

POLICY

2.1 RECRUITMENT



Supporting Procedure:	2.1.1 Recruitment (In Draft)	
Other Related Documents:	Equal Employment Opportunity (Commonwealth Authorities) Act 1987 4.2 Conflict of Interest Policy	
Category:	Human Resources	
Type:	Operational	Dates:
1 st Review By:	Jane O'Malley and Patricia Sutton	08/02/2017
2 nd Review By:	Jane O'Malley and Patricia Sutton	02/02/2018
3 rd Review By:	Jane O'Malley and Patricia Sutton	20/05/2019
4 th Review By:	Jane O'Malley and Patricia Sutton	14/05/2020
Approved By:	Chief Executive Officer	
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Introduction

PHCC is an Equal Employment Opportunity employer and aims to be seen as an 'Employer of Choice' in the Natural Resource Management (NRM) industry.

PHCC is committed to providing equality in their recruitment processes and this Policy has been formulated to ensure that PHCC complies with the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

This Policy is intended to ensure that a consistent approach is taken with all recruitment.

Definitions

For the purposes of this Policy:

'PD' means Position Description

'CEO' means Chief Executive Officer

'**Equal Employment Opportunity (EEO)**' means that all peoples regardless of gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief have the right to be given fair consideration for a job.

Policy Statement

1. Vacancies and EEO Responsibilities

- 1.1 Future vacancies should be addressed in a timely fashion to provide opportunity for handover and/or continuity of the role
- 1.2 The CEO has responsibility for all recruitment and may appoint an appropriate employee or a specialist external Human Resources (HR) consultant to manage and/or support the recruitment process

2.1 RECRUITMENT

1.3 Anyone responsible for the recruitment process must be familiar with their obligations, responsibilities and rights in relation to EEO, and

1.3.1 Any part of the recruitment process which does not comply with the principles of EEO must be addressed as promptly and sensitively as possible.

2. Position Description

2.1 A Position Description (PD) must provide sufficient detail of experience and qualifications for applicants to accurately ascertain their suitability for the role

2.2 All PDs must be approved by the CEO

2.3 The PD should form part of the resulting employment agreement.

3. Internal Recruitment

3.1 The CEO is authorised to conduct the recruitment process internally, with no requirement to advertise, should it be considered to provide the best possible outcome

3.2 When a position becomes vacant all existing staff with the relevant skills and/or abilities will be given a fair and equitable opportunity to compete for the position with the expectation that specific knowledge, practical experience or alignment to the vacant position through an existing position may be regarded as a key criteria for selection.

3.2.1 A direct appointment may be made at the discretion of the CEO if it is considered that a key criteria is satisfied

3.3 There is no obligation to provide an opportunity exclusively to existing employees before externally advertising the position

3.3.1 Where the position is advertised externally, existing employee applications must be submitted in the same fashion as external applications and equally assessed.

4. External Advertising & Enquiries

4.1 Any advertisements for the position must reflect the content of the PD including key selection criteria and comply with EEO principles

4.2 Advertising must require that applicants provide a covering letter, a resume and a response to the selection criteria

4.3 Inclusion, equity and access must be promoted throughout the recruitment process

4.4 Recruitment advertisements run for a minimum of seven working days, unless approved by the CEO

4.5 All applicants must be sent an acknowledgement of their application

4.6 Applications and enquires must be directed to the person responsible for the recruitment process

4.7 Consistent information must be provided to all applicants without disclosing details that could give an unfair advantage.

5. Review of Applications and Interviews

2.1 RECRUITMENT

- 5.1 A shortlist of at least three applicants who most closely meet the selection criteria should be considered for interview, notwithstanding any overriding circumstances in Section 3 of this policy
- 5.2 Applicants chosen for interview should be interviewed by the CEO and/or the relevant direct report Supervisor at their discretion, and
- 5.3 The review and interview process must consider the principles of EEO
- 5.4 The successful applicant must be notified of their success in writing
- 5.5 All unsuccessful applicants must be advised in writing, in the spirit of the values of the organisation.

POLICY

2.3 WORKPLACE HEALTH AND SAFETY

Supporting Procedures:	2.3.1 Working from Home Procedure (In Draft) 2.3.2 Journey and Communication Plans Safe Work Method (In Draft) 2.3.3 Office Security	
Other Related Documents:	2.1 Motor Vehicles Policy 2.2 Induction Policy 4.3 Risk Management Policy 4.6 Insurance Policy JSEA Form Journey Forms Working from Home Self-assessment and Declaration Contractor Workplace Health and Safety Form Occupational Safety and Health Act 1984 (WA)	
Category:	Human Resources	
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1 st Review By:	Jane O'Malley, Jordon Garbellini & Steve Fisher	26/04/2019
2 nd Review By:	Jane O'Malley, Jordon Garbellini & Steve Fisher	14/05/2020
Approved By:	Jane O'Malley	
Issued By:	Jane O'Malley	

Introduction

The objective of this policy is to keep all persons working with and/or for the PHCC safe and meet PHCC's obligations under the Occupational Safety and Health Act 1984 (WA) ('The Act') and their associated Regulations.

The Policy sets out the requirements to provide a safe work environment and applies to PHCC Representatives and visitors. The Policy Statement uses the term 'Representative' for ease of reference, but equally applies to Board, Employees, Volunteers or Contractors where applicable.

Definitions

For the purposes of this Policy:

'Board of Management' or **'Board'** means the Association Members of PHCC

'Check in protocol' means procedure in accordance with SPOT Connect Procedure

'Hazard' is anything that may result in injury or harm to health

'Incident' is a reportable occurrence of an event resulting in injury or a 'Near Miss'

'JSEA' is a Job Safety and Environmental Analysis form used for reporting hazards in the workplace

'Lone Worker' is a situation where a person, working alone, is likely to be exposed to a level of risk that is significantly higher than it would be working with another

2.3 WORKPLACE HEALTH AND SAFETY

'Manual Handling' is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, or thing.

'Material Safety Data Sheet' means a procedure for handling or working with a material in a safe manner

'Near Miss' is an event or occurrence that may have caused injury and is reportable

'Online WHS System' means the online system PHCC uses to induct Representatives, store data and assess risk regarding Work Health Safety

'Representative' means any Board Member, Employee, Volunteer, Contractor or any other person working for or representing PHCC

'SAR' means a Search and Rescue Officer nominated prior to commencing an activity which requires a Journey and Communications Plan who remains in the office for the duration of the activity as the focal point for communications (see also Journey and Communication Plans Safe Work Method).

