



07 August 2019

Mr Colin Kane
Director Environment and Planning
Greater Hume Council
39 young Street
Holbrook NSW 2644

Dear Colin,

I write to you on behalf of the Holbrook Early Learning Centre. As a registered charity and not-for-profit organisation, we focus on providing quality early education opportunities to our community.

Recently, we lodged a development application to update our centre with a covered walkway and pergola. Our assessment number is 10052140 and our fee came to \$793.00

We would like to ask for any concessions which may be available for our organisation. We respect this may not be available, however given the chance, the funds will be reallocated to educational resources.

Thank you in advance for your consideration,

Sincerely,

A handwritten signature in black ink, appearing to read "Milli Cann".

Milli Cann

Treasurer, on behalf of
Holbrook Early Learning Centre Management Committee

Employee Health Monitoring Procedure

1. Purpose

The purpose of this procedure is to provide for the identification, health maintenance and required monitoring and reporting of health monitoring for Greater Hume Council employees who are potentially exposed to health risks during the course of their work. This procedure also enables any adverse health effects arising from exposure to hazards to be detected and managed at an early stage and to ensure appropriate control measures are in place.

2. Scope

This procedure applies to all employees working in positions identified as having potential exposure to health risks.

3. Definitions

Health Monitoring is a systematic approach to check on a worker's health status due to exposure to certain substances or hazards in the workplace.

Health Provider is a health person or organisation who will carry out the required health monitoring. A health provider can be a medical practitioner, audiologist etc. who is registered and experienced in health monitoring.

Immunisation is the process of inducing immunity to an infectious agent by administering a vaccine through an appropriate method (e.g. taking the vaccine orally, by injection, etc.).

PCBU is an acronym for Person Conducting a Business or Undertaking, where a person may be an organisation or individual. Council is a PCBU. Other organisations or individuals may hold shared responsibilities as a PCBU depending on the arrangement with Council.

Worker has the same meaning as Worker under Section 7 of the Work Health and Safety Act 2011, being: 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 in the person's business or undertaking; an outworker; an apprentice or trainee; a student gaining work experience; a volunteer; or a person of a prescribed class.

Safety Data Sheet (SDS) is a reference document that provides information on the properties of hazardous chemicals and the effects on a worker's health if exposed. It includes safe handling and storage procedures, emergency procedures and disposal considerations.

4. Responsibility

As detailed in the Risk and WHS Responsibility Authority and Accountability Procedure, with specific requirements, as follows:

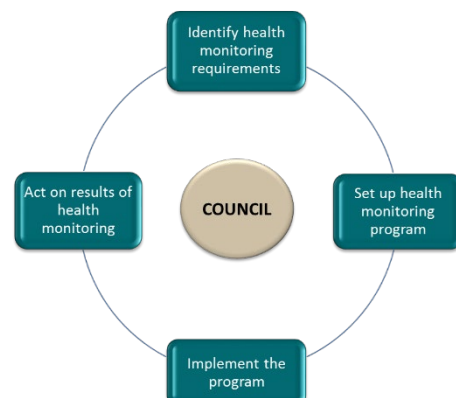
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5. Procedure Instruction

5.1 Health Monitoring Process

Council will develop and implement a health monitoring process that involves the following steps:

1. Identify Health Monitoring Requirements
2. Set up Health Monitoring Program
3. Implement the Program
4. Act on Results of Health Monitoring



Document Name	Version Number	Date of Issue	Review Date
CORP – Employee Health Monitoring Procedure	1.0.0	Click here to enter date	As Required

Employee Health Monitoring Procedure

5.2 Identify Health Monitoring Requirements

5.2.1 Mandatory Health Monitoring

Council will identify workers at risk, who require health monitoring which is mandatory under WHS legislation, including:

Type of Exposure	Working Conditions
Hazardous Chemicals listed in Schedule 14	<ul style="list-style-type: none"> • Any person using hazardous chemicals where health monitoring is required under Schedule 14 of the <i>WHS Regulation 2011 (NSW)</i>. This includes: <ul style="list-style-type: none"> ○ Asbestos ○ Lead ○ Silica ○ Organophosphate pesticides <p>(Refer to “Schedule 14 of the <i>WHS Regulation 2011 (NSW)</i>” in Appendix A and the “Asbestos Exposure Checklist” in Appendix B)</p>
Hazardous Chemicals other than those listed in Schedule 14	<ul style="list-style-type: none"> • Workers exposed to hazardous chemicals which are not listed under Schedule 14 of the <i>WHS Regulation 2011 (NSW)</i> but may require health monitoring. (Refer to the “Health Monitoring Flowchart for Non-Schedule 14 Chemicals” in Appendix C)
Noise Exposure	<ul style="list-style-type: none"> • Workers who are frequently required to use personal hearing protection. This generally involves workers who are exposed to noise levels equivalent to 85 decibels or above over an 8-hour period

5.2.2 Non-Mandatory Health Monitoring

In addition, Council will offer health monitoring to workers exposed to the following hazards:

Type of Exposure	Working Conditions
UV Exposure	<ul style="list-style-type: none"> • Workers who work outdoors for all or part of the day including: <ul style="list-style-type: none"> ○ Pool Attendants ○ Waste Depot Workers ○ Parks & Gardens Workers ○ Rangers ○ Infrastructure Staff ○ Lifeguards
Biological Exposure	<ul style="list-style-type: none"> • Workers in certain occupations who are at risk of exposure to communicable diseases. This includes: <ul style="list-style-type: none"> ○ Those working with infectious organisms ○ Those working with human blood or body fluids (e.g. Water

Employee Health Monitoring Procedure

	<p>& Sewage workers)</p> <ul style="list-style-type: none"> ○ Those working with animals ○ Those working with children ○ First aid attendants ○ Urban and maintenance workers (e.g. working with litter or soil) <p>(Refer to the “ Extract from The Australian Immunisation Handbook” in Appendix D)</p>
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5.3 Set up Health Monitoring Program

Council will set up the health monitoring program through the following steps:

1. Establish register of health providers
2. Consult with the worker
3. Establish a health monitoring schedule

5.3.1 Establish Register of Health Providers

The Risk & Safety Coordinator will establish and maintain a register of approved health providers to carry out health monitoring specific to the identified hazards (e.g. chemicals, asbestos, noise or UV exposure). As part of this process, the Risk & Safety Coordinator will carry out an interview with the proposed health provider to gain information about their health monitoring process. Where possible, Council will also obtain recommendations from other councils or companies.

