



Ordinary Council Meeting 14/12/21

Item 12.7 refers

Attachment 12

**Policy Updates
(Clean Copy)**

Creating opportunities



BEXB10.2 OCCUPATIONAL SAFETY AND HEALTH

Policy Objective

The City of Belmont will maintain an effective Safety Management System that incorporates a continual improvement philosophy and provides for maintenance of the highest occupational safety and health standards to protect the wellbeing of our people and the environment. The Safety Management System will continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation with all staff and stakeholders.

Policy Statement

The City of Belmont will ensure all employees have safe workplace conditions and systems of work that minimise risk of injury or illness to our people including, employees, contractors, labour hire, visitors, volunteers and customers and damage to Council property and the environment.

Policy Detail

The City of Belmont will:

1. Comply with the West Australian *Occupational Safety and Health Act 1984*, all relevant Regulations, Codes of Practice and Australian Standards.
2. Ensure stakeholders understand and comply with their obligations regarding relevant Occupational Safety and Health Legislation and the City's policies, procedures and safe systems of work.
3. In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.
4. Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
5. Provide induction and ongoing training, information and instructions to staff and relevant stakeholders, regarding Occupational Safety and Health.
6. Ensure that relevant purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the City's policies and procedures and Australian Standards in relation to the *Occupational Safety and Health Act 1984 (WA)*.
7. Provide an effective system of accident/incident reporting, investigation and recording.
8. Monitor the effectiveness of the City's Occupational Safety and Health performance.

Staff and Stakeholders will:

1. Comply with the *Occupational Safety and Health Act 1984 (WA)*, , all relevant Regulations, Codes of Practice and Australian Standards.
2. Report workplace hazards and incidents to supervisors/manager.
3. Work in accordance with the policies, procedures and safe systems of work of the City of Belmont.

4. Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment.
5. Consult and cooperate with supervisors and management on matters relating to workplace safety and health.

Responsibilities

The development of the Safety Management Program and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City employees and stakeholders.

Reference/Associated Documents

[Occupational Safety and Health Act 1984](#) (WA),
Work Health and Safety Act 2011, and related Regulations
Codes of Practice and Australian Standards

Reference to Internal Procedure

BelNet Related Work Instructions

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	EXECUTIVE SERVICES
POLICY OWNER:	HR MANAGER

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/09/05		11.5.9
26/09/06		11.5.5
11/12/07		12.5.8
21/10/08		12.10
27/07/10		12.9
22/11/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW - NONE	12.4
22/09/15	REVIEW – NONE	10.7
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – NONE	12.2
25/09/18	REVIEW – NONE	12.5
10/12/19	REVIEW – MINOR	12.8
14/12/21	REVIEW – MINOR	
NEXT REVIEW DATE	2023	

BEXB10.3 QUALITY POLICY**Policy Objective**

The City of Belmont will maintain and regularly review its Quality Management System for the purpose of delivering value to its community and interested parties by determining their current and future needs and expectations.

The City of Belmont will learn, innovate, adapt for change and empower all employees to participate and contribute to organisational improvement to meet new challenges and requirements as they arise.

Policy Statement

The leadership and commitment of management together with the competency of our people will provide quality products and services to the customers of the City of Belmont.

The City of Belmont will ensure a culture of continuous improvement by maintaining certification to the ISO 9001 Quality Management System, applying the principles of Business Excellence and best practice, including proactive planning, legislative compliance, sustainable development and risk management.

Policy Detail

This policy relates to all activities of the City including Strategic and Operational activities and to all employees and contractors providing products and delivering services on behalf of the City.

The Executive Leadership Team will:

1. Take accountability for the effectiveness of the Quality Management System (QMS).
2. Ensure that the QMS policy and objectives are established in line with the context and strategic direction of the City of Belmont.
3. Ensure integration of the QMS requirements into the City of Belmont's overall business processes and Business Management System documentation.
4. Promote the use of the process approach and risk-based thinking.
5. Ensure that the resources needed for the QMS are available.
6. Ensure that the QMS achieves its intended outcomes.
7. Communicate the importance of an effective QMS and of conforming to the QMS requirements to all staff and relevant stakeholders.
8. Promote an ethos of continuous improvement in the City through education and training of our people and engagement with relevant interested parties.

The City of Belmont will:

1. Monitor and review internal and external issues that may affect the City's ability to achieve the intended outcomes of its Business Management Systems.

