

City of Playford Global Glossary

When writing for Policies and Procedures, particular words, phrases and acronyms may be used which could be interpreted differently depending on the reader. Below is a list of words, phrases and acronyms that are found in Council Policy and Procedures, accompanied by their definition.

Contents

A	2
B	9
C	11
D	22
E	28
F	35
G	40
H	42
I	48
K	53
L	54
M	56
N	61
O	64
P	67
R	78
S	85
T	93
U	98
V	100
W	102
Y	105
Acronyms	106

City of Playford Global Glossary

A

Word / Phrase	Definition
Abuse and Neglect	any act occurring within a relationship where there is an implication of trust, which results in harm to an older person or person living with disability.
Accredited Financial Counsellor	means a person who holds a Diploma of Community Services (Financial Counselling), and who has worked at least 12 months as a financial counsellor under the supervision of the South Australian Financial Counsellors Association.
Acquisition	relates to purchase, leasing, acceptance of property under care control or other transfer of any interest in land to Council.
Adjoining Property Owner	is a person who owns property which adjoins a walkway being considered for closure and/or disposal.
Administration	means a company is being taken under the management of a court appointed administrator, appointed by the courts, creditors, or company directors.
Adopted Child	is generally taken to mean a Child whose birth parents legally relinquish their parental rights to, and ties with, their children and these rights and responsibilities are taken on by an adoptive family in a permanent legal arrangement.
Affected Employee	the position occupied by the employee will have a substantial or major change to the duties and/or remuneration (or in some cases the position may be redundant) in addition to other factors such as position title, seniority and location.
After Hours	any hours which fall outside of an Employee's ordinary hours of work as defined in the relevant Award.
After Hours Answering Service Provider	means the third party service provider contracted by the Organisation to be first point of contact for After Hours response services.
After Hours Response Officer	the general term for Employees rostered to be on-call as first response to After Hours issues.
Agenda	means a list of items of business to be considered at a meeting.
Agreement for Transfer	means an agreement (other than an agreement for exchange) between a Council and another person under which land subject to a proposed road closure is to be transferred to that other person in fee simple; or is to be added to land held by that other person under a Crown lease or agreement to purchase, whether or not an amount is agreed to be paid in consideration of such transfer or other dealing, as defined in the Roads (Opening and Closing) Act 1991.

City of Playford Global Glossary

Word / Phrase	Definition
Airborne Asbestos	means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted. [as defined by the S.A. Approved Code of Practice - How to Manage and Control Asbestos in the Workplace (June 2020) (Code – How to Manage and Control Asbestos)]
Airborne Contaminant	means a contaminant in the form of a fume, mist, gas, vapour or dust, and includes micro-organisms. [as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 5]
Alteration or Encroachment	means any structure or vegetation that extends into or overhangs a public street or road or is positioned in a public street or road.
Alternative Dispute Resolution	includes mediation, conciliation or neutral evaluation as set out in section 271 of the Local Government Act 1999.
Annual Shutdown	means the period each year that the Organisation shuts down for Christmas and New Year in accordance with the Enterprise Agreement.
Applicant	is the party lodging the requests for review. Examples include residents, ratepayers, members of a community group, users of Council facilities and visitors to the area.
Appointed Representative	a person or organisation designated by the customer, or by appointment from another body if the client is unfit to nominate a representative to assist them in service and decision-making processes and, where necessary, makes decisions on their behalf.
Approved Accreditation Authority	a body with authority to provide Building Surveyor accreditation such as the Australian Institute for Building Surveyors and/or a State Government body.
Approved Clothing for UVR Exposure	sun protective garments and other items of personal apparel (such as hats) which are worn in close proximity to the skin and carry a rated ultraviolet protection factor in accordance with the requirements outlined in AS/NZS 4399:2017: Sun protective clothing - Evaluation and classification.
Approved Sunglasses	sunglasses, fashion spectacles, rimless sunshields and one piece visors and clip-on/slip-on type sunglasses that meet the requirements of AS/NZS 1067:2003/Amdt1:2009 Sunglasses and fashion spectacles.
Arterial Road	refers to a road that is owned and maintained by the State Government through the Department for Infrastructure and Transport.
Asbestos	asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including: a) actinolite asbestos;

City of Playford Global Glossary

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	<ul style="list-style-type: none"> b) grunerite (or amosite) asbestos (brown); c) anthophyllite asbestos; d) chrysotile asbestos (white); e) crocidolite asbestos (blue); f) tremolite asbestos; g) a mixture that contains one or more of the minerals referred to in (a) to (f); <p>[as defined by the <i>Work Health and Safety Regulations 2012</i> (SA) Parts 1–5]</p>
Asbestos Containing Material (ACM)	<p>ACM means any material or thing that, as part of its design, contains asbestos. Examples of ACM are provided in Appendix C of the LGA Asbestos WHS model Procedure.</p> <p>[as defined in the <i>Work Health and Safety Regulations 2012</i> (SA) Parts 1–5]</p>
Asbestos Contaminated Dust or Debris (ACD)	<p>ACD is dust or debris that has settled within a workplace and is (or is assumed to be) contaminated with asbestos.</p> <p>[as defined by the S.A. Approved Code of Practice - How to Safely Remove Asbestos (June 2020) (Code – How to Safely Remove Asbestos)]</p>
Asbestos Health Risks	<p>all types of asbestos can be damaging to health. Asbestos that is broken, in a poor or deteriorated condition, or disturbed during activities can produce dust containing asbestos fibres.</p> <p>Asbestos fibres are hazardous when inhaled. Fibres can be released into the air when products containing asbestos are incorrectly handled, removed or transported for disposal. Asbestos related diseases include pleural plaques, asbestosis, lung cancer and mesothelioma.</p> <p>[asbestos.sa.gov.au: Asbestos Advice and Information; Asbestos Brochure, Asbestos health risks]</p>
Asbestos Related Work	<p>means work involving asbestos, other than asbestos removal work to which <i>Work Health and Safety Regulations 2012</i> (SA) Chapter 8 Part 7 applies and the following work that is permitted under the exceptions set out in Chapter 8 Part 1, Regulation 419(3), (4) and (5), namely:</p> <ul style="list-style-type: none"> a) genuine research and analysis; b) sampling and identification in accordance with the WHS Regulations; c) maintenance of, or service work on, non-friable asbestos or ACM, fixed or installed before 31 December 2003, in accordance with the WHS Regulations;

City of Playford Global Glossary

Word / Phrase	Definition
	<ul style="list-style-type: none"> d) removal or disposal of asbestos or ACM, including demolition, in accordance with the WHS Regulations; e) the transport and disposal of asbestos or asbestos waste in accordance with the Environment Protection Act 1993; f) demonstrations, education or practical training in relation to asbestos or ACM; g) display, or preparation or maintenance for display, of an artefact or thing that is, or includes, asbestos or ACM; h) management in accordance with the WHS Regulations of in situ asbestos that was installed or fixed before 31 December 2003; i) work that disturbs asbestos during mining operations that involve the extraction of, or exploration for, a mineral other than asbestos; j) laundering asbestos contaminated clothing in accordance with the WHS Regulations; k) where the regulator has approved the method adopted for managing risk associated with asbestos; l) involving soil that a competent person has determined— <ul style="list-style-type: none"> i. does not contain any visible ACM or friable asbestos; or ii. if friable asbestos is visible, does not contain more than trace levels of asbestos determined in accordance with AS 4964:2004 (Method for the qualitative identification of asbestos in bulk samples); and m) work involving naturally occurring asbestos managed in accordance with an asbestos management plan prepared under Regulation 432.
Assault	a person commits an assault if the person, without the consent of another person, intentionally applies force (directly or indirectly) or intentionally makes physical contact (directly or indirectly) or threatens (by words or conduct) to apply force.
Assessment Team	means a team of staff convened to assess risks and determine appropriate actions to be taken. The Assessment Team will be formed by the relevant Employee, Contractor or Volunteer's Manager and may include the relevant Senior Manager, General Manager, Risk & WHS, and/or Organisational Development.
Asset	is a resource controlled by the City of Playford as a result of past events and from which future economic benefits or service potential are expected to flow to the City of Playford. An essential characteristic of an asset