'Safe Work Method (SWM)' is an instruction or procedure relevant to a specific activity

'Sharps' are syringes, scalpels, razor blades, broken glass or any other sharp implement with the potential to cut severely if not handled in a safe manner

'SPOT Device' device that uses satellite network to provide text messaging and GPS tracking

'Stakeholder' means any person or entity with which PHCC interacts

'Visitor' means any Stakeholder visiting a PHCC Workplace

'WHS' is Workplace Health and Safety and is the same thing as Occupational Safety and Health or 'OHS'

'Workplace' means any site, office, vehicle or place at or in which Representatives conduct work

Policy Statement

1. Management Responsibilities

PHCC will fulfil its WHS responsibilities by:

- 1.1 Ensuring compliance with The Act as a minimum standard by regularly assessing risks and risk responses and controls relating to WHS, and monitoring and evaluating WHS performance
- 1.2 Respecting and accommodating the health and safety and well being of Representatives and visitors at the Workplace
- 1.3 Being proactive in identifying hazards and preventing incidents and ill health
- 1.4 Considering WHS requirements in the formulation of governance policies and procedures
- 1.5 Ensure all Representatives receive a relevant and effective WHS induction
- 1.6 Enabling Representatives access to relevant WHS training
- 1.7 Providing Representatives with adequate information, instruction, training and supervision
- 1.8 Providing appropriate, effective Personal Protective Equipment
- 1.9 Maintaining appropriate WHS insurances
- 1.10 Supporting rehabilitation and return to work strategies.

2. Representative Responsibilities

Representatives must actively contribute to maintaining a healthy and safe Workplace by:

2.3 WORKPLACE HEALTH AND SAFETY

- 2.1 Abiding by all WHS requirements of the PHCC, including but not limited to policies, procedures and reporting frameworks
- 2.2 Working safely at all times to protect their own health and safety and that of others who share their Workplace
- 2.3 Wearing and/or using relevant PPE
- 2.4 Minimising any potential risks
- 2.5 Reporting any hazards, incidents or near misses they encounter in the Workplace
- 2.6 Cooperating with safety programs implemented by PHCC and follow specified safe work practices
- 2.7 Not engaging in unsafe practices.

3. WHS Officer

- 3.1 A WHS Officer must be nominated and their role proactively maintained and known to all Representatives
- 3.2 PHCC will ensure that the WHS Officer is provided with the necessary training to carry out their responsibilities
- 3.3 The WHS Officer must stay up to date about regulations and other relevant information

4. Hazards, Incidents and Near Misses Reporting

- 4.1 All Workplace hazards, incidents or near misses must be reported using the Online WHS system in place for this purpose and to the WHS Officer and the CEO .

5. Personal Protective Equipment (PPE)

- 5.1 PHCC will not rely on PPE as the primary means of risk control at a Workplace. Risk will be assessed for specific sites or types of activities and all means of control considered, with PPE as the lowest in the order of controls chosen
- 5.2 PHCC will provide Representatives with appropriate PPE based on the assessment of the risks and the ability of particular PPE to manage those risks.

6. Lone Worker – Employees and Volunteers only

- 6.1 Representatives should plan their work activities to avoid working alone wherever possible
- 6.2 If unavoidable, with the permission of their supervisor, a Representative may work alone only, when it is determined it is low risk and where a 'check-in' protocol with a colleague (SAR) to communicate their intended destination, route, departure and return time is in place
- 6.3 Lone Representatives in the field will be required to adhere to the Journey and Communications Plan SWM
- 6.4 If a worker needs to work out of office hours, they must first obtain their supervisor's approval and abide by PHCC Office Security Procedure
- 6.5 Contractors/subcontractors must abide by contract arrangements, including that where they do not have their own WHS procedures in place, they must abide by the PHCC processes. In instances, the PHCC may loan contractors/subcontractors SPOT t Devices and by arrangement will be treated in the same manner as Employees and Volunteers.

2.3 WORKPLACE HEALTH AND SAFETY

7. Check in – Employees and Volunteers only

- 7.1 Representatives must follow the Journey and Communication Plans SWM protocols to communicate intended destination, route, departure and return time (including completing Journey forms where required)
- 7.2 A SPOT Device is required to be used in accordance with the Journey and Communication Plans SWM by Representatives who are working on-ground or visiting remote locations for meetings.

8. Journey / Vehicle Travel

- 8.1 Representatives must abide by the Journey Forms (Low and High Risk) to communicate intended destination route, departure and return time
- 8.2 Representatives must abide by the Vehicle Policy, and associated Vehicle Checklist in respect to vehicle safety and handover.

9. Office Workstations and Equipment

- 9.1 Representatives will receive instruction in the safe and correct (ergonomically comfortable) use of their office furniture and equipment as part of their induction process, and must abide by this.

10. Electrical Safety

- 10.1 Representatives must ensure overloading of electrical sockets does not occur at their workstations and surrounds. Piggy-backing of cords or double adaptors is not permissible
- 10.2 Representatives must abide by all Electrical Safety requirements of the Working from Home Self-Assessment.

11. Working from Home

- 11.1 Representatives may work from home, as approved by their Supervisor, once they have completed the PHCC Working From Home Self-Assessment and Declaration form and had it approved by their Supervisor.

12. Manual Handling and Access

- 12.1 Heavy and frequently used materials must be placed/stored between knee and shoulder height
- 12.2 Representatives are responsible to manage manual handling risks in the Workplace
- 12.3 An appropriate step ladder must be used when retrieving material above shoulder height
- 12.4 Representatives are not authorised to work above two metres.

13. First Aid in the Workplace

- 13.1 PHCC will provide and maintain first aid equipment at all Workplaces
- 13.2 PHCC will ensure there are adequately trained employees qualified to undertake first aid present in the Workplace
- 13.3 A list of First Aid Officers will be made available in the Workplace
- 13.4 All information recorded about the health of a person, or the treatment they received during a medical incident, must be noted on their Staff file and treated with the strictest confidence
- 13.5 All incidences must be reported to the CEO.