On approval of a health provider, the Risk & Safety Coordinator will record the following information in the register:

- Contact details
- Specialisation and qualifications
- Information required by health provider
- Description and frequency of tests
- Lead time for appointments
- Costs

5.3.2 Consult with the Worker

The Risk & Safety Coordinator will provide the worker with information about the health monitoring requirements before they start work in an identified area or tasks.

During consultation, the Risk & Safety Coordinator will advise the worker of the following:

- Council's health monitoring program, its aims and benefits
- The legal requirements for health monitoring
- The areas or tasks where they are exposed to hazards that may require health monitoring
- General information on possible health effects from exposure
- How to report symptoms
- How health providers are chosen
- That payment of associated health monitoring costs that will be borne by Council
- Any requirements for them to see a doctor or specialist
- The record keeping requirements and its confidentiality.

Prior to organising an appointment to commence health monitoring, the worker must be consulted regarding the selection of the registered medical practitioner who will supervise or perform the health monitoring.

The Risk & Safety Coordinator will make the appointment with the appropriate health provider and inform the worker's supervisor of appointment details.

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If a worker disagrees with the proposed requirements for health monitoring, the relevant manager shall request the worker to document this in writing and provide it to their supervisor and the People & Culture Officer.

5.3.2 Establish a Health Monitoring Schedule

The frequency of a health monitoring schedule will be determined by the health provider and/or as specified in the WHS legislation for the type of exposure. (refer to the 'Frequency of Health Monitoring Guide' in Appendix E).

Based on the required frequency of testing, the Risk & Safety Coordinator will establish a schedule that includes the following:

- Personal details – name, position, department, contact number
- Type of monitoring required
- Frequency of monitoring
- Due dates
- Dates attended

Council will also establish a baseline assessment prior to the start of work (pre-employment) and at the termination of work (exit-employment) involving the exposed hazard.

3.4 Implement the Program

The Risk & Safety Coordinator will implement the program through the following steps:

1. Reviewing the schedule each month and identifying any health monitoring due
2. Notifying the relevant worker and their supervisor/manager
3. Making an appointment with the health provider, allowing sufficient time to allow for any long lead times to make an appointment
4. Providing (if applicable) to the health provider the following:
 - Referral form letter
 - Work and Council details
 - A list of the hazardous chemicals that the worker is exposed to and the dates that the worker last used the chemicals
 - The work which has triggered the requirement for health monitoring
 - If the worker has started that work, how long the worker has been carrying out that work
 - The SDS for the chemical(s)
 - Copies of any risk assessments
5. Updating the schedule of any changes made, recording date of appointments attended and entering next due date.

3.5 Act on Results of Health Monitoring

Council will take the following actions on receipt of the health monitoring report and its outcomes:

Health Monitoring Report

On receipt of the health monitoring report, the Risk & Safety Coordinator will check that it contains the following:

- Name of the worker and date of birth
- Name, registration number and signature of the health provider
- Name and address of Council
- Date when the health monitoring was carried out
- Date and type of any sampling done (e.g. blood, urine)
- Test results – advice, recommendations or medical counselling required

As soon as practicable, the Risk & Safety Coordinator will provide a copy of the report to:

- The worker who was assessed
- Any other PCBUs who have a duty to provide health monitoring for the worker

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Adverse Health Monitoring Outcomes

If the health monitoring report or audiometric assessment indicates an adverse outcome, Council will:

- Consult with the worker and health provider about necessary actions required
- Address the recommendations within the report. This may include providing treatment, ongoing monitoring or implementing changes within the workplace or to the worker's job to prevent further exposure
- Provide a copy of the health monitoring or assessment report to SafeWork NSW if it involved asbestos or other Schedule 14 chemicals.

4. Record Keeping for Health Monitoring

The Risk & Safety Coordinator will keep records for health monitoring as follows:

- The records will be classified as highly confidential and will be kept separate from other personnel files in a secure location. The types of records to be kept are:
 - Monitoring schedules
 - Individual reports
 - Associated documents (e.g. referral letters)
- Health monitoring records relating to asbestos shall be kept for at least 40 years after the record is made
- All other health monitoring records shall be kept for at least 30 years after the record is made.

5. Review of the Health Monitoring Program

Council will review the health monitoring program if:

- There are legislative changes that affect the health monitoring process
- There are any new or updated SDS relevant to Council
- There are new testing requirements for health monitoring
- Additional information on health hazards becomes available from any regulators

In addition, Council will review the effectiveness of the health monitoring program at least every 2 years including a review of:

- Compliance and timely implementation of the health and monitoring schedule
- Adverse outcomes and recommendations of health monitoring reports
- The suitability and effectiveness of risk control measures.

6. Training

Insert Content

7. Links to Policy

Work Health & Safety Policy

Workplace Health and Injury Management Policy

8. Links to Other Procedures

Risk & WHS Responsibility and Accountability Procedure

9. Links to Forms

Asbestos Exposure Checklist

10. References

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulations 2017 (NSW)
- Hazardous Chemicals Requiring Health Monitoring – SafeWork Australia, March 2013
- Code of Practice – Managing the Risks of Hazardous Chemicals in the Workplace 2012
- Health Monitoring for Exposure to Hazardous Chemicals – Guide for PCBU – Safe Work Australia February 2013

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- Health Monitoring for Exposure to Hazardous Chemicals – Guide for Workers – Safe Work Australia February 2013
- Health Monitoring for Exposure to Hazardous Chemicals – Guide for Medical Practitioners – Safe Work Australia February 2013
- Nation Occupational Health and Safety Commission Guidelines for Health Monitoring NOHSC : 7039 (1995)
- Australian Standard – AS/NZS 1269.4.2005 Occupational Noise Management – Audiometry Assessment
- Code of Practice – Managing Noise & Preventing Hearing Loss at Work
- Code of Practice – How to Manage & Control Asbestos in the Workplace 2011
- The Australian Immunisation Handbook – 10th Edition.