City of Playford Global Glossary

Word / Phrase	Definition
	is that the City of Playford must have control over the future economic benefits or service such that it is able to enjoy those benefits or services and deny or regulate the access of others to the benefits.
Asset Class	is an asset class is a grouping of assets of a similar nature and use.
Asset Management	is the combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.
Asset Management Plan	encompasses all the assets under the City's control, identify asset service standards, and contain long-term projections of asset maintenance, rehabilitation and replacement costs.
Asset Management Plan - Annuity	this is the average amount required for the replacement of all of the Council's existing assets that are due over the next 10 years in the AMP and adjusted for indexation.
Asset Management Plan - Forecast Expenditure	this is the annual amount required for the renewal/replacement of all of Council's existing assets that are due over the next 10 years adjusted for indexation and reflected in the Long Term Financial Plan (LTFP).
Asset Management Strategy	provides a road map for improving the efficient management of Council's assets.
Assistance	means support available for ratepayers.
Assistance (Remote or Isolated Work)	includes rescue, medical assistance and the attendance of emergency service workers. [as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 48(3)]
Assumed Asbestos Containing Material	ACM means any material or thing that, as part of its design, contains asbestos. Examples of ACM are provided in Appendix C of the LGA model Asbestos WHS Procedure. [as defined in the <i>Work Health and Safety Regulations 2012</i> (SA) Parts 1–5]
Audit Committee	is a committee of Council established under Section 126 of the Local Government Act 1999. Its key responsibilities include reviewing annual financial statements, providing input to strategic management plans and reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the Council on a regular basis. At Playford the Corporate Governance Committee undertakes the responsibilities of this committee.

City of Playford Global Glossary

Word / Phrase	Definition
Audit Criteria	a set of policies, procedures or requirements which are used as a reference against which audit evidence is compared [as defined by AS/NZS ISO 19011:2014 - Guidelines for auditing management systems].
Audit Evidence	records, statements of fact or other information, which are relevant to the audit criteria and are verifiable [as defined by AS/NZS ISO 19011:2014 - Guidelines for auditing management systems].
Audit Findings	means the results of the evaluation of the collected audit evidence against audit criteria [as defined by AS/NZS ISO 19011:2014 - Guidelines for auditing management systems].
Audit Inspection	<p>an inspection which determines (within the scope of the inspection and only insofar as the inspection is able to do so) whether or to what degree the inspected building work complies with:</p> <ul style="list-style-type: none"> the relevant development approval or any applicable exemption if applicable, any other relevant documents (for example a required checklist) <p>an audit inspection does not involve any assessment of building work against the building rules or swimming pool safety requirements at large, nor any assessment of the structural or functional adequacy of any building work.</p>
Audit Plan	means a description of the activities and arrangements for an audit [as defined by AS/NZS ISO 19011:2014 - Guidelines for auditing management systems].
Audit Scope	<p>means the extent and boundaries of an audit. It includes such factors as physical locations, organisational units, activities and processes to be audited, as well as the time period covered by the audit [as defined by AS/NZS ISO 19011:2014 - Guidelines for auditing management systems].</p> <p>Internal audits must review and assess practice against the Scheme Members WHS system procedures and not external standards [as explained in the ReturnToWorkSA Work health and safety standards for self-insured employers which includes the Performance Standards for Self-Insurers ("PSSI")].</p>
Authorised Council Users	are Council representatives trained to post on Social Media on behalf of Council who have been appointed by the Marketing team and approved by a General Manager or Manager to represent Council and make comment on its behalf in the approved social media

City of Playford Global Glossary

Word / Phrase	Definition
	platform(s) and associated subject matter. This may also include Administrators.
Authorised Officer	a person who is authorised to carry out statutory functions or powers as specified within a particular piece of legislation. The decision to appoint an Authorised Officer may only be made by Council or a delegate of Council.
Authorised User	an Employee or Volunteer authorised by the Organisation to use a Fleet Vehicle.
Average Weekly Earnings (AWE)	represents the average gross weekly wages for an employee for a 52 week period.
Award	any Award governing the terms of an Employee's employment at the Organisation.

City of Playford Global Glossary

B

Word / Phrase	Definition
Banner	means a moveable sign constituted of a strip of cloth, plastic or other material hung or attached to a pole, fence or other structure.
Basic Fatigue Management (BFM) (Related to Fatigue Management Accreditation and the National Heavy Vehicle Regulator)	Operators with BFM accreditation can operate under more flexible work and rest hours, allowing for (among other things) work of up to 14 hours in a 24-hour period. BFM gives operators some flexibility regarding when drivers can work and rest, if the risks of driver fatigue are properly managed.
Battering	means to form the face or side or wall of an excavation to an angle, usually less than the natural angle of repose, to prevent earth slippage [as defined by Approved Code of Practice: Excavation Work, Appendix A].
Benching	means the horizontal stepping of the face, side or wall of an excavation [as defined by Approved Code of Practice: Excavation Work, Appendix A].
Borrowings	an amount of money or monies owed by Council to a lender, for which the council agrees to pay the lender interest.
Budget Allocation	is the annual budget allocation provided for group or individual Council Member training and development.
Building	means a building owned by or under the control of the City of Playford by virtue of the lease or any other arrangement. This also includes the entry and exit areas of a building, air conditioning ducts and vents.
Building Inspection	an audit inspection of building work, excluding any building work comprising solely a swimming pool (including related swimming pool safety features) or swimming pool safety features or portion thereof.
Building Upgrade Agreement (BUA)	the agreement between the Council, building owner and finance provider for the purposes of the building owner undertaking upgrade works and the finance provider advancing money to the building owner for the purpose of funding those upgrade works.
Building Upgrade Charge (BUC)	amount agreed by the parties and specified in the BUA that is declared and levied by the Council and payable by the building owner to the Council for the purpose of recouping the money advanced by the finance provider for the upgrade works (and any interest or other charges payable to the finance provider).

City of Playford Global Glossary

Word / Phrase	Definition
Building Upgrade Charge Notice (BUC Notice)	the notice required to be provided by the Council to the building owner pursuant to Schedule 1B of the <i>Local Government Act 1999</i> .
Building Upgrade Finance (BUF)	money advanced to the building owner by the finance provider for the purpose of undertaking the upgrade works as set out in the Schedule 1B of the <i>Local Government Act 1999</i> .
Bulk	<p>in relation to a hazardous chemical, means any quantity of a hazardous chemical that is:</p> <p>(a) In a container with a capacity exceeding 500 litres or net mass of more than 500 kilograms; or</p> <p>(b) If the hazardous chemical is a solid—an undivided quantity exceeding 500 kilograms.</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 5]</p>
Bushfire Safer Settlement	<p>this is a place of first resort for people who have decided that they will leave their home early on a day of increased fire danger. (This takes into consideration possible ember attacks).</p> <p>Please note: <i>This includes some areas of Playford that people may consider suburbia.</i></p> <p>Further information is available on the CFS Website: http://www.cfs.sa.gov.au/public/download.jsp?id=31023</p> <p>Definitions for Bushfire Safer Precinct's and Last Resort Refuge's are also available on the CFS Factsheet 106 – Bushfire Safer Places, available on the CFS website.</p>
Business Casual	<p>is the minimum acceptable standard of clothing to be worn when representing Council. Clothing should not be ripped, frayed or torn; all attire must be in good condition with no obscene or offensive messages. This standard of dress also extends to activities, events, training and conferences that Council Members may attend in line with their functions and duties as a Council Member.</p> <ul style="list-style-type: none"> Acceptable Standards for Men include slacks or pants, collared polo shirt or business shirt, blazer or jacket, closed toe shoes in good condition made of leather, suede or canvas. Acceptable Standards for Women include slacks, pants or knee-length skirt, blouse, collared polo shirt or business shirt, blazer or jacket closed toe shoes in good condition made of leather, suede or canvas.
Business Day	means a day that is not a Saturday, Sunday or a public holiday in South Australia.

