

DRAFT

POLICY



**Central
Tablelands
Water**

HEALTH & WELLBEING POLICY

DOCUMENT CONTROL

Document Title		Health & Wellbeing Policy			
Policy Number		CTW-PR027			
Responsible Officer		Executive Manager Corporate Services			
Reviewed by		Executive Management Team and Staff			
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Adopted by		Council			
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Revision Number		3			
Previous Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)
1	9/10/15				15/097
2	30/06/16				16/079
3	August 2026	This policy was changed to reflect Health & Wellbeing according to regulatory and best practice requirements, H&WB Leave has been removed from the NSW Local Government State Award.	EMCS	Council	

PURPOSE

Central Tablelands Water (Council) is committed to creating and maintaining a workplace that supports and promotes the health, safety and wellbeing of all employees.

This policy establishes Council's commitment to fostering a healthy, safe and supportive work environment that enables employees to perform their duties effectively while maintaining their physical, psychological and social wellbeing.

SCOPE

This policy applies to:

- All employees of Council;
- Contractors and consultants engaged by Council;
- Volunteers;
- Work experience students;
- Apprentices and trainees; and
- Visitors whilst undertaking activities on behalf of Council.

DEFINITIONS

Wellbeing	The state of being comfortable, healthy and able to achieve personal and workplace goals, encompassing physical, psychological and social health.
Psychosocial Hazard	Anything in the design or management of work that increases the risk of work-related stress or psychological injury.
Employee (Worker)	As defined under the Work Health and Safety Act 2011 (NSW).

POLICY STATEMENT

Council recognises that employee wellbeing contributes to:

- Improved workplace health and safety outcomes;
- Increased employee engagement and productivity;
- Reduced absenteeism and workplace injuries;
- Enhanced workforce attraction and retention; and
- A positive and respectful workplace culture.

Council is committed to:

- Providing a safe and healthy workplace;
- Identifying and managing physical and psychosocial hazards;
- Promoting positive mental health and psychological safety;
- Encouraging healthy lifestyle choices;
- Supporting employees during illness, injury and recovery;
- Providing access to wellbeing initiatives and support services;
- Consulting with employees on health and wellbeing matters; and
- Fostering an inclusive and respectful workplace free from bullying, harassment and discrimination.

Council is committed to identifying, assessing and controlling psychosocial hazards in the workplace and fostering a culture where employees feel safe to raise concerns, seek support and contribute ideas without fear of reprisal.

Health and wellbeing are a shared responsibility that requires commitment from Council, Executive Management Team, Managers, Supervisors, and employees.

Council will seek to support employee wellbeing through initiatives including:

- Physical Wellbeing
 - Safe systems of work;
 - Workplace inspections and risk assessments;
 - Health promotion activities;
 - Ergonomic workplace assessments;
 - Fitness for work management;
 - Fatigue management practices;
 - Injury management and rehabilitation programs; and
 - Access to flu vaccination and other health awareness initiatives where appropriate.
- Psychological Wellbeing
 - Safe systems of work;
 - Promoting a respectful workplace culture;
 - Preventing workplace bullying, harassment and discrimination;
 - Managing psychosocial risks;
 - Supporting work-life balance;
 - Providing access to Employee Assistance Program (EAP) services;
 - Supporting employees experiencing stress or personal difficulties; and
 - Providing training to managers and employees on mental health awareness.
- Social Wellbeing
 - Encouraging teamwork and inclusion;
 - Supporting employee recognition initiatives;
 - Facilitating employee engagement activities;
 - Encouraging effective communication; and
 - Promoting positive workplace relationships

Roles and Responsibilities

- The General Manager is responsible for:
 - Demonstrating leadership and commitment to employee wellbeing;
 - Ensuring adequate resources are available to implement this policy; and
 - Supporting a positive organisational culture.
- The Executive Leadership Team is responsible for:
 - Promoting wellbeing initiatives across the organisation;
 - Ensuring implementation of this policy; and
 - Monitoring organisational wellbeing outcomes.
- Managers and Supervisors are responsible for:
 - Supporting employee health and wellbeing;
 - Identifying and managing workplace hazards and risks;
 - Addressing workplace behaviours that negatively impact wellbeing;
 - Supporting employees returning to work following injury or illness;
 - Consulting with employees regarding wellbeing matters; and
 - Encouraging participation in wellbeing initiatives.

- Employees are responsible for:
 - Taking reasonable care of their own health and safety;
 - Taking reasonable care that their actions do not adversely affect others;
 - Following workplace policies and procedures;
 - Reporting hazards, incidents and concerns;
 - Participating in consultation and wellbeing initiatives where appropriate; and
 - Contributing to a respectful and supportive workplace culture.

CTW will consult with employees and, where applicable, the Health and Safety Representative (HSR) regarding health, safety and wellbeing matters in accordance with legislative requirements.

Consultation may include staff surveys; toolbox talks; Health and Safety Committee meetings; employee feedback mechanisms; and development and review of wellbeing initiatives.

CTW may provide access to support services including Employee Assistance Program (EAP); Injury management and rehabilitation support; mental health resources; wellness education programs; Health promotion activities; and flexible work arrangements where operationally appropriate.

The effectiveness of this policy will be monitored through:

- WHS performance reporting;
- Incident and injury trend analysis;
- Workers' compensation data;
- Absenteeism trends;
- Employee survey results;
- Consultation outcomes; and
- Participation in wellbeing programs.

POLICY REVIEW

This Policy will be reviewed every four years, or earlier where legislative or best practice guidelines require.

REFERENCES

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- Local Government Act 1993 (NSW)
- Privacy and Personal Information Protection Act 1998 (NSW)
- Anti-Discrimination Act 1977 (NSW)
- Workers Compensation Act 1987 (NSW)
- Workplace Injury Management and Workers Compensation Act 1998 (NSW)

VARIATION

Council reserves the right to review, vary or revoke this policy.