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# Wellington City Council Health and Wellbeing Strategy

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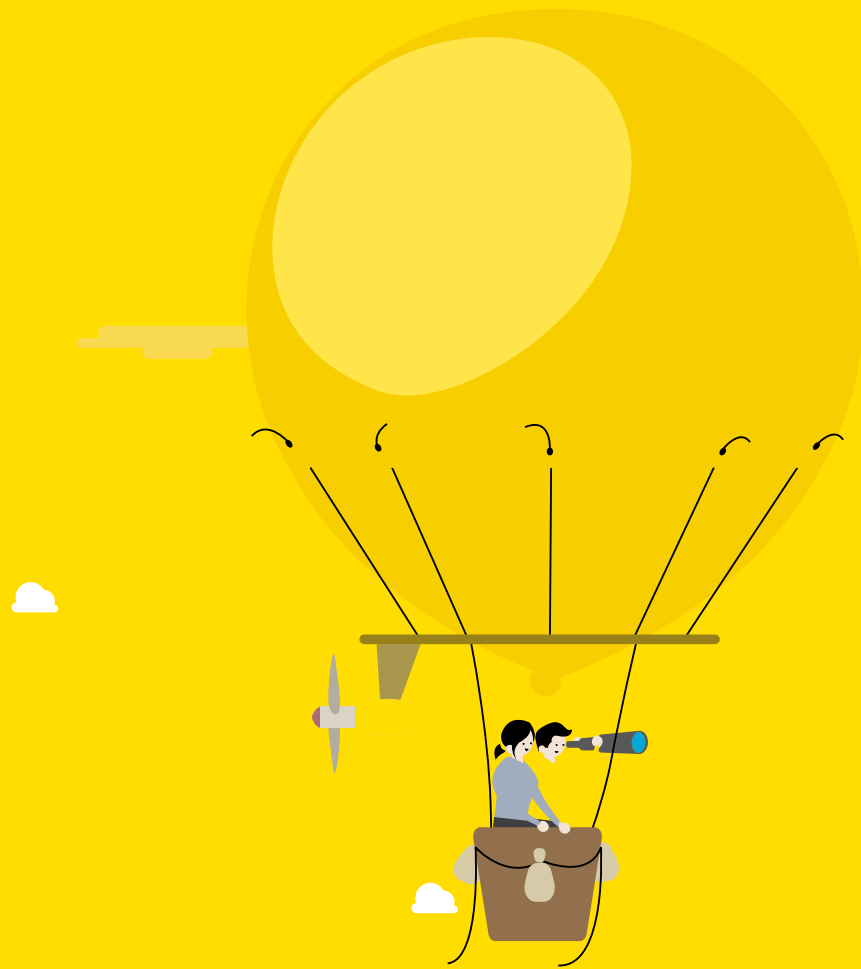
TO TATOU MANA TANGATA  
OUR PEOPLE ARE OUR STRENGTHS

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# Purpose



The purpose of the strategy is to ensure Wellington City Council staff are proactive and take responsibility for their holistic health and wellbeing.

Our organisation wants staff to adopt a prevention before cure approach and the strategy includes four action areas as a guide.

The Council is committed to both enabling staff to be proactive and to being responsive to the individual health and wellbeing needs of all staff.

# Action Areas

There are four holistic health and wellbeing action areas to focus on.

The four Action Areas are:

1.



### Heart Health

Physical activity and healthy nutrition.

2.



### Mental Wellbeing

Work purpose (belief, engagement, commitment), work security (physical, financial and emotional), relationships (family, work and community), connectedness and resilience

3.



### Musculoskeletal

Improvement of musculoskeletal (muscles and bones) health

4.



### Smoke free, Drug and Alcohol

Drug and alcohol education, rehabilitation and lifestyle changes.



# Framework

## 1. Intersection Points

To achieve Council-wide engagement with the Health and Wellbeing Strategy, we have identified two key intersection points between the organisation and the employee where this can occur. These are as follows:

### i. Induction/Onboarding (Head Start programme)

Part of the Health and Safety induction for new employees will cover wellbeing. This will include a conversation around the strategy and the four action areas.

### ii. MAP (My Accountability Plan)

Managers can take the opportunity to talk with their employees about Council's Health and Wellbeing Strategy. As an example, this could include consideration of progress against the four action areas if the staff member is comfortable to do so.

## 2. Wellbeing Resource Guides

### A. Manager's Health and Wellbeing Information Template

To support the manager's discussions with the employee around their health and wellbeing, an information template is included in the Tools section at the end of this document (see page 9).

### B. Health and Wellbeing Wheel

To enable our organisation to support individual employees to measure their own health and wellbeing, a self-assessment tool called the Health and Wellbeing Wheel has been designed. The Wheel is included in the Tools section and is a "take-home" document for the employee to use to set personal wellbeing goals (see page 10).