2. Achieve the core objectives of the Strategic Community Plan through effective implementation of the Corporate Business Plan, continuous improvement and the maintenance of appropriate management systems.
3. Comply with all relevant Legislation.
4. Benchmark our performance in relevant areas to assist in the continuous improvement process.
5. Participate in the development of the local government industry and ensure due diligence through compliance to statutory and other selected standards.
6. Ensure every employee understands that they are expected to contribute to the continuous improvement of the City and that they are to take responsibility for the quality of their own work, as well as the satisfaction of their customers, whether internal or external.
7. Regularly measure organisational performance and the effectiveness of business management systems through a process of routine audits, assessments and reviews.
8. Maintain certification to ISO 9001 Quality Management System.

Responsibility for the Quality Policy:

The implementation of this policy is the responsibility of the Chief Executive Officer, the Executive Leadership Team and the Operational Leadership Team. The application of this policy is the responsibility of all City employees and stakeholders.

Reference Associated Documents

ISO 9001:2015 Quality management systems – Requirements

Australian Business Excellence Framework (ABEF)

ISO 14001:2015 Environmental management systems – Requirements with guidance for use

AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use

ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use

AS/NZS ISO 31000:2009 – Risk management – Principles and guidelines

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	PEOPLE AND ORGANISATIONAL DEVELOPMENT
POLICY OWNER:	MANAGER BUSINESS PLANNING AND IMPROVEMENT

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/11/11		12.9
25/06/13		12.8
27/09/16	REVIEW - MAJOR	12.9
10/12/19	REVIEW – MAJOR	12.8
NEXT REVIEW DATE	2021	

NB2.1 ENVIRONMENT AND SUSTAINABILITY POLICY

Policy Objective

The City of Belmont will maintain an effective Environmental Management System that incorporates a continuous improvement philosophy to protect and enhance the natural environment.

While focusing on operations, the City will also engage with the wider Belmont residential and business community to promote and encourage involvement in environmental programmes, sustainable behaviour change and minimise risk of pollution incidence.

The Environmental Management System shall continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and communication to staff and those working under the City's control.

Policy Statement

The City of Belmont is committed to:

1. Undertake continual improvement of the Environmental Management System to enhance environmental performance of City operations.
2. Protection and enhancement of the natural environment and biodiversity values within the City of Belmont, including remnant bushland, wetlands, river foreshore and waterways.
3. Prevention of pollution to air, land or water, or damage to flora or fauna, minimising harm and degradation to the natural environment.
4. Efficient use of energy, water, paper and other resources, improving resource recovery and reducing waste to landfill and implementing renewable energy technologies to minimise the City's corporate carbon footprint.
5. Considering life cycle impacts and minimising single use disposable plastics.
6. Planning for and implementing measures to 'future proof' City operations against the predicted impacts of climate change.
7. Compliance with relevant environmental legislation and other obligations.

Policy Detail

The City of Belmont will

1. Develop, implement and regularly review an organisation-wide Environment and Sustainability Strategy and Implementation Plan.
2. Set objectives, targets and indicators to monitor environmental performance and review and report on outcomes.

3. Identify strategic actions to achieve objectives, assigning responsibilities, timeframes and budget requirements, monitoring progress of implementation.
4. Consider environmental implications in project and event management, procurement, decision-making and development of strategies and plans.
5. Ensure the impact of future development on the environment is considered through land use planning and development control.
6. Maintain awareness of current and emerging environmental issues relevant to the City of Belmont.
7. Manage potential environmental impacts associated with City operations (“environmental” risks) and predicted impacts of climate change (“climate change” risks) as specified under City of Belmont Policy BEXB 9.2 Risk Management.
8. Ensure awareness of and communication of environmental legislative requirements relevant to Department activities to employees.

Responsibilities

The development of the Environmental Management System and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City employees and those working under the City’s control.

Reference/Associated Documents

AS/ NZS ISO 14001- Environmental Management Systems standards
BEXB 10.2 Occupational Safety and Health
BEXB 9.2 Risk Management
BEB 10.3 Quality Policy
NB 1.1 Environmental Purchasing Policy

Reference to Internal Procedure

BelNet Related Process Maps and Work Instructions

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

Note: The policy will be reviewed annually as per ISO 14001 accreditation.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	PARKS, LEISURE AND ENVIRONMENT	
POLICY OWNER:	COORDINATOR ENVIRONMENT	
AMENDMENT STATUS		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – NONE	12.2
24/04/18	REVIEW – MAJOR (IMPLEMENTED 01/07/18)	12.4
10/12/19	REVIEW – NONE	12.8
23/02/21	REVIEW – NONE	12.7
NEXT REVIEW DATE	ANNUALLY	