2.3 WORKPLACE HEALTH AND SAFETY

14. Sharps and Sharps Injury

- 14.1 All sharps will be treated as contaminated and must be disposed of in an approved impermeable sharps container, which will be made available in all relevant PHCC Workplaces.

15. Drugs and Alcohol in the Workplace

- 15.1 Representatives must not conduct any business on behalf of the PHCC if they are adversely affected by alcohol or other substances
- 15.2 Responsible consumption of alcohol is permitted at the discretion of the CEO.

16. Children in the Workplace

- 16.1 Should a representative need to bring a child into a Workplace environment, the Representative is responsible for the health and safety of the child/children for the duration of any visit.

POLICY

2.4 DISCRIMINATION, HARASSMENT AND BULLYING



Supporting Procedure:	2.7.1 Resolving Conflict Procedure	
Other Related Documents:	Policy 1.6 Grievance Resolution Policy 2.1 Recruitment Policy 2.5 Whistleblower Policy 2.10 Performance Management Policy 4.1 Code of Ethics Policy 4.10 Noongar Participation Policy 4.11 Privacy PHCC Incident Notification form Age Discrimination Act 2004 (Commonwealth) Disability Discrimination Act 1992 (Commonwealth) Equal Opportunity for Women in the Workplace Act 1999 (Commonwealth) Equal Opportunity Act 1984 (Western Australia) Fair Work Act 2009 Gender Reassignment Act 2000 Human Rights Commission Act 1986 (Commonwealth) Occupational Safety and Health Act 1984 (Western Australia) Racial Discrimination Act 1975 (Commonwealth) Sex Discrimination Act 1984 (Commonwealth) Work Place Relations Act 1996 (Commonwealth)	
Category:	Human Resources	
Type:	Operational	Dates:
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Introduction

This Policy relates to Harassment, Discrimination and/or Bullying of, or between, Representatives of PHCC. PHCC is committed to providing a safe, equitable and respectful environment for Employees and Representatives free from all forms of discrimination, bullying and harassment.

All PHCC Representatives are required to treat others with dignity, courtesy and respect.

Representatives who breach this Policy may be subject to disciplinary action by PHCC, and Representatives who breach legislation may be subject to a prosecution.

2.4 DISCRIMINATION, HARASSMENT AND BULLYING

Definitions

For the purposes of this Policy:

“Bullying” means unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. Bullying is repeated behaviour which makes another person feel intimidated, stressed, or unsafe and may be direct or indirect. Reasonable and respectful direction or guidance from management is not bullying

‘Discrimination’ means treating a person (or group or people) unfairly and or disadvantaging them because of actual or assumed personal characteristic(s) including age, class, culture, religion, gender, sexual preference, race or disability (refer to 2.1)

‘Employee’ means all paid employed persons in PHCC

‘Harassment’ is behaviour that causes concern or distress to a person who perceives that the behaviour directed towards them is unwelcome, unjust, or unfair. Harassment may be a single incident or a series of incidents and includes behaviour which is discriminatory, offensive, abusive, belittling, humiliating threatening or intimidating

‘Procedure’ is a documented process

‘Representative’ means any Board Member, Employee, Volunteer, Contractor or any other person working for or representing PHCC

‘Supervisor’ is an employee who is the direct report of another employee

‘Workplace’ means any site, office, vehicle or place at or in which you conduct your work

Policy Statement

- Harassment, Discrimination or Bullying will not be tolerated in the PHCC workplace.
- Harassment, Discrimination and Bullying may constitute unlawful behaviour against another person and may result in a prosecution.
- Workers or Representatives who become aware of Harassment, Discrimination or Bullying, or have good reason to believe there has been, or continues to be an occurrence, have a role in bringing this to the attention of an appropriate person.
- Harassment, Discrimination or Bullying incidents should be reported through the Grievance Resolution Policy (1.6).
- All allegations will be treated seriously and investigated promptly confidentially and impartially.

1. Harassment and Bullying

- 1.1. Conduct that causes a person to feel offended, humiliated, intimidated, stressed, frightened, uncomfortable or less confident or able to do their work may be considered harassment
- 1.2. Genuine and reasonable disciplinary procedures, directions or performance related management are not bullying. Employers have the fundamental right to direct, monitor and control how work is done. For example comments which are objective and indicate observable deficiencies in performance or conduct do not constitute workplace bullying.

2. Discrimination

- 2.1. Discrimination occurs in an employment context when a person is treated less favourably than another individual in the same or similar circumstances. Grounds of unlawful discrimination covered by the Act and include:

2.4 DISCRIMINATION, HARASSMENT AND BULLYING

- Age – being regarded as too young or old
- Breastfeeding – or bottle feeding
- Family responsibility – having a caring role
- Family status – being a relative of a particular person or having the status of being a relative
- Gender history – having a reassigned gender as under the Gender Reassignment Act 2000
- Impairment – having a current, past or assumed physical, intellectual or mental disability
- Marital status – being single, married, de facto, separated, divorced or widowed
- Political conviction – including a lack of conviction
- Pregnancy
- Race – including colour, ethnicity or national origin or descent
- Racial harassment – offensive or insulting comments or behaviour about a person's race
- Religious conviction – including a lack of conviction
- Gender
- Sexual harassment
- Sexual orientation

2.2. Indirect discrimination occurs when an unreasonable workplace rule or practice exists that appears neutral and fair on the surface but cannot be complied with by one or more individuals of a particular sex, race or disability, or any other related attribute.

3. Responsibilities and Rights of Employees/Representatives

- 3.1. Representatives are required to maintain and promote a workplace environment that is free from harassment, bullying and/or discrimination
- 3.2. All Representatives must proactively follow the associated policies and procedures to report an incident of harassment or discrimination if it arises
- 3.3. Where Employees are responsible for managing other Representatives, they are required to manage responsibilities and accountabilities relating to this Policy as an expectation of their performance
- 3.4. All Representatives must comply with this Policy, to not participate in harassing or discriminatory behaviour, and to report incidents to their Supervisor, or the Chairperson for Board Members
- 3.5. Representatives with complaints or claims of harassment, bullying or discrimination must notify their Supervisor or the Chairperson immediately and submit to the internal investigation/resolution process to achieve an equitable outcome for all concerned. Where the harassment, bullying or discrimination is from the Representative's Supervisor or the CEO, the Representative must notify their Program Manager or the Chairperson
- 3.6. PHCC expects all Supervisors to act responsibly and proactively in dealing with potential harassment or discrimination in the workplace including informing the CEO or, in the case of the CEO, the Chairperson
- 3.7. In the case of a serious personal incident involving harassment or discrimination, management are expected to follow the guidelines in Resolving Conflict Procedure in the first instance to ascertain the circumstances, then refer the matter to the CEO who may contact the Australian

2.4 DISCRIMINATION, HARASSMENT AND BULLYING

Human Rights Commission or a qualified lawyer if they require advice on a specific harassment or discrimination matter

- 3.8. Representatives who have experienced a serious personal incident involving harassment or discrimination may contact the Australian Human Rights Commission or a qualified lawyer independent of any PHCC investigation.

