



Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1.0 Policy objectives

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. 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 Council meets its legal obligations by providing a safe working environment for its workers and the general public.
- f) provide education and peer support for rehabilitation from alcohol or drug related issues.
- g) establish measures to achieve a workplace culture that supports fitness for work.
- h) ensure all disciplinary processes are consistently managed in accordance with the Council's Code of Conduct for Councillors and Procedures for the Administration of the Code of Conduct, if any disciplinary action is required.

2.0 Related legislation/documents

- the *Work Health and Safety Act 2011* (NSW), and
- the *Work Health and Safety Regulations 2017* (NSW).
- the *Road Transport Act 2013* (NSW), and
- the *Road Transport General Regulation 2013* (NSW)
- Code of Conduct for Councillors Policy No G 20
- Code of Conduct Procedure No G 01

- Alcohol and Other Drugs - Councillors Procedure No G 09
- AS3547:2019 – Breath alcohol testing devices for personal use.
- AS4760:2019 – Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.

Workers who drive plant and motor vehicles for work (including when travelling to or from work) must obey applicable road safety laws, including those relating to prescribed concentration levels for alcohol and other drugs.

3.0 Scope

This policy applies to the Mayor and Councillors (referred to as 'worker' throughout this policy for consistency with standard WHS practice and legislation) within Nambucca Valley Council.

4.0 Policy Content

Council recognises its responsibility to ensure the health, safety and welfare at work of workers and is committed to providing a safe, healthy and productive workplace that is free from hazards relating to alcohol and drug use.

The Alcohol and Other Drugs – Councillors Procedure No G 09 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 Council will take to ensure that the purpose of the Policy are met.
- d) Consequences of a breach.

5.0 History

New policy.

Department:	Governance	Last Reviewed	Resolution Number
Policy Category	Council		
Endorsed By:	General Manager		
Approval Authority	Council		
Policy Owner	AGMCS		
Contact Officer	AGMCS		
Document No.	19598/2020		
First Adopted	28 May 2020		
Resolution No:	196/20		
Review Date:	May 2022		