

NORTHERN MIDLANDS COUNCIL
HUMAN RESOURCES POLICIES & PROCEDURES



Policy Name: Employee (Christmas Bonus) Gift Card Policy
 Policy Owner: People & Culture Business Partner
 Originated Date: June 2018
 Amended Date/s:
 Review Date/s: December 2020
 Publication Sources: 15/013 - Human Resources Policies & Procedures
 02/03/01/01 – Human Resources – Employee
 Infonet / Documents / Human Resources – Policies
 Works Depot, Childcare Facility & Pool Locations

1. AUTHORITY & APPLICATION:

Definitions

Council - Northern Midlands Council.

Councillor - an elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a Councillor as defined under section 3 of the *Local Government Act 1993 (TAS)*.

Employee - a person who carries out work for Council as an employee of Council.

Gift Card – is a prepaid stored-value card issued by a retailer to be used as an alternative to cash for purchases within a particular store.

Infringing Workplace Behaviour - any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.

Industrial Instrument – an instrument recognised under the *Fair Work Act 2009* that has legal application with respect to minimum entitlements to those employees covered within its scope (e.g. Award or Enterprise Agreement).

Manager/Supervisor - a person at the workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.

Policy - this Policy including the Authority and Application.

Workplace - a place where work is carried out for Council.

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Training

Council will provide all persons covered by this Policy with the appropriate training so they are made aware of their responsibilities and obligations under the Policy.

Amendment

Council retains the sole discretion to reasonably vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.

Interpretation of Policy

The singular includes the plural and vice versa.

A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacement or re-enactments of any of them.

A reference to a policy or procedure means any approved policies or procedures of Council unless otherwise stated.

'Including' and similar expressions are not words of limitation.

A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.

Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.

Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.

Unless expressly provided for, this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency.

It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of applicable laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant applicable laws, operational and personal circumstances.

Questions relating to the interpretation, application or enforcement of this Policy should be directed to the person's manager/supervisor or the People & Culture Business Partner.

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Reporting of Breaches

Persons covered under the paragraph 'Coverage' must reasonably report breaches of this Policy to the employee's applicable manager/supervisor.

Breach of this Policy

Persons covered under the paragraph 'Coverage' who breach this Policy may (as is appropriate) be subject to appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure.

2. PURPOSE:

This Policy provides a framework and guidelines pertaining to the issue of gift cards to employees in the month of December each year, as a Christmas bonus.

3. COVERAGE:

This Policy applies to all permanent full-time and part-time employees of the Northern Midlands Council (Council).

For the avoidance of doubt this Policy does not apply to Councillors.

4. GUIDELINES:

Permanent full-time and part-time employees of Council will be issued with a gift card during December each year, which is considered a Christmas bonus for staff and a token of appreciation for the employee's efforts throughout the year.

Employees who have been engaged by Council on a casual basis are not eligible to receive a gift card and similarly, permanent employees who are on unpaid leave at the time of issue will not be given a Christmas bonus gift card.

Managers at their discretion may issue a gift card to others in the workplace, where they would like to recognise and reward performance throughout the year.

As Council likes to give back to the businesses within the municipality, recipients will be able to choose a gift card from the following stores: Hill Street, Longford, Beer, Wine & Spirits, Longford, Swift Meats, Longford and IGA, Campbell Town. The value of the gift card will be determined by the Northern Midlands Council Enterprise Agreement and have a three-month expiry date for employees to use.

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Policy Name:	Diversity Policy
Policy Owner:	People & Culture Business Partner
Originated Date:	June 2018
Amended Date/s:	
Review Date:	December 2020
Applicable Legislation:	<i>Age Discrimination Act 2004 (Cth)</i> <i>Anti-Discrimination Act 1998 (TAS)</i> <i>Australian Human Rights Commission Act 1986 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Fair Work Act 2009 (Cth)</i> <i>Local Government Act 1993 (TAS)</i> <i>Racial Discrimination Act 1975 (Cth)</i> <i>Sex Discrimination Act 1984 (Cth)</i> <i>Work Health & Safety Act 2012 (TAS)</i> <i>Workers Rehabilitation & Compensation Act 1988 (TAS)</i>
Publication Sources:	15/013 - Human Resources Policies & Procedures 02/03/01/01 – Human Resources – Employee Infonet / Documents / Human Resources – Policies Works Depot, Childcare Facility & Pool Locations

1. AUTHORITY & APPLICATION:

This Policy should be considered in the context of the following policies and procedures:

- Communications & Social Media
- Disciplinary
- Employee Code of Conduct
- Fitness for Work
- Issue Resolution
- Performance Management
- Workplace Behaviour

Definitions

Council - Northern Midlands Council.

