



# PLANNING & PROGRAM DEVELOPMENT PROCEDURE

Version No	4.0
Issued	24/09/2019
Next Review	Sept. 2024
GDS	12.63.1

## 1. OVERVIEW

The District Council of Orroroo Carrieton (the organisation) recognises that planning and management review are fundamental to continuously improving management systems, and an integral process in its Officers meeting due diligence requirements.

As such, the organisation is committed to implementing this process and assisting its Officers to meet due diligence requirements through the development, utilisation and monitoring of a Work Health and Safety (WHS) plan.

This Procedure aims to:

- (a) Develop, approve and implement an effective WHS plan;
- (b) Identify appropriate programs and set performance measurements in line with plan development; and
- (c) Monitor, review and improve the WHS plan and management system performance.

SIGNED .....	.....
Chief Executive Officer	Chairperson, WHS Committee
Date: 24 / 09 / 2019	Date: 24 / 09 / 2019

## 2. CORE COMPONENTS

The core components of the Planning and Program Development Procedure aim to:

- (a) Identify planning criteria;
- (b) Analyse and prioritise WHS activities;
- (c) Develop programs with objectives, targets and performance indicators;
- (d) Consult with stakeholders;
- (e) Allocate resources;
- (f) Develop implementation plans;
- (g) Develop measures, monitoring and verification strategies;
- (h) Develop reporting arrangements;
- (i) Introduce periodic and final review.

### 3. DEFINITIONS

Continuous improvement	<p>The process of enhancing the health, safety and rehabilitation and claims management systems to achieve improvements in overall related performance, in line with the organisation's policies. The process need not take place in all areas simultaneously.</p> <p>[as defined by the ReturnToWorkSA Performance Standards for Self-Insurers]</p>
Due Diligence	<p>Includes taking reasonable steps—</p> <ul style="list-style-type: none"> <li>(a) to acquire and keep up-to-date knowledge of work health and safety matters; and</li> <li>(b) to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and</li> <li>(c) to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and</li> <li>(d) to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and</li> <li>(e) to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under the Act; and</li> <li>(f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).</li> </ul> <p>[as defined by the Work Health and Safety Act 2012, Section 27 (5)]</p>
HSC	Health and Safety Committee
HSR	Health and Safety Representative
LGAWCS	Local Government Association Worker's Compensation Scheme
Objective	<p>An overall goal in terms of performance, arising from policies that an organisation sets itself to achieve, and which is quantified, where practicable.</p> <p>[as defined by the ReturnToWorkSA Performance Standards for Self-Insurers]</p>
Officer	<p>A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking</p> <p>[as defined by the Work Health and Safety Act 2012, Section 252]</p>
Performance indicator	<p>A selected indicator of how effectively a process is operating against objectives. These indicators can be quantitative or qualitative and the choice is dependent upon the type of element they are used to measure, as appropriate to the organisation.</p> <p>[as defined by the ReturnToWorkSA Performance Standards for Self-Insurers]</p>

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PSSI	Performance Standards for Self-Insurers
Program	A planned component of an organisation's business management system for health, safety, rehabilitation and claims management. [as defined by the ReturnToWorkSA Performance Standards for Self-Insurers]
Project	Programs that have been implemented but have been identified for minor improvements, or required actions that do not need the same level of monitoring as programs i.e. do not require objectives, targets and performance indicators.
Target	A detailed performance requirement, quantified where practicable, pertaining to the organisation that arises from health, safety, rehabilitation and claims management objectives. It needs to be met in order to achieve those objectives. [as defined by the ReturnToWorkSA Performance Standards for Self-Insurers]

## 4. PROCEDURE

### 4.1. Identification of planning criteria, (including analysis and prioritisation)

- 4.1.1. A WHS plan will be developed in accordance with the organisation's planning cycle, which should occur at least every two years.
- 4.1.2. The organisation management team should analyse the outcomes of the WHS management review process (as set out in section 4.5) along with any other drivers (such as changes to legislation or industry best practice) to develop a prioritised WHS plan.
- 4.1.3. The WHS plan aims to:
  - a) Identify organisational WHS objectives and prioritise them;
  - b) Address legislative, organisational, LGAWCS and PSSI requirements, by planning for continuous improvement to the WHSMS (e.g. developing programs, projects or action plans that consider the following) including:
    - i. Sector or the organisation's programs for high risks and activities identified via LGAWCS Key Performance Indicator (KPI) Audits;
    - ii. Outcomes from programs identified by the organisation's processes e.g. audits, senior management team reviews, HSC or performance review meetings or other WHS issues that require addressing (eg action list/register or general action plans);
    - iii. Inspection / maintenance plans or calendar of WHS general actions eg workplace monitoring requirements etc;
    - iv. Identifying performance reporting items eg performance indicator tracking tools, internal audit tools etc;
    - v. Identifying the persons / positions / departments responsible for undertaking actions; and
    - vi. Identifying target dates for completion of activities.