4. Discipline

- 4.1. Disciplinary action may be taken against any Representative found to have breached this policy and may include:
 - 4.2.1 An official warning and accompanying note on the Employee's personnel file
 - 4.2.2 Counselling
 - 4.2.3 Demotion
 - 4.2.4 Temporary suspension
 - 4.2.5 Dismissal
- 4.2. Harassment and discrimination are unlawful and offenders should be made aware that they may face criminal charges as a result of an external investigation regardless of any internal findings and/or disciplinary action.

POLICY

2.6 STAFF LEAVE

Supporting Procedure:		
Other Related Documents:	Policy 2.7 TOIL PHCC Leave Application Associations Incorporation Act 2015 (Western Australia) Fair Work Act 2009 (Cth) Individual Contracts of Employment and Conditions of Service National Employment Standards (NES) Public Sector General Agreement 2019 (WA)	
Category:	Human Resources	
Type:	Operational	Dates:
1 st Review By:	Jane O'Malley and Patricia Sutton	05/02/2019
2 nd Review By:	Jane O'Malley and Patricia Sutton	04/06/2020
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Introduction

Peel-Harvey Catchment Council (PHCC) is an Equal Employment Opportunity employer, providing a variety of leave types and opportunities that ensure the wellbeing of Employees and their families throughout the term of their employment.

Leave entitlements are set out in the Employment Contract and Conditions of Service which align with relevant awards and the National Employment Standards under the [Fair Work Act 2009](#).

Definitions

For the purposes of this Policy:

'CEO' means Chief Executive Officer

'Employee' means all paid employed persons in PHCC

'Equal Employment Opportunity (EEO)' means that all peoples regardless of gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief have the right to be given fair consideration for a job.

'Procedures' are the documented practices that ensure alignment and compliance to policies

'Supervisor' is an employee who is the direct report of another employee

2.6 STAFF LEAVE

Policy Statement

This Policy relates to all leave as defined in Employment Contracts and Conditions of Service.

Leave entitlements are available to Employees as part of their working conditions and the PHCC will honour leave entitlements with a culture of supporting Employees' desires for leave whilst meeting the needs of the organisation, particularly project delivery and reporting requirements.

1. Overview

- 1.1 Employees are expected to provide reasonable notice when applying for leave (excluding e.g. sick, compassionate, etc.) so that leave requests can be coordinated across the needs of the organisation
- 1.2 Immediate Supervisors may be delegated authority to approve leave for their teams. In doing so, Supervisors will consider staffing needs, (in conjunction with the CEO and Finance Manager) and project delivery / reporting requirements prior to authorizing leave
- 1.3 An application for leave should not be considered approval for leave and at times leave applications may need to be negotiated around the wants of the Employee and the needs of the PHCC
- 1.4 The Chairman will consider any requests for leave by the CEO
- 1.5 Leave requests will not automatically be approved and Employees booking holidays before receiving leave approval, do so at their own financial and other risk
- 1.6 Employees will be required to take all leave within the life of the project funding their employment, unless extenuating circumstances apply and if so, an application for leave outside the project framework may be approved by the CEO (only)
- 1.7 The PHCC may request an Employee take leave outside the life of the project, if funding is available and delivery of the project will be jeopardized (with approval of the CEO)
- 1.8 Applications for leave will only be considered when submitted on the appropriate Leave Application form
- 1.9 Employees may be required to use accumulated leave entitlements (including Long Service Leave), as directed by their Supervisor
- 1.10 Applications for leave without pay will only be considered after all other relevant leave credits have been exhausted. Approval of leave without pay is at the discretion of the CEO (only).

POLICY

2.7 TIME OFF IN LIEU (TOIL)

Supporting Procedure:	2.7.1 TOIL Procedure (Draft)	
Other Related Documents:	Policy 4.1 Code of Ethics Conditions of Service TOIL Application Request TOIL Timesheet TOIL Register	
Category:	Human Resources	
Type:	Operational	Dates:
1 st Review By:	Jane O'Malley & Patricia Sutton	05/02/2017
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Introduction

This Policy applies to all permanent full time and part time employees and stipulates the requirements of working overtime, and taking time in lieu of receiving additional salary payment.

PHCC strives to be an employer of choice and follow best practice in regards to flexible work arrangements and equity among employees. Often this requires balancing employee's personal needs and desires and those of the business to ensure that we can provide value for money and meet budget and work expectations with public and other funds. It is therefore the practice of PHCC to manage work hours with time off in lieu of additional salary costs.

Definitions

For the purposes of this Policy:

'Employee' means all paid employed persons in PHCC

'Overtime' is time worked in addition to ordinary hours of employment

'In Lieu' means instead of, so the sentence *Time Off In Lieu* means *time off instead of (payment)*

'Supervisor' is an employee who is the direct report of another employee

'TOIL' means Time Off In Lieu (*at an hour for hour basis*)

2.7 TIME OFF IN LIEU (TOIL)

Policy Statement

1 Approval or Requirement for Overtime

- 1.1 Overtime is not a right of employment and must be approved outside of normal employment conditions in writing by a Supervisor
- 1.2 An Employee may be requested by their Supervisor to work overtime at any time, within the ability of the employee to accommodate
- 1.3 Overtime is only compensated for through the provision of TOIL, not overtime payment, unless approved by the Chief Executive Officer
- 1.4 Overtime includes additional hours approved to be worked on a rostered or non-rostered work day
- 1.5 Overtime does not include short casual variations to work patterns on any given day (for example leaving fifteen minutes late) which should be managed by the employee in the spirit of the Code of Ethics, and monitored by their Supervisor to ensure the employee has an appropriate workload in relation to their hours of employment
- 1.6 Overtime should be recorded in writing by the employee for verification by their Supervisor and payroll management

