

# CONTROL OF ACCESS TO RESTRICTED LOCATIONS POLICY

<b>Document Reference No:</b>	PL007	<b>Version:</b>	1
<b>Service Unit:</b>	All Staff		
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<b>Responsible Director:</b>	General Manager		
<b>Authorisation Date:</b>	26/06/2024	<b>Review Date:</b>	26/06/2027
<b>Minute No:</b>	26/06/2024		
<b>TRIM</b>	GD24/6203		

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## 1 OVERVIEW

Central Darling Shire Council (CDSC) is responsible for ensuring the health and safety of all workers conducting work for Council and to ensure that the health and safety of other persons is not put at risk by the work being conducted.

In the workplace, workers are responsible for their own health and safety and for that of other persons, including being fit for work and being able to safely perform the inherent requirements and demands of their position or the work they were engaged to perform.

The policy describes how Central Darling Shire Council manages access to restricted locations in the workplace. It ensures that the legal and other obligations of the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2017 are defined for managing the health and safety of all workers.

## 2 SCOPE

This policy applies to all personnel and visitors wishing to gain access to Central Darling Shire Council facilities and must be adhered to at all Central Darling Shire Council workplaces and other places where individuals covered by the policy may be working or representing Council. For example, when visiting a customer, client or supplier, field work, road work, and offices.

## 3 DEFINITIONS

**Councillor** Councillor refers to all elected representatives of Central Darling Shire Council as defined by the Local Government Act 1993. Councillors as a group direct and control Council's affairs, allocate resources, determine policy, and monitor Council's performance. As individuals, Councillors communicate Council Policy and decisions to the community, exercise community leadership and represent the views of residents and ratepayers to Council

**Council Workplaces** are all workplaces where Council staff or contractors are expected to work. This extends to buildings, construction sites, parks, and reserves.

**Staff** A person who is directly employed by Council on a full time, part time, temporary, or casual basis

## 4 RESPONSIBILITIES

**General Manager:** accepts overall responsibility for the effective management of workplace - health, safety, and welfare by endorsing and fully supporting the Control of Access to Restricted Locations Policy for all Council workers, contractors, volunteers, and visitors.

**Directors/Managers:** are accountable, within the scope of their authority, for ensuring that the objectives of this policy are integrated into work practices.

**Workers:** are responsible for ensuring that access to the council chambers, mayor's office remain securely locked during business hours except during business hours for meetings; to ensure that internal doors connecting staff spaces connected to public spaces remain closed at all times; and to ensure all internal depot gates are closed to limit the access to the depot during business hours.

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## 5 ACCESS

**General Access:** Central Darling Shire Council's access control strategy, operations and hardware are managed by the Customer Service Team to provide safety and security to people and assets.

The general principles in relation to access control systems and hardware are:

- Central Darling Shire Council facilities will be open and accessible to staff and members of the community where suitable, subject to the safety and security of people and assets.
- Access control points (locked doors) will be established within facilities based on consideration of operations, functions, and associated environments.

The following conditions or environments lead to an access control point:

- Staff spaces connected to public spaces, where staff and/or assets within the staff space are required to be protected.
- Spaces with plant/equipment that present a safety risk.
- Spaces where hazardous tasks are undertaken or that produce a hazardous environment.
- Spaces with a high confidentiality requirement.
- Spaces with easily removable attractive equipment (high theft risk)
- Spaces or infrastructure that are important to business continuity.
- Space under the control of external parties such as commercial tenancies.

No member of the public has access to any work areas; staff work areas or depot yards for their safety and confidentiality reasons, unless supervised by a Central Darling Shire Council staff member.

If a member of the public needs to meet with any staff member, this shall be done at reception or in a dedicated meeting room with the door closed, and not in shared spaces of the work area.

Contractors, consultants, and other government officials entering Council worksites will must always be supervised by a Central Darling Shire Council staff member.