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Employee - a person who carries out work for Council as an employee of Council.

General Manager - the General Manager of Council as appointed under section 61 of the *Local Government Act 1993 (TAS)*.

Industrial Instrument – an instrument recognised under the *Fair Work Act 2009* that has legal application with respect to minimum entitlements to those employees covered within its scope (e.g. Award or Enterprise Agreement).

Infringing Workplace Behaviour - any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.

Manager/Supervisor - a person at the workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.

Other Persons at the Workplace - any person at the workplace who is not a worker including visitors and ratepayers.

Policy - this Policy including the Authority and Application.

Principles of Diversity – the principles outlined under clause six in this Policy.

Worker - a person, other than a Councillor, who carries out work in any capacity for Council, including work as:

- an employee
- a contractor or subcontractor
- an employee of a contractor or subcontractor
- an employee of a labour hire company who has been assigned to work at Council
- an outworker
- an apprentice or trainee
- a student gaining work experience
- a volunteer
- Councillor

Workplace - a place where work is carried out for Council.

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Training

Council will provide all persons covered by this Policy with the appropriate training so they are made aware of their responsibilities and obligations under the Policy.

Amendment

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Interpretation of Policy

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Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.

Unless expressly provided for, this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency.

It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of applicable laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant applicable laws, operational and personal circumstances.

Questions relating to the interpretation, application or enforcement of this Policy should be directed to the person's manager/supervisor or the People & Culture Business Partner.

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Reporting of Breaches

Persons covered under the paragraph 'Coverage' must reasonably report breaches of infringing workplace behaviour as follows:

For breaches by:

- an employee (other than the General Manager or other workers) the report must go to the reporting person's applicable manager/supervisor
- the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and

as otherwise required or permitted by applicable laws.

Breach of this Policy

Persons covered under the paragraph 'Coverage' who engage in infringing workplace behaviour may (as is appropriate) be subject to appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons at the workplace). Infringing workplace behaviour may also amount to breaches of applicable laws:

- exposing individuals to legal proceedings and
- making Council vicariously liable for the conduct of others

2. PURPOSE:

The aims of this Policy are to:

- promote diversity in the workplace, including recognising, valuing and utilising the diversity of workers
- highlight Council's responsibilities and commitment as an employer in relation to diversity in the workplace
- highlight the expectations and responsibilities of workers in relation to promoting diversity in the workplace
- ensure that employees understand their obligations and do not engage in infringing workplace behavior
- confirm expectations regarding appropriate behaviours and that Council will not tolerate infringing workplace behavior
- provide a broad, overarching Policy that incorporates or overlaps some elements of other policies; and
- operate in conjunction with applicable laws, industrial instruments and related documents

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3. COVERAGE:

This policy covers and applies to employees in relation to behavior at the workplace; the performance of work for or in connection with Council; and conduct outside the workplace or working hours if the acts or omissions:

- a) are likely to cause serious damage to the relationship between Council and workers or other persons at the workplace; or
- b) are incompatible with a worker's duty to Council or employment relationship or engagement; or
- c) damage or are likely to damage Council's interest or reputation.

For the avoidance of doubt this Policy does not cover or apply to a Councillor.

4. REQUIREMENTS:

Employees must comply with this policy, applicable laws, the Principles of Diversity and not directly or indirectly engage in or encourage infringing workplace behaviour.

Manager's/Supervisor's are required to reasonably promote this Policy within their area of responsibility and take reasonable steps to ensure that any breaches or potential breaches of this Policy are identified, taken seriously and acted upon appropriately.

Employees are required to utilise the Issue Resolution Policy if they reasonably suspect workers or other persons at the workplace have engaged or are engaging in infringing workplace behavior. However, complaints which are vexatious, frivolous or otherwise not made in good faith will constitute a breach of this Policy.

5. WHAT IS DIVERSITY?

Diversity is recognising the characteristics that make individuals unique; recognising that all workers can make and are encouraged to make contributions in the workplace and providing a sustainable work environment for contributions to exist.

Some of the individual characteristics of diversity include but are not limited to:

- age
- gender
- ethnicity
- language
- life or work experience
- nationality
- cultural background
- sexuality
- religious beliefs or other ideologies; and

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- family status

6. PRINCIPLES OF DIVERSITY:

The following Principles of Diversity apply:

All people are different and are valued for their differences based on performance, capability and potential.

Individuals should be treated with respect and dignity.