2 Managing Time Off In Lieu

- 2.1 The day and hours to be taken as time off in lieu must be approved by the Employee's Supervisor at least 24 hours prior to taking it
- 2.2 No more than three days of normal working hours shall be accrued
- 2.3 TOIL must be taken within the same or next payroll period in which the overtime was worked and for the equivalent number of hours of overtime that it is in lieu of; and
 - 2.3.1 TOIL cannot be accrued for multiple incidents of overtime within that period unless approved by the Employee's Supervisor
 - 2.3.2 In the event that the Employee is ceasing employment within that period, every effort will be made by their Supervisor to accommodate the provision of the TOIL before employment ceases
- 2.4 On the day employment ceases, any TOIL that has not been used is not compensated for, will be lost.

POLICY

2.8 STUDY LEAVE



Supporting Procedure:		
Other Related Documents:	Individual Contracts of Employment and Conditions of Service PHCC PHCC Leave Application	
Category:	Human Resources	
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Introduction

The Peel-Harvey Catchment Council (PHCC) is committed to the advancement, personal and professional development of its Employees. To the extent that resources permit, PHCC encourages higher education and training and will consider requests to assist staff in pursuing further and related qualifications.

This Policy applies to all permanent full-time and part-time Employees who have successfully completed their probationary period. Casual and volunteer workers are excluded from the provisions outlined in this document.

The purpose of this Policy is to outline the provisions for study leave, as well as the application and approval process for taking study leave.

Definitions

'Employee' means all paid employed persons in PHCC

'Study Leave' means study directly related to an individual's current role or an agreed future career progression, undertaken at a recognised institution

Policy Statement

1 Granting of Study Leave

- 1.1 The granting of Study Leave to Employees will be made on a case by case basis and the course of study must be directly related to the individual's current role or an agreed future career progression
- 1.2 Any request should be made in the first instance to the direct supervisor for consideration, with the final decision as to the extent of any support being determined by the Chief Executive Officer

2.8 STUDY LEAVE

- 1.3 With approval of the Chief Executive Officer, PHCC Employees will be entitled to paid study leave of up to three hours per week during semester, representing not more than 50% of total contact hours, plus a further two days per annum for exams
- 1.4 Only courses from recognised institutions will be approved
- 1.5 All applications must be supported with a complete course study plan and therefore only one approval will be required for each course of study
- 1.6 Proof of enrolment and confirmation of total contact hours must be provided upon the granting of Study Leave
- 1.7 Ongoing support is contingent on satisfactory progress in the course of study and academic transcripts must be provided to your direct supervisor and retained on your personnel record
- 1.8 Where available, PHCC I.T. facilities may be utilised outside of normal working hours for personal study needs with the approval of your direct supervisor.

2 Responsibilities

- 2.1 It is the responsibility of Supervisors to adhere to the provisions of this Policy when considering applications for Study Leave and process all applications for Study Leave as soon as possible, but at a maximum of 10 working days of receipt of the request
- 2.2 It is the responsibility of the CEO to consider and approve, or otherwise, Study Leave requests as soon as possible, but at a maximum of 10 working days of the receipt of the recommendation of the Supervisor or direct employee
- 2.3 It is the responsibility of Employees to adhere to the provisions of this Policy when making an application for, and undertaking Study Leave, and initiate leave applications by completing and submitting the appropriate documentation, a minimum of 20 working days prior to the proposed start date of the Study Leave.

POLICY

2.9 TRAINING and DEVELOPMENT



Supporting Procedure:	TBA	
Other Related Documents:	Policy 2.8 Study Leave Policy 2.10 Performance Management Policy 4.7 Travel Individual Contracts of Employment and Conditions of Service	
Category:	Human Resources	
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Introduction

The Peel-Harvey Catchment Council (PHCC) is committed to the advancement, personal and professional development of its Employees. To the extent that resources permit, PHCC encourages training and development and will consider requests to assist Employees in attending training, conferences, seminars and workshops that will extend and/or enhance their skills and knowledge to enable them to be more effective in their jobs and/or agreed future career progression. Training and development is the joint responsibility of the PHCC and the Employee.

This Policy applies to all full-time and part-time Employees who have successfully completed their probationary period. Casual and volunteer workers are excluded from the provisions outlined in this document, unless approved by exception by the CEO. Board Members are also encouraged to attend training and workshops relevant to their specific portfolios.

This Policy should be read in conjunction with Policy 2.8 Study Leave.

Definitions

For the purposes of this Policy:

'Board Member' means a member of the PHCC Board of Management

'Board of Management' or **'Board'** means the Association Members of PHCC and has the same meaning as the word 'Council' in the Constitution

'Employee' means all paid employed persons in PHCC

'Manager/Supervisor' is an Employee who is the direct report of another Employee

'Procedure' is a documented process

2.9 TRAINING and DEVELOPMENT

Policy Statement

The purpose of this Policy is to ensure all Employees have equal access to training and development opportunities, outline the provisions for training and clarify the application and approval process.

The granting of training and development opportunities will be made on a case by case basis and must be directly related to the individual's current role or an agreed future career progression. Training opportunities may be extended to Volunteers and/or partners (e.g. Landcare Groups and similar), at the discretion of the CEO.

Board Members are also encouraged to attend training and workshops relevant to their specific portfolios.

Training and development opportunities are generally funded via the PHCC wages budget (training and development component), but in some instances, may be required to be funded from the projects operational budget.

1 Conferences and Seminars

- 1.1 At the recommendation of the Manager/Supervisor, the Chief Executive Officer has the authority to approve Employees' attendance at conferences, seminars and other training sources (including those outside of Western Australia), or in the case of the CEO or Board Members, this authority will be via the Chairperson and/or Board of Management. The authority which is sought must specify the associated costs including whether or not accommodation or travelling expenses are sought
- 1.2 Managers/Supervisors must ensure that when requesting approval for Employees to attend conferences, seminars and other training sources, the necessary budgetary allocations have been made and the course has been identified within the training and development section of the Employee's performance and development review, or is directly relevant to the individual's role, or agreed future career progression
- 1.3 The Chief Executive Officer or Chairperson (in the case of the CEO or Board Members) may require a report or evaluation to be submitted following attendance at a conference or seminar to assess the value of such attendance and expenditure and/or share relevant information with other staff or Members, via written or other presentation methods (e.g. presentation).

