

# Mental Health & Wellbeing Policy

<b>Policy No:</b>	HR-032
<b>Council Resolution Ref:</b>	302/25
<b>Date Adopted:</b>	November 2025
<b>Review Date:</b>	November 2026
<b>Version No:</b>	1
<b>Responsible Officer:</b>	HR Manager

## Purpose

The purpose of this policy is for Murweh Shire Council to support and promote the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

Murweh Shire Council is committed to promoting positive mental health and wellbeing and believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

## Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not). Council may amend this policy by resolution.

## Application

This policy applies to employees of Murweh Shire Council. It does not form part of any employee's contract of employment.

## Policy

Murweh Shire Council aims to:

- Build and maintain a workplace that supports mental health and wellbeing and prevents discrimination, bullying, and harassment.
- Increase awareness and understanding of mental health and wellbeing issues.
- Encourage open discussions about other mental health issues to reduce stigma.
- Support staff with mental health conditions, regardless of cause.
- Identify, assess, and minimise risks to mental health and wellbeing.
- Promote positive mental health and wellbeing across the organisation.
- Encourage staff to participate in programs and initiatives that support mental health and wellbeing.

### How Council Supports Health and Wellbeing

- Raise awareness of health, safety, wellbeing, and healthy lifestyle choices.
- Implement mental health initiatives.
- Provide early intervention and support for staff with illness or injury to help safe and sustainable return to work.
- Offer confidential Employee Assistance Programs (EAP) for personal and professional support.
- Encourage physical activity and reduce prolonged sitting where practical.
- Promote a vape and smoke-free workplace and support staff to quit smoking.

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- Support social and emotional wellbeing through workplace practices such as open communication, regular check-ins, access to EAP services, team-building activities, and promoting a respectful and inclusive workplace culture.
- Provide information on key health risks, including alcohol consumption.

## Roles and Responsibilities

### All employees are encouraged to:

- Read and understand this policy and ask questions if unsure.
- Consider this policy in their daily work and when representing Council.
- Support colleagues in understanding and following this policy.
- Contribute to a mentally healthy and supportive workplace.

### All employees are responsible for:

- Taking care of their own mental and physical health.
- Ensuring their actions do not harm the health or safety of others.

### Managers are responsible for:

- Making sure all staff know about this policy.
- Supporting and contributing to the policy's goals.
- Managing the implementation and review of this policy.

### Council will:

- Ensure the policy is accessible to all staff.
- Keep employees informed about activities and initiatives aligned with this policy.
- Encourage staff feedback and participation in wellbeing programs.
- Notify staff of any updates or changes to the policy.

## Audit and Review

This policy shall be reviewed every year or as required due to changes to in legislation.

## Definitions

- **Council** – Murweh Shire Council, the employer.
- **Employee / Worker** – Any person employed by Murweh Shire Council.
- **Mental Health** – A person's emotional, psychological, and social wellbeing, including how they think, feel, and handle stress.
- **Wellbeing** – Overall health and happiness, including physical, mental, and social aspects.
- **Manager / Supervisor** – Any person responsible for overseeing staff and ensuring workplace policies are implemented.
- **Employee Assistance Program (EAP)** – Confidential support services offered by Council to help employees with personal or work-related issues.
- **Safe and Healthy Workplace** – A work environment where risks to physical and mental health are identified, minimised, and managed.
- **Workplace Practices** – Policies, programs, and daily practices that affect employees' health, safety, and wellbeing.

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- **Discrimination / Bullying / Harassment** – Any unfair treatment, intimidation, or unwanted behaviour that negatively affects an employee's wellbeing.
- **Satisfactory Participation** – Engagement in programs, initiatives, or practices that support health and wellbeing, as encouraged by Council.

### References

- *Work Health and Safety Act 2011 (QLD)*
- *Work Health and Safety Regulation 2011 (QLD)*
- *Workers Compensation and Rehabilitation Act 2003 (QLD)*
- *Workers Compensation and Rehabilitation Regulation 2014 (QLD)*
- *Anti-Discrimination Act 1991 (QLD)*
- *Fair Work Act 2009 (Cth)*

### Version Control

Version No.	Date	Approved	Amendment
1.0	18/11/2025		

### Approval

Chief Executive Officer			
Date:	18/11/2025	Signature:	Bruce Scott