11. Relevant Legislation

Work Health & Safety Act 2011

Work Health & Safety Regulation 2017

12. Associated Records

Civica/ Authority Skills Register

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Appendices

Appendix A – Schedule 14 of the WHS Regulation 2017

The following hazardous chemicals are listed in Schedule 14 of the WHS Regulation 2017 and may require health monitoring:

Chemical	Tasks that may expose workers to chemical	Council positions that may expose worker to chemical
Acrylonitrile	<ul style="list-style-type: none"> The major uses of acrylonitrile are in the manufacture of polymers, resins, plastics and nitrile rubbers. 	<ul style="list-style-type: none"> Unlikely exposure
Arsenic (Inorganic)	<ul style="list-style-type: none"> Application of insecticides that may contain lead arsenate, calcium arsenate, arsenic trioxide and pentoxide Application of weed killers, rat poison, fungicides containing copper aceto-arsenite or Paris green Removal of old wood which may have contained arsenic wood preservatives 	<ul style="list-style-type: none"> Parks & Garden workers Construction workers Building maintenance workers
Asbestos	<ul style="list-style-type: none"> Removal of asbestos building materials Building maintenance activities on building that contain asbestos Removal of pipes which contain asbestos Road building or excavation works where there is a likelihood of naturally occurring asbestos Post emergency clean ups involving materials containing asbestos Working with asbestos waste 	<ul style="list-style-type: none"> Building maintenance workers including painters, electricians, etc. Water and Sewer maintenance workers Road crews Emergency clean-up crews Waste recovery workers
Benzene	<ul style="list-style-type: none"> Handling of petrol that contains benzene (e.g. filling road tankers with petrol) Working on motor vehicle fuel systems Firefighting – emission from burning synthetic polymers 	<ul style="list-style-type: none"> Plant maintenance workers Motor mechanics Emergency firefighting workers
Cadmium	<ul style="list-style-type: none"> Welding, soldering, oxy cutting Solid waste recovery of paints and plastics containing cadmium 	<ul style="list-style-type: none"> Workers who weld, solder or oxy cut (e.g. motor vehicle body repairers & plumbers) Waste recovery workers

Employee Health Monitoring Procedure

Chromium (Inorganic)	<ul style="list-style-type: none"> Welding and cutting stainless steel, chromium steel Working with cement that contains a chromium additive Working on copper chrome arsenate preserved timber 	<ul style="list-style-type: none"> Workers who weld or cut stainless steel or chromium steel (e.g. building maintenance) Concrete workers Parks & garden workers who work on preserved timber
Creosote	<ul style="list-style-type: none"> Cutting of timber preserved with creosote Cleaning wharfs and pilings that were treated with creosote 	<ul style="list-style-type: none"> Parks & garden workers who work on preserved timber Wharf and bridge workers
Crystalline silica	<ul style="list-style-type: none"> Crystalline silica is found in varying proportions in aggregates, mortar, concrete and stone Concrete and stone work Excavation Paving and surfacing Abrasive blasting 	<ul style="list-style-type: none"> Concrete workers Excavation workers Paving labourers Motor vehicle body repairers
Isocyanates	<ul style="list-style-type: none"> Spray painting using two pack paints with isocyanate harder 	<ul style="list-style-type: none"> Motor vehicle body repairers
Lead (inorganic)	<ul style="list-style-type: none"> Lead battery waste handling, repair and recovery Lead paint removal 	<ul style="list-style-type: none"> Waste recovery workers Painters and building maintenance workers
Mercury (inorganic)	<ul style="list-style-type: none"> Working with vegetation (usually only used on sugar cane) that has been sprayed with mercury fungicides Waste recovery of fluorescent lamps or electrical meters 	<ul style="list-style-type: none"> Parks & Garden workers Waste recovery workers
4,4'-methylene bis(2-chloroaniline) [moca]	<ul style="list-style-type: none"> MOCA is a substance used as a curing agent in polyurethane production 	<ul style="list-style-type: none"> Unlikely exposure
Organophosphate Pesticides (OP)	<ul style="list-style-type: none"> Pest control operators who use OP every day Waste recovery of Organophosphate Pesticides 	<ul style="list-style-type: none"> Parks & Garden workers Waste recovery workers
Pentachlorophenol (pcp)	<ul style="list-style-type: none"> PCP was once used as a preservative against timber-destroying fungi, sapstain moulds and some timber-boring insects and termites. Chloro Pentachlorophenol (PCP) is not currently approved for use as an agricultural or veterinary 	<ul style="list-style-type: none"> Unlikely exposure

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	chemical in Australia	
Polycyclic Aromatic Hydrocarbons (pah)	<ul style="list-style-type: none"> Working with asphalt road surfaces Motor Mechanical work on diesel engines 	<ul style="list-style-type: none"> Road crews Motor mechanics
Thallium	<ul style="list-style-type: none"> Thallium is used in laboratory analysis of rocks, ore and sand. Producing pigments and luminous paints 	<ul style="list-style-type: none"> Unlikely exposure
Vinyl Chloride	<ul style="list-style-type: none"> Vinyl Chloride is used in the production of polyvinyl chloride (PVC), in particular, during cleaning of autoclaves. 	<ul style="list-style-type: none"> Unlikely exposure

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Appendix B – Asbestos Exposure Checklist

Description of work location:			
Assessed by:		Date:	

If answered 'Yes' to any of the following, health monitoring should be implemented if asbestos exposure cannot be controlled

Hazard Identification Questions	Yes	No	Comments / Details
1. Do any workers carry out licensed asbestos work	<input type="checkbox"/>	<input type="checkbox"/>	If a worker is carrying out licensed asbestos removal work, the WHS Regulations require that health monitoring be conducted before starting the work and at regular intervals after commencing the asbestos-related work but at least once every two years.
2. Are maintenance workers, like electricians, working in areas where asbestos has not been removed, sealed or encapsulated?	<input type="checkbox"/>	<input type="checkbox"/>	The need for health monitoring for these workers should be determined on the basis of: <ul style="list-style-type: none"> The potential for exposure The frequency of potential exposure The duration of the work being undertaken
3. Are workers involved in fit out or demolition works where they may be exposed to asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	As above
4. Are workers installing, repairing or excavating pipes where they may be exposed to asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	As above
5. Are workers working in areas where unsealed or exposed friable asbestos exists?	<input type="checkbox"/>	<input type="checkbox"/>	As above
6. Are workers involved in resource recovery works where they may be exposed asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	As above
7. Are workers working in Telstra pits where they may be exposed to asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	As above
8. Are workers involved in clean up or remedial works after fire, storms or other events where they may be exposed to asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	As above

