

## 1. Heads of Power

Work Health and Safety Act 2011 (Qld)

Work Health and Safety Regulation 2011 (Qld)

Managing the Risk of Psychosocial Hazards at Work Code of Practice 2022 (Qld)

## 2. Purpose

The purpose of this policy 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 employees is always paramount. There have been instances where a disturbance within the community had potential to result in a situation where Council staff may have been placed in personal danger.

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

## 3. Scope

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

## 4. Definitions

- **Council:** Aurukun Shire Council.
- **CEO:** Aurukun Shire Council Chief Executive Officer
- **Community Disturbance:** This is when, as a consequence of actions by members of the community through unrest, brawling or other anti-social activities, it is deemed by Supervisors, Senior Management or the Police or other agencies that Council employees may be placed in a position where physical harm may result.
- **Lockdown:** Council employees returning to their depot, office, point of work origin and ensuring all doors and or gates are secured. Personnel remaining on these premises until the disturbance has passed and the Supervisor advises it is safe to leave.  
A community disturbance requiring lockdown may be made by the Chief Executive Officer or his/her delegate.

## 5. Communication of an event

Notification of a disturbance requiring cautionary communication or employee lockdown is on advice from the Police, CEO or other agencies. In the event of a community disturbance, Council employees will be notified through the Emergency Network Contact list via text message and/or email network "DL All Users".

Council will endeavour to 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
- General Manager Infrastructure Services
- General Manager Community Services

- General Manager Corporate Services

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

## 6. Action by Council employees

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.

## 7. Responsibilities

- **CEO and his/her delegate:** Declares lockdown or communicates advice of same from other agencies, approves out of policy variations
- **CEO, General Managers:** Communicate event information and advise of lockdown and 'Safe to Work' advice

## 8. Related Documents

- Workplace Health and Safety Policy
- Workplace Violence and Aggression Policy

## 9. Document Controls

The Executive leadership team will review this policy every two years.

## 10. Policy Owner

People, Culture and Safety Manager