## Role of the Health and Wellbeing Committee

#### The Health and Wellbeing Committee will:

* coordinate and endorse the development of a health and wellbeing strategy at [Company name]
* contribute to the review or drafting of the workplace health and wellbeing policy, and other   
  related policy, where required and appropriate
* represent the interests of all employees at [Company name]
* provide decision making support to the project coordinator throughout the health and   
  wellbeing program
* collaborate with the project coordinator and other relevant staff to support the success of the health and wellbeing program at [Company name]
* recommend key interested parties (stakeholders) to achieve program success
* provide an opportunity for discussion and decision making on issues affecting both employees   
  and the employer regarding the health and wellbeing program at [Company name]
* ensure that all information regarding employee’s personal health, collected data and individual views, are managed sensitively and confidentially.
* other roles (if any): [list other roles]

#### Membership:

At least, but not limited to, four representatives. Examples include: health and wellbeing coordinator, health and wellbeing champions, WHS representatives, HR, management/team leaders, other relevant employees, coordinators from other sites. Other members will be co-opted as required upon agreement within the committee.

* Administration
* The position of chairperson will be held by: [Name of chairperson]
* The committee will meet [weekly / fortnightly / monthly / annually] on [00/00/0000]
* The agenda will be sent out by the chairperson at least [00 day(s) / 00 week(s)] before the meeting date.
* All members are to respond by [00/00/0000] to confirm their attendance.
* Terms of Reference will be reviewed on
* Members will be appointed for a term of [00] month(s) [00] year(s)
* Members should nominate a proxy if they are unable to attend a meeting.