

	CONSULTATION AND COMMUNICATION POLICY	Version No: V04.01
		Approved: 8/11/2018
		Next Review: 8/11/2021

1 Policy

The District Council of Mount Remarkable is committed to a high level of pro-active work health and safety (WHS) management in line with the organisational purpose of to proactively protect and manage Local Governments' employee injury risks today and into the future

In order to facilitate this, the organisation is dedicated to provision of a consultation and communication 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.

Key elements of the organisation's consultation and communication system are:

- WHS Consultation and Communication Procedures
- WHS Consultation Cooperation and Coordination Procedures
- WHS Employee Survey Processes

The organisation 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; and
- Adherence to this policy and the supporting procedures and take appropriate action where non-compliances are found.

2 Responsibilities

The management team are accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

Supervisors/Managers are accountable for:

- Bringing this policy and supporting procedures to the attention of affected workers and monitoring, through their supervisory activities, that they are adhered to; and
- Checking that workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

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.



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3 Legislation

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

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)

[Return To WorkSA Work Health and Safety Standards for self-insured employers](#)

[Return To WorkSA Self-insured workplace health and safety evaluation guidelines](#)

5 Review

This WHS Consultation and Communication Policy shall be reviewed by the District Council of Mount Remarkable HS Committee at minimum within three (3) years of Issue Date (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

Signed:		
	CEO	Chairperson, Health Safety Committee (HSC)
	Date:.....	Date:

Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Sept 2009	New Document, September 2009
	2.0	5/4/13	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
	2.1	12/4/13	Inserted issue date for version 2 and amend small error in the issue date in the footer
	3.0	17/07/15	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	08/11/2018	Logo and version updates. Updated in line with current LGA strategic plan. Consultation provided first in titles in line with member preference; Updated to remove senior from management team in line with preferred terminology by members for the consultation and communication procedure Updated with current references and weblinks. Minor grammatical changes; WHS committee changed to HSC Legal review: minor grammatical and format changes.
	4.1	16/01/2019	Updated web links for RTWSA references