

# Health and Wellbeing Committee Agenda

Healthy Workplaces

DATE AND TIME:

/ /

LOCATION:

CHAIR:

MINUTE TAKER:

PRESENT:

APOLOGIES:

**Item 1:** Introduction of team members and roles within organisation

**Item 2:** Is representation adequate and relevant to the needs of the strategy - should the team be expanded?

**Item 3:** Timeline of project within organisation (this may be predetermined by managers or open for discussion)

**Item 4:** Develop Terms of Reference document (see *TOR template*) to set the goals of and roles of your group, in addition to:

- Setting meeting dates (frequency and duration)
- Proxy delegates
- Accepted communication methods within committee.

**Item 5:** Additional items for future meetings (where relevant):

- Health and wellbeing policy development or review
- Developing a needs profile of the workforce (see Step 2: Learn about your workplace)
- Setting 'actions' for your initiative (see Step 4: Plan for action)
- Risk management considerations and paperwork
- Marketing and branding of your program
- Maintaining interest and motivation in program participation
- Keeping track of business outcomes/monitoring and reporting (this may be pre-determined by managers or open for discussion).



Government of South Australia

Wellbeing SA

For more information:

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