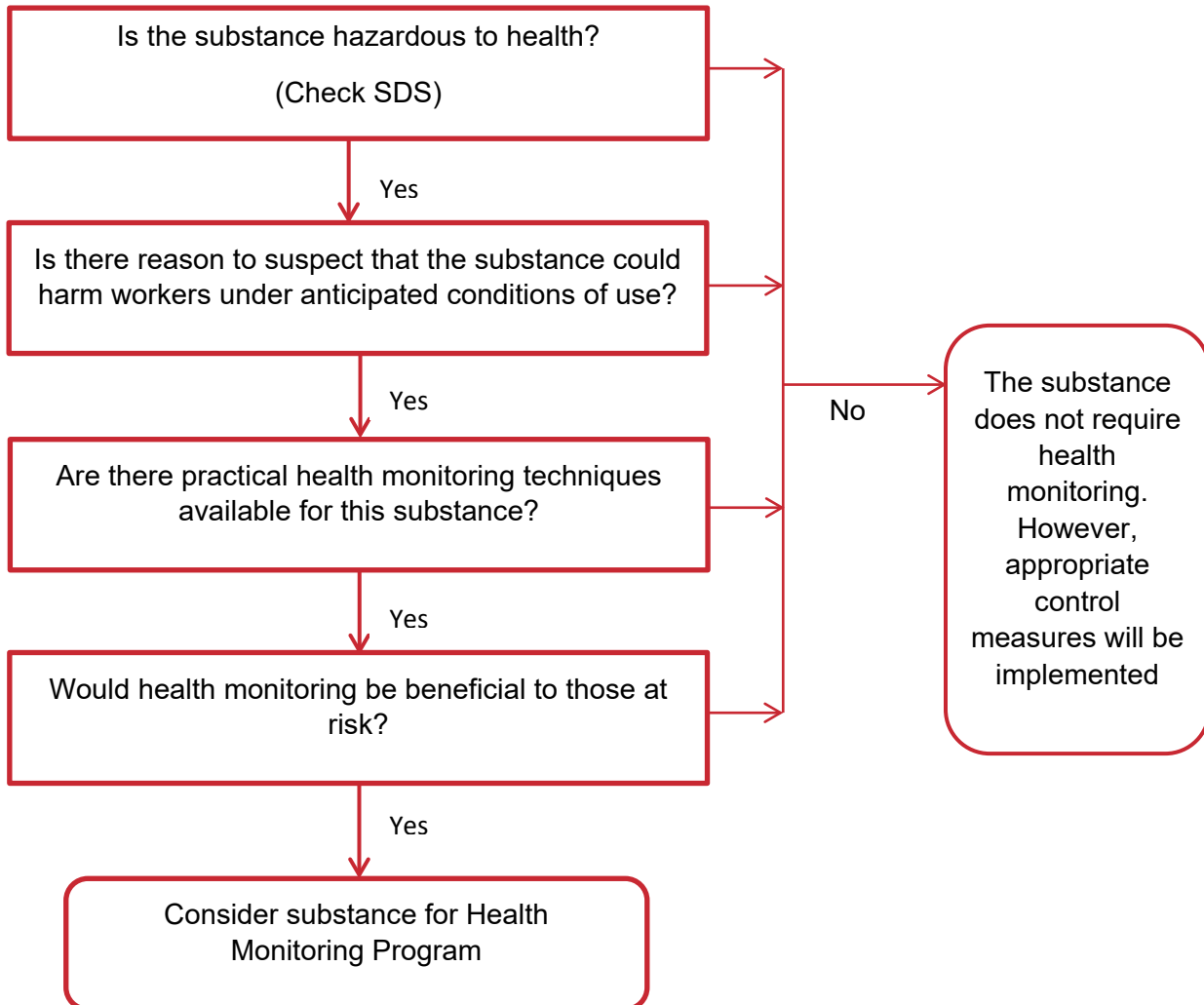
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Hazard Identification Questions	Yes	No	Comments / Details
9. Do workers do maintenance works on roads that have previously been filled with asbestos containing materials?	<input type="checkbox"/>	<input type="checkbox"/>	As above
10. Did workers previously work with asbestos lined brake pads?	<input type="checkbox"/>	<input type="checkbox"/>	As above

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Appendix C – Health Monitoring Flowchart for Non-Schedule 14 Chemicals

Use the flowchart below to determine if the hazardous chemical (not prescribed by Schedule 14 of the WHS Regulations 2011) requires health monitoring.



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Appendix D – Extract from the Australian Immunisation Handbook

The following information can be used to help identify Council employees that require vaccinations:

Occupation	Vaccine
Persons who work with children	
All persons working with children, including: <ul style="list-style-type: none"> staff and students working in early childhood education and care school teachers (including student teachers) outside school hours carers child counselling services workers youth services workers 	<ul style="list-style-type: none"> Influenza MMR (if non-immune) Pertussis (dTpa) Varicella (if non-immune)
Staff working in early childhood education and care	<ul style="list-style-type: none"> Vaccines listed for 'Persons who work with children', plus Hepatitis A
Carers	
Carers of persons with developmental disabilities	<ul style="list-style-type: none"> Hepatitis A Hepatitis B Influenza
Staff of nursing homes and long-term care facilities for persons of any age	<ul style="list-style-type: none"> Influenza MMR (if non-immune) Varicella (if non-immune)
Providers of home care to persons at risk of high influenza morbidity	<ul style="list-style-type: none"> Influenza
Persons who work with animals	
Livestock transporters Livestock saleyard workers	<ul style="list-style-type: none"> Q fever
Rangers & other outdoor workers who have contact with at-risk animals, including kangaroos and bandicoots	<ul style="list-style-type: none"> Q fever
Rangers & other outdoor workers who come into regular contact with bats (both 'flying foxes' and microbats)	<ul style="list-style-type: none"> Rabies