2 Training

- 2.1 Training expenditure will be allocated according to organisational needs and funding allocations and will be reviewed on an annual basis. The Chief Executive Officer will have the final arbitration over training priorities according to the PHCC's strategic requirements.
- 2.2 Managers and Supervisors have an on-going responsibility to identify the training and development needs of their Employees through the performance and development review process.
- 2.3 Training and development opportunities vary but include:
 - 2.3.1 Courses available through commercial or not-for-profit training providers
 - 2.3.2 On-the-job training programs; and
 - 2.3.3 Observation visits to other organisations which allow Employees to observe different work practices and methods.

2.9 TRAINING and DEVELOPMENT

3 Conference, Training, Study and Tour Expenses

All training that has been authorised by the Chief Executive Officer (or in the Case of the CEO or Board Members by the Chairperson or Board of Management) shall be paid for, to the extent that funding allows, by the PHCC including travel, accommodation and meal expenses. Any other expenses incurred may be approved at the discretion of the CEO. The PHCC will not cover any alcohol related expenses

- 3.1 The PHCC Training and Development Procedure outlines the procedure for booking accommodation and associated arrangements/expenses, including guidelines for accommodation and other associated costs. The PHCC may pay a portion of costs only, should Employees and/or Board Members choose to exceed maximum reimbursement payments. All relevant expense details are to be approved prior to travel.

4 Responsibilities

- 4.1 It is the responsibility of **Management** to:

- 4.1.1 Adhere to the provisions of this Policy when approving applications for training and development
- 4.1.2 Identify and support training and development needs, relevant to the Employee's direct role or agreed career progression, in annual performance development reviews and at other times
- 4.1.3 Where possible, seek appropriate training and development budgets in grant applications and at other opportunities; and
- 4.1.4 Process all applications for training and development as soon as possible.

- 4.2 It is the responsibility of **Employees** to:

- 4.2.1 Adhere to the provisions of this Policy, and associated procedures, when making an application for, and undertaking, training and development
- 4.2.2 Identify training and development opportunities relevant to their individual role or agreed career progression, for consideration by their Manager/Supervisor
- 4.2.3 Attend and actively participate in training and development opportunities as identified or approved by PHCC
- 4.2.4 Attend breakout or similar sessions at conferences or alike that are most relevant to their individual role, attend each session that has been paid for and conduct themselves in a professional manner; and
- 4.2.5 Share their learnings with their colleagues.

5 Application

- 5.1 Applications for training and development are to be submitted to the Employee's direct Supervisor for consideration

2.9 TRAINING and DEVELOPMENT

- 5.2 Upon receiving an application for training and development, the Employee's Supervisor is to consider the merits of the professional development, and make a recommendation to the Chief Executive Officer for final decision, and provide written advice to the Employee as soon as possible.

6 Chief Executive Officer and Executive Members

Approval is required from the Executive Committee for the Chief Executive Officer or Board Members to attend conferences/seminars, training and development.

POLICY

2.10 PERFORMANCE MANAGEMENT



Supporting Procedure:	N/A	
Other Related Documents:	2.3 Workplace Health and Safety 2.4 Discrimination & Harassment 4.1 Code of Ethics PHCC Strategic Directions PHCC Development & Agreement form Individual Contracts of Employment and Conditions of Service PHCC Fair Work Act 2009	
Category:	Human Resources	
Type:	Operational	Dates:
1 st Review By:	Jane O'Malley and Patricia Sutton	31/01/2019
2 nd Review By:	Jane O'Malley and Patricia Sutton	04/06/2020
Approved By:	Chief Executive Officer	
Issued By:	Chief Executive Officer	

Introduction

This Policy relates to the formal Performance Management process that will be applied to Employees of Peel-Harvey Catchment Council (PHCC). The purpose of the Performance Management process is to review periodically the work, development needs and career aspirations of Employees in relation to the requirements of the PHCC and their Vision, Mission and Strategic Directions.

This Policy sets out to enhance organisational performance through the effective management, development and review of Employee performance. The process will provide Employees and their supervisors an opportunity to reflect upon the goals of the Employee over the previous year and to plan for the next.

This Policy should be read in conjunction with the Performance & Development Agreement Form & Guidelines.

Definitions

'Board Member' means a member of the PHCC Board of Management

'Board of Management' or **'Board'** means the Association Members of PHCC and has the same meaning as the word 'Council' in the Constitution

'Employee' means all paid employed persons in PHCC

'Procedure' is a documented process

'Supervisor' is an employee who is the direct report of another employee

2.10 PERFORMANCE MANAGEMENT

Policy Statement

Performance Management is aimed at supporting the Employee for continuous growth and development, as well as the delivery of the the PHCC Vision and Mission, specifically, but not limited to the deliverables of individual projects/programs. An Employee's performance is not automatically linked to an annual pay progression, but will be the key influencing factor in any considerations of pay progression.

1 Performance Management Process

The Performance Management process will apply to all Employees, as well as casual employees with continuous and regular employment for a period of greater than six months, and will take place on, or leading up to the anniversary of the Employee's commencement date.

- 1.1 The process is mandatory for all Employees who have completed their probationary period
- 1.2 Participation is required from all Employees and relevant Supervisors
- 1.3 Supervisors are responsible for ensuring that reviews take place with their Employees in accordance with the Policy, procedure and guidelines
- 1.4 The outcome of the annual review supports the outcome of the Employee's Individual Pay progression.

2 Responsible Officer

The Chief Executive Officer has been delegated the responsibility by the Board for the operational compliance of the organisation to this Policy, and to ensure the Policy is maintained and in accordance with its review date.

POLICY

2.11 MOTOR VEHICLES



Supporting Procedure:	2.11.1 Motor Vehicle Accident and Breakdown Procedure (Draft)	
Other Related Documents:	2.3 Workplace Health and Safety Policy Driving and Journey Form Log Book Short Journey Form Travel Claim Form Vehicle Safety Checklist	
Category:	Human Resources	
Type:	Operational	Dates:
1 st Review By:	Jane O'Malley and Patricia Sutton	24/01/2019
2 nd Review By:	Jane O'Malley and Patricia Sutton	04/06/2020
Approved By:	Chief Executive Officer	
Issued By:	Chief Executive Officer	

Introduction

This Policy relates to the operation and care of Vehicles used by Representatives for PHCC business. This includes their storage, security, use and access, personal safety and vehicle maintenance.