C

Word / Phrase	Definition
Capital Expenditure	<p>capital expenditure can be broken down into two categories.</p> <ul style="list-style-type: none"> Costs incurred in the creation of a new asset – these can include design costs, planning and development compliance costs and construction costs. When considering the cost of construction of a new asset, attention must be paid to AASB 136 Impairment of Assets to ensure that the final gross carrying value of the asset does not exceed its recoverable amount. Costs incurred for replacement and repair of an existing asset – these costs can be considered capital when the replacement or repair results in an extension of the useful life of the asset over which future economic benefits can be expected and/or the replacement value of the asset is materially increased. Again attention must be paid to AASB 136.
Capital Value	<p>means the capital amount that an unencumbered estate of fee simple in the land might reasonably be expected to realise upon sale, but if the value of the land has been enhanced by trees planted on the land (other than commercial plantations), or trees preserved on the land for the purpose of shelter or ornament, the capital value must be determined as if the value of the land had not been so enhanced; as defined in the <i>Valuation of Land Act 1971</i>.</p>
Carer	<p>as defined under the <i>Carer Recognition Act 2010</i> (Cth) and <i>Carers Recognition Act 2005</i>, is an individual who provides care, support and assistance to another individual who needs it because that other individual:</p> <ul style="list-style-type: none"> (a) Has a disability; or (b) Has a medical condition (including a terminal or chronic illness); or (c) Has a mental illness; or (d) Is frail and aged. <p>An individual is not a carer in respect of care, support and assistance he or she provides:</p> <ul style="list-style-type: none"> (a) Under a contract of service or a contract for the provision of services; or (b) In the course of doing voluntary work for a charitable, welfare or community organisation; or

City of Playford Global Glossary

Word / Phrase	Definition
	<p>(c) As part of the requirements of a course of education or training.</p> <p>A person is not a carer for the purposes of the Acts only because the person is a spouse, domestic partner, parent of the person to whom the care or assistance is being provided.</p>
Caretaker Period	is another commonly utilised term for Election Period.
Cash	is money in the form of notes and coins, rather than cheques or credit cards.
Cash Depositor	is the Employee with responsibility for verifying cash handler's daily cash amount and preparing deposits.
Cash Float	is a fixed change float.
Cash Handler	is the Employee or Volunteer who is involved in receiving and giving cash.
Cash Management	is the organisation process of managing cash.
Cash Reconciler	is the cash depositor's line Manager with responsibility for final banking deposit reconciliation.
Category 1 – Hazardous Work Area (in relation to Work Zone Traffic Management)	<p>is a work area that involves a hazard to workers or a greater than normal level of hazard for persons using the road [as defined in <i>Road Traffic Act 1961</i>, Section 20].</p> <p>The SA Standards for Workzone Traffic Management, Version 6.1, October 2020 apply a Category 1 hazard (40 km/h speed limit) to this area - refer to Section 6.2 of the Standards.</p>
Category 2 – Hazardous Work Area (in relation to Work Zone Traffic Management)	<p>is a work area that involves an unusually high level of hazard to workers or persons using the road [as defined in the <i>Road Traffic Act 1961</i>, Section 20].</p> <p>The SA Standards for Workzone Traffic Management, Version 6.1, October 2020 apply a Category 2 hazard (25 km/h speed limit) to this area. Refer to Section 6.2 of this Standards for further detail.</p>
Cause Test	refers to the criteria and basis on which a reasonable belief exists which demands action to require an employee to undertake a drug and alcohol test.
Ceiling	includes any structure or device (whether fixed or movable) that prevents or impedes upward airflow.
Central Assessment Unit	means the Central Assessment Unit established under the <i>Child Safety (Prohibited Persons) Act 2016</i> and which also has functions under the <i>Disability Inclusion Act 2018</i> .
Chain of Custody	a series of procedures to account for the integrity of each specimen by tracking its handling and storage from point of specimen collection to final disposal of specimen.
Charge	is a recovery of a cost or expense incurred.

City of Playford Global Glossary

Word / Phrase	Definition
ChemAlert	means a database designed to assist in the effective management and maintenance of chemicals. A database containing thousands of independently researched chemical records. These records provide information required to evaluate the potential hazards and the safe handling requirements for each product.
Chemical Abuse	<p>is the inappropriate use (underuse or overuse) of the person's prescribed medication.</p> <p>Behaviours include failure to provide or supervise the person's medication, taking their prescriptions or dispensed medications for addiction or financial gain, giving other drugs or alcohol to the person.</p> <p>Signs include over-sedation, reduced physical or mental activity, grogginess or confusion, reduced or absent therapeutic response to prescribed treatment, pills scattered about which may be signs of inappropriate use of drugs, medications and/or alcohol, reports of drug overdose, prescription medication missing or not taken, poor management of medical conditions, repeated accident or emergency department presentation, frequent falls.</p>
Chief Executive Officer (CEO)	means the Chief Executive Officer of a council and includes a Deputy or other person acting in the office of Chief Executive Officer.
Child	is generally taken to mean any person under the age of eighteen (18), and 'Children' has a corresponding meaning.
Child-Related Work	has the meaning given by the <i>Child Safety (Prohibited Persons) Act 2016</i> and as further defined in the <i>Child Safety (Prohibited Persons) Regulations 2019</i> .
Choice	means customers having the freedom, ability and power to choose the what, where, why and how to live the life they choose. Customers who need support to make decision are expected to be provided with access to the support they need to make decisions. Service providers need to provide genuine options that support choice and if not able to provide a service to assist customers find alternative options elsewhere.
Circus	is a group that consists of clowns, acrobats, and animals which travels around to different places and performs shows typically in a tent.
Clear Days	in the calculation for giving notice before a meeting: the day on which the notice is given and the day on which the meeting occurs will not be taken into account; and Saturdays, Sundays and public holidays will be taken into account. If the notice is given after 5pm on a day, the notice will be taken as given the next day.

