



Policy Title: **COMMUNITY DISTURBANCE POLICY**

Policy Type: **HUMAN RESOURCES**
(Statutory, Financial, Administrative, Human Resources)

Policy Number: **HR002**

Approved by Council	Last Review	Current Review	Next Review
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Implementation Department		Officer Position	
Corporate Services		Human Resources Manager	
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1. Policy Background/Scope

This Policy applies to Aurukun Shire Council CEO, Directors, permanent employees, part time employees, casual employees and agency staff. Agency staff definition includes those employed through employment agencies.

In the event of a community disturbance the situation will be managed through normal State Police action.

The aim of this procedure is to ensure the expectations of Aurukun Shire Council are followed to maintain the safety of personnel in the event of a community disturbance.

The Council emphasises the safety of all staff is paramount at all times. There have been instances where a disturbance within the community has resulted in a situation where potentially Council staff may have been placed in personal danger.

2. What is a Community Disturbance?

This is when, as a consequence of actions by members of the community through unrest, brawling or other belligerent activities, it is deemed by Supervisors, Senior Management or the Police that Council staff may be placed in a position where physical harm may result.

The definition of a community disturbance is basically when advice from the Police or other agencies is received that the town and agencies are in lockdown.

This can be overridden, and a community disturbance declared with lockdown by the Chief Executive Officer or his/her delegate.

3. Action by Council staff

If there is a disturbance, Council staff are to immediately ensure all personnel return to their depot, office, point of work origin and ensure all doors and or gates are secured. Personnel are to remain on these premises until the disturbance has passed and the Supervisor advises it is safe to leave.

At no times are Council staff to become involved with the disturbance. Staff are not to become spectators, photograph the disturbance or communicate the event to any media.

4. Communication of an event

In the event of a community disturbance, Council staff will be notified through the Emergency Network Contact list via text message, email network "DL All Users" and by UHF radio service.

Council will endeavour to enter into and open dialogue with Queensland Police as to the declaration of the lockdown and when it is deemed safe to return to work.

It is the responsibility of the:

- Chief Executive Officer
- Director of Corporate Services
- Director of Technical Services
- Director of Community Services

To ensure test messages are sent to all personnel to maintain the currency of the list and its effectiveness of the system.

All Council issued mobile phones are to be included on this list. Staff can include their personal mobile numbers on the Emergency Network Contact list. At no time will personal mobile numbers be made public. This is to ensure the confidentiality of personal mobile numbers. Personnel are encouraged to have their numbers included on the contact list.

Requests can be made directly to the Information Technology Officer, Human Resources Manager, Directors or the CEO. All personnel will be made aware of the Emergency Network at induction.

Other means of communicating an incident to council staff include contacting Supervisors through emails, UHF radio Channel 40 (after hours of business) and mobile phone calls. Workshop and Depot personnel also use UHF Channel 25 during working hours.

In the event of a community disturbance and Council staff are not contactable by electronic means, the Supervisor is to confirm personal contact has been made with their staff and ensure they are located in a safe place away from potential harm.

5. Communication of the Procedure

Communication of this procedure can be made through meetings, induction, notice boards and personal contact.