The PHCC aims to maintain a fleet of fit for purpose Pool Vehicles to enable the PHCC team to undertake their duties in the most effective and efficient manner, including fulfilling the majority of business travel needs of the PHCC.

This policy does not apply to the CEO of the PHCC, as they are provided a vehicle allowance managed via their contract. However, if on occasion the CEO has need to use a pool vehicle, relevant clauses apply.

Definitions

For the purposes of this Policy:

'Board Member' means a member of the PHCC Board of Management

'Clean Exterior' means no built up dirt on wheels, windows or paint (including inside door seals)

'Clean Interior' means no rubbish present, upholstery and console free from built up dust or marks and carpets and mats recently vacuumed (no build-up of sand or dirt)

'Commuter Use' means commuting directly between home and place of work only

'Custodian' is the person who has been assigned a vehicle

'Employee' means all paid employed persons of PHCC

'Home Garaging' is when an Employee has been assigned a vehicle to store at their place of residence outside of business hours

'Personal Vehicle' refers to a privately owned, personal vehicle

'Pool Vehicle' is a PHCC vehicle that is available for all Representatives to use for business purposes

2.11 MOTOR VEHICLES

'Private Use Vehicle' is a PHCC vehicle that has been provided to an employee as a recognised component of their salary package within their contract – the PHCC do not have Private Use Vehicles

'Representative' means any Board Member, Employee, Volunteer, Contractor or any other person working for or representing PHCC

'Volunteer' means anyone providing unpaid assistance to PHCC

Policy Statement

1. Representatives who are authorised to drive PHCC vehicles will hold a valid Australian driving licence, appropriate to the vehicle type, and provide evidence of such on an annual basis
2. Vehicles will be kept clean as they provide a public image and are available for use of authorised Representatives in addition to the Custodian
3. Vehicle logbooks will be updated immediately after the use of the vehicle
4. Any parking fines incurred or traffic infringements committed by Representatives while in charge of a vehicle are the sole responsibility of the person concerned
5. Home garaged vehicles will be parked in a safe and secure place and the vehicle itself properly secured
6. The PHCC do not provide "Private Use" vehicles
7. Commuter use vehicles may be provided to Employees, at the CEO's discretion
8. All PHCC vehicles are Pool Vehicles, available to approved Representatives, via a booking system
9. Representatives required to drive a 4WD as part of their role will have, or undertake 4WD training prior to driving a PHCC 4WD (in 4WD mode).

1. Vehicle Custodian Responsibilities

The Custodian of the vehicle (as authorised by the CEO) will travel by the normal most direct route between their home and work only. Occasional stops and small variations from the normal route are permissible. Regular variations may be approved by the CEO. Pool Vehicles may not be used for any other personal use at any time.

Family members, friends or other persons not associated with the PHCC business should not be carried in PHCC vehicles without the prior approval of the CEO.

A vehicle Custodian is responsible for:

- 1.1 Ensuring vehicles are garaged in a safe and secure place and the vehicle itself properly secured
- 1.2 Cleaning the exterior and interior of the vehicle a minimum of once a month, but more frequently if required to maintain a clean exterior and clean interior
- 1.3 Ensure the vehicle is in a safe, roadworthy condition
- 1.4 Ensure the vehicle has sufficient oil, water and other running requirements

2.11 MOTOR VEHICLES

- 1.5 Completing the Vehicle Safety Checklist on a monthly basis and reporting to the person assigned to manage Work Health and Safety
- 1.6 Ensuring the vehicle receives all service requirements within the specified time (as stipulated in the vehicle Log Book)
- 1.7 Monitoring the ongoing condition of the Pool Vehicle, noting any defects or damage in the Log Book and reporting problems to the person assigned to manage vehicle maintenance
- 1.8 Ensure the vehicle is ready and available for the use of other Representatives during work hours (the agreed work hours of the Custodian and/or on occasion outside these hours by agreement)
- 1.9 Ensure the vehicle is equipped with roadside assistance details, a fire extinguisher and a first aid kit at all times
- 1.10 If they are using the Pool Vehicle during work hours, ensure that the use is booked through the vehicle booking system, as required of all other Representatives entitled to the use of the vehicle
- 1.11 Arrange for temporary re-assignment of the Pool Vehicle (with the approval of the CEO) when away from work for extended periods such as annual leave.

2. Use and Maintenance

- 2.1 Any Representative driving a PHCC vehicle must:
 - 2.1.1 Use the log book supplied in the vehicle to record the purpose and mileage details for every trip they take at the time it occurred
 - 2.1.2 Drive the vehicle safely and obey all traffic laws
 - 2.1.3 Ensure that the vehicle is properly locked and secure when not in use
 - 2.1.4 Ensure the fuel card is kept locked in the glove box
 - 2.1.5 Ensure the vehicle is returned to the Custodian in the condition in which it was received (ie clean interior and exterior as defined in the Definitions above)
- 2.2 A fuel card is allocated to each Pool Vehicle and can be used by any Representative to purchase fuel for the Pool Vehicle when required
- 2.3 Car-pooling is encouraged to reduce fuel expenses and as a consideration for the environment
- 2.4 The person responsible for the PHCC insurances and vehicles registrations must ensure that all vehicles are:
 - 2.4.1 Comprehensively insured
 - 2.4.2 Registered
 - 2.4.3 Covered for Roadside Assist
- 2.5 PHCC is responsible for all maintenance and running costs of all vehicles

3. Booking a Pool Vehicle

- 3.1 Regardless of assignment, all PHCC Pool Vehicles are available to all Representatives between agreed working hours each workday
- 3.2 Bookings must be made via the booking system in place
- 3.3 As a courtesy, the Vehicle Custodian must be notified of the booking

2.11 MOTOR VEHICLES

- 3.4 If a Pool Vehicle is required earlier or later than regular working hours, Representatives may make a special arrangement with the Vehicle Custodian
- 3.5 If a Pool Vehicle is required for Representatives for long or off-road driving, a vehicle check is required to be undertaken before the journey, and prior to returning the vehicle to the Custodian.