City of Playford Global Glossary

Word / Phrase	Definition
Close out (Work Health and Safety related).	The completion of the implementation of the WHS corrective or preventative action.
Code of Conduct	refers to the Code of Conduct for Council Employees or Code of Conduct for City of Playford Volunteers or Code of Conduct for Council Members.
Commercial Properties	are commercial and industrial properties. <ul style="list-style-type: none"> • Commercial properties include shops, offices and any other commercial land use within the meaning of Regulation 14 of the <i>Local Government (General) Regulations 2013</i>. • Industrial properties include land uses of light industry and any other industrial use within the meaning of Regulation 14 of the <i>Local Government (General) Regulations 2013</i>.
Commercial Rating Strategy	is the Council approved (June 2014) Commercial Rating Strategy, with 75% of new commercial rate revenue received from growth to fund rate reductions to all business. The City of Playford's Commercial Rating Strategy rate reductions will occur in the year following a year in which a surplus occurs.
Commercial Vehicles	refers to vehicles 8.8m long or greater with higher axle loads than average cars.
Commissioner	means the person holding or acting in the office of the Independent Commissioner Against Corruption.
Commissioner for Liquor and Gambling (the Commissioner)	is responsible for ensuring compliance with legislation and licence conditions, making decisions or recommendations on liquor licence applications and dry zone applications, and promoting responsible service and consumption of alcohol and harm minimisation principles.
Commissioning	in relation to plant, means performing necessary adjustments, tests and inspections to ensure that the plant is in full working order to specified requirements, and includes re-commissioning [as defined by Code of Practice: Managing the Risks of Plant in the Workplace, Section 3.2]
Committee	means a group of people chosen from a larger group to act on or consider matters of a particular kind.
Commonwealth Home Support Program	program for people aged 65 years or over who are assessed as eligible and referred by My Aged Care or are existing customers of the former Commonwealth HACC services who are grandfathered to continue receiving their current level.
Communication	the imparting or exchanging of information by speaking, writing, or using some other medium (as defined in the Oxford Dictionary).

City of Playford Global Glossary

Word / Phrase	Definition
Communication Channel	refers to Council-owned communication platforms. This includes content that can be published, broadcast or displayed.
Community	includes ratepayers, residents and service specific customers (i.e. internal staff as customers, program participants etc.).
Community Land	means local government land classified as community land under Chapter 11 of the <i>Local Government Act 1999</i> .
Community Organisation	is a body corporate that directs or co-ordinates the carrying out of community work by volunteers, and includes the Crown.
Community Outcome	is the benefit that the community receives as a result of a service is described in each Service Standard.
Commuter Use Vehicle	fleet vehicles made available to Authorised Users for travel between their principle place of work and their normal place of residence.
Competent Person	means a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task. [as defined in the <i>Work Health and Safety Regulations 2012</i> :: Parts 1–5 Definitions]
Competent Person (in relation to Work Zone Traffic Management)	A person who has: a) authority delegated by Commissioner of Highways to place, move and remove traffic control devices on or above roads in South Australia; and b) through a combination of training, qualification and experience, acquired knowledge and skills enabling them to correctly perform a specified task. [as defined by SA Standards for Workzone Traffic Management, Version 6.1, October 2020 (Standards)] Competent persons will have successfully completed the requirements of the DIT WZTM Training Course.
Competitive Neutrality	is where significant government businesses compete with, or there is potential competition with the private sector.
Complaint	is an expression of dissatisfaction with a product or service delivered by the Council that has failed to reach the standard stated, implied or expected.
Computer System	is a system of interconnected computers that share a central storage system and various peripheral devices such as a printers, scanners, or routers. Each computer connected to the system can operate independently, but has the ability to communicate with other external devices and computers.
Confidentiality	means maintaining privacy and not sharing a person's personal information unless that person has

City of Playford Global Glossary

Word / Phrase	Definition
	provided consent or it's absolutely necessary in which case refer to the Information Sharing Guidelines.
Confined Space	<p>means an enclosed or partially enclosed space that—</p> <ul style="list-style-type: none"> (a) is not designed or intended primarily to be occupied by a person; and (b) is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and (c) is or is likely to be a risk to health and safety from— <ul style="list-style-type: none"> (i) An atmosphere that does not have a safe oxygen level; or (ii) Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion; or (iii) Harmful concentrations of any airborne contaminants; or (iv) Engulfment, <p>but does not include a mine shaft or the workings of a mine. [as defined by WHS Regulations, 2012, Regulation 5 p. 32]</p>
Confirmatory (Confirmation) Testing	an analytical procedure that uses mass spectrometry to identify and quantify unequivocally a specific drug or metabolite.
Confirmed Negative	a result at or below the target concentration (threshold) following Confirmatory Testing.
Confirmed Positive	a result above the target concentration (threshold) following Confirmatory Testing.
Conflict of Interest	<p>a conflict of interest arises when an individual's personal, external or financial interests, or those of a person with whom they have a close personal relationship, come into conflict with the performance of their duties to the Council.</p> <p>A conflict of interest may be actual, perceived or potential. A perceived conflict of interest can exist where a third party could form the view that an individual's personal, external or financial interests could improperly influence the performance of their duties to the Council, now or in the future.</p>
Conformance	<p>means activities undertaken and results achieved fulfil the specified requirements</p> <p>[as defined by the ReturnToWorkSA Work health and safety standards for self-insured employers which includes the Performance Standards for Self-Insurers ("PSSI")]</p>

City of Playford Global Glossary

Word / Phrase	Definition
Connect	means able to hear and/or see the meeting, including via a live stream or recording of the meeting.
Consent	<p>when someone accepts or agrees to something that somebody else proposes.</p> <p>For consent to be valid, the consenting person should:</p> <ul style="list-style-type: none"> • have decision making capacity specific to the decision being made • be able to make decisions based on their wishes and choices • understand the implications and effects of their actions • not be coerced into making the decision <p>Consent can be written or verbal</p>
Construction Project	a construction project is a project that involves construction work where the cost of the construction work is \$450 000 or more.
Construction Work	<p>means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 289]</p>
Consultation	<p>involves the sharing of information and the exchange of views between employers and the persons or bodies that must be consulted and the genuine opportunity for them to contribute effectively to any decision-making process to eliminate or control risks to health or safety. The extent and nature of the consultation will vary between workplaces and the different situations (as defined in the PSSSI).</p>
Consumer and Business Services (CBS)	is responsible for administering the <i>Liquor Licensing Act 1997</i> and <i>Gaming Machines Act 1992</i> in South Australia.
Consumer Price Index (CPI)	is a measure that examines the weighted average prices of consumer goods and services.
Consumer Product	<p>means a thing that:</p> <ul style="list-style-type: none"> (a) Is packed or repacked primarily for use by a household consumer or for use in an office; and (b) If the thing is packed or repacked primarily for use by a household consumer—is packed in the way and quantity in which it is intended to be used by a household consumer; and (c) If the thing is packed or repacked primarily for use in an office—is packed in the way and quantity in which it is intended to be used for office work.

City of Playford Global Glossary

Word / Phrase	Definition
	[as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 5]
Container	<p>in relation to a hazardous chemical, means anything in or by which a hazardous chemical is, or has been, wholly or partly covered, enclosed or packed, including anything necessary for the container to perform its function as a container.</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 5]</p>
Contract Manager	is a person nominated by the organisation and appropriately trained to manage contracts on its behalf. Contract Managers may also be known in some instances as Project Managers (or other position titles). Contract Managers will be from various parts of the organisation.
Contact Officers	<p>may be the first points of contact outside of management for workers who believe they have a bullying, discrimination or harassment grievance in the workplace.</p> <p>Contacts Officers are specially trained employees with a responsibility to provide support, advice or information to employees (including casual employees and volunteers) who may be subject to, or witness bullying or harassment in the workplace.</p>
Content	refers to any form of visual, written or audio material developed by Council or a third party. This can also be referred to as 'advertising'.
Contiguous Land	<p>means, as per section 149 of the <i>Local Government Act 1999</i>, land will be regarded as being contiguous to other land if the land –</p> <p>a) abuts on the other land at any point; or b) is separated from the other land only by- (i) a road, street, lane, footway, court, alley, railway or thoroughfare; or (ii) a watercourse or channel; or (iii) a reserve or other similar open space.</p>
Continuous Improvement	<p>means the process of enhancing health and safety 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 Self-insured workplace health and safety evaluation guidelines - August 2017 ("RTWSA Guidelines")]</p>
Contractor	is an independent person, business or organisation that enters into a contract with Council to deliver services or undertake work on behalf of Council.