## 3. Delivery

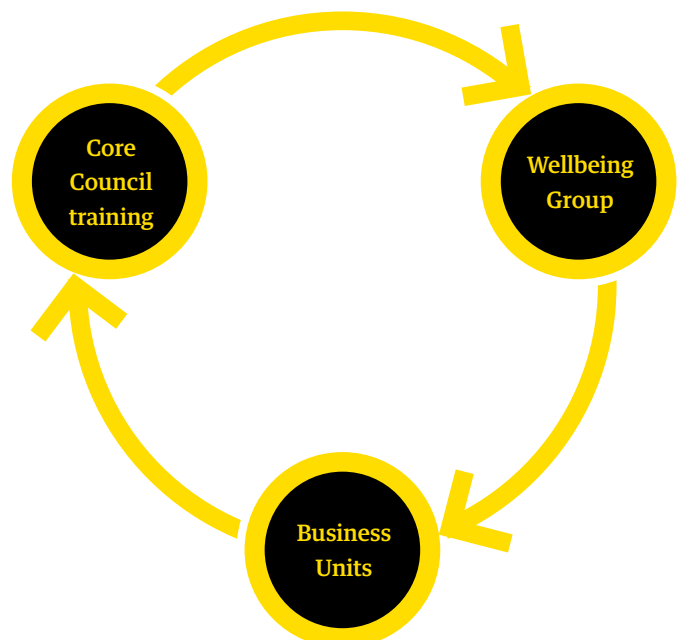
As programmes are identified and delivered, there will be opportunity to work smarter in delivery across our organisation. We will do this through the three areas of connectedness as follows:

### i. Wellbeing Group (see page 6)

### ii. Business Units

### iii. Core Council training

The diagram below recognises how the three areas feed off and influence each other. Programmes developed in one area can be potentially borrowed and adapted to meet a need in another area. In this way, resources are not wasted in developing programmes that may already exist in an area and lessons learned around delivery can be used for improvement.



## 4. Measure, Evaluate and Report

The Council recognises the importance of measuring and evaluating the success of the strategy.

To do this we need to be able to measure the success of any wellbeing programmes we offer at the Council.

- i. To help teams evaluate a wellbeing programme we have included an evaluation template in the Tools section (see page 12).
- ii. We have also included an evaluation feedback summary which is to be forwarded to the Health, Safety and Wellbeing team once it has been completed using the information from the individual evaluations collected (see page 13).

### Why we need this feedback

We want to be able to offer the best, most effective wellbeing programmes across the Council and to streamline the number of programmes offered.

Other valuable measures of wellbeing will include:

- Biannual external climate survey (inaugural survey completed in 2015)
- In between the climate survey, a health and wellbeing internal survey
- EAP - Council's Employee Assistance Programme
- Leave
- Turnover
- Drug and alcohol programme
- Early intervention programme
- Work related injury claims.

Reporting on the results of the strategy, action areas and programmes will be presented to ELT, H+S Steering Group and made available to the wider Council.





# Wellbeing Group Terms of Reference

## Structure of the Wellbeing Group

The Wellbeing Group's formal structure will ensure programme delivery is less ad hoc and more connected to the business units and core Council training. To achieve structure we adopt the Terms of Reference as follows:

### 1. Purpose

To identify and support the delivery of programmes and initiatives across the Council.

### 2. Approach

To assist in deciding what programmes/initiatives to support, the wellbeing group will be guided by the following;

- i. Those programmes/initiatives that will respond to known health and wellbeing risks for the Council
- ii. Those programmes/initiatives that have tangible benefits for the Council.

### 3. Output

The wellbeing group will measure, evaluate and report on programme delivery, including to ELT.



### 4. Structure

The Wellbeing Group structure will be as follows:



#### The Wellbeing Group

Volunteers from across Council (including from outlying facilities where possible) who have an interest in being wellbeing champions, as well as at least one Health, Safety and Wellbeing Advisor. The group will meet once a month.



#### ELT sponsor

Member of ELT. The sponsor will be kept informed of progress through reporting and will have an 'open' invitation to attend Wellbeing Group meetings.



#### Health and Safety Reps

A dedicated Wellbeing Group agenda item at each of the Health and Safety Rep quarterly forums to allow for discussion. A Health, Safety and Wellbeing advisor and a Wellbeing Group member will attend the Health and Safety Rep quarterly forums to link the two groups.

## 5. Information Sharing and Communication:

The Wellbeing Group communication of programme delivery will be achieved by the following:

- 1 StaffNet
- 2 One Story (wider-Council)
- 3 Other media e.g. Yammer
- 4 Wellbeing Group actions<sup>1</sup>
- 5 H+S notice boards
- 6 H+S Reps Group email distribution
- 7 Reporting through to Council's H+S Steering Group
- 8 Reporting through to ELT (monthly H+S report).