4. Personal Vehicle Use – Employees and Volunteers only

- 4.1 The use of an Employee or volunteers' personal vehicle for conducting PHCC business is not encouraged and should be considered a last resort. Employees and volunteers must have exhausted all efforts to obtain a Pool Vehicle if practical before using their personal vehicle for business purposes
- 4.2 In the event that a Pool Vehicle is not available or it is impractical to obtain the Pool Vehicle, the Employee or volunteer may, with prior written approval of their supervisor, use their personal vehicle and be compensated for the cost of the travel at the rate stipulated on the Travel Claim Form (current ATO rate)
- 4.3 Employees or volunteers using a personal vehicle must ensure that they have undertaken a Vehicle Safety Checklist prior to commencing the journey, and that the vehicle is safe for use, in accordance with the PHCC approved WHS Checklist.

5. Reimbursement

To receive reimbursement, the Representative must record the length and details of their journey on a Travel Claim Form and lodge the approved form with the Finance Manager for processing.

6. Motor Vehicle Accidents

In the event of an accident, Representatives must act in accordance with the Motor Vehicle Accident procedure.

7. Motor Vehicle Breakdown

In the event of a vehicle breakdown, Representatives must act in accordance with the Motor Vehicle Breakdown Procedure.

POLICY

2.14 VOLUNTEERS

Supporting Procedure:	2.14.1 Volunteers (Draft)	
Other Related Documents:	Volunteer Details Form Volunteer Medical Declaration Volunteer Register Volunteer Attendance Record Induction Toolkit – Volunteers Onsite Volunteer Registration Form VA National Standards for Volunteer Involvement Conditions of Participation Volunteers Conditions of Service Event Registration Form Risk Assessment Form (JSEA) Policy 1.6 Grievance Resolution Policy 2.3 Workplace Health and Safety Policy 2.4 Discrimination, Bullying & Harassment Policy 4.6 Insurances	
Category:	Human Resources	
Type:	Operational	Dates:
1 st Review By:	Jane O’Malley and Patricia Sutton	19/09/2017
2 nd Review By:	Jane O’Malley and Patricia Sutton	21/05/2019
3 rd Review By:	Jane O’Malley and Patricia Sutton	04/06/2020
Approved By:	Chief Executive Officer	
Issued By:	Chief Executive Officer	

Introduction

This Policy aims to assist Peel Harvey Catchment Council (PHCC) to:

- Recognise the substantial contribution made by volunteers and voluntary groups towards meeting the PHCC vision and implementing the PHCC NRM Strategy
- Develop volunteering opportunities, promote volunteering, raise the profile of volunteerism, and facilitate access to information about volunteering opportunities
- Manage and support volunteers guided by Volunteers Australia’s National Standards for Volunteer Involvement.

Definitions

For the purposes of this Policy:

‘Volunteer’ is considered to be a person providing unpaid services to PHCC

‘Professional Volunteer’ is considered a person providing unpaid services that are specifically targeted to meeting a need of the PHCC (i.e. water sampling, field work, data input, communication etc)

POLICY 2.14 VOLUNTEERS

'General Volunteer' is considered a person providing unpaid services that attends PHCC events and activities contributing their time in generally unskilled work (e.g. planting days, clean up events)

'Intern' is considered a person providing unpaid services to the PHCC, via a structured program (e.g. 1 day a week for 6 months) designed to benefit both the PHCC and the intern by providing specific employment skills and experience.

Policy Statement

The PHCC will facilitate and encourage volunteering and intern opportunities within a safe working environment to support the implementation of the Peel-Harvey NRM Strategy. The PHCC will:

1. Acknowledge the contributions of Volunteers and Interns and treat them as valuable team members
2. Ensure that PHCC hold adequate public liability and volunteer insurance cover in accordance with Policy 4.6 Insurance
3. Provide Volunteers and Interns with suitable equipment needed to perform tasks, including personal protection equipment.

1 Management and Support of Volunteers and Interns

To ensure good governance and enhance the Volunteers' and/or Interns' experience and comply with legislation and duty of care, PHCC will:

- 1.1 Interview and accept Volunteers/Interns in accordance with anti-discrimination and equal opportunity legislation
- 1.2 Provide Volunteers/Interns with Volunteer's Conditions of Service or Conditions of Participation, an induction, including Work Health and Safety, medical declaration and training suitable to the tasks being undertaken
- 1.3 Clearly define a Volunteer's/Intern's role and tasks
- 1.4 Provide appropriate levels of support and management
- 1.5 Offer Volunteers/Interns the opportunity for learning experiences and professional development
- 1.6 Reimburse Volunteers/Interns for approved out of pocket expenses

2 Regulations – Professional Volunteers and Interns

- 2.1 All Volunteers must receive a copy of relevant PHCC Policies and read, acknowledge and sign that they will comply and are subject to those Policies and any related Procedures
- 2.2 The CEO may terminate a Volunteer/Intern, if they consider that the Volunteer/Intern is not abiding by the Policies and Procedures of PHCC (subject to a reasonable resolution process)
- 2.3 Volunteers must be registered with PHCC by completing the Volunteer Details form
- 2.4 The person responsible for Human Resource Management or their delegate must keep a current Volunteer Register
- 2.5 Volunteers must complete the Volunteer Attendance Record (record the time they commence and cease work, and the location of work on any given day).

POLICY 2.14 VOLUNTEERS

3 Management and Support of General Volunteers (events / activities)

- 3.1 Staff will undertake a site visit and complete a risk assessment (JSEA) prior to holding any event that will include/involve Volunteers (to mitigate, remove, avoid risks)
- 3.2 At the commencement of any activity involving Volunteers, staff will:
 - 3.2.1 Discuss the potential risks of the site/activity, in accordance with the JSEA, with Volunteers, prior to commencing the activity, including the identified mitigation actions / areas to avoid
 - 3.2.2 Run through Conditions of Participation prior to commencing activity
- 3.3 Volunteers must complete an event registration form
- 3.4 A qualified First Aider must to be present at all events
- 3.5 Up to date First Aid Equipment must be accessible and clearly visible at all events
- 3.6 Appropriate PPE must be supplied for Volunteers' use
- 3.7 Sufficient amount of drinking water must be available for participants.