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Workers exposed to human tissue, blood, body fluids or sewage	
<p>Sewage Treatment Plant Operators, Plumbers or other workers in regular contact with untreated sewage</p> <p>First Aid Officers/personnel</p>	<ul style="list-style-type: none"> • Hepatitis A • Hepatitis B
Workers exposed to the risk of contracting tetanus	
<p>Workers who work with soil, horses or in dusty environments</p> <p>Workers who have high-risk wounds that are more likely to be infected with tetanus bacteria - e.g.</p> <ul style="list-style-type: none"> • compound fractures (the broken bone pierces the skin) • burns • animal bites • any type of penetrating wound, such as from a rusty nail or rose thorns • wounds contaminated with soil, horse manure or foreign objects such as wood fragments. 	<ul style="list-style-type: none"> • Tetanus (dT or dTpa)

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Appendix E – Frequency of Health Monitoring Guide

Type of Exposure	Frequency of Health Monitoring
Chemicals	<ul style="list-style-type: none"> • A baseline assessment conducted by a medical practitioner prior to the start of work • During periods of exposure to the hazardous chemical, particularly where excessive exposures occurs (e.g. following spills or loss of containment). The frequency of health monitoring required will depend on the type of chemical. (The medical practitioner is responsible for developing the schedule)
Asbestos	<ul style="list-style-type: none"> • A baseline assessment conducted by a medical practitioner prior to the start of work • Thereafter, on a regular basis and at least every 2 years. (The medical practitioner is responsible for developing the schedule)
Noise	<ul style="list-style-type: none"> • A baseline assessment conducted by an audiologist either prior to the start of work or within 3 months • A hearing test conducted at least every 2 years thereafter
UV Exposure	<ul style="list-style-type: none"> • Information provided at induction and/or during skin cancer checks on Sun Safety including self-checking for skin cancer • Bi-annual skin cancer checks for at-risk employees
Biological Exposure	<ul style="list-style-type: none"> • Health monitoring frequency based on the requirements of the treatment or vaccination (The medical practitioner is responsible for developing the schedule)

Employee Health Monitoring Policy

Document Name	Document Version Number	Review Date
Employee Health Monitoring Policy	1.0.1	May 2019
Date Adopted	Minute Number	Status
21 June 2017	4728	Updated policy

Purpose

The purpose of this policy is to provide for the identification, health maintenance and required monitoring and reporting of health monitoring for Greater Hume Shire Council employees who are potentially exposed to health risk during the course of their work.

Scope

All employees working in positions identified as having potential exposure to health risk.

Definitions

Asbestos Health Monitoring – as required by the *WHS Regulation 2011*

Audiometric (hearing) Testing – as required by the *WHS Regulation 2011*

Hazardous Chemical Health Monitoring (HazChem) – as required by the *WHS Regulation 2011*

Vaccination Childcare Worker – Measles, Mumps, Rubella, Whooping Cough, Chicken Pox

Vaccination Twinrix – Hepatitis A & B

Vaccination Tetanus

Vaccination (other) – eg: Zoonosis

Pathology – blood test to check/confirm vaccination immunity

Employee refers to an individual who works under a contract of employment with GHSC. For the purpose of this policy, this does not include: a contractor or subcontractor; an employee of a contractor or subcontractor; an employee of a labour hire company who has been assigned to work in the business or undertaking; a student gaining work experience; a volunteer; or a person involved with an employment scheme (such as work for the dole, etc).

GHSC means Greater Hume Shire Council or Council, ABN: 44 970 341 154.

Policy Content

Greater Hume Shire Council recognises the need to undertake periodic health monitoring to ensure that employee health has not been compromised by their work environment or potential exposure to hazardous work, chemicals, substances or pathogens.

In accordance with the relevant legislative requirements and in consultation with employees via the Risk & WHS Committee, Council will identify all positions where employee health maintenance and monitoring is required and implement a health monitoring program.

This program will include recurrent provisions, as required, for:

- relevant vaccinations and any related pathology screening
- asbestos health monitoring
- audiometric testing
- hazardous chemical health monitoring.

Council will ensure that health monitoring is performed in accordance with the relevant legislative requirement by an appropriately qualified medical / health practitioner at the Council's expense.

Health monitoring results will be available to the respective employees undertaking the monitoring and will remain confidentially with Council for the appropriate retention period. Generic (no name)

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results may also be used to determine if the level of protection provided is adequate, eg: for personal protective clothing and equipment, procedures, etc.

Health monitoring should not be perceived as a means of penalising employees for any health problems they may have developed (whether work-related or not), but as an effort to ensure optimum employee health and safety and continuous improvement of our health and safety system.

Legislated health monitoring included in this policy is mandatory and any refusal to participate must be provided in writing with supporting medical evidence. Refusal to undertake legislated health monitoring without reasonable cause will result in disciplinary action.

Links to Policy

Asbestos Policy
Injury Management Policy
Performance and Misconduct Policy
Risk Management Policy
Work Health and Safety Policy

Links to Procedure

Risk & WHS Responsibility and Accountability Procedure

Links to Forms

Nil.

References

Safe Work Australia, 2013, *Hazardous Chemicals Requiring Health Monitoring*, ISBN 978-1-74361-038-1

Responsibility

As detailed in the Risk & WHS Responsibility and Accountability Procedure.

Document Author

Risk & WHS Coordinator

Relevant Legislation

WHS Act 2011
WHS Regulation 2011

Associated Records

Greater Hume Shire Council – Risk & WHS Management System (RWHSMS)
Civica/Authority – Skills/Health Register

Signs as Remote Supervision Policy

Document Name	Document Version Number	Review Date
Signs As Remote Supervision Policy	1.0.3	October 2023
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Revised

Purpose

To provide guidelines for ensuring that Council and staff comply with the *Best Practice Manual – Signs as Remote Supervision* issued by Statewide Mutual and establish a simple, systematic and readily useable system to determine signage requirements for facilities such as reserves, parks, and pools, which are owned and/or operated by Council, or under the care and control of Greater Hume Council.

Scope

This Policy applies to:

- Identified public facilities where, due to their nature, access is open and uncontrolled;
- Staff involved in the assessment of facilities to determine the need for signage;
- Staff involved in the ongoing inspection and maintenance of signage.

Definitions

Council means Greater Hume Council (GHC), ABN: 44 970 341 154

GHC means Greater Hume Shire Council or Council, ABN: 44 970 341 154

Policy Content

Council shall use and refer to the procedures set out in the Statewide Mutual Best Practice Manual "Signs as Remote Supervision" in relation to its signs used as remote supervision. Such signage shall be used to direct, advise or warn members of the public of inherent dangers in the environment in which they are operating.

