

	<b>PLANNING &amp; PROGRAM DEVELOPMENT PROCEDURE (INCORPORATING MANAGEMENT REVIEW)</b>		Version No	2.0
			Issued	22 <sup>nd</sup> May 2014
			Next Review	May 2017
			GDS	12.6.3.1.1

## 1. OVERVIEW

The Flinders Ranges Council recognises that planning and management review are fundamental to continuously improving management systems, and an integral process in its officers meeting due diligence requirements.

The Flinders Ranges Council 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 requires:

- The development, approval and implementation of an effective WHS Plan.
- The identification of programs and setting of performance measurement requirements in line with plan development.
- The ongoing monitoring, review and improvement of the WHS Plan and management system performance.

SIGNED .....  
Chief Executive Officer

Date: 22 / 5 / 2014

.....  
Chairperson, WHS Committee

Date: 22 / 5 / 2014

## 2. CORE COMPONENTS

The core components of the Planning and Program Development Procedure provide for:

- The identification of planning criteria.
- The analysis and prioritisation of WHS activities.
- The development of programs with objectives, targets and performance indicators.
- Consultation with stakeholders.
- The allocation of resources.
- The development of implementation plans.
- The development of measures, monitoring and verification strategies.
- The development of reporting arrangements.
- Periodic review.
- Final review.

## 3. DEFINITIONS

Continuous improvement	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. [as defined by the WorkCover Performance Standards for Self-Insurers]
Due Diligence	due diligence includes taking reasonable steps— (a) to acquire and keep up-to-date knowledge of work health and safety matters; and (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 (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 (d) to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding

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	incidents, hazards and risks and responding in a timely way to that information; and (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 this Act; and (f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e). [as defined by the Work Health and Safety Act 2012, Section 27 (5)]
HSR	Health and Safety Representative.
LGAWCS	Local Government Association Worker's Compensation Scheme.
Objective	An overall goal in terms of performance, arising from policies that an organisation sets itself to achieve, and which is quantified, where practicable.
Performance indicator	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.
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 WorkCoverSA Performance Standards for Self Insurers]
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 WorkCover SA Performance Standards for Self Insurers]

## 4. PROCEDURE

### 4.1. The identification of planning criteria (including analysis and prioritisation).

- 4.1.1. A WHS Plan should be developed in accordance with The Flinders Ranges Council planning cycle, which should occur at least every two years.
- 4.1.2. The Flinders Ranges Council Senior Leadership 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 legislative changes, or industry best practice changes) to develop a prioritised WHS Plan to focus system direction.
- 4.1.3. The WHS Plan aims to:
  - a. Identify organisational WHS objectives and prioritise them.
  - b. Address legislative, organisational, LGAWCS and PSSI requirements, including:
    - Programs for high risks and activities identified via LGAWCS Key Performance Indicator (KPI) Audits.
    - Programs identified by The Flinders Ranges Council processes, eg audits, Senior Leadership Team reviews, WHS Committee or performance review meetings or other WHS issues that require addressing, eg action list/register or general action plans.
    - Inspection/maintenance plans or calendar of WHS general actions, eg workplace monitoring requirements etc.
    - Identifying performance reporting items, eg performance indicator tracking tools, internal audit tools etc.
    - Identifying the persons/positions/departments responsible for undertaking the actions.
    - Identifying targets dates for completion of activities.

- 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:
      - a. Training.
      - b. Critical hazards.
      - c. Workplace change.
      - d. Purchase, hire, lease of plant, equipment or substances.
      - e. Duty of care for all persons in the workplace.
      - f. Injury/illness and incident investigation.
      - g. Document control.
  - 4.1.4. The Senior Leadership 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 should be presented for consultation to the WHS Committee and/or other relevant stakeholders in accordance with the WHS Consultation and Communication 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 WHS Coordinator will facilitate feedback from the consultation process being presented at Senior Leadership Team meetings.
  - 4.2.4. The WHS Coordinator 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. WHS Committee minutes.
    - b. Department or other stakeholder meeting records where the Plan has been presented for comment and feedback or other documented evidence.
    - c. Senior Leadership Team meeting minutes that demonstrate feedback was discussed.
    - d. Senior Leadership Team meeting minutes that demonstrate approval of the final Plan.
  - 4.2.6. The WHS Coordinator will make the approved Plan available on the Council intranet, or through other processes make it available to workers and relevant stakeholders.
- 4.3. Allocation of resources
  - 4.3.1. The Senior Leadership Team will approve the allocation of adequate resources to allow the achievement of the WHS Plan Objectives.
- 4.4. Department implements planned actions
  - 4.4.1. The Senior Leadership Team will oversee the implementation of the WHS Plan. The WHS Coordinator will provide a quarterly report to the Senior Leadership Team, WHS Committee and other key stakeholders on Plan progress and the progress against documented objectives, targets and performance indicators. The report should identify any significant issues that require corrective or preventative action.
  - 4.4.2. The Senior Leadership Team will analyse findings and direct action when required, to make sure that planned outcomes are achieved.
  - 4.4.3. When legislative, organisational or other dynamic changes occur mid-way through a planning cycle, the WHS Action Plan will be reviewed, and, if necessary, altered to reflect changes as they occur.
  - 4.4.4. Senior Leadership Team meeting minutes must reflect the outcomes of the monitoring process and record their response.

