



## **9. GOVERNANCE**

### 9.20 Policy

#### MENTAL HEALTH and WELLBEING

Version 1

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### **9.20 MENTAL HEALTH and WELLBEING POLICY**

#### **PURPOSE**

Lithgow City Council believes that the mental health and wellbeing of staff is key to organisational success and sustainability. Lithgow City Council is committed to promoting a sensitive and informed approach to mental health, ensuring that staff are aware of and responsive to the needs of those who are at risk of developing, who have, or are recovering from a mental health problem.

#### **GOALS**

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment)
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.
- To protect the rights of staff with a mental health problem and deal with all staff members equally
- Remove any barriers caused by misunderstanding, misinformation or lack of awareness of mental health issues.
- Identify and promote 3 key stages in the spectrum of intervention; Promotion/Prevention, Early intervention and return and recovery.

#### **1. PROMOTION/ PREVENTION**

#### **CLARITY, RESPONSIBILITY, SUSTAINABILITY**

- Lithgow City Council undertakes to maintain a safe physical environment according to WHS regulations.
- Lithgow City Council staff will have clarity around their roles and responsibilities, which will be realistic and sustainable.
- Lithgow City Council will endeavour to actively promote through internal communications the contents of this policy and various activities and interventions covered by this policy.
- There will be communication and transparency around all policies and procedures.

#### **STRESS MANAGEMENT**

- All staff members have the right to work in an environment free of harassment and/or discrimination. Lithgow City Council has a zero tolerance policy towards workplace bullying and harassment of any kind. (Dignity and Respect)

- Lithgow City Council recognises the complexities of modern work/life balance and is committed to supporting individuals in making this balance sustainable while meeting the needs of both the organisation and the staff member.

## **WELLBEING**

- Lithgow City Council recognises that team cohesion and good interpersonal relationships are vital for wellbeing in the workplace.
- Lithgow City Council recognises that physical wellbeing is important to mental health.

## **2. EARLY INTERVENTION**

### **DISCLOSURE AND EARLY INTERVENTION**

- Lithgow City Council aims to have a culture that promotes disclosure, but also respects the need for privacy and confidentiality of its staff members' health information.
- Lithgow City Council encourages early intervention and help seeking treatment and will support staff requiring time off work to attend appointments with mental health professionals.
- Lithgow City Council recognises the importance of team leaders' and supervisors' involvement in the recognition and early intervention of mental health problems, and is committed to the provision of manager training in this area.

### **REASONABLE ADJUSTMENTS**

- Lithgow City Council aims to have an understanding of the role, if any, that the workplace is having on an staff member's mental health.
- Lithgow City Council is committed to the provision and promotion of the staff members' Employee Assistance Program to all staff.
- Lithgow City Council is committed to the provision of reasonable adjustments in the workplace to assist staff in their wellbeing where possible.

## **3. RETURN AND RECOVERY**

### **MANAGING ABSENCE**

- It is the responsibility of Lithgow City Council to make sure that the staff member understands their responsibility to keep their manager informed of the reasons for absence and, when known, how long the absence is likely to last.

## RETURN TO WORK

- Lithgow City Council aims to support all staff members' return to good health and their return to work.
- Lithgow City Council is committed to the provision of reasonable adjustments to facilitate the return of the staff member to work where possible.

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