1 e.g. posters in common workspaces, email distribution through own business units etc.



# **Tools**





# 1. Manager's Health and Wellbeing Information Template

## Purpose

To guide and support managers, if they choose to talk with their staff about health and wellbeing issues.

A MAP meeting is viewed simply as an opportunity for health and wellbeing to be discussed - should there be a need or desire on either the part of the manager or the staff member - and if it is otherwise difficult to find time to talk about them.

Health and wellbeing issues are not assessed under the MAP process.

## 1. WCC Health and Wellbeing Strategy

### Strategy Purpose

Prevention before cure: being preventative and proactive about our people's health and wellbeing. The Council will enable employees to be proactive and to take responsibility for their holistic health and wellbeing through the strategy. The Council is committed to being responsive to your individual wellbeing needs.

### Please:

- a) Give copy of the strategy to employee; and
- b) Discuss the strategy purpose.

## 2. The Four Action Areas



### Heart Health

Physical activity and healthy nutrition e.g. are you taking breaks away from your desk or resting from physical work activities? Are you stretching, getting fresh air outside, having less coffee and more water, plenty of fruits/veges and healthy snacks?



### Smokefree, Drug and Alcohol

Do you smoke cigarettes and do you want to quit? Do you want confidential support around drinking too much or recreational drug use?



### Mental Wellbeing

How is your work/life balance, are you getting enough sleep, are you socially/ recreationally doing things to make you feel happier and well?



### Musculoskeletal

What does your weekly activity look like, are you exercising on average 2.5 hours per week and are you doing exercises/classes to improve strength and flexibility?

## 3. Employee Health and Wellbeing Wheel - a self-assessment tool

Please give a copy of the "wheel" to your employee. The "wheel" is not a performance tool. It is intended to be something they can take away and use for their own personal wellbeing assessment.

## 4. Does your employee know about the following resources?

- HR Team and Health, Safety and Wellbeing Team
- Health and Safety Reps and the Council Wellbeing Group
- EAP
- Early Intervention
- Wellbeing overview on Staffnet

