



# POLICY REGISTER

## Drug and Alcohol Policy

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## Contents

POLICY REGISTER .....	1
Drug and Alcohol Policy .....	1
Applicability.....	4
Drugs and alcohol in the workplace .....	4
Local Government Award Provisions and Union Policy .....	4
Council vehicles .....	4
Smoking.....	4
Prescribed drugs or medications.....	4
Council's rights when drug or alcohol use is suspected .....	4
Employee assistance program .....	4
Drug and Alcohol Awareness Program.....	4
Non-Compliance .....	5
Instances of drug/alcohol abuse at work .....	5
Drug/alcohol abuse affecting work performance .....	5
Variation.....	5
Review of Policy .....	5
Attachments.....	5

## Applicability

This policy applies to all Balranald Shire Council (hereafter referred to as "BSC") employees, contractors, contractor/s staff and visitors.

## Drugs and alcohol in the workplace

The use of drugs or alcohol in the workplace - including Council premises, parks, reserves, vehicles, plant, or any Council building or physical asset - is prohibited. The General Manager may waive this requirement (for the moderate consumption of alcohol on Council premises) where circumstances warrant - for example, when Council sponsors a social event, such as an official farewell or a Christmas party.

## Local Government Award Provisions and Union Policy

BSC will comply with the provisions of the NSW Local Government Award (as amended) and policies developed by the Union groups that represent workers at BSC.

## Council vehicles

BSC vehicles and/or plant are not to be driven/operated by anyone who is under the influence of alcohol or drugs. Council's insurers may deny liability for any damage caused to a Council vehicle or item of plant, injury to any person or damage or injury to any third party incurred while the driver of the vehicle/plant is in breach of this policy or the law.

## Smoking

BSC observes a no smoking policy (substances of any kind) in all workplaces including Council vehicles. Failure to observe this requirement will result in disciplinary action being implemented.

## Prescribed drugs or medications

An employee shall advise their Supervisor if they are taking any prescribed drug or medication which may affect their fitness for duty, impair their judgment, significantly, alter their mood, or affect their work performance. Consequently, an employee should consult their Doctor or Pharmacist what the effects of a drug which is prescribed for their consumption will be on their work performance. Employees should be made aware that it is their responsibility to inform the General Manager or Supervisor if they are likely to be subject to the effects of prescription medication whilst they are at work.

## Council's rights when drug or alcohol use is suspected

The General Manager (or another appropriate officer) may have the employee removed from the workplace and may initiate any reasonable action considered necessary, if a Supervisor has justifiable cause to suspect that an employee is under the influence of alcohol or drugs, or doubt an employee's fitness for duty. An employee may be removed from duty pending an urgent medical examination to determine fitness for duty, if it is believed that the use of drugs or alcohol renders a risk to the health or safety of the employee, coworkers or the public.

## Employee assistance program

Council will sponsor an employee assistance scheme which, among other things, assists employees who voluntarily seek help for alcohol or drug dependence problems. Participation by any employee in the employee assistance scheme will be regarded as confidential. Employees who suspect that they may be dependent on alcohol or drugs are encouraged to seek external clinical assistance or to participate in the employee assistance scheme.

## Drug and Alcohol Awareness Program

Council will support a drug and alcohol awareness program designed to inform employees of the dangers and consequences of drug use in the workplace and the availability of counselling, rehabilitation and employee assistance schemes.

## Non-Compliance

If an employee's performance is affected by drug or alcohol abuse Council may initiate disciplinary action in accordance with Council policy and Award provisions.

## Instances of drug/alcohol abuse at work

Employees are advised that observed instances of drug and/or alcohol abuse whilst an employee is at work, (e.g. turning up for work drunk or under the influence of drugs; observed consuming alcohol/drugs at work including any unpaid break, e.g. lunch break) constitute an act of serious misconduct and will result in the employee being issued a "first and final warning". Council's responsibility under the provisions of the WH&S Act 2011 and remedial action provided by the Award reflect the serious nature of this offence. Where such a warning is issued, any further instance of alcohol or drug abuse will result in termination of employment.

## Drug/alcohol abuse affecting work performance

Where it is suspected that drug/alcohol abuse is having a detrimental effect on an employee's work performance (e.g. employee presenting for duty late and/or consistently hung-over or regular absenteeism due to alcohol/drug abuse) disciplinary procedures in accordance with State Award provisions may be implemented.

## Variation

Council reserves the right to review, vary or revoke this policy in consultation with the Consultative Committee at any time.

## Review of Policy

This policy shall be reviewed annually and any amendments, if necessary, shall be approved by a resolution of Council.

## Attachments

The following attachments form part of this policy and will be followed in testing of staff, volunteers, councillors or workers defined under WH&S legislation.

- Alcohol and other Drugs Policy and Procedure - USU website - 20 Dec 2018