

Moira Shire Council – Health and Wellbeing Program

MENTAL WELLBEING

EMPLOYEE ASSISTANCE PROGRAM



The Employee Assistance Program (EAP) is a confidential counselling service to support the well-being of their employees in both work-related and personal matters. Moira Shire Council's EAP provider is Relationship Matters.

Employees and their immediate family members who reside in the same household are each eligible for 6 free EAP sessions per year.

To request an EAP appointment, call Relationship Matters on 03 8650 6262 or request an appointment online at: <https://relationshipmatters.com.au/request-eap-appointment/>

MENTAL HEALTH FIRST AID TRAINING AND OFFICERS



Moira Shire offers Mental Health First Aid Training to all staff on an annual basis. This course is designed to provide employees with essential skills to support colleagues facing mental health challenges. Staff who complete the training become designated Mental Health First Aid Officers who can recognise signs of mental distress and provide initial support.

People and Culture organises this training once a year. The training will be advertised in the staff newsletter with instructions to sign up.

HEALTHY MINDS PROGRAM



Moira Shire Council participates in a program called Healthy Minds. This program educates staff on how to proactively manage and maintain good mental health. The leadership team has done additional Healthy Minds training which was designed to provide them with knowledge of their responsibilities around mental health and wellbeing of their staff.

R U OK? DAY

R U OK?[™]

A conversation could change a life.

Moirā Shire Council actively participates in R U OK? Day to raise awareness about mental health and the importance of checking in on one another. We believe that a supportive environment goes beyond just one day it's a responsibility we encourage every day. Encouraging open conversations and providing resources for mental well-being, we strive to create a culture where everyone feels comfortable sharing their feelings and supporting each other, reinforcing our dedication to each employee's overall health and happiness.

PHYSICAL WELLBEING

DISCOUNTED GYM MEMBERSHIPS



Moira Shire Council offers full time and part time employees discounted gym memberships at the following locations:

- Club Barooga (Barooga Sporties)
- Focus Yarrowonga
- Priority Yarrowonga
- Inshape Numurkah
- Future Fitness Cobram

To sign up, fill out a gym membership deduction form which is available on the intranet and submit the completed form to Payroll@moira.vic.gov.au.

ONSITE PHYSIOTHERAPIST



Moira Shire Council offers weekly onsite visits from a licensed physiotherapist to promote employee health and well-being. These sessions provide personalised assessments and treatment plans.

To request an appointment with the onsite physiotherapist, email peopleandculture@moira.vic.gov.au.

ANNUAL SKIN CHECKS



Moira Shire Council offers free annual skin checks for all employees. We recognise the importance of early detection in preventing skin cancer and other skin-related issues, which is why we offer these checks as part of our health initiatives.

OHS organises the skin checks each year. When appointments are available, the information will be sent in an all-staff email and advertised in the staff newsletter.

INFLUENZA VACCINATION



Moira Shire Council offers an annual flu vaccination to all staff. This aims to protect employees from seasonal influenza and reduce the risk of illness in the workplace.

The influenza vaccinations are organised by our Community Wellbeing Department usually as Winter is approaching each year. An all-staff email with the link to book your appointment will be sent out.

DRUG AND ALCOHOL TESTING



Moira Shire Council provides a safe and healthy work environment by implementing random alcohol and drug testing for all employees.

This initiative is designed to ensure the well-being of our team and the integrity of our workplace. By conducting these tests, we promote accountability and reinforce our commitment to maintaining high safety standards. We believe that an alcohol and drug-free workplace is essential for the health and safety of all employees.

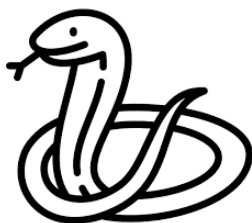
RUN CLUB



On Wednesdays a group of staff go for a lunch time run together. Typically, the run is between 2-3km, and the group departs around 12:30pm from in front of the main office in Cobram.

To join run club, contact Bonnie Sykes from People and Culture. All fitness levels and running speeds are welcome to join.

SNAKES AND SPIDERS' SAFETY TRAINING



Training is provided on snakes and spiders safety. This training educates employees on identifying potentially dangerous species, understanding their behaviours, treating bites.