[NOTE: There is no mandatory requirement to measure the programs listed above. Logic would dictate that specific hazard management programs should be a necessary feature. The management team needs to make sure programs are selected on the organisations' need to address specific important issues that require ongoing improvement, monitoring and maintenance. It is prudent to consider programs that contribute to the achievement of WHS system level objectives.]

c) Set objectives, targets and performance indicators, where relevant, for identified programs. Performance measurement should be considered for any programs that relate to specifically identified focus areas within the PSSI, for example:

- i. Training;
- ii. Critical hazards;
- iii. Workplace change;
- iv. Purchase, hire, lease of plant, equipment or substances;
- v. Duty of care for all persons in the workplace;
- vi. Injury/illness and incident investigation; and
- vii. Document control.

4.1.4. The management team should formally identify the processes to be used to measure, monitor, verify, evaluate and review the WHS plan and system performance.

4.1.5. Meeting records should record outcomes of discussions related to planning activities.

#### 4.2. Consultation and approval of the WHS plan

4.2.1. Once a draft WHS plan has been developed it will be presented for consultation to the HSC and/or other relevant stakeholders in accordance with the Communication and Consultation procedure. The consultation process must take place whilst the plan is in the draft stage and not after it has been formally approved.

4.2.2. The timeframe for the consultation period should be defined and communicated to all relevant persons.

4.2.3. The Manager of Corporate & Community Services will facilitate feedback from the consultation process being presented at management meetings.

4.2.4. The Manager of Corporate & Community Services will make any necessary changes to the WHS plan as a result of management team directives arising from the consultation process.

4.2.5. Documented evidence of the consultation process must be retained. This will include (as relevant):

- a) HSC minutes;
- b) Department or other stakeholder meeting records where the plan has been presented for comment and feedback or other documented evidence;
- c) Management meeting minutes that demonstrate feedback was discussed; and
- d) Management meeting minutes that demonstrate approval of the final plan.

4.2.6. The Manager of Corporate & Community Services will make the approved plan available on the organisation's intranet or through other processes to workers and relevant stakeholders.

#### 4.3. Allocation of resources

The management team will approve the allocation of adequate resources to allow the achievement of the WHS plan objectives.

#### 4.4. Implementation of WHS plan

4.4.1. The management team will oversee the implementation of the WHS plan. The Manager of Corporate & Community Services will provide a quarterly report to

the management team, HSC and other key stakeholders that includes:

- a) Plan progress;
- b) Progress against documented objectives, targets and performance indicators; and
- c) Significant issues that require corrective or preventative action.

4.4.2. The management team will analyse findings and direct action, when required, to check that planned outcomes are achieved.

4.4.3. When legislative, organisational or other dynamic changes occur mid- way through a planning cycle, the WHS plan will be reviewed and, if necessary, altered to reflect changes as they occur.

4.4.4. Management team meeting minutes must reflect the outcomes of the monitoring process and record their response.

#### 4.5. Review

4.5.1. The management team will conduct the minimum of an annual review of WHS system performance against the organisation's WHS programs, objectives, targets and performance indicators.

4.5.2. The final analysis and review of the WHS plan by the management team should occur at the end of the planning cycle and will consider the progress reports and outcomes of the monitoring process.

4.5.3. The management review should determine the actual results achieved against what was planned, and should:

- a) Analyse the level of achievement of documented objectives, targets and performance indicators. Evidence must be provided that demonstrates that analysis has occurred.
- b) Identify and evaluate areas of success as well as areas requiring corrective and preventative action. Corrective action processes should be documented in the Corrective & Preventative Action (CAPA) Register.
- c) Confirm the alterations made to the WHS plan as a result of legislative, organisational and other relevant changes.
- d) Set the direction and focus for future system activity, including measurement criteria for the next period.

4.5.4. Meeting records must document the outcomes of the management review process.

4.5.5. Consultation and communication of management review findings

4.5.6. The HSC and, where relevant, other key stakeholders will be consulted during the management review process and provide feedback to the management team.

4.5.7. The management team will review the HSC and/or other key stakeholders' feedback and incorporate it into the management review process.

4.5.8. The management team must communicate key findings from the management review process to workers.

#### 4.6. Monitoring and review of actions for effectiveness

4.6.1. The outcomes of the management review process will provide the focus for the next planning period.

4.6.2. The Planning and Program Development (Including Management Review) Procedure should be subject to internal audit and the audit findings should be reported as part of the ongoing management review process.

## 5. TRAINING

- 5.1. The organisation's induction process should include an overview of the WHS management system.
- 5.2. Managers, Supervisors and the HSC should be trained in the requirements of the PSSI.
- 5.3. The management team should be trained in their roles and responsibilities for WHS planning, monitoring and review.

## 6. RECORDS

The following records should be maintained:

- 6.1. Records relating to the evaluation of WHS plans and programs
- 6.2. Records relating to the consultation process
- 6.3. Approved plans
- 6.4. Training records

All records must be managed in line with the current version of General Disposal Schedule 20 for Local Government.