A regular inspection program of Council's remote supervision signage shall be included in risk inspections conducted by Council officers.

Areas of potential public liability exposure at river reserves and parks inadequately signposted shall, when Council becomes aware of a potential risk, be assessed with a view to:

- eliminate the risk using signs as remote supervision
- reduce the risk using signs as remote supervision
- accept the risk using signs as remote supervision.

Signs in existence currently not meeting the current best practice and/or Australian Standards shall be replaced as funds permit in priority order based on public usage of the respective areas and the rating formula detailed in the related procedure.

The relevant Council Manager shall seek an annual budget allocation from Council to be used for the replacement of old signs and the installation of new signs where areas of high risk are identified as per the procedures.

Signs as Remote Supervision Policy

Links to Policy

Risk Management Policy

Links to Procedure

Risk and WHS Responsibility Authority and Accountability Procedure
Signs as Remote Supervision Procedure

Links to Forms

Signs as Remote Supervision Assessment Form

References

AS/NZS ISO 31000:2009 Risk Management – principles and guidelines
Statewide Mutual – Best Practice Manual – Signs as Remote Supervision
Statewide Mutual – Best Practice Manual – Signs as Remote Supervision – supplement
AS 2342 Development, testing and Implementation of Information and Safety Symbols and Symbolic Signs
AS/NZS 2416 *Standard for Water Safety*

Responsibility

As detailed in the Risk and WHS Responsibility Authority and Accountability Procedure.

Document Author

Risk & Safety Coordinator

Relevant Legislation

1993 Local Government Act
Civil Liability Act 2002
WHS Act 2011 & associated Regulation

Associated Records

GHSC – RS Signage Register
GHSC – RS Signage Template – Large
GHSC – RS Signage Template – Medium
GHSC – RS Signage Template – Small

Emergency Planning Policy

Document Name	Document Version Number	Review Date
Emergency Planning Policy	1.0.1	October 2023
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Revised

Purpose

Greater Hume Council will ensure the health and safety of all employees, contractors and visitors in the event of an emergency at any of Greater Hume Council's permanent sites.

Scope

This Policy applies to all permanent sites at Greater Hume Council.

Definitions

Council means Greater Hume Council (GHC), ABN: 44 970 341 154.

Emergency Planning Committee (EPC) - Persons responsible for the documentation and maintenance of an Emergency Plan.

Emergency Control Organisation (ECO) – A person or persons appointed by the EPC to direct and control the implementation of the facilities emergency response procedures.

Policy Content

Greater Hume Council will support the need for a central Emergency Planning Committee that will consist of representatives from each permanent site and at least one representative from Council Management.

Council will support the need for an ECO for each permanent site and the need for each ECO to conduct emergency drills for each permanent site.

Council will ensure that during emergencies, instructions given by EC Opersonnel shall overrule normal management duties.

Council shall indemnify EPC and ECO personnel against civil liability resulting from workplace emergency response, assessment, education, training sessions, periodic exercises or emergency evacuation of a building where the personnel act in good faith and in the course of their emergency duties.

Links to Policy

Risk Management Policy
Work Health & Safety Policy

Links to Procedure

Emergency Planning Procedure

Links to Forms

Nil, at date adopted

References

AS4804:2001 OHS Management Systems
ISO31000:2009: Risk Management
AS3745:2010: Planning For Emergencies in Facilities

Responsibility

General Manager

Emergency Planning Policy

Document Author

Risk & Safety Coordinator

Relevant Legislation

Local Government Act 1993

Work Health & Safety Act 2011 & Associated Regulation

Associated Records

Emergency Management Plans (EMPs) for all Council Facilities

Evacuation plans for all Council Facilities

Draft



Greater Hume Shire
simply greater

COMPLAINTS AGAINST STAFF POLICY

POLICY NO:	22/76
POLICY TITLE:	COMPLAINTS AGAINST STAFF POLICY
SECTION RESPONSIBLE:	CORPORATE AND COMMUNITY SERVICES (HUMAN RESOURCES)
MINUTE NO:	460/1535
REVIEW DATE:	30TH JUNE, 2010

POLICY

This policy relates to complaints against staff. Council is committed to dealing with such complaints in a consistent and equitable manner which meets the requirements of the Local Government Act and also recognises the job responsibilities of staff.

Council recognises that occasions may arise when a member of the community or a client of Council may be dissatisfied with the performance or behaviour of a particular Council employee and wish to register a complaint.

An employee who is subject to a complaint investigation may be supported, including being accompanied by a union representative, throughout the process.

OBJECTIVE

To establish clear and equitable procedures for the handling of complaints against staff.

SCOPE OF POLICY

This policy applies to all Greater Hume Shire Council employees.

DEFINITIONS

- Complaint - any objection received or recorded by Council in writing.
- Staff Member - any employee of Council (permanent, temporary or casual).

COMPLAINTS AGAINST STAFF POLICY

ASSESSMENT OF COMPLAINT

The General Manager or relevant Director should assess any complaint made against a staff member to determine the validity of the complaint. Where the allegations made in the complaint have been found to be false, vexatious or misconceived, the Director or General Manager may dismiss the complaint without further investigation. Where the Director or General Manager has determined that further investigation is required, such investigation must be undertaken in line with the following Principles and Responsibilities.

PRINCIPLES

The General Manager, Directors and Human Resources are authorised to carry out investigations into complaints against Council staff members. Complaints should be treated by those receiving them as confidential documents and passed to the appropriate Director or Human Resources immediately on receipt.

Verbal or telephone complaints should be reduced to writing by the recipient. These written notes should be dealt with immediately by the Division Director.

Every effort should be pursued to have the complainant prepare and sign the complaint.

