	<h1>Consultation and Communication Policy</h1>	<b>Version No:</b>	4.0
		<b>Issued:</b>	16 March 2010
		<b>Reviewed:</b>	5 March 2019
		<b>Next Review:</b>	4 March 2022

## 1. Policy

The Wudinna District Council (**Council**) is committed to a high level of pro-active Work Health and Safety (WHS) management in line with Council's vision of recognition as a leader in Human Resource Management.

- 1.1 To facilitate this, Council is dedicated to provision of a Communication and Consultation system that allows for the provision of:
  - i. Relevant, clear and current information on WHS matters to relevant workers, their representatives and duty holders so far as is reasonably practicable.
  - ii. Systems for effective consultation, cooperation and coordination, including between duty holders (who share responsibility for the same WHS matter), management, and workers (who carry out work for Local Government and are or are likely to be directly affected by a WHS matter) and their representatives in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI) so far as is reasonably practicable.
  - iii. Systems to facilitate worker participation and representation.
- 1.2 Key elements of the Council's Consultation and Communication system are:
  - i. Communication and Consultation Procedure
  - ii. WHS Employee Survey Processes
- 1.3 Council will regularly review in Consultation with relevant workers, subject area experts and other duty holders (as necessary):
  - i. The effectiveness of this Policy and supporting procedures to identify opportunities for continuous improvement.
  - ii. Adherence to this Policy and the supporting procedures and take appropriate action where non-compliances are found.

## 2. Responsibilities


- 2.1 The Senior Management Team (SMT) are accountable for checking that adequate resources are identified and provided to enact this Policy and supporting procedures effectively.
- 2.2 Supervisors/Managers are accountable for bringing this Policy and supporting procedures to the attention of affected workers and monitoring, through their supervisory activities that the policies and procedures are adhered to.
- 2.3 Supervisors/Managers are accountable for checking that Workers have had appropriate training to undertake the activities identified within this Policy and supporting procedures.
- 2.4 Workers are accountable for adhering to the requirements of this Policy and supporting procedures, and reporting any inability to do so to management at the earliest opportunity.

## 3. Legislation

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

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#### 4. References

[Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination](#)

AS/NZS 4801 (Note: AS/NZS 4801 is likely to be superseded by ISO 45001:2018 in 2018/2019)

[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)

[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

#### 5. Related Documents

Consultation and Communication Procedure (*Document # 12.3.23.1*)

Consultation and Communication Procedure One Pager & Flow Chart (*Document # 12.3.23.4*)

#### 6. Review

This WHS Consultation and Communication Policy shall be reviewed by the Health and Safety Committee in consultation with the SMT, workers and their representatives at minimum within three (3) years of Issued Date, or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers.

Signed: .....

Chief Executive Officer

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Chairperson, Health and Safety Committee

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### 7. Document Review History

Version No:	Issue Date:	Description of Change:
1.0	Sept 2009	New Document, September 2009
2.0	5/4/2013	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
2.1	12/4/2013	Inserted issue date for version 2 and amend small error in the issue date in the footer
3.0	17/07/2015	Changed vision statement to Organisation purpose in first paragraph. Updated WorkCover references to Return to Work SA Added opportunity for Council to add elements in the key element list. Changed minimum review timeframe from 2 years to 3 years
4.0	10/12/2018	Changed Management to Senior Management Team, References Updates and WHS Committee changed to Health and Safety Committee minor grammatical and format changes.