City of Playford Global Glossary

Word / Phrase	Definition
Coordinator	is a worker of the Council responsible for supporting the Managers in the prioritisation, delegation, monitoring and follow-up of tasks within a team. Coordinators monitor the quality and quantity of output, providing coaching and mentoring to a team where needed and escalate any formal matters of concern to the Manager.
Corporate Governance Committee	is a committee of the City of Playford that incorporates all the powers of the Audit Committee in addition to further responsibilities as adopted by Council.
Corporate Training	means training delivered across the organisation to all employees.
Corrective Action	is an action to eliminate the cause of, or to control, an identified hazard.
Corrective and Preventative Actions Register ("CAPA"). <i>(Work Health and Safety related).</i>	<p>A centralised database that records Work Health and Safety (WHS) non-conformances and corrective and/or preventative actions are documented and managed.</p> <p>These WHS records are currently maintained by the Organisation within Skytrust.</p>
Corruption in Public Administration	<p>defined in section 5(1) of the <i>Independent Commissioner Against Corruption Act 2012</i> and means:</p> <p>a) an offence against Part 7 Division 4 (Offences relating to public officers) of the <i>Criminal Law Consolidation Act 1935</i>, which includes the following offences:</p> <ul style="list-style-type: none"> i. bribery or corruption of public officers; ii. threats or reprisals against public officers; iii. abuse of public office; iv. demanding or requiring benefit on basis of public office; v. offences relating to appointment to public office; or <p>b) an offence against the <i>Public Sector (Honesty and Accountability) Act 1995</i> or the <i>Public Corporations Act 1993</i>, or an attempt to commit such an offence; or</p> <p>c) an offence against the <i>Lobbyists Act 2015</i>, or an attempt to commit such an offence; or</p> <p>d) any other offence (including an offence against Part 5 (Offences of dishonesty) of the <i>Criminal Law Consolidation Act 1935</i>) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or</p>

City of Playford Global Glossary

Word / Phrase	Definition
	<p>e) any of the following in relation to an offence referred to in a preceding paragraph:</p> <p>a. aiding, abetting, counselling or procuring the commission of the offence;</p> <p>b. inducing, whether by threats or promises or otherwise, the commission of the offence;</p> <p>c. being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;</p> <p>d. conspiring with others to effect the commission of the offence.</p>
Council	the City of Playford in its entirety as an organisation.
Council Assessment Panel (CAP)	is a panel established by council under Section 83 of the <i>Planning, Development and Infrastructure Act 2016</i> , comprising no more than one Councillor and Independent Members.
Council Assessment Panel (CAP) Member	means a person appointed by Council under Section 83(1)(b) of the <i>Planning, Development and Infrastructure Act 2016</i> to be a member of its CAP and includes the Presiding Member of the CAP.
Council Committee	means a committee of a council established under the <i>Local Government Act 1999</i> and includes a subcommittee.
Council Function	means any Event or Training, endorsed, sanctioned, managed or organised by Council.
Council Issued Mobile Device	any mobile device that has been purchased, is owned or leased by the council (regardless of the source of funding).
Council Member	as stated in the <i>Local Government Act 1999</i> , member of a council means the principal member or a councillor of the Council. (Elected Member is commonly utilised to refer to Council Member.)
Council Resources	any items that are acquired by any means during the course of Council business by employees or volunteers, including those items that are paid for, owned, or controlled by Council. Resources can be intangible, such as a public official's time (labour), or tangible, such as stock items, equipment and any other material which is either purchased, donated or otherwise acquired during the course of Council business.
Councillor	is a person appointed or elected by the electors of a particular ward, as a representative of the ward in the City of Playford.
Credit Card	is a Credit Card supplied to the Employee by the Organisation to utilise in the delivery of council approved business.
Criminal History Screening	refers to the process where a Police Certificate is obtained from the Commissioner of Police or another prescribed source regarding the criminal history of a person that is 18 years or over for the purpose of

City of Playford Global Glossary

Word / Phrase	Definition
	determining whether that person is suitable to work with Children or Vulnerable Persons.
Critical Incident	means an event in which Employees are subjected to trauma in the workplace.
Crossing Place	means the section of land that connects a private driveway (from the property boundary) to the public carriageway.
Culture	means the ideas, customs and social behaviours of a particular people or identity.
Cultural Safety	is defined by the person themselves but it implies an awareness of the cultural, social, emotional, and historical issues that affect a person's relationship with you. Culturally safe care and services are those that are planned and delivered in a way that is spiritually, socially, emotionally and physically safe for customers. It's also about how a person's identity is respected so that who they are and what they need isn't questioned or denied.

D

Word / Phrase	Definition
Danger Tag	<p>are used for the duration of the work to warn persons at the workplace that:</p> <ul style="list-style-type: none"> (a) The equipment is isolated or out of service; (b) The energy source must not be switched back on or reconnected; and (c) Switching back on or reconnecting the energy source may endanger the life of the worker working on the equipment. <p>A danger tag does not perform the isolation function. [as defined by the Code of Practice (COP): Managing electrical risks in the workplace, section 6.2]</p>
Dangerous Goods	<p>Goods are dangerous goods if:</p> <ul style="list-style-type: none"> (a) the goods satisfy the criteria set out, or referred to, in Part 2 of the Australian Dangerous Goods Code classifying goods as dangerous goods; or there is a determination under the <i>Dangerous Substances (Dangerous Goods Transport) Regulations 2008</i>, Regulation 155 that the goods are dangerous goods.
Dangerous Incident	<p>is an incident in relation to a workplace that exposes a Worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—</p> <ul style="list-style-type: none"> (a) an uncontrolled escape, spillage or leakage of a substance; or (b) an uncontrolled implosion, explosion or fire; or (c) an uncontrolled escape of gas or steam; or (d) an uncontrolled escape of a pressurised substance; or (e) electric shock; or (f) the fall or release from a height of any plant, substance or thing; or (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or (h) the collapse or partial collapse of a structure; or (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or (l) any other event prescribed by the regulations

City of Playford Global Glossary

Word / Phrase	Definition
	[as defined by the <i>Work Health and Safety Act 2012</i> , Section 37]
Dangerous Substance	means— (a) dangerous goods; or (b) any other substance or article that is toxic, corrosive, flammable or otherwise dangerous and declared by the regulations to be a dangerous substance; [as defined by the <i>Dangerous Substances Act 1979</i> , Section 2]
Data Plan	an agreement between a mobile carrier and a customer that specifies how much mobile data the user can access, usually per month, for a specific fee. Some data plans include voice, text messaging and data while others are broken into separate charges, one for phone and text and another for data.
Decision	is a position adopted by Council or its employees. It will generally be a judgement reached after consideration of relevant information.
Decision-Maker	refers to the individual or entity responsible for the decision under review.
Decision Making Capacity	is a person's ability to make day to day decisions about legal, medical, financial and personal matters. Decision making capacity principles are: <ul style="list-style-type: none"> - Always presume a person has capacity. - Capacity is decision specific. - Don't assume a person lacks capacity based on appearances or diagnosis. - Don't assume a person lacks capacity based on what you may consider to be a bad decision. - Assess the person's decision-making ability not the decision they make. - Respect a person's privacy. - Substitute decision-making is a last resort. (SA Health, 2020).
Defence Reserve Forces	also referred to as Defence Reserves, Defence Service Reserves, Defence Reservists and Australia's Defence Reserves, comprises Reservists who are part-time members of the Australian Defence Force (ADF) in the Navy, Army or Air Force, working alongside the full-time defence forces.
Delegate	means a person who is authorised to act as a delegate under sections 20 or 34(23) of the <i>Development Act 1993</i> but does not include a panel member. Independent Reviewing Officer is an independent person nominated by the City of Playford to review complaints and must be appointed as a member of Council's Independent Review Officer Panel.
Depreciable Amount	the depreciable amount of an asset is its cost or replacement value less any residual amount expected on disposal at the end of its useful life.