RESPONSIBILITIES

1. Employee:
 - take notes on any complaint received verbally or by telephone;
 - report matter to Director or Human Resources immediately; and
 - deliver any written complaint to Director or Human Resources immediately.
2. Director/Human Resources:
 - acknowledge receipt of complaint to complainant;
 - determine the terms of reference of any investigation
 - investigate complaint;
 - advise complainant of outcome; and
 - take action against employee if deemed necessary.
3. Responsibilities of Investigating Officers

It is the responsibility of the Investigating Officers to:

- a. Properly conduct and speedily conclude the investigation within the scope of the terms of reference;
- b. Advise the General Manager or Director of any limitations imposed by the terms of reference if such limitations are identified in the course of the investigation;
- c. Maintain thorough records, including statements of evidence, in support of the investigation process, investigation report and subsequent recommendations;

COMPLAINTS AGAINST STAFF POLICY

- d. Records must be kept indefinitely and stored in a secure location. The Records Officer will arrange for storage and access;
- e. Apply the principles of natural justice and procedural fairness to all parties involved at all stages of the investigation process;
- f. Provide the details of the allegation to the employee once the relevant evidence has been gathered;
- g. Advise the Director or General Manager immediately if the investigation process indicates that the matter should be referred to an external agency, for example the NSW Police Service, NSW Ombudsman etc; and
- h. Stress to all parties involved in the investigation process the need to maintain confidentiality;

4 Principles of Procedural Fairness

At all times throughout an investigation process, Council will:

- a. Inform the person who is the subject of an allegation the substance of the allegation made against them and provide them with a reasonable opportunity to put forward their opinion or version of events;
- b. Provide the person who is the subject of a complaint the opportunity to make submissions (regarding the allegations and proposed adverse findings), inform them of any appeal or review mechanisms, e.g. through industrial relations process, or to the Ombudsman where the employee has a complaint about the way the agency has handled the investigation into the allegation;
- c. Take necessary steps to protect the person who made the complaint from harassment, persecution, or vilification;
- d. Make reasonable enquiries or investigations before making a decision;
- e. Ensure that no person decides a case in relation to which they have a conflict of interest;
- f. Act fairly and without actual or perceived bias; and
- g. Conduct the investigation without undue delay.

COMPLAINTS AGAINST STAFF POLICY

CONFIDENTIALITY

All documents associated with Complaints against staff will be marked and treated as 'Confidential' at all times.

POLICY DOCUMENT CONTROL

GHS Complaints Against Staff Policy	First adopted	21 Dec 2005 Min 460
GHS Complaints Against Staff Policy	Readopted NO alterations	25 June 2008 Min 1535

Access to Information Policy

Document Name	Document Version Number	Review Date
Access to Information Policy	1.0.4	October 2023
Date Adopted	Minute Number	Status
23 October 2019	Insert Minute Number Here	Revised

Purpose

Greater Hume **Shire** Council is committed to being an open and accessible organisation. Managing and providing documents and information to the public is a complex issue having regard to the public interest and the obligations imposed upon Council by a range of legislation relating to privacy and access to Council information.

Greater Hume **Shire** Council is committed to the following principles regarding public access to information:

- open and transparent government;
- consideration of the overriding public interest in relation to access requests;
- proactive disclosure and dissemination of information;
- respect for the privacy of individuals.

The objective of this policy is to explain Council's principles regarding access to Council held information and Council documents together with facilitating the timely processing of request for such access. This policy is to be read in conjunction with Councils Publication Guide.

Scope

This policy applies to all members of the public wishing to access Council information, Councillors and Council employees.

Definitions

Record has the meaning given to that term in GIPA being:

any document or other source of information compiled, recorded or stored in written form or by electronic process, or in any other manner or by any other means.

Documents in the context of this policy refer to any information held on an official Council file or database, as well as informal files or databases maintained by Council Officers or Councillors.

Personal information has the meaning given to that term in PPIPA being:

personal information is defined to mean information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form.

Personal information does not "include information about an individual that is contained in a publicly available publication". Personal information, once it is contained in a publicly available publication, ceases to be covered by PPIPA.

Policy Content

Background

On 1 July 2010, Section 12 of the Local Government Act 1993 (LGA) and Freedom of Information Act 1989 (FOI) were replaced with the Government Information (Public Access) Act 2009 (GIPA) to provide a general right of access to information held by Council.

The introduction of the GIPA Act brings local authorities fully under the provisions of open government information access and Privacy and Personal Information Protection Act 1998 (PPIPA).

Access to Information Policy

Councils "Publication Guide" specifies the documents and types of information that are available for public access and any restrictions that may apply.

Documents required by law to be available for public inspection will be posted on the website, unless internet access poses an unacceptable risk of interference with privacy through potential data gathering and matching techniques or unless to do so would impose unreasonable additional costs on Council.

Other Council documents not posted on the website will be available for inspection unless disclosure on balance is contrary to the public interest.

Any member of the public may also lodge a formal application under the GIPA Act, which will be dealt with in accordance with the Act's provisions. Formal applications will not be required where documents are otherwise available in accordance with this policy.

Any individual has a lawful right to know what personal or health information Council holds about him or her, to access that information in accordance with the provisions of the Privacy and Personal Information Protection Act and the Health Records and Information Privacy Act, and to amend that information in certain circumstances.

Council has developed a Publication Guide to assist members of the public in understanding the types of information that is available from the council and how that information is made available.

The Publication Guide is available at Councils Offices and from the council's website.

The Publication Guide also lists the categories of documents not available because of legislative restrictions or because disclosure is likely to be contrary to the public interest. Documents of this kind include those that contain information about the personal affairs of other ratepayers, commercially sensitive information, or information which if disclosed would have an adverse effect on Council's law enforcement or other functions, such as the identifying particulars of complainants.

Council will assess all requests for access to documents and information in a timely manner and in accordance with the relevant legislation.

Depending upon the nature of the request and the form of access requested, charges may be applicable in accordance with Council's Schedule of Fees and Charges and any relevant legislation.

What Documents are freely available?

Council will promote disclosure and dissemination of information about its operations, plans and decisions and information that promotes community advancement. There are 4 ways to access government information as they are described as mandatory, proactive, informal and formal release.

