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1. Statement

The Employee Well-Being Program has been developed exclusively for Ipswich City Council employees.

2. Purpose and Principles

The program aims to create a healthier and happier working environment for all employees by providing them with a range of opportunities to assist in improving their physical, emotional, occupational and social health.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Safe, Inclusive and Creative
- A Trusted and Leading Organisation

4. Regulatory Authority

N/A

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

All employees of Council are eligible to benefit from this Administrative Directive.

7. Roles and Responsibilities

Council's Wellbeing and Return to Work Co-Ordinator, with the assistance of staff from the People and Culture Branch, will co-ordinate opportunities for Council staff to engage with experts to assist with physical, emotional and occupational health. Events will be organised to encourage social interaction between staff to build a stronger workforce.

8. Key Stakeholders

Feedback will be requested from the following officers should a change be required to this Administrative Directive:

- The Chief Executive Officer
- The Manager, People and Culture
- Wellbeing and Return to Work Co-Ordinator
- Members of the Employee Engagement Advisory Committee

9. Employee Assistance Program

The Employee Assistance Program is designed to assist employees (and immediate family members living at home) with personal, family and work related problems.

Council has appointed a professional counselling service provider who has a reputation built on many years of experience and high quality service. The staff at the counselling service provider are bound by a professional code of ethics which prevents them from sharing information. Council covers the cost of the service and employees may make an appointment during work time if required.

Further details are contained on The Wire/Employee Centre.

10. iHealth Program

Council's Wellbeing and Return to Work Co-Ordinator will co-ordinate events throughout the year that provide employees with opportunities to:

- interact with professional guest speakers;
- participate in health related check-ups eg hearing tests, eye tests, skin assessments;
- improve their health and fitness through participation in organised programs and events eg Quit Smoking Program; Flu Vaccination Program; Park 2 Park fun run.

All programs and events are fully paid for by Council.

11. Employee Social Club

Council acknowledges that organisations benefit from supporting and fostering staff social interactions and activities. The Employee Social Club provides opportunities to increase staff morale through the co-ordination of events that allow staff to build support networks with other staff in a relaxed social setting. This benefits staff mental health and builds a stronger, more resilient workforce.

To support the Employee Social Club, the Executive Leadership Team will consider written applications for donations which may include the use of Council equipment, buildings, services or the donation of funds to conduct a "whole of council" function.

12. Monitoring and Evaluation

The implementation of this Administrative Directive will be considered successful if:

- Employees of Council feel supported by access to professional counselling services;
- Employees are provided with opportunities to participate in organised health events that raise awareness of the importance of good health;
- Employees are provided with opportunities to socialise with fellow employees to build strong networks which are the foundations for a strong, more resilient workforce.

13. Definitions

N/A

14. Related Documents

N/A

15. Administrative Directive Owner

The General Manager (Corporate Services) is the administrative directive owner and the Manager, People and Culture is responsible for authoring and reviewing this administrative directive.