether Ara provides a safe, healthy and supportive environment for learners, colleagues, contractors, visitors and partners.
- Promote a proactive, integrated and preventative approach to safety, health and wellbeing by embedding these considerations into planning, decision-making, risk management, change and continuous improvement across Ara.
- Provide a regular forum for leadership, assurance, consultation and learning on significant safety, health and wellbeing matters, including performance trends, critical risks, incidents, wellbeing issues and opportunities to strengthen organisational capability.

1.2 Definitions

Health: A state or dynamic balance of physical, mental and social wellbeing, and not merely the absence of disease or infirmity.

Safety: A state of being free or protected from harm or danger.

Wellbeing: The holistic state of an individual’s cultural, spiritual, physical, mental, emotional, and social health in relation to their work or learning environment.

1.3 Associated Documents

Related Ara Policies • CPP501 Safety, Health and Wellbeing	Related Ara Procedures • CPP501a Roles, Responsibilities and Accountabilities under the HSWA • Wellbeing Action Group Terms of Reference
Related Legislation or Other Documentation • Health and Safety at Work Act 2015	Good Practice Guidelines
References	
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3 Terms of Reference for the Safety, Health and Wellbeing Leadership Group

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3.1 Membership

- Chief Executive (Chair)
- Three delegated Te Kāhui Manukura (TKM) members
- Head of Facilities Management
- Associate Director, Safety, Health and Wellbeing
- Safety, Health and Wellbeing Senior Advisor
- Chair, Health and Safety Working Group
- Chair, Wellbeing Action Group
- Manager Regional Engagement and Success
- One Academic Portfolio Manager (Faculty of Applied Technology)
- One Faculty Operations Manager (Faculty of Culture and Services)
- Head of Nursing (Faculty of Health, Sciences and Sustainability)
- One member of Ara's Council

The Health, Safety and Wellbeing Leadership Group may co-opt members from across Ara as required for specific projects, advice and collaboration. Membership may be reviewed annually by the Chair.

3.2 Quorum

Eight official members, including at least two Te Kāhui Manukura members, one Faculty Operations Manager, and one Portfolio Academic Manager.

3.3 Functional Responsibilities

- Provide leadership oversight of Ara's safety, health and wellbeing framework, ensuring it aligns with policy, legal obligations, strategic direction and organisational values.
- Provide assurance to Te Kāhui Manukura and Council that effective systems, resources, capability and monitoring arrangements are in place to manage safety, health and wellbeing risks so far as is reasonably practicable.
- Monitor significant and critical risks, and oversee whether effective controls, resources and capability are in place across Ara's work and learning environments.
- Review performance, incidents, trends, audits and assurance findings to identify emerging issues, monitor actions and support continuous improvement.
- Support the development, implementation and review of key safety, health and wellbeing policies, standards, procedures and plans, and monitor the integration of these into organisational planning and decision-making.
- Promote effective leadership, accountability, consultation, participation and a positive culture for safety, health and wellbeing, including appropriate engagement with workers, learners and representative groups.
- Ensure there is oversight of organisational approaches to wellbeing, emergency preparedness, contractor management and consultation, cooperation and coordination with other PCBUs where Ara shares responsibilities.

- Escalate significant risks, concerns, recommendations and assurance matters to Te Kāhui Manukura and/or Council where governance attention, strategic decision-making or additional resources are required.
- Review the group's effectiveness periodically to ensure it continues to meet its purpose and add value to Ara's safety, health and wellbeing outcomes.

3.4 Meeting Frequency

Meetings will be held at least bi-monthly (excluding January and December), or at any other reasonable time determined by the Leadership Group by simple majority. An annual meeting schedule will be notified in January each year by the Administrator.

3.5 Minutes and Recommendations

An administrator/minute-taker will be provided by People and Culture. Accurate minutes, including action points, will be produced after each meeting and circulated to Leadership Group members as draft minutes within five working days. Ratified minutes will be distributed to TKM, and relevant actions and decisions will be shared with the Health and Safety Working Group and Wellbeing Action Group