

Department of Justice – Tasmania Prison Service

Consultation & Communication Guidelines for ALL Staff

Employees / Unions and Associations

This document has been developed to provide open and transparent communication and consultation between the Tasmania Prison Service and employees/ their appropriate Unions and Associations.

In line with the *Tasmanian State Service Award, Employment Direction 19 – Consultation* and the *Work Health and Safety Act 2011* the Department of Justice, Tasmania Prison Service is committed to Consultation with their staff and with Unions prior to the implementation of any decision made which is likely to have an impact on employees' employment arrangements.

In order for clear consultation to occur it is important that everyone know what stage the consultation process is at and what obligations each party has at that stage.

Good Consultation allows for transparency and focus, inclusivity, accessibility and diversity, the provision of information, responsiveness and timely feedback.

The below stages must be followed to ensure that proper consultation and communication occur:

Stage 1 - Formulating Ideas

Stage 2 - Consulting on Proposal

Stage 3 - Considering responses and providing feedback

Stage 4 - Implementation

We encourage you to read the full 2 page document by clicking on [\(2014 TPS Consultation & Communication Guidelines\)](#)