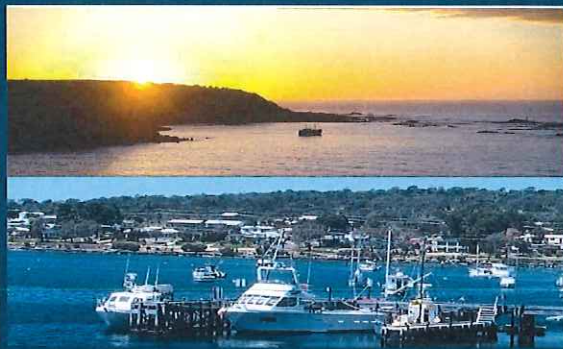


DISTRICT COUNCIL OF LOWER EYRE PENINSULA

Communication & Consultation Policy



“Working with our Rural & Coastal Communities”

	WHS-POL-04 – COMMUNICATION & CONSULTATION POLICY	Version No:	3.0
		Issued:	23/4/15
		Next Review:	Sept 2018

Responsibility:	Corporate Services
Minutes reference:	WHSMN0415-9.2 C246 (2)
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

The District Council of Lower Eyre Peninsula 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.

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;
- the provision of systems for effective consultation, cooperation and coordination, including between duty holders (who share responsibility for the same WHS matter), management, workers 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.

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2. POLICY

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

- WHS Communication & Consultation procedures.
- WHS Employee survey processes.

Other elements may be added under this policy as identified as appropriate over time.

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.

2.3 Actions emanating from this policy and supporting procedures will be reviewed to ensure appropriate action is taken where non-compliances are found.

3. RESPONSIBILITIES

3.1 *Senior 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 employees 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, or report any inability to do so to management at the earliest opportunity.


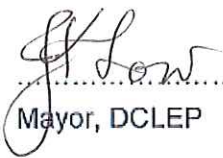

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4. RECORDS

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

5. REVIEW

The WHS Communication and Consultation Policy shall be reviewed by the District Council of Lower Eyre Peninsula 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 effect the health and safety of workers).

SIGNED:			

	CEO	Mayor, DCLEP	Chairperson, WHS Committee
Date:	9/6/15	Date: 18/9/15	Date: 9/6/15