## 7. RESPONSIBILITIES AND ACCOUNTABILITIES

- 7.1. The organisation's *management team* is accountable for:
  - 7.1.1. Approval of expenditure necessary for the development, implementation, review and continuous improvement of the WHS management system;
  - 7.1.2. Providing direction for WHS system development, implementation, review and continuous improvement;
  - 7.1.3. Establishing and monitoring WHS objectives, targets and performance indicators;
  - 7.1.4. Considering HSC and stakeholder input during WHS planning, monitoring and review;
  - 7.1.5. Approving, monitoring, reviewing and modifying the WHS plan;
  - 7.1.6. Keeping records of management meetings; and
  - 7.1.7. Monitoring and verifying compliance with requirements of the WHS legislation and PSSI.
- 7.2. *Managers and supervisors* are accountable for:
  - 7.2.1. Participating in the consultation process when the WHS plan is being developed;
  - 7.2.2. Communicating the contents of the approved WHS plan to workers;
  - 7.2.3. Implementing, measuring, monitoring and reviewing WHS plan activities within their departments;
  - 7.2.4. Conforming with WHS policies and procedures; and
  - 7.2.5. Providing data related to department WHS performance as required.
- 7.3. The *Manager of Corporate & Community Services* is accountable for:
  - 7.3.1. Participating in the consultation process when the WHS plan is being developed;

- 7.3.2. Assisting departments with the implementation of planned activity as required;
  - 7.3.3. Providing a quarterly overview of the WHS plan status to the management team, HSC and other key stakeholders, identifying any significant issues that require attention; and
  - 7.3.4. Communicating changes to relevant WHS legislation across the organisation.
- 7.4. *Workers* are accountable for:
- 7.4.1. Participating in consultation processes as necessary; and
  - 7.4.2. Undertaking all activities within the scope of their responsibilities in conformance with WHS system requirements.
- 7.5. The *HSC* is responsible for:
- 7.5.1. Providing feedback during the development, monitoring and review of WHS objectives, targets and performance indicators;
  - 7.5.2. Providing feedback during the development of the WHS plan and assisting with the monitoring and reviewing of the plan;
  - 7.5.3. Providing information to, and seeking direction from, the management team on WHS issues.

## 8. REVIEW

- 8.1. The Planning And Program Development (including Management Review) Procedure should be reviewed by the WHS Committee, in consultation with workers or their representatives, every five (5) years, or more frequently if legislation or organisational needs change. This may include a review of:
- 8.1.1. Feedback from managers, workers, HSRs, HSC or other relevant stakeholders;
  - 8.1.2. Legislative compliance;
  - 8.1.3. Performance Standards for Self-Insurers;
  - 8.1.4. LGAWCS guidance;
  - 8.1.5. Internal or external audit findings; and
  - 8.1.6. Any other relevant information.
- 8.2. Results of reviews may result in preventative and/or corrective actions being implemented or revision of this document.

## 9. REFERENCES

Work Health and Safety Act 2012  
 Work Health and Safety Regulations 2012  
 General Disposal Schedule 20 for Local Government  
 ReturnToWorkSA Performance Standards for Self-Insurers  
 AS4801:2001 Occupational Health and Safety Management Systems

## 10. RELATED DOCUMENTS

Communication and Consultation Procedure

## 11. DOCUMENT HISTORY

	Version No:	Issue Date:	Description of Change:
<b>LGAWCS</b>	1.0	Nov 2009	New Document
	2.0	05/04/13	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. e.g. change OHS to WHS and employee to worker where appropriate. Examples of changes include; Addition of Core component for Programs, Objectives, Targets and Performance Indicators Inclusion of due diligence reference.
	3.0	26/11/15	Addition of definition of Officer; References to WHS Committee (WHSC) amended to Health and Safety Committee (HSC) for consistency with WHS Act and Codes of Practice; Addition of review mechanisms at 8.1 for consistency with other One System procedures.
	4.0	29/03/2018	Updated definitions of program and target and continuous improvement as per the ReturnToWorkSA Work Health and Safety Guidelines - August 2017; added definition of project; 4.1.1. plan development timeframe – 2 yearly recommendation in line with RE timeframes; 4.1.3 minor changing to wording; changed terminology of KPI Audit to Combined Risk Evaluation in 4.1.3 b); Added procedure validation process in 4.3.2; added projects into 4.1.3b) ; changed information in 4.1.3c) to align with the ReturnToWorkSA Work Health and Safety Guidelines - August 2017p.22; updated References and updated hyperlinks; added CAPA procedure to Related Documents .
<b>District Council Orroroo Carrieton</b>	1.0	27/03/2012	New Document
	2.0	27/03/2014	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. Examples of changes include; Addition of Core component for Programs, Objectives, Targets and Performance Indicators Inclusion of due diligence reference.
	3.0	23/08/2016	Addition of definition of Officer; References to WHS Committee (WHSC) amended to Health and Safety Committee (HSC) for consistency with WHS Act and Codes of Practice; Addition of review mechanisms at 8.1 for consistency with other One System procedures.
	4.0	24/09/2019	Definition for Project added. Minor grammar and formatting changes. Procedure review time frame changed from 3 years to 5 years.