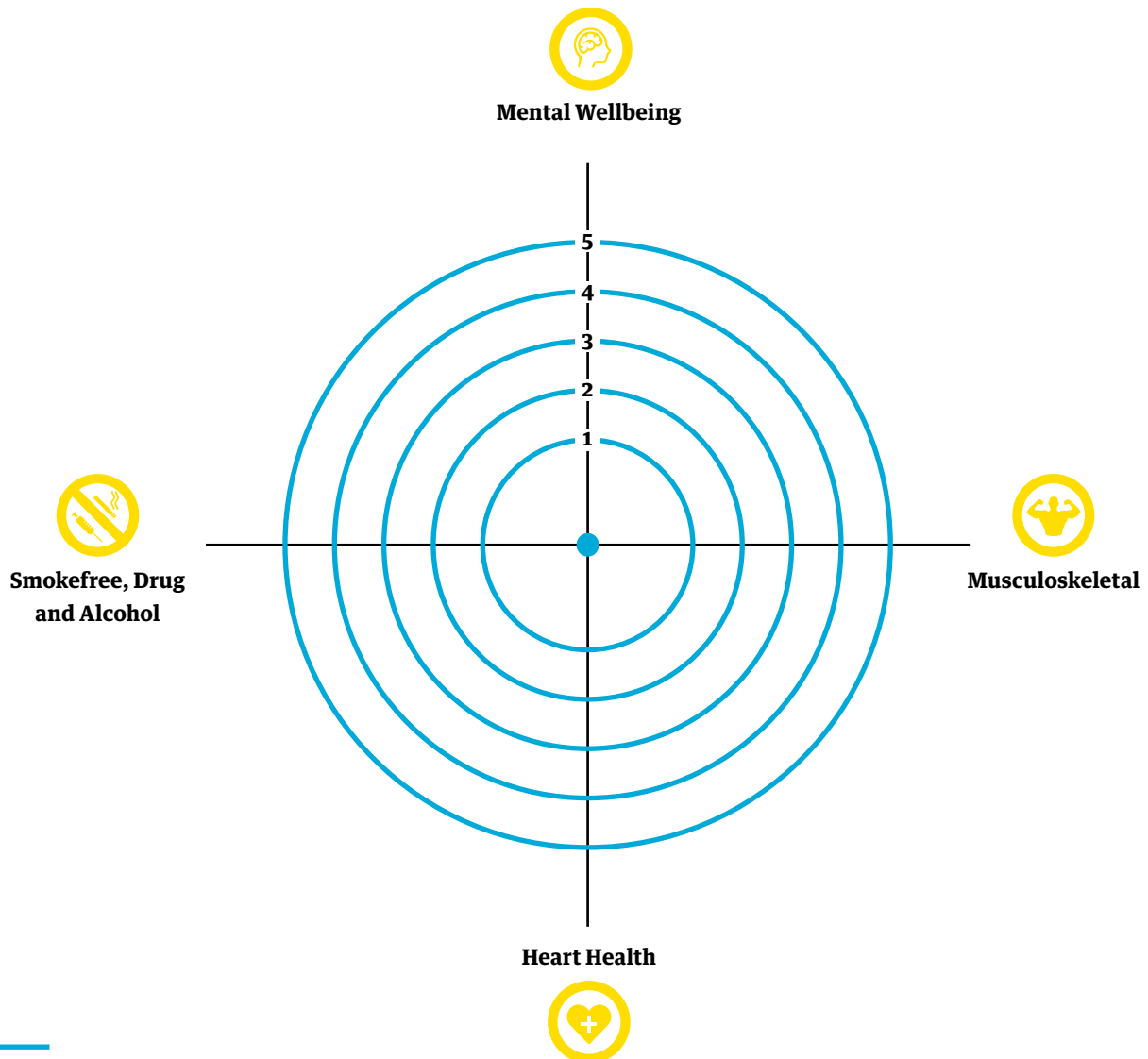


## 2. Health and Wellbeing Wheel

### A Self-Assessment Tool from the Health and Wellbeing Strategy

Where do you place yourself on the scale of 1-5 (1 being Low and 5 being High) in the four Action Areas of well-being?  
(Please see the assessment guide - on the next page - to help place yourself on the circle below)

Now, in a different coloured pen, where would you like your responses to sit on the scale? What can you do to achieve this?



#### Scale

- 1 = Low (You might need to work on this)
- 5 = High (You are at your optimum)

# Self-assessment Guide

## 1. Mental Wellbeing

- a) Are you getting enough sleep?
  - b) In the last year have you experienced mental health issues e.g. depression, anxiety and/or high stress levels?
  - c) Are you working too much?
  - d) Do you enjoy recreational activities to enhance your wellbeing?
  - e) Are you socially active?
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## 2. Musculoskeletal

- a) On average would you say you do at least 2.5 hours of physical activity per week e.g. 30 minutes a day on 5 days or more?
  - b) Would you do at least 2½ hours of moderate or 1¼ hours of vigorous activity spread throughout your week?
  - c) If you are in a physically demanding role, do you do relevant strength training or activities to help prevent injuries at work. e.g. exercises that increase core strength, arm and leg muscle tone?
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## 3. Heart Health

- a) Are you maintaining a healthy bodyweight?
  - b) Are you drinking 8-10 glasses of water each day?
  - c) Are you having too much sugar?
  - d) Are you eating your daily recommended amounts from the four food groups; vegetables (3 serves) and fruit (2 serves), grain foods (6), milk and milk products (2), legumes/nut/seeds/fish (2) + other seafood/ eggs or poultry (chicken) or red meat with fat removed (1)?
  - e) Are you sitting too much at work?
  - f) Are you taking micropauses from your work (physical or deskbound) and stretching?
  - g) When was the last time you had your blood pressure checked and/or had a health risk assessment for diabetes and heart disease from your doctor?
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## 4. Smoke free, Drug and Alcohol

- a) Are you smoking cigarettes?
- b) Are you drinking too much?
- c) Are you using recreational drugs?



### 3. Workshop Evaluation (participant)

Workshop title \_\_\_\_\_

Name (optional) \_\_\_\_\_

Date \_\_\_\_\_

*Please tick the box most relevant for you*

#### Was the content of this workshop relevant to you and/or your situation?

Not relevant

Somewhat Relevant

Relevant

Very Relevant

#### Overall how did you rate this workshop?

Not relevant

Average

Good

Very Good

Excellent

#### Overall how did you rate the trainer?

Not relevant

Average

Good

Very Good

Excellent

#### How could we make this workshop even better for you?

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#### What are your key lessons that you will apply from this workshop?

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#### Would you recommend this training to a colleague?

Yes

No



## 4. Workshop Evaluation Summary (organiser)

Please email this summary to:  
**BUS: Health, Safety and Wellness**

Please complete the following:

**1. Workshop details: workshop name and description and the provider details**

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**2. Council Organiser**

Who from the Council organised the workshop.

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**3. Total participant numbers**

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**4. Strategy action area identified (may be more than one)**

e.g. choose from the following what the workshop falls under;

Heart Health

Smoke free, drug and alcohol

Social and emotional wellbeing

Musculoskeletal

**5. Feedback summary**

Please record any written feedback received in the evaluations

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**6. Based on the feedback gathered, please comment on whether the course was beneficial**

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