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#### 4.5. Review

- 4.5.1. The Senior Leadership Team will conduct the minimum of an annual review of WHS system performance against The Flinders Ranges Council WHS Programs, objectives and performance indicators.
- 4.5.2. The final analysis and review of the WHS system by the Senior Leadership 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 Senior Leadership Team review should determine the actual results achieved against what was planned, and findings 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 need to be documented in the corrective action system.
  - c. Confirm the alterations made to the WHS system as a result of legislative, organisational and other relevant changes.
  - d. Set the direction and focus for future system activity, including measurement outcomes for the next period.
- 4.5.4. Meeting records must document the outcomes of the Senior Leadership Team review process.

#### 4.6. Consultation and communication of Senior Leadership Team review findings

- 4.6.1. The WHS Committee and, where relevant, other key stakeholders, will be consulted on the findings of the Senior Leadership Team review process and should provide their responses to the Senior Leadership Team.
- 4.6.2. The Senior Leadership Team will review the WHS Committee and or other key stakeholders' responses and determine any changes to the findings of the review process.
- 4.6.3. The Senior Leadership Team must communicate key findings from the review process to workers.

#### 4.7. Monitor and review actions for effectiveness

- 4.7.1. The outcomes of the Senior Management Team review process will provide the focus for the next planning period.
- 4.7.2. The Planning and Program Development (incorporating 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 Flinders Ranges Council induction process should include an overview of the WHS management system.
- 5.2. Managers, Supervisors and the WHS Committee should be trained in the requirements of the Performance Standards for Self Insurers.
- 5.3. The Senior Leadership 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 retained in line with the current version of GDS20.

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## 7. RESPONSIBILITIES

- 7.1. The Flinders Ranges Council *Senior Leadership Team* is accountable for:
- 7.1.1. Approving reasonably practicable budgetary 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 WHS Committee 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.
  - 7.1.7. Monitoring and verifying compliance with requirements of the WHS legislation, LGAWCS 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.
  - 7.2.5. Providing data related to department WHS performance as required.
- 7.3. The *WHS Coordinator* 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 Senior Leadership Team, WHS Committee and other key stakeholders, and identifying any significant issues that require attention.
  - 7.3.4. Communicating changes in relevant WHS legislation across The Flinders Ranges Council.
- 7.4. *Workers* are accountable for:
- 7.4.1. Participating in consultation processes as necessary.
  - 7.4.2. Undertaking any activities within the scope of their responsibilities while ensuring conformance with WHS system requirements.
  - 7.4.3. Reporting any new hazards to their department managers or supervisors as hazards arise.
- 7.5. The *WHS Committee* 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 Senior Leadership Team on WHS issues.



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## 8. REVIEW

- 8.1. The Planning And Program Development Procedure (incorporating Management Review) Procedure should be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years, or more frequently if legislative or The Flinders Ranges Council requirements change. This may include a review of:
- 8.1.1. Legislative compliance issues.
  - 8.1.2. Audit findings relating to WHS system performance.
  - 8.1.3. Feedback from managers, workers or other stakeholders.
  - 8.1.4. Other relevant information.
- 8.2. Results of reviews may result in preventative and/or corrective actions being implemented and 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  
 WorkCover SA Performance Standards for Self-Insurers

AS4801:2001 Occupational Health and Safety Management Systems

## 10. RELATED DOCUMENTS - Nil

## 11. DOCUMENT HISTORY

Version No:	Issue Date:	Description of Change:
1.0	Nov 2009	New Document
2.0	22 <sup>nd</sup> May 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.