Decisions should be based on merit, fairness and individual and organisational requirements in relation to all areas of employment and the workplace, including:

- recruitment and selection
- training and development
- appointment to positions and promotion
- flexible work arrangements; and
- leave availability

Diversity should be promoted by recognising the value in individual characteristics and understanding how best to manage them within the workplace; and everyone can make contributions and should be encouraged to make contributions.

7. MEASUREMENT:

Diversity in the workplace will be reasonably evaluated and reviewed by Council to monitor the effectiveness of this Policy.

Manager's/Supervisors may be required from time to time to report on diversity in the workplace.

Council will review reports on diversity in the workplace and, where necessary, will set reasonable targets to give effect to this Policy.

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Policy Name:	Manual Handling & Personal Protective Equipment Policy
Policy Owner:	People & Culture Business Partner
Originated Date:	June 2018
Amended Date/s:	
Review Date:	December 2020
Applicable Legislation:	<i>Age Discrimination Act 2004 (Cth)</i> <i>Anti-Discrimination Act 1998 (TAS)</i> <i>Australian Human Rights Commission Act 1986 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Fair Work Act 2009 (Cth)</i> <i>Local Government Act 1993 (TAS)</i> <i>Racial Discrimination Act 1975 (Cth)</i> <i>Sex Discrimination Act 1984 (Cth)</i> <i>Work Health & Safety Act 2012 (TAS)</i> <i>Workers Rehabilitation & Compensation Act 1988 (TAS)</i>
Publication Sources:	15/013 - Human Resources Policies & Procedures 02/03/01/01 – Human Resources – Employee Infonet / Documents / Human Resources – Policies Works Depot, Childcare Facility & Pool Locations

1. AUTHORITY & APPLICATION:

This Policy should be considered in the context of the following policies and procedures:

- Business Dress
- Disciplinary
- Employee Code of Conduct
- Fitness for Work
- Issue Resolution
- Performance Management
- Sun Protection
- Work Health & Safety
- Workplace Behaviour

Definitions

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Employee - a person who carries out work for Council as an employee of Council.

General Manager - the General Manager of Council as appointed under section 61 of the *Local Government Act 1993 (TAS)*.

Industrial Instrument – an instrument recognised under the *Fair Work Act 2009* that has legal application with respect to minimum entitlements to those employees covered within its scope (e.g. Award or Enterprise Agreement).

Infringing Workplace Behaviour - any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.

Manager/Supervisor - a person at the workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.

Manual Handling – any activity involving the use of force exerted by a person to lift, move, lower, push, pull, carry, hold or restrain any object, including a person or animal.

Other Persons at the Workplace - any person at the workplace who is not a worker including visitors and ratepayers.

Policy - this Policy including the Authority and Application.

Personal Protective Equipment (PPE) – personal protective equipment used or worn by a person to minimise risk to a person's health or safety including a wide range of clothing and safety equipment. PPE includes: boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses, sun protection and high visibility clothing.

Risk Assessment – the process of estimating the magnitude of risk and deciding what actions will be taken.

Worker - a person, other than a Councillor, who carries out work in any capacity for Council, including work as:

- an employee
- a contractor or subcontractor
- an employee of a contractor or subcontractor
- an employee of a labour hire company who has been assigned to work at Council
- an outworker
- an apprentice or trainee

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- a student gaining work experience
- a volunteer
- Councillor

Workplace - a place where work is carried out for Council.

Training

Council will provide all persons covered by this Policy with the appropriate training so they are made aware of their responsibilities and obligations under the Policy.

Amendment

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Interpretation of Policy

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It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of applicable laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner

that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant applicable laws, operational and personal circumstances.

Questions relating to the interpretation, application or enforcement of this Policy should be directed to the person's manager/supervisor or the People & Culture Business Partner.

Reporting of Breaches

Persons covered under the paragraph 'Coverage' must reasonably report breaches of infringing workplace behaviour as follows:

For breaches by:

- an employee (other than the General Manager or other workers) the report must go to the reporting person's applicable manager/supervisor
- the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and

as otherwise required or permitted by applicable laws.

Breach of this Policy

Persons covered under the paragraph 'Coverage' who engage in infringing workplace behaviour may (as is appropriate and as applicable) be subject to appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons at the workplace). Infringing workplace behaviour may also amount to breaches of applicable laws:

- exposing individuals to legal proceedings and
- making Council vicariously liable for the conduct of others

2. PURPOSE:

The aims of this Policy are to:

- assist Council to create and manage a safe working environment and safe systems of work
- ensure that manual handling hazards are systematically identified, assessed and controlled in the workplace
- ensure that appropriate PPE measures are used by workers

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- ensure that workers receive appropriate training in methods of manual handling and PPE; and
- operate in conjunction with applicable laws, industrial instruments and related documents.

