

Policy Document		
WHS CONSULTATION AND COMMUNICATION POLICY		
Policy No: DCSB-HS-12.04	Version No: 5.0	Administered by: Work Health Safety Coordinator
Approved by: Health and Safety Committee	Approved on: 15/09/2022	Agenda Item/Minute Book No or Approval Ref: 19/22
Last Reviewed: June 2022	Review Date June 2025	Record No: 384334
Classification: Governance		
Strategic Plan link: A Council that is actively responsive to community needs and delivers financial sustainability, governance and leadership.		
References and related Policies, Procedures and Forms: <i>Local Government Act 1999</i> <i>South Australian Work Health and Safety Act, 2012</i> <i>South Australian Work Health and Safety Regulations, 2012</i> Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination ReturnToWorkSA Work Health and Safety Standards for self-insured employers ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines AS/NZS ISO 45001;2018 – Occupational health and safety management systems – Requirements with guidance for use DCSB HS PROC 12.12 WHS Consultation and Communication Procedure DCSB WHS & Risk Culture Survey Process		

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This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site:

www.streakbay.sa.gov.au

District Council of Streaky Bay

29 Alfred Tce

Streaky Bay SA 5680

Copies will be provided to interested parties upon request. Email dcstreaky@streakybay.sa.gov.au

1. Policy

The District Council of Streaky Bay (**Council**) is committed to a high level of pro-active work health and safety (WHS) management in line with the values, behaviours and key initiatives within Council's Strategic Management Plan.

In order to facilitate this, Council 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:

- DCSB HS PROC 12.12 WHS Consultation and Communication Procedures
- DCSB WHS and Risk Culture Survey Processes

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

2. Responsibilities

The Senior Management Team (SMT) 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.

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](#)
[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)
[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

AS/NZS ISO 45001:2018-Occupational health and safety management systems – Requirements with guidance for use

5. Review

This WHS Consultation and Communication Policy shall be reviewed by the Council's Health and Safety Committee (HSC) at minimum within thirty six (36) months of issue date, or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers.

6. Document History

Version No:	Issue Date:	Description of Change:	Date Endorsed	Review Date
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	01/11/2018	Logo and version updates. Error! Reference source not found. Updated in line with current LGA strategic plan. Consultation provided first in titles in line with member preference; Error! Reference source not found. updated to remove senior from management team in line with preferred terminology by members for the consultation and communication procedure Error! Reference source not found. updated with current references and web links. Error! Reference source not found. 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		
5.0	01/05/2022	Minor wording change re [Insert name of Council or Prescribed Body] (the organisation) throughout document, Updated References – remove reference to superseded AS/NZS 4801 and replace with AS/NZS ISO		

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Version 5.0

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		45001:2018, update web links. Updated at Review to change WHS Committee to Health and Safety Committee.		
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