City of Playford Global Glossary

Word / Phrase	Definition
Depreciation	is the mechanism by which the depreciable amount of an asset is expensed over its service life. It represents the amount by which the future economic benefits provided by the asset are being consumed over a period of time.
Deputy Mayor	a councillor chosen by members of the council that may, in the absence of the mayor, act in the office of the mayor.
Designated Decision	means a decision that cannot be made during an election period as prescribed by section 91A of the <i>Local Government (Elections) Act 1999</i> .
Designated Hot Work Area	Is a work area identified by the organisation that is specifically designed for hot work activities (such as engineering workshop welding bays).
Designated Informal Gathering or Discussion	means an event organised and conducted by or on behalf of the council or chief executive officer to which members of the council or council committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the council or council committee.
Designated Work Area	means the immediate area where workers are undertaking work for or on behalf of the City of Playford. These areas may be identified by work zone traffic management (or other) signage, where a customer request or work order is being completed or by another reasonable method.
Detriment	includes: a) injury, harm (including psychological harm), damage (including damage to reputation) or loss; b) intimidation or harassment; c) discrimination, disadvantage or adverse treatment in relation to a person's employment; and/or d) threats of reprisal (which may be express or implied, and/or conditional or unconditional).
Developer	means a person, persons or company that has submitted a development application to Council.
Development	includes study tours, attendance at industry workshops, courses, seminars and conferences that improves Council Members' skills and knowledge relevant to their responsibilities as a Council Member.
Development Plan	is a document that contains the planning controls that guide what can and cannot be developed in a council area. Planning authorities use these planning controls to assess new development proposals.
Development Plan Amendment (DPA)	is a document that describes proposed changes to a Development Plan and includes a statutory process required to be undertaken when either the Council or the Minister for Planning seeks to amend land use

City of Playford Global Glossary

Word / Phrase	Definition
	zoning and/or the policies contained within the Development Plan.
Development Plan Consent	means a consent granted under section 33(1)(a) of the <i>Development Act 1993</i> .
Device Hardware Cost	cost incurred purchasing a device.
Differential Rate	<p>is a variable component of rates, calculated on a rate in the dollar basis, according to land use, i.e. for different categories of rateable land. There are two categories of differential rates used by Council:</p> <ul style="list-style-type: none"> • Commercial and Industrial Rate – applied to all Commercial or Industrial Properties; • General Rate – applied to all other properties (including residential, primary production, vacant land and other land uses).
Dignity	means to treat others the way you would like to be treated. Being treated with dignity respects a person's individuality, recognizes their strengths and empowers them to live the life they choose.
Dignity of Risk	<p>is recognition that every individual should be able to do something that has a level of risk involved, whether real or perceived.</p> <p>Dignity of risks is the idea that self-determination and the right to take reasonable risks are essential to dignity and self-esteem; and so should not be impeded by excessively cautious organisations / caregivers concerned about their duty of care. Care and services need to strike a balance between respect for the individual's autonomy and the protection of their other rights (such as safety and shelter), unless it is unlawful or unreasonably impinges on the rights of others.</p>
Direct Negotiation	means a formal Tender or Quote request generally conducted with one select market participant only and that market participant selected by Council.
Directional Signs	signs that provide information and directions needed to guide motorists and pedestrians safely and efficiently to a specific location.
Directions and Guidelines	is a reference to the Directions and Guidelines issued pursuant to section 20 of the <i>Independent Commissioner Against Corruption Act 2012</i> and/or section 14 of the <i>Public Interest Disclosure Act 2018</i> , which are available on the Commissioner's website (www.icac.sa.gov.au).
Disability	in relation to a person, includes long-term physical, psycho-social, intellectual, cognitive, neurological or sensory impairment, or a combination of any of these impairments, which in interaction with various barriers may hinder the person's full and effective participation in society on an equal basis with others.

City of Playford Global Glossary

Word / Phrase	Definition
Disability Screening Check	means a screening check required under the <i>Disability Inclusion Act 2018</i> for persons working with people with a Disability (other than an NDIS Worker Check)
Disaster	is a serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-to-day capacity of the prescribed statutory authorities and which requires special mobilisation and organisation of resources other than those normally available to those authorities.
Disclosure	<p>means an appropriate Disclosure of public interest information made by an Informant to a Relevant Authority.</p> <p>A person makes an appropriate Disclosure of environmental and health information if:</p> <p>a) the person:</p> <ul style="list-style-type: none"> i. believes on reasonable grounds that the information is true; or ii. is not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its Disclosure so that its truth may be investigated; and <p>b) the Disclosure is made to a Relevant Authority.</p> <p>A person makes an appropriate Disclosure of public administration information if:</p> <p>a) the person:</p> <ul style="list-style-type: none"> i. is a public officer; and ii. reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration; and <p>b) the Disclosure is made to a Relevant Authority.</p>
Disconnect	means to remove the connection so as to be unable to hear and see the meeting.
Discrimination	unlawful discrimination occurs when someone, or a group of people, is treated less favourably than another person or group because of their race, colour, national or ethnic origin; sex, pregnancy or marital status; age; disability; religion; sexual preference; trade union activity; or some other characteristic specified under anti-discrimination or human rights legislation.
Disposal	relates to the sale, leasing, licensing or other transfer of Land (or an interest in Land) or other asset by Council to another party.

City of Playford Global Glossary

Word / Phrase	Definition
Diversity	means understanding that each individual is unique and recognising our individual differences. These can be related race, ethnicity, gender, sexual orientation, socio-economic status, physical abilities, religious beliefs, political beliefs or other ideologies.
Domestic Animals	means any of various animals which have been domesticated by man, so as to commonly live and breed in a tame condition, includes, but is not limited animals such as horses, dogs and cat.
Do No Harm	one of the organisation's two Foundation Principles means do no physical or psychological harm. This means to other people, but also extends to our assets, environment and our community. Be honest, respectful and ethical.
Dry Zone	is a declared area where the consumption and/or possession of alcohol is prohibited.
Due Diligence	<p>includes taking reasonable steps—</p> <ul style="list-style-type: none"> (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 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 the Act; and (f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e). <p>[as defined by the <i>Work Health and Safety Act 2012</i> (SA) ("WHS Act"), Section 27 (5)]</p>
Duty of Care	staff have a responsibility to uphold the rights of a person and prevent carelessness, neglect or harm to another person, in a professional relationship between people where there exists a responsibility or obligation of care (SA Health, 2020).