3. **COVERAGE:**

This policy covers and applies to workers.

For the avoidance of doubt this Policy does not cover or apply to a Councillor.

4. **REQUIREMENTS:**

Workers are required to comply with this Policy.

Workers (unless otherwise notified in writing) are required to adhere to lawful and reasonable directions regarding compliance with this Policy.

Managers/Supervisors are required to reasonably promote this Policy within their area of responsibility and take reasonable steps to ensure that any breaches of this Policy are identified, taken seriously and acted upon appropriately.

5. **MANUAL HANDLING:**

Managers/Supervisors are responsible for:

- establishing that work practices involving manual handling are, as far as reasonably practicable, safe and without risk to health and safety
- ensuring mechanical aids and equipment used for manual handling meets the relevant Australian Standards
- performing a risk assessment on all manual handling tasks that are likely to be a risk to health and safety or developing appropriate standard operating procedures; and
- ensuring appropriate training is provided for workers in their designated area and that records are maintained.

Workers are responsible for:

- abiding by safe work practices and procedures as developed by Council
- participating in appropriate training and applying that training
- participating in manual handling risk assessments conducted as directed; and
- advising their Manager/Supervisor if they have any concerns about manual handling risks.

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6. PERSONAL PROTECTIVE EQUIPMENT (PPE):

Council are responsible for providing PPE to workers that is suitable having regard to the nature of the work and any hazard associated with the work.

Council must ensure PPE is maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it.

Council are responsible for ensuring workers are instructed and trained in the proper use and wearing of PPE and the storage and maintenance of PPE.

Council shall provide adequate storage for PPE.

Council will provide shaded areas or temporary shade where possible.

Council are also responsible for providing training to workers to enable them to work safely in the sun; and provide appropriate sun protective PPE including:

- sun protective work clothing
- sun protective hats
- sunglasses; and
- sunscreen

Managers/Supervisors are responsible for performing a risk assessment to identify specific tasks that require PPE to be worn and determining suitable PPE.

Managers/Supervisors will ensure that workers are fitted with PPE and it is reasonably comfortable for the worker to use or wear it and monitor all workers use of PPE to ensure it continues to be used where necessary.

Managers/Supervisors are also responsible for encouraging workers to move jobs to shaded areas, where this is practically possible and identifying and minimising contact with photo sensitising substances.

Workers are responsible for using or wearing the PPE in accordance with any information, training or reasonable instruction from Council or their Manager/Supervisor.

Workers must store PPE appropriately and not intentionally misuse PPE.

Workers must report any damage to or defect in any PPE or a need to clean or decontaminate any of the PPE of which the worker becomes aware.

Workers are responsible for ceasing to perform designated work reliant on PPE and in the interim performing reasonable alternate duties, which are not reliant on PPE where the

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required PPE is damaged, defective or contaminated until the required PPE is replaced or clean.

Workers must cooperate with all measures introduced by Council to minimise the risks associated with exposure to solar ultraviolet radiation and comply with instructions and advice in regard to the use of sun protection control measures.

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Policy Name:	Work Health & Safety Policy
Policy Owner:	People & Culture Business Partner and Work Health & Safety Officer
Originated Date:	August 2015
Amended Date/s:	January 2017; May 2018
Review Date:	January 2020
Replaced Policy:	Policy 12 – Occupational Health & Safety
Applicable Legislation:	<i>Age Discrimination Act 2004 (Cth)</i> <i>Anti-Discrimination Act 1998 (TAS)</i> <i>Asbestos Related Diseases (Occupational Exposure) Compensation Act 2011</i> <i>Australian Human Rights Commission Act 1986 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Fair Work Act 2009 (Cth)</i> <i>Local Government Act 1993 (TAS)</i> <i>Long Service Leave Act 1976</i> <i>Racial Discrimination Act 1975 (Cth)</i> <i>Sex Discrimination Act 1984 (Cth)</i> <i>Work Health & Safety Act 2012 (TAS)</i> <i>Workers (Occupational Diseases) Relief Fund Act 1954</i> <i>Workers Rehabilitation & Compensation Act 1988 (TAS)</i>
Publication Sources:	15/013 - Human Resources Policies & Procedures 02/03/01/01 – Human Resources – Employee Infonet / Documents / HR – Policies Works Depot, Childcare Facility and Pool Locations

1. AUTHORITY & APPLICATION:

This Policy should be considered in the context of the following policies and procedures:

- Alcohol & Other Drugs
- Communications & Social Media
- Disciplinary
- Employee Code of Conduct
- Fitness for Work
- Health & Wellbeing

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- Induction
- Issue Resolution
- Performance Management
- Plan Management
- Smoke Free
- Sun Protection
- Training & Development
- Working in Remote & Isolated Areas
- Workplace Behaviour

Definitions

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Employee - a person who carries out work for Council as an employee of Council.