Through this training we aim to create a safer work environment, particularly for staff working in outdoor settings. This training is organised by People and Culture every second year and will be advertised in the staff newsletter.

SUNSMART TRAINING



At Moira Shire Council we offer SunSmart training every second year to educate staff about sun safety and skin protection. This training focuses on understanding the risks associated with UV exposure, recognising the importance of protective measures, and promoting healthy practices in outdoor work environments. This training is organised by People and Culture and will be advertised in the staff newsletter.

FIRST AID AND CPR TRAINING



FIRST AID

First Aid and CPR training is provided to staff who are First Aid Officers and for staff in other designated roles.

First aid training courses enhance employee safety by equipping them with essential knowledge and skills for life-saving interventions during medical emergencies at work.

People and Culture organises the First Aid training each year and will send invitations directly to staff who are required to do this training.

HEARING AND VISION TESTS



Moirra Shire Council provides hearing and vision tests for staff in designated roles each year. These tests are coordinated by the OHS.

Regular screenings help keep track of staffs hearing and vision to ensure they can work safely and to note any changes to vision or hearing that need to be managed.

STEP TEMBER STEP CHALLENGE



Moirra Shire Council runs an annual step challenge in September where staff sign up to participate and then log their steps each day throughout the month. Whoever has the most steps at the end of the month wins!

There is also a weekly group walk throughout the month of September to encourage staff to get outside for a stroll on their lunch break. Step Tember is coordinated by People and Culture and will be advertised in the staff newsletter when registration opens.

FINANCIAL WELLBEING

SUPERANNUATION INFORMATION SESSIONS



Every six months Vision Super runs Superannuation information sessions to help staff understand their retirement savings and boost their financial knowledge.

These sessions cover important topics such as how superannuation works, ways to maximise contributions, and methods for checking and managing superannuation details effectively. These sessions are coordinated by People and Culture and are advertised in the staff newsletter.

SPLIT PAY INTO DIFFERENT ACCOUNTS



Moira Shire Council allows employees to split their pay into up to three bank accounts. Your pay will be split into the additional accounts first and then the remaining amount will be paid into your primary bank account.

To request to split your pay into multiple accounts, complete the 'Banking instructions Form' which is available on the intranet and return the form to payroll@moira.vic.gov.au.

INCREASE SUPERANNUATION CONTRIBUTIONS



Employees can make additional superannuation contributions by downloading the 'Deduction Superannuation' form from the intranet and returning their signed and completed form to payroll@moira.vic.gov.au.

SALARY PACKAGING AND NOVATED LEASES



Moira Shire Council has a partnership with Salary Packaging Plus. Salary Packaging options include novated leases, remote area housing benefits, and more. To investigate your salary packaging options and potential benefits, contact Salary Packaging Plus directly on 1300 408 046.

OTHER

MOIRA SHIRE COUNCIL SERVICE RECOGNITION



Moira Shire Council takes great pride in recognising the dedication and contributions of our employees through our Service Recognition Program. This initiative celebrates the hard work and commitment of our team members, acknowledging milestones and achievements that reflect our values and culture. By honouring their efforts, we aim to raise a sense of belonging and appreciation, motivating everyone to continue striving for excellence together.

LEADERSHIP EMPOWERMENT AND ADVANCEMENT PROGRAM (LEAP)



Our organisation is committed to growing future leaders through our Leadership Empowerment and Advancement Program (LEAP). This initiative is designed to empower employees with the skills, knowledge, and experiences necessary to enter into and thrive in leadership roles.

By investing in our team's growth, we aim to build a strong leadership pipeline that drives our organisation's success and enhances our workplace culture.

FLEXIBLE WORK ARRANGEMENTS



Moira Shire Council offers flexible work arrangements including a 9-day fortnight, the option to purchase additional leave, working from home, and flexible hours to support work-life balance. These arrangements allow employees to modify their schedules to better fit personal commitments.

To apply for a flexible work arrangement, complete a Flexible Working Arrangement application form which is available on the intranet and provide it to your supervisor for approval.