City of Playford Global Glossary

E

Word / Phrase	Definition
E-Cigarette Products	E-cigarette products include: (a) an e-cigarette; or (b) any part comprising an e-cigarette; or (c) a cartridge, capsule or other container designed to contain a liquid, aerosol, gas, vapour or other substance for use in an e-cigarette; or (d) a heating element designed for use in an e-cigarette; or (e) a battery designed for use in an e-cigarette; or (f) a product of a kind prescribed by the regulations.
E-Cigarettes	electronic cigarettes, also known as e-cigarettes, electronic nicotine delivery systems (ENDS) or e-cigs, are devices for making vapour for inhalation (vaping).
Engagement Hub (E-Hub)	refers to Council's online community engagement and consultation platform.
Elder Abuse	refers to all aspects of abuse of elderly people, that is, neglect, physical, verbal, sexual, financial and social.
Election	is to be interpreted to include periodic and general elections, by-elections and supplementary elections, referenda and polls as far as they relate to Federal, State or Local Government elections.
Election Period	in relation to an election, means the period commencing on— (a) the day of the close of nominations for the election; or (b) if a council has specified a day (being a day that falls earlier than the day of the close of nominations) in its caretaker policy—the specified day, and expiring at the conclusion of the election;
Electoral Material	means an advertisement, notice, statement or representation calculated to affect the result of an election or poll.
Electrical Equipment	means any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire that: (a) Is used for controlling, generating, supplying, transforming or transmitting electricity at a voltage greater than extra-low voltage; or (b) Is operated by electricity at a voltage greater than extra-low voltage; or (c) Is part of an electrical installation located in an area in which the atmosphere presents a risk to health and safety from fire or explosion; or

City of Playford Global Glossary

Word / Phrase	Definition
	<p>(d) Is, or is part of, an active impressed current cathodic protection system within the meaning of AS 2832.1:2015 (Cathodic protection of metals—Pipes and cables).</p> <p>Electrical equipment does not include any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire that is part of a motor vehicle if:</p> <p>(a) The equipment is part of a unit of the vehicle that provides propulsion for the vehicle; or</p> <p>(b) The electricity source for the equipment is a unit of the vehicle that provides propulsion for the vehicle.</p> <p>Motor vehicle means a vehicle that is built to be propelled by a motor that forms part of the vehicle.</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 144]</p>
Electrical Installation	<p>means a group of items of electrical equipment that:</p> <p>(a) Are permanently electrically connected together; and</p> <p>(b) Can be supplied with electricity from the works of an electricity supply authority or from a generating source.</p> <p>(c)</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 145]</p>
Electrical Work	<p>means:</p> <p>(a) Connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment; or</p> <p>(b) Installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation.</p> <p>[as defined by the <i>WHS Regulations</i>, Regulation 146(1) and subject to the exclusions contained in Regulation 146(2)]</p>
Electronic Means	includes a telephone, computer or other electronic device used for communication.
Eligible Journey	has the same definition as in the Regulations.
Eligible Officer	an Employee who is eligible to use an Employment Contract Vehicle in accordance with their employment contract.
Ember Attack	<p>means when burning parts of trees (e.g. twigs, branches, leave) are carried by winds in a cluster.</p> <p>The movement of embers from a bushfire are the primary cause of spot fires, which contribute to the continued spread of a bushfire.</p>
Emergency	<p>means an event that causes, or threatens to cause:</p> <p>a) the death of, or injury or other damage to the health</p>

City of Playford Global Glossary

Word / Phrase	Definition
	<p>of, any person; or</p> <p>b) the destruction of, or damage to, any property; or</p> <p>c) a disruption to essential services or to services usually enjoyed by the community;</p> <p>or</p> <p>d) harm to the environment, or to flora or fauna.</p> <p>(<i>Emergency Management Act 2004</i>, Section 3)</p>
Emergency Control Organisation (ECO)	<p>means a person or persons appointed by the emergency planning committee to direct and control the implementation of the facility's emergency response procedures [as defined by AS 3745-2010] and consists of :</p> <p>(a) A chief warden or equivalent as a minimum</p> <p>[The following positions to be included if they are deemed necessary by the EPC and in accordance with the requirements of AS 3745 – delete those not applicable]</p> <p>(b) Deputy chief warden</p> <p>(c) A communications officer and deputy</p> <p>(d) Floor/ area wardens and deputies</p> <p>(e) Wardens and deputies</p> <p>(f) First aid officer(s)</p>
Emergency Control Point	<p>means the location from which the chief warden can establish control, communication and coordination and liaise with the Emergency Services Organisation(s) [as defined by AS 3745-2010, p.22]</p>
Emergency Planning Committee (EPC)	<p>means persons responsible for the documentation and maintenance of an emergency plan [as defined by AS 3745-2010]</p>
Emergency Service Organisation (ESO)	<p>(a) An ESO within the meaning of the Fire and Emergency Services Act 2005; and</p> <p>(b) SA Ambulance Service Inc.; and</p> <p>(c) South Australia Police; and</p> <p>(d) In relation to a particular emergency within the meaning of the Emergency Management Act – the control agency for the emergency under that Act [as defined by <i>Work Health and Safety Regulations 2012</i>, Regulation 3]</p>
Emphemeral Emails	<p>an ephemeral email may be used to facilitate the organisation's business but has no continuing value to the organisation and is generally only needed for a few hours or a few days. Examples of ephemeral email include:</p> <ul style="list-style-type: none"> • A unsolicited advertising material; • A duplicate copies of circulars; • A duplicate copies of minutes; or

City of Playford Global Glossary

Word / Phrase	Definition
	<ul style="list-style-type: none"> A internal work-related email circulated for information purposes only. <p>Ephemeral email can be destroyed when reference ceases as authorised in an approved records disposal authority.</p>
Employee	a person employed by the Organisation on an ongoing or fixed term full-time or part-time basis, or employed on a casual basis.
Employee Couple	in accordance with Fair Work, an Employee Couple is where each of the Employees is the spouse or de facto partner of the other and both are employed by the Council at the same time.
Employee Record	is a record of personal information either conventional or in electronic format relating to the employment of an Employee maintained by Organisational Development.
Employer Support Payment Scheme	provides financial assistance to eligible employers to help offset the costs of releasing staff for most categories of Australian Defence Force service.
Employment Contract Vehicles	fleet Vehicles allocated as part of an Eligible Officer's TEC Package under a contract of employment.
Enclosed Place or Area	means that it is fully enclosed or is at least partially covered by a ceiling and has walls such that the total area of the ceiling and wall surfaces exceeds 70 per cent of the total notional ceiling and wall area.
Enclosed Public Place, Workplace or Shared Area	means an enclosed public place; or an enclosed workplace; or an enclosed shaded area.
Energised (live)	<p>means connected to a source of electrical supply or subject to hazardous induced or capacitive voltages.</p> <p>[as defined by the Code of Practice: Managing Electrical Risks in the Workplace, Appendix A]</p>
Energy Source	<p>different kinds of energy sources include, but are not limited to:</p> <ul style="list-style-type: none"> (a) Electricity (mains) (b) Battery or capacitor banks (c) Solar panels (d) Fuels (e) Heat (f) Steam (g) Fluids or gases under pressure (water, steam or hydraulic oil) (h) Stored energy (e.g. compressed springs) (i) Gravity (j) Radiation <p>[as defined by the COP: Managing the risks of plant in the workplace, section 4.5]</p>

City of Playford Global Glossary

Word / Phrase	Definition
Enforcement	combination of the provision of advice and assisting compliance with formal action where necessary. This is intended to encourage higher levels of voluntary compliance with legal requirements by individuals, businesses and other bodies.
Enterprise Agreement	means a formal agreement on pay and conditions between the City of Playford and employees who are employed pursuant to the South Australian Municipal Salaried Officers Award, the Local Government Employees Award and the Local Government Cafes, Restaurants and Snack Bars Award (South Australia) Award excluding any position that is a position employed on salary exceeding the highest level within the ASU Schedule.
Entry into a confined space	<p>Entry by a person into a confined space, means the person's head or upper body is in the confined space or within the boundary of the confined space.</p> <p>[as defined by the WHS Regulations, 2012, r. 35].</p> <p>N.B. Inserting an arm for the purpose of atmospheric testing is not considered an entry to a confined space.</p> <p>[as defined Australian Standard AS 2865: Safe working in a confined space]</p>
Environmental and Health Information	means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.
Environmental Health Officer	means an Authorised Officer appointed under Section 94 of the <i>Food Act 2001</i> .
Essential Services	<p>means the supply of—</p> <p>(a) gas, water, sewerage, telecommunications, electricity and similar services; or</p> <p>(b) chemicals, fuel and refrigerant in pipes or lines</p> <p>[as defined in the <i>Work Health and Safety Regulations 2012</i>, Regulation 5]</p>
Essential Work	refers to work that is deemed necessary to conducting business or to attend to an emergency situation.
Evacuation Options	<p>Full evacuation - used to clear a building or facility of all occupants.</p> <p>Partial evacuation - an alternative to total evacuation in some buildings such as hospitals, aged care facilities and multi-storied buildings.</p> <p>Shelter in place (no evacuation) - used when evacuating to an external-to-building location might reasonably expose evacuating people to a greater level of danger.</p>