General Manager - the General Manager of Council as appointed under section 61 of the *Local Government Act 1993 (TAS)*.

Infringing Workplace Behaviour - any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.

Manager/Supervisor - a person at the workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.

Officer – an officer within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth other than a partner in a partnership; or an officer of the Crown within the meaning of section 247 of the *Work Health and Safety Act 2012 (TAS)*; or an officer of a public authority within the meaning of section 252 of the *Work Health and Safety Act 2012 (TAS)* – other than an elected member of a local authority acting in that capacity (which includes a Councillor).

Other Persons at the Workplace - any person, other than a Councillor at the workplace who is not a worker including visitors and ratepayers.

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Policy - this Policy including the Authority and Application.

Worker - a person who carries out work in any capacity for Council, including work as:

- an employee
- a contractor or subcontractor
- an employee of a contractor or subcontractor
- an employee of a labour hire company who has been assigned to work at Council
- an outworker
- an apprentice or trainee
- a student gaining work experience
- a volunteer or
- a Councillor

Workplace - a place where work is carried out for Council.

Training

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Amendment

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Questions relating to the interpretation, application or enforcement of this Policy should be directed to the person's manager/supervisor, the Work, Health & Safety Officer or the People & Culture Business Partner.

Reporting of Breaches

Persons covered under the paragraph 'Coverage' must reasonably report breaches of infringing workplace behaviour as follows:

For breaches by:

- an employee, worker (other than the General Manager) or other person at the workplace the report must go to the reporting person's applicable manager/supervisor
- the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and

as otherwise required or permitted by applicable laws.

Breach of this Policy

Persons covered under the paragraph 'Coverage' who engage in infringing workplace behaviour may (as is appropriate and as is applicable) be subject to appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure (employees) or removal from the workplace or termination of services (workers, other than employees and other persons at the workplace). Infringing workplace behaviour may also amount to breaches of applicable laws:

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- exposing individuals to legal proceedings and
- making Council vicariously liable for the conduct of others

2. PURPOSE:

The purpose of this Work Health and Safety Policy is to:

- recognise Council's commitment to providing a safe and healthy workplace for workers and other persons at the workplace whose health, safety or wellbeing could be at risk through the work they do or that they are exposed to
- direct and guide workers and other persons at the workplace regarding action considered reasonably practicable to protect health and safety
- operate with any applicable laws or policies and procedures
- comply with applicable laws through implementing:
 - appropriate plans, policies and procedures and programs to support and implement this Policy
 - measurable safety performance objectives and targets
 - training on health and safety matters relevant to Council work
 - induction programs
 - consultation, cooperation and coordination processes
 - reporting of all hazards, incidents, accidents and, near misses
 - adequate resources
 - monitoring, reviewing and verification of Council systems
 - corrective action where it is identified that the acts or omissions of persons are putting themselves at risk

Council recognises its duty of care under the *Work Health & Safety Act 2012 (TAS)* and will provide a fair and flexible approach to work, health and safety activities that takes into consideration the individual, operational and environmental circumstances.

3. COVERAGE:

This Policy covers and applies to workers and other persons at the workplace in relation to all work, health and safety matters.

4. REQUIREMENTS:

Workers and other persons at the workplace must comply with this Policy.

Workers and other persons at the workplace are required to meet their duty of care obligations and to be accountable for their own health, safety and wellbeing, as well as the health, safety and wellbeing of others at the workplace.

NORTHERN MIDLANDS COUNCIL
HUMAN RESOURCES POLICIES & PROCEDURES



Workers and other persons at the workplace (unless otherwise notified in writing) are required to adhere to lawful and reasonable directions, policies and procedures regarding compliance with this Policy and health and safety generally.

Managers/Supervisors are required to:

- promote this Policy within their area of responsibility
- take reasonable steps to ensure that any potential breaches of this Policy are identified, taken seriously and acted upon appropriately and
- where applicable, if and as officers meet their due diligence obligations

Compliance with legislative requirements in regards to work health and safety is the minimum standard acceptable to Council and we recognise that all persons are required to contribute to this to achieve this objective. Anyone found to be in breach of this Work Health and Safety Policy may be subject to disciplinary action, up to and including termination of employment.

5. APPROVAL AUTHORITY:

Name: Des Jennings
 Signature: 
 Position: General Manager, Northern Midlands Council
 Date: 17 May 2018