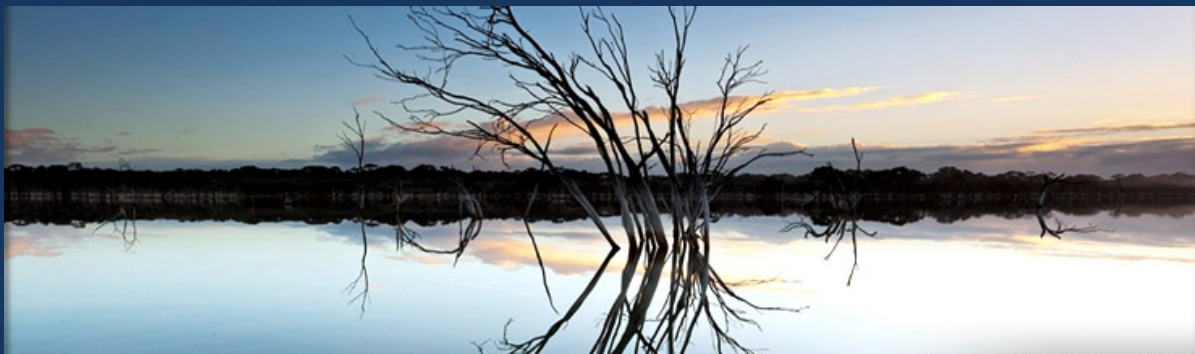




## Policy - Communication & Consultation



“Working with our Rural & Coastal Communities”



# WHS-POL-04 – COMMUNICATION & CONSULTATION POLICY

Version No:	5.1
Issued:	February 2023
Next Review:	March 2025

Responsible Department:	Corporate Services
Policy Adopted:	15/02/2023
Minutes Reference:	30.1(3d)
Applicable Legislation:	Local Government Act 1999 SA Work Health & Safety Act 2012 SA Work Health & Safety Regulations 2012 Code of Practice: Work Health and Safety Consultation Cooperation and Coordination Australian Standard 4801 Return to Work SA (formerly WorkCover) Performance Standards for Self Insurers (PSSI)
Related Policies/Procedures/Codes:	WHS-POL-01 – WHS & RTW Policy WHS-PRO-04.01 – WHS Communication and Consultation Procedure
Review Frequency	Within 3 years of issue date

## 1. OVERVIEW

Lower Eyre Council is committed to a high level of pro-active Work Health and Safety (WHS) management in line with the organisational purpose to proactively protect and manage Local Governments’ employee injury risks today and into the future.

In order to facilitate this, Council is dedicated to provision of a Communication and Consultation system that allows for the provision of:

- Relevant, clear and current information on WHS matters to relevant workers, their representatives and duty holders so far as is reasonably practicable;
- 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 the organisation 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
- Systems to facilitate worker participation and representation

## 2. POLICY

2.1 Key elements of the Council’s Communication and Consultation system are:

- WHS Communication & Consultation procedures
- WHS Employee survey processes

2.2 Council will regularly review in consultation with relevant workers, subject area experts and other duty holders (as necessary):

- The effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement
- Adherence to this policy and the supporting procedures and take appropriate action where non-compliances are found

### 3. RESPONSIBILITIES

#### 3.1 Executive Management Team

- Are accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

#### 3.2 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.
- Are accountable for checking that workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

#### 3.3 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.

### 4. RECORDS

Records relating to employee communication and consultation are required to be kept in accordance with all supporting procedures.

### 5. REVIEW

This Communication and Consultation Policy shall be reviewed by the Lower Eyre Council WHS Committee 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.

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
3.0	September 2015	Adopted by Council
4.0	December 2018	Formatting and change of Senior Management Team to Executive Management Team.
	March 2019	Adopted by Council (following Council election)
4.1	September 2021	Administrative Review. Updated revision number in line with One System.
5.0	April 2022	Minor formatting changes. Updated revision number and review date.
5.1	February 2023	Updated Council name and logo, minor wording, and formatting changes. Removed signatory requirement. Adopted by Council (following election).