

	<h1>Consultation and Communication Policy</h1>	Version No:	5.0
		Issued:	16 March 2010
		Reviewed:	11 August 2022
		Next Review:	10 August 2025

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 and the values, behaviours and key initiatives within the LGA Strategic Plan.

- 1.1 To facilitate this, Council is dedicated to provision of a Consultation and Communication system that allows for the provision of:
 - a) Relevant, clear and current information on WHS matters to relevant workers, their representatives and duty holders so far as is reasonably practicable.
 - b) 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 Council 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.
 - c) Systems to facilitate worker participation and representation.
- 1.2 Key elements of the Council's Consultation and Communication system are:
 - a) Consultation and Communication Procedure
 - Consultation and Communication Procedure One Pager & Flow Chart
 - b) WHS Employee Survey Processes
- 1.3 Council will regularly review in Consultation with relevant workers, subject area experts and other duty holders (as necessary):
 - a) The effectiveness of this Policy and supporting procedures to identify opportunities for continuous improvement.
 - b) 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:
 - a) Bringing this Policy and supporting procedures to the attention of affected workers and monitoring, through their supervisory activities that they are adhered to.
 - b) Checking that Workers have had appropriate training to undertake the activities identified within this Policy and supporting procedures.
- 2.3 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 ISO 45001:2018 - Occupational health and safety management systems – Requirements with guidance for use

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

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

5. Related Documents

Procedures as outlined in Section 1.2

6. Review

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

The review may include or be initiated by:


- 6.1 Feedback from managers, workers, HSRs or other stakeholders
- 6.2 Legislative compliance
- 6.3 Performance Standards for Self-Insurers
- 6.4 Internal or external audit findings
- 6.5 Incident and hazard report, claims costs and trends related to hazardous work; and
- 6.6 Other relevant information.

Signed:
 Chief Executive Officer

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 Chairperson, Health and Safety Committee

Date: ____/____/____

Date: ____/____/____

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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.
5.0	11/08/2022	Minor wording change throughout document, Updated References – remove reference to superseded AS/NZS 4801 and replace with AS/NZS ISO 45001:2018 , update web links. Updated at Review wording.