

Alcohol and other drugs: policy for Councillors



RESPECT



INNOVATION



INTEGRITY



TEAMWORK



EXCELLENCE

Date adopted	19 October 2021
Resolution number	21/226OC
Previously reviewed and adopted	25 June 2019 19 November 2019
Next review due	October 2023
Department	Office of the Chief Executive Officer
Responsible officer	Risk Management Coordinator
TRIM reference	22/70666
Supporting documents	Alcohol and other drugs procedures for Councillors

Table of contents

1.0 Purpose ----- 4

2.0 Objectives ----- 4

3.0 Scope----- 4

4.0 References ----- 4

5.0 Policy ----- 5

6.0 Review history ----- 5

7.0 Document control ----- 5

8.0 Signature ----- 5

Alcohol and other drugs policy for Councillors

1.0 Purpose

Kiama Municipal Council is committed to ensuring all workers are provided with a safe, healthy and productive workplace free from the adverse effect of any drugs and/ or alcohol. Council takes a zero tolerance stance of any use of alcohol or illegal drugs which constitutes a criminal offence or has the potential to adversely affect the health and safety of council's workers and others in the workplace or the conduct of council's operations.

2.0 Objectives

The objectives of this policy are to:

- a) create a safe and healthy work environment for all workers, contractors and visitors which is free from the hazards associated with the inappropriate use of alcohol and/or other drugs
- b) create a supportive culture that acknowledges and encourages workers to accept individual responsibility for workplace health and safety
- c) provide support for workers who may have difficulty addressing alcohol and/or drug related issues
- d) foster an attitude and culture amongst all workers that it is not acceptable to come to work under the influence of alcohol and/or drugs that will prevent them from performing their duties in a safe manner
- e) ensure all disciplinary processes are consistently managed in accordance with the Kiama Municipal Council's Code of Conduct for Councillors and Procedures for the Administration of the Code of Conduct, if any disciplinary action is required.

3.0 Scope

This policy applies to the Mayor, Councillors and Chief Executive Officer (referred to as 'worker' throughout this policy for consistency with standard WHS practice and legislation) within Kiama Municipal Council.

4.0 References

This document should be read in conjunction with:

- a) Alcohol and Other Drugs Procedure for Councillors
- b) Work Health and Safety Act 2011 (NSW)
- c) Work Health and Safety Regulations 2017 (NSW)
- d) Code of Conduct for Councillors
- e) Procedures for the Administration of the Code of Conduct
- f) Road Transport Act 2013
- g) Australian Standards:
 - i) AS3547:1997 and any subsequent editions – breath alcohol testing devices for personal use

- ii) AS4760:2006 and any subsequent editions – procedures for specimen collection and the detection and quantitation of drugs in oral fluid

5.0 Policy

- 5.1 Council recognises its responsibility to ensure the health, safety and welfare of workers and is committed to providing a safe, healthy and productive workplace that is free from hazards relating to alcohol and drug use.
- 5.2 The Alcohol and Other Drugs Procedure which accompanies this policy (to be read together) describes the standard behaviour expected in relation to the:
- a) use of alcohol and other drugs
 - b) responsibilities of its workers and others in the workplace
 - c) actions and processes that Kiama Council will take to ensure that the purpose of the Policy are met
 - d) consequences of a breach.

6.0 Review history

This policy was formally adopted by Council on 25 June 2019 and also reviewed in November 2019.


The most recent administrative review of this policy was undertaken in October 2021 and endorsed by Council.

Council reserves the right to review or vary this policy in consultation with workers affected by this policy.

7.0 Document control

Date reviewed	Date adopted	Amendment
1 August 2021	19 October 2021	V3 administrative changes to 2.1(e), 2.1(f), 2.1(g), 4.1(a), 4.1(d), 4.1(e), 4.1(f), 4.1(h) and 5.1. Reference to general manager changed to chief executive officer to reflect correct title.
7 November 2019	19 November 2019	V2 – administrative change to clause 4i(i) and 4i(ii) addition of the words “and any subsequent editions” to follow the reference to AS3547:1997 and AS4760:2006
New Policy	25 June 2019	V1

8.0 Signature

Name: Jane Stroud CEO	19 October 2021
Signature: 	

How to contact Council

Post

Chief Executive Officer
Kiama Municipal Council
PO Box 75
Kiama NSW 2533

Telephone

+61 (02) 4232 0444

Online

Email: council@kiama.nsw.gov.au
Website: www.kiama.nsw.gov.au

Office hours

Our Administration Building located at
11 Manning Street Kiama is open 8.45 am to 4.15 pm
Monday to Friday (excluding public holidays)