All visitors are to sign in and out of the facilities via the visitor log.

Electronic access control is preferred to key access due to the benefits such as ease of management of access fobs, movement monitoring and flexibility of control.

**Councillor Access to Council Buildings:** Councillors are entitled to have access to the council chambers, mayor's office (subject to availability), and public areas of Council's buildings during normal business hours for official business. Councillors requiring access to these facilities at other times must obtain approval from the General Manager.

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Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.

**Access to Council Depots:** As part of Council's continuous improvements in Work Health and Safety and Public Safety, council has identified that community members accessing the Wilcannia, Menindee, White Cliffs and Ivanhoe Depot and Yard are potentially at risk from the operations conducted within the depot including the regular movement of plant and equipment. In an effort to ensure the safety of workers and contractors, Central Darling Shire Council have developed additional risk mitigation strategies that must be complied with by the public at all times for the Wilcannia Depot and yard, which are as follows:

1. During business hours the front gate is to remain opened to allow the public to have access to the depot office. The internal gate into the depot yard is to remain closed unless staff are entering and exiting. Contractors and Freight Services are not to have access through the internal gate unless accompanied by the Store Person.

2. Delivery and Pickup of freight – Delivery and Pick up of freight from the Wilcannia Depot is by prior arrangement with the Storeperson under the following conditions:

a. The minimum PPE requirements are for high visibility clothing or vest is to be worn and closed in footwear must also be worn at all times:

b. Comply with the 10km/h speed limit, enter, and exit in a safe manner and maintain vigilance especially for pedestrians and plant movement. Entry and Exit is via Front Gate located on Myers Street.

c. Parking is strictly limited to the stores area where the goods are being collected from.

3. When Visiting Council Staff - when visiting any council staff member, the visitor must not drive into the depot or yard areas. The visitor is to enter through the front door of the Administration Building only, sign in on the visitor register and will be attended to by council staff who will arrange for access to any specific staff member and / or Council areas. Under no circumstances are visitors to enter other areas of council premises such as, but not limited to the workshop or yard areas unless being escorted by council staff.

4. Other Council depots - Community members are strictly prohibited from accessing other council depots and storage yards in Ivanhoe, Menindee and White Cliffs unless escorted by an authorised council staff member. The layout of each of these Depots is such that one must pass through a gated area to enter the office to be escorted. Each of the Depots do not have a communication system at the gate. Menindee has two gates to enter the office. Ivanhoe has one gate some distance from the gate.)

**Access to Council Water Treatment Plants:** As part of Council's continuous improvements in Work Health and Safety and Public Safety, council has identified that community members may have access to the Wilcannia, White Cliff and Ivanhoe Water Treatment Plants and are potentially at risk from the operations conducted within the treatment plants including the regular movement of plant and equipment. In an effort to ensure the safety of workers and contractors, council have developed additional risk mitigation strategies that must be complied with by the public at all times, which are as follows:

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1. Gates are to be kept locked at all times.
2. All Contractors must be inducted and signed in and out of the Treatment Plants.
3. Comply with the 10km/h speed limit, enter, and exit in a safe manner and maintain vigilance especially for pedestrians and plant movement.
4. The minimum PPE requirements are for high visibility clothing or vest is to be worn and closed in footwear must also be worn at all times.

## **6 LEGISLATIVE REQUIREMENTS**

General employer/worker obligations in relation to workplace occupational health and safety laws exist under

- *The Work Health and Safety Act 2011 (NSW), and*
- *The Work Health and Safety Regulations 2017 (NSW)*

## **7 RELATED POLICIES**

- Payment of expenses and provision of facilities to the Administrator, Councillors and Mayor Policy
- Councillor and Staff Interaction
- Public Access to Council Meetings

## **8 REFERENCES**

- *The Work Health and Safety Act 2011 (NSW)*
- *The Work Health and Safety Regulations 2017 (NSW)*

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