



Cloncurry Shire Council

POLICY NO.

WHS 1003

WORKPLACE VISITOR POLICY

Purpose

Our Workplace Visitors policy outlines our rules for receiving visitors at our premises. We want to ensure that visitors will not:

- Pose threats to our premises and property.
- Distract staff from their work.
- Be exposed to danger.

Scope

This policy shall apply to all people present in buildings, car parks, or grounds of Council Buildings and Depots and shall include all workplace visitors and staff.

Definitions

Term	Definition
Council Buildings and Depots	any Council building which the public, contractors or visitors may access from time to time, including the whole Building, the surrounding grounds, and other infrastructure. Includes (but not limited to): <ul style="list-style-type: none">• Administration Office• Cloncurry Works Depot• Dajarra Works Depot• Water Treatment Plan• Sewage Treatment Plant• Cloncurry Airport
Council	Cloncurry Shire Council
Workplace visitors	refers to staff's friends and family (personal visitors), contractors, external vendors, stakeholders, and the public.
Authorised Officers or Authorised Persons	An Authorised Officer or Authorised Person appointed under the <i>Industrial Relations Act 2016</i> , <i>Environmental Protection Act 1994</i> , <i>Education and Care Services National Law (Queensland)</i> , <i>Public Records Act 2023</i> , or any other Act.

Policy

1. Access to Council's Administration Buildings and Depots shall be controlled during work hours.

Staff

Council staff shall have unrestricted access to all areas within Council Administration Buildings and Depots during working hours as required for the purpose of performing their respective allocated duties.

Visitors

Visitors may have access to Council's Buildings and Depots if required and accompanied by Council staff. It will be the responsibility of the officer to ensure that the safety of other staff is not impacted and that they ensure that they leave the building.

Contractors

Where the contractor's business involves the need for an unsupervised stay or independent movement within Council's Buildings and Depots the contractor would be considered a contractor of Council and must be issued with, wear and have visible at all times a 'Visitor Pass'. Visitor Passes must be signed out and returned to the point of issue at the conclusion of the visit.

Authorised Officers or Authorised Persons

Council will not impede Authorised Officers or Authorised Persons from undertaking their duties. Authorised Officers or Authorised Persons must inform Council staff of their presence on Council premises. Council staff must notify their manager/director of the Authorised Officer or Authorised Person so that the Authorised Officer or Authorised Person can receive the assistance they need.

Authorised Officers or Authorised Persons must take care not to obstruct Council staff from undertaking their duties.

Authorised Officers or Authorised Persons be issued with, wear and have visible at all times a "Visitor Pass". Visitor Passes must be signed out and returned to the point of issue at the conclusion of the visit.

2. Visitors to Council's Administration Buildings and Depots shall be identifiable.

All persons who are not staff of Cloncurry Shire Council but who are working within Council's Buildings and Depots or grounds shall be issued with or required to wear, a Visitor Pass whilst on the premises. These badges shall be issued to visitors, contractors, students on placement, consultants, and others requiring access to staff areas.

3. General rules

Staff must not allow access to our buildings to unauthorised visitors.

Staff may bring visitors to Council events or after obtaining authorisation from their director. To avoid confusion or misunderstanding, authorisation must be in writing.

Visitors must not try to solicit staff, gather donations, or request participation in activities while on our premises. Any visitors who violate this policy may be escorted out.

Staff may not bring or accept visitors in areas where there are dangerous machines or chemicals, confidential records, or sensitive equipment. Authorised Officers or Authorised Persons may be

exempted if the access is part of their official duties and they have received authorisation from the relevant director. In these cases, staff should provide visitors with any necessary protective equipment to enter these areas when needed.

Staff who spot unauthorised visitors must refer them to the relevant director, who may ask them to leave. Visitors who misbehave will be asked to leave and prosecuted if appropriate.

Procedure

The following rules apply to all kinds of visitors:

- Visitors must sign in and show identification.
- Visitors will receive visitor passes and return them once the visit is over.
- Staff must always tend to their visitors while they are inside our premises.
- Our internet usage, data protection, and confidentiality policies temporarily cover our visitors while they are on company premises. They must not misuse our internet connection, disclose confidential information, or take photographs of restricted areas. If they don't conform, they may be escorted out or face prosecution if appropriate.
- Visitors are allowed during working hours. After-hours visitors must have written authorisation from the relevant director

POLICY VERSION AND REVISION INFORMATION

Version No.	Approval	Date Approved	Review Date
1	Chief Executive Officer	27 November 2024	November 2027

Policy Approved by: Philip Keirle



Title: Chief Executive Officer