



# WHS Consultation Policy & Procedure

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### VERSION CONTROL

Table 1: Version Control

Version	Date	Author	Approval	Comments
0.1	1 May 23	Guy Peterson	James Hyndes	Initial Draft
1.0	5 May 23	Guy Peterson	James Hyndes	First Release

## 1.0 POLICY

### 1.1 PURPOSE

The purpose of this policy is to ensure that all workers, contractors, and other stakeholders are consulted on matters relating to work health and safety (WHS) and that their views are taken into account in decision-making processes. This policy aims to promote a culture of open communication and collaboration, and to support the effective management of WHS risks in the workplace.

### 1.2 SCOPE

This Policy applies to all Redhill Hospitality business operations identified in Table 2 below.

**Table 2: Redhill Hospitality Properties**

Motel Name	Entity Name	ABN	Address
<b>Boulevard Motor Inn</b>	RRAF2 MILDURA PTY LTD	74 652 768 217	385 Deakin Ave Mildura 3500
<b>Crest Motor Inn</b>	The Trustee for Redhill Hospitality Unit Trust	61 102 953 809	60 Crawford Street Queanbeyan 2620
<b>John Hunter Motel</b>	RRAF JH PTY LTD	35 646 161 239	91 Maitland St Muswellbrook 2333
<b>Peninsula Nelson Bay Motel &amp; Serviced Apartments</b>	RRAF NBP PTY LTD	57 638 570 466	52 Shoal Bay Road Nelson Bay 2315
<b>Redhill Cooma Motor Inn</b>	REDHILL COOMA PTY LTD	15 624 995 946	35 Sharp Street Cooma 2630
<b>Redhill Tamworth Motor Inn &amp; Conference Centre</b>	REDHILL TAMWORTH PTY LTD	27 633 786 919	236 Goonoo Goonoo Rd, South Tamworth NSW 2340
<b>Centrepont Motor Inn</b>	Rraf2 Rocky Pty Ltd	86 657 725 098	35 Sharp Street Cooma 2630
<b>Seagulls Resort</b>	RRAF2 TOWNS PTY LTD	87 656 987 209	74 The Esplanade Belgian Gardens, Townsville, 4810
<b>The Henry Parkes Motel Tenterfield</b>	REDHILL TENTERFIELD PTY LTD	88 661 440 928	144 Rouse Street, Tenterfield, 2372
<b>The Oxley Motel Dubbo</b>	RRAF2 DUBBO PTY LTD	91 652 546 337	79-85 Cobra Street Dubbo 2830

### **1.3 POLICY STATEMENT(S):**

Redhill Hospitality is committed to consulting with workers, contractors, and other stakeholders on matters relating to WHS, in accordance with the Australian Work Health and Safety Act 2011. We recognise that effective consultation is essential for identifying hazards and risks, developing, and implementing risk controls, and promoting a safe and healthy workplace culture.

The motel will facilitate effective consultation by:

- 1) Providing workers, contractors, and other stakeholders with opportunities to participate in WHS consultation processes and to provide feedback on WHS issues and decisions.
- 2) Providing workers, contractors, and other stakeholders with access to relevant WHS information, including policies, procedures, and risk management plans.
- 3) Consulting with workers, contractors, and other stakeholders in a timely and effective manner, considering their views and feedback.
- 4) Ensuring that all WHS consultation processes are conducted in a respectful, inclusive, and non-discriminatory manner.
- 5) Reviewing and evaluating WHS consultation processes on a regular basis, to identify areas for improvement and to ensure ongoing effectiveness.

### **1.4 RESPONSIBILITIES:**

- 1) All workers, contractors, and other stakeholders have a responsibility to participate in WHS consultation processes and to provide feedback on WHS issues and decisions.
- 2) General Managers have a responsibility to:
  - a) facilitate effective consultation and to ensure that all workers and contractors are aware of their rights and responsibilities regarding WHS consultation.
  - b) Ensure compliance with this Policy and Procedure.
  - c) Report any violations of this policy by submitting a 'Workplace Incident Report' through Redhill Hospitality Hub.

### **1.5 REVIEW AND EVALUATION:**

This policy will be reviewed and evaluated on a regular basis, to ensure ongoing effectiveness and compliance with legislative and regulatory requirements.

## 2.0 PROCEDURES

Each individual Motel identified in Table 2: Redhill Hospitality Properties is to follow the below procedures:

- Step 1: Identify the issue or decision that requires consultation.
- Step 2: Identify the workers, contractors, and other stakeholders who may be affected by the issue or decision.
- Step 3: Provide information about the issue or decision to the affected parties, including the rationale and potential outcomes of the decision.
- Step 4: Seek feedback and input from the affected parties, including any concerns or suggestions they may have.
- Step 5: Evaluate the feedback and input received and consider it in the decision-making process.
- Step 6: Provide feedback to the affected parties on the decision and any actions taken.