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|  | <h2 style="margin: 0;">Consultation and Communication Policy</h2> | Version No: | 5.0 |
| | | Issued: | 1/12/2022 |
| | | Next Review: | Dec 2025 |

1. POLICY

The District Council of Peterborough 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 the LGA Mutual Pty Ltd Strategic Plan and the Council's Values and Behaviours.

In order to facilitate this, the 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/ 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 Council's consultation and communication system are:

- WHS Consultation and Communication Procedure
- WHS Employee Survey Processes

The 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.

2. RESPONSIBILITIES

The Senior Leadership 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:



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- 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](#)

ISO 45001:2018 Occupational Health and Safety (OH&S) Management System

[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)

[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

5. REVIEW

This WHS Consultation and Communication Policy shall be reviewed by the District Council of Peterborough HSC at minimum within three (3) years of the 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


Date:

27/3/2023

Chairperson, HSC

Date:

27/3/2023

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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 | 01/11/2018 | Document updated in line with current LGA strategic plan. Responsibilities updated to remove senior from managing the Occupational Health and Safety (OH&S) Management System in line with preferred terminology by members for the consultation and communication procedure References updated with current references and weblinks. Review minor grammatical changes; WHS committee changed to HSC and format changes. |
| 4.1 | 19/01/2019 | Amended review date |
| 5.0 | 1/12/2022 | Minor wording change, including change to document title. Local Organisational–Purpose/ Vision changed to Council’s Values and Behaviours Management Team updated to Senior Leadership Team Replaced AS/NZ 4801 with ISO 45001:2018 Occupational Health and Safety (OH&S) Management System |