Members of the public may inspect, free of charge, the current version of a document(s) listed in Schedule 5 Part 2 GIPA Regulations – Open access information of local authorities. The public may also inspect, free of charge, preceding versions of these documents, if those versions are reasonably accessible. Other Council held documents are also accessible, free of charge, other than those that are exempt from disclosure under Section 14 of the GIPA Act, which may include the following:

- a) where access to the information would, on balance, be contrary to the public interest
- b) any part of a document dealing with personnel matters concerning particular individuals (other than Councillors)
- c) any part of a document that can reveal an individual's personal information

Access to Information Policy

- d) any part of a document that could diminish the competitive commercial value of any information
- e) information which would, if disclosed, prejudice the maintenance of law
- f) matters affecting the security of the Council, Councillors, Council staff or property
- g) that part of a draft or adopted Plan of Management which applies to the location of places and items of Aboriginal significance and is the subject of a resolution of confidentiality
- h) a matter the disclosure of which would constitute an offence against an Act or found an action for breach of confidence
- i) plans and specifications contained in development applications for any residential parts of a proposed building, other than plans that merely show its height and its external configurations in relation to the site on which it is erected, except where the applicant is the owner or the owner's consent has been obtained to view the plans and specifications
- j) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret
- k) information which would, if disclosed, confer a commercial advantage on a person with whom Council is conducting or proposes to conduct business
- l) any part of a document that contains advice concerning litigation or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege

What Documents are not freely available?

For the purposes of this policy, Council has determined that it would be contrary to the public interest to allow access to the following categories of documents:

- a) name and address of a person who has made a complaint to Council regarding the activities of another person or organisation (in this case, only the nature of the complaint will be made available)
- b) tenders and expressions of interest lodged with Council with the exception of the name and amount of the successful tenderer, the name only of the unsuccessful tenderer and those tenders required to be listed on the register of government contracts that are established and maintained under Section 27 of the GIPA Act.
- c) except so much of the tender as is required to be made available under the Local Government (Tendering) Regulation 1993 ie. the name and amount of the successful tenderer and the names of the unsuccessful tenderers and register of government contracts that are established and maintained under Section 27 of the GIPA Act.
- d) Documents containing financial or commercial information regarding a person or organisation, including Council, the disclosure of which, in the opinion of Council's Public Officer, if released could have an unreasonable adverse effect on the person or organisation, may jeopardise Council's position in any future negotiations or could jeopardise Council's ability to obtain such information in the future
- e) The name and address of property owners and property sales information except where:
 - the property owner is the person requesting the information
 - an adjoining owner is requesting the information for fencing or other purposes allowed by statute
 - the information is contained on a public register which Council is required to maintain and make available for inspection in accordance with PPIPA
 - the information is provided in accordance with Section 603 of the LGA (rating information)
 - the information is given out in the course of processing an application before Council
 - the information is required by another government agency to carry out a legitimate function of that agency
 - the information is obtained by inspecting a Council document under this policy.
- f) Other documents, the release of which, in the opinion of Council's Public Officer, would, on balance, be contrary to the public interest or would cause an unreasonable diversion of Council resources.

Access to Information Policy

None of the documents defined in this policy requires Council to retain documents for any period beyond that specified in the General Records Disposal Schedule for Local Government under the State Records Act.

How will Council protect Access to Information?

Information which is exempt will be removed from the file prior to viewing. The applicant will be advised of the nature of the documents removed and the reason for removal. Where the document has been removed, the reason why release of the document is not considered to be in the public interest will be provided.

What Documents will not be Copied

Copies of documents are available on request for a fee, except for the following documents, which cannot be copied:

- residential roll of electors
- resumes of candidates for election
- plans of buildings and developments, unless the approval of the copyright owner has been obtained, or where the plans of a proposed building show only its height and external configuration in relation to the site
- bulk property information such as development consent registers, sales registers etc unless the information is required by a government agency for statistical or other purposes consistent with the legitimate functions of that agency

Documents defined in this policy e.g. complaints, tenders and legal advice, which are more than 15 years old may be released at the discretion of the Public Officer.

Handling of Personal Information

Where Council invites or requests any person or organisation to provide information to Council including applications, submissions, comments or objections, the person or organisation must be advised of the existence of this policy, the purpose for which the information is being collected by Council and the possibility that the information they provide to Council may be made available to a third party, subject to the public interest.

Applicants may not alter documents in any way. However, an applicant may request that a document containing their personal information be altered in accordance with Section 15 of the PPIPA or Division 4 of the HRIPA.

In addition to the exemptions contained within Section 14 of GIPA Act, Council has determined that it is not in the public interest to supply the personal information of complainants (as defined under Complaints Handling Policy), however, the subject of the complaint will be released unless such release would breach Section 14 of the GIPA Act subject to:

- a) this exemption relates to 'complainants' only and does not cover submissions to development applications
- b) this is intended to protect the identity of complainants but allow access to the nature of the complaint. Where release of the nature of the complaint may also provide information, which would be protected under the Privacy Act, the details of the complaint will not be released.

Applications for access to personal information in accordance with Sections 13 and 14 of the PPIPA, shall be dealt with as applications under this policy.

The name and address of a person who has lodged an objection or submission to a development application is available for access under this policy.

Refusal of Applications

Access to Information Policy

Applications for access to Council held information will generally be limited to 2 applications per matter in any 6 month period. The Public Officer has the right to refuse access to information, should the quantity of applications exceed the quantity specified or no new information has been received and placed on the file since the previous application. Any rejection of subsequent applications in the period may be subject of an appeal to the General Manager.

Broad requests for access to a large number of unspecified documents which, if processed, would divert substantial Council resources from dealing with other requests or performing other Council functions, may be refused on the grounds that such a diversion of resources is contrary to the public interest. Council will endeavour to assist in defining the request to a more manageable one.

The refusal of access to a record in accordance with informal access under the GIPA Act, does not prevent the applicant from applying for formal access to the record under the Government Information (Public Access) Act 2009.

Where access to information is restricted in accordance with this policy, the applicant will be advised in writing of the nature of the restricted information and the reason for the restriction. In accordance with GIPA, Council may review reasons for any restrictions imposed on access to information, every 3 months.

Links to Policy

Privacy Management Plan
Records Management Policy

Links to Procedure

Records Management Procedure
GIPA Applications Procedure

Links to Forms

Government Information (Public Access) Act 2009 – Access Application

References

Nil

Responsibility

Corporate Services

Document Author

Manager Corporate Services

Relevant Legislation

The Government Information (Public Access) Act 2009 (GIPA) The Privacy and Personal Information Protection Act 1998 (PPIP) The Health Records and Information Privacy Act 2000(HRIP) Local Government Act 1993
State Records Act 1998
Environmental Planning and Assessment Act 1979

Associated Records

Nil

