



# COMMUNICATION AND CONSULTATION POLICY

Version No	3.0
Issued	Nov 2015
Next Review	Nov 2018
GDS	12.63.1.1

## POLICY

The Flinders Ranges Council is committed to a high level of pro-active Work Health and Safety (WHS) management in line with the Council's Strategic Management Plan objective of responsible business and people management.

To facilitate this, the organisation 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.
- The provision of 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.
- The provision of systems to facilitate worker participation and representation.

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

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

## RESPONSIBILITIES

The *Senior 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 the policies and procedures are adhered to.

*Supervisors/Managers* are accountable for 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.

## 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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## REFERENCES

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)

## REVIEW

This WHS Communication and Consultation Policy shall be reviewed by The Flinders Ranges Council WHS Committee at minimum within three years (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: .....  
CEO Chairperson, WHS Committee

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