Attorney-General's Department
SafeWork SA
Compliance and Enforcement (the Regulator)
2016-17 Business Plan

South Australia's Strategic Plan: T21 Greater safety at work; T13 Work life balance

Government's 7 Strategic Priorities: Safe Communities; Healthy Neighbourhoods; An Affordable Place to Live

SafeWork SA vision: Safe, fair and productive working lives

SafeWork SA purpose: To reduce workplace fatalities and injuries, protect entitlements and rights by regulating, educating and promoting applicable work health and safety and industrial relations laws.

Goal 1
We help make South Australia safe and prosperous

Success: AGD is a partner in keeping SA a safe and prosperous place to do business. Our services and policies have improved personal, workplace and community safety.

Goal 2
South Australians know their rights and obligations, which AGD administers fairly

Success: AGD administers a rights protection system that reflects the needs of citizens, consumers and business, is simple to access and use and operates to provide fair and timely results.

Goal 3
South Australians have contemporary, inclusive and efficient civil, criminal and administrative justice systems

Success: AGD's policies, services and reforms have helped make SA's justice system simpler, faster, more inclusive and effective

Goal 4
We support our staff and strive to constantly improve our business

Success: AGD embraces innovation and improvement, manages resources effectively, invests in staff and collaborates

SAFEWORK SA REGULATOR BUSINESS PLAN 2016-17

PRIORITY	GOALS	Strategic Objectives
Customers / community outcomes		
Consistent application of laws by the regulator	1, 2, 3, 4	Establish guidelines for the determination/interpretation of laws
		Complete a revision of the Explosives Regulations
Improve the responsiveness and quality of the regulatory service	3, 4	Campaign Plan executed
		Work Environment team established and trained
		Implement a system to ensure effective oversight of HRWL Training and Assessment
Ensure internal and external targets are met	1, 3, 4	5000 proactive Compliance and Enforcement visits
		% of investigation briefs to CSO completed within 270 days of the date of notification.
Productive relationships with Stakeholders		Participation and delivery of stakeholders forums
Process		
Complete a revision of the regulators processes, procedures ensuring ease of use	1, 3, 4	Revise manual
		Online toolbox completed
Introduce technology to aid inspectors	3, 4	Scope the solution
Ensure internal business processes operate effectively	1, 3, 4	Team risk registers establishes, managed and current (6 monthly review)
		Increased use of expiation
		Policies, processes and procedures are completed for Pine Lea
		Enforceable Undertaking management process and guidelines in place
People		
Develop and implement a training needs analysis resulting in a training plan for the team and incorporated into individual PRDs	3, 4	Training Matrix developed
		TNA Conducted
PRDs for all staff in place with timeframes and processes met including learning and development opportunities identified and acted upon, and addressing gaps or poor performance and succession plans for key roles	3, 4	PRDs conducted and thorough
Have succession plans developed for Manager and Team Leader roles	3, 4	Succession plans complete
		Development in place for successors
Financial		
Reduce red tape and ensure efficiency and agility	1, 2, 3, 4	30 day innovation project completed and benefit realised
Achieve cost reduction targets	1, 2, 3, 4	Cost reduction targets achieved

Dangerous Substances
2017-18 Business Plan

KEY	
🟩	On target
🟧	At risk of missing target
🟥	Significant impact resulting in not achieving target

PRIORITY	GOALS	KEY PERFORMANCE INDICATOR / KEY RESULT AREA	STATUS		
CUSTOMERS			🟩	🟧	🟥
Consistent application of laws by the regulator	1, 2, 3, 4	1. Actively participate in the review of SA Dangerous Substances & Explosives legislation championed by the policy team			
		2. Actively participate in the national harmonisation process for explosives legislation championed by SafeWork Australia.			
		3. Review a minimum of 10% of Technical Notes annually.			
Improve the responsiveness and quality of the regulatory service	1, 2, 3, 4	1. Proactive Compliance Campaigns to be completed as per schedule.			
		2. Ensure all licences/ permits comply with the regulatory requirements.			
		3. Actively participate in the SafeWork SA web page review process to ensure that the explosives and dangerous substances topics have up to date and correct information.			
Ensure internal and external targets are met	1, 2, 3, 4	1. All licences and permits issued in an appropriate timeframe that is dependent on the complexity of the licence/permit.			
		2. >800 Proactive interactions.			
		3. Respond to 'Routine Enquiry' Reports within 72 hours			
		4. Respond to 'Admin Action' Reports within one week.			
		6. 90% of complaints and notifications finalised within 180 days.			
		7. Maintain national consistency in regulation of explosives and dangerous goods (participate in relevant national meetings).			
Productive relationships with Stakeholders	1, 2, 3	1. Improve communication with relevant industry groups when considering campaigns, review of technical notes and legislative changes.			
		2. Ensure that SafeWork SA staff make themselves available to stakeholders when they seek engagement with the regulator.			
PROCESSES					
Complete a revision of the regulators processes, procedures ensuring ease of use	4	1. Ensure all team specific policies and procedures are revised and updated periodically			
Introduce technology to aid inspectors	1, 2,3, 4	1. Resource provided to assist in scoping the technological solution.			
		2. A technological solution being piloted by the team.			
Ensure internal business processes operate effectively	1,2,4	1. Checklist for each licence and permit maintained and used			
		2. Team risk register produced, up to date and reviewed (6 monthly review)			
		3. Government Explosives Reserve policies, processes and procedures developed and maintained.			
		4. Revised licensing processes to incorporate recommendations of the Price Waterhouse Coopers audit.			
		5. New Document Control System being developed for Government Explosives Reserve.			
		6. Government Explosives Reserve maintained at acceptable standard – no extreme or high risk audit findings.			
PEOPLE					
Develop and implement a training needs analysis resulting in a training plan for the team and incorporated into individual PRDs	4	1. Training needs analysis completed.			
		2. Training plan developed and implemented.			
		3. 100% of identified activities acted upon.			
PDRs for all staff in place with timeframes and processes met including learning and development opportunities identified and acted upon, and addressing gaps or poor performance and succession plans for key roles.	4	1. All JPS reviewed finalised including reviewed and aligned to new structure.			
		2. 100% of staff have PDRs in place (Staff unavailable or on extended leave will not be counted as part of the target).			
		3. 100% of reviews conducted within agreed timeframes. (Staff unavailable or on extended leave will not be counted as part of the target).			
		4. Succession plans completed for all key positions.			
Foster teamwork through active peer support, sharing of information, skills and ideas.	4	1. At least monthly 'all team' meetings held.			
		2. At least fortnightly minuted Team leadership meetings.			
		3. >90% Attendance at functional groups.			
		4. >80% participation in internal surveys.			
FINANCIAL					
Reduce red tape and ensure efficiency and agility	4	1. DS Red Tape reduction plan produced.			
Achieve cost reduction targets	4	1. Budget targets achieved.			
		2. Active contribution to the Regulator achieving budget targets.			
		3. Accurate financial and team planning on overhead expenses.			