City of Playford Global Glossary

Word / Phrase	Definition
	<p>Escape, Hide, Tell - where immediate escape from the facility is not considered personally safe then occupants should hide out of sight and remain silent, or alternatively take other action to protect their safety.</p> <p>Lockdown – the process of securing a facility (full or partial) or an area to protect its occupants in response to an occurring or imminent threat that may have the potential to cause harm [as defined by AS 3745-2010, p.23].</p>
Event	means an event, actual or imminent, which significantly impacts upon Council's normal business operations, including total fire ban days and the declaration of a severe, extreme or catastrophic fire danger day.
Event (in reference to electrical safety)	<p>means events envisaged by AS/NZS 3002:2008 electrical installations –shows and carnivals, which includes:</p> <ul style="list-style-type: none"> • Exhibitions • Shows • Carnivals • Scouting jamborees • Army camps and the like. <p>From a Local Government perspective, examples of such events include Local Tour Down Under events, food and drink festivals Large community events (e.g. Tunarama, Oysterfest), The Fringe Festival, music festivals etc.</p>
Excavation Work	<p>means to:</p> <p>(a) Make an excavation; or</p> <p>(b) Fill or partly fill an excavation</p> <p>[as defined in the <i>Work Health and Safety Regulations 2012</i>, Regulation 5]</p>
Executive	refers to the Organisation's Executive team, comprised of the relevant General Managers, and Chief Executive Officer.
Executive Officer	is a staff member appointed by the Chief Executive Officer to provide administrative support to a Committee, panel or advisory group.
Exotic Animals	includes, but is not limited to, animals such as big cats, elephants, bears, giraffes, primates, or any other type of animal that is either dangerous or not a domestic animal.
Expiation	the act of reparation for non-compliance with a notice/order or a breach of legislation, for which a relevant 'Expiation fee" is applied.
Expiation Notices	are a form of enforcement action appropriate for minor breaches of legislation.

City of Playford Global Glossary

Word / Phrase	Definition
Expiation Period	the period specified in an expiation notice for payment of the expiation fee.
Exploitation	<p>is taking advantage of someone's vulnerabilities for your personal gain, to steal, use or profit.</p> <p>Exploitation often occurs with vulnerable groups such as people with a disability and older people. Exploitation is a form of abuse.</p>
Exposure	means a person is exposed to side stream smoke generated by smoking related products if the person absorbs or is likely to absorb the contaminant by inhalation.
Exposure Standard	<p>The exposure standard for asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone expressed as a time weighted average fibre concentration calculated over an 8-hour work day and measured over a minimum period of 4 hours in accordance with:</p> <ul style="list-style-type: none"> a) the Membrane Filter Method; or b) a method determined by the relevant regulator. <p>[as defined by the Code - How to Manage and Control Asbestos, Appendix A]</p>
Exposure Standard (relating to chemicals)	<p>When related to chemicals means an exposure standard as recorded in Appendix A of the Workplace Exposure Standard for Airborne Contaminants which represents the airborne concentration of a particular substance or mixture that must not be exceeded. The exposure standard can be of three forms:</p> <ul style="list-style-type: none"> (a) 8-hour time-weighted average, (b) Peak limitation (a maximum or peak airborne concentration of a substance determined over the shortest analytically practicable period of time which does not exceed 15 minutes), and <p>Short term exposure limit (the time-weighted average maximum airborne concentration of a substance calculated over a 15 minute period).</p>

F

Word / Phrase	Definition
Facility	means a building, structure or workplace that is, or may be, occupied by people (occupants) [as defined by AS 3745-2010].
Fair Procedure	the process of conducting the investigative, disciplinary and termination procedures ensuring fairness and consistency.
Fall	means circumstance that exposes a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or other person. This includes circumstances in which the worker or other person is: (a) In or on an elevated workplace from which a person could fall; or (b) In the vicinity of an opening through which a person could fall; or (c) In the vicinity of an edge over which a person could fall; or (d) On a surface through which a person could fall; or (e) In any other place from which a person could fall. [as defined by the WHS Regulations 2012 Sec 78] [as defined COP: Managing the Risk of Falls at Workplaces, June 2020]
Fee	is a payment for supply of a requested commodity or article.
Fee Type	is a category of fees or charges that fall under a similar category, for example Development Fees.
Feedback	can take the form of comments, both positive and negative, about services provided by Council without necessarily requiring a corrective action, change of services or formal review of a decision. Feedback may, however, influence future service reviews and delivery methods.
Finance	refers to the Organisation's Finance team.
Financial Abuse	is the improper or illegal use of money, property, resources or assets. Behaviours include improperly withholding or using finances, coercing or misleading the person as to how their funds or property will be used. Signs include the person has insufficient money to meet normal expenses, person is persistently denied or unable to attend outings and activities due to lack of funds, depression, sadness, changes in appearance i.e. not as well-groomed or cared for.

City of Playford Global Glossary

Word / Phrase	Definition
Financial Delegation	refers to the allocation of a delegated authority to spend Council funds in accordance with the relevant policies and procedures.
Financial Hardship	means a circumstance of experiencing a lack of financial means, that may be either ongoing or temporary, but does not include circumstances where a person chooses not to meet a liability for an unpaid debt.
Financial Support	refers to the reimbursement of a proportion of tuition fees from the People Services' Study Assistance fund.
Fire Ban District	<p>South Australia is divided into 15 Fire Ban Districts. Each district has its own fire danger season dates. All information on these districts can be found on the CFS website.</p> <p>Those 15 Fire Ban Districts are – Adelaide Metropolitan, Eastern Eyre Peninsula, Flinders, Kanagaroo Island, Lower Eyre Peninsula, Lower South East, Mid North, Mount Lofty Ranges, Murraylands, North East Pastoral, North West Pastoral, Riverland, Upper South East, West Coast and Yorke Peninsula.</p>
Fire Danger Days	means any day that is declared to be a total fire ban day. This includes the declaration of severe, extreme or catastrophic fire danger days for the Mt Lofty Ranges Fire Ban District . (Note: With people travelling through other fire ban districts to either get to/from work or attending meetings at locations outside the Playford area, they need to be aware of these days in those other districts)
Fire Danger Rating Matrix	means the ratings applied by the CFS to predict how a fire would behave if one started, updated daily and published on the CFS website.
Fire Danger Season	the Fire Danger Season generally runs from November to April each year. Once the season has begun, there are strict controls on the lighting of fires and the use of certain tools in the open. The restrictions remain in place until the end of the season. Regulations have been introduced throughout South Australia to protect lives and property during the bushfire season. They apply to everyone, not just those living in bushfire areas. (See the CFS website each year for the up to date dates).
Fire Watcher	<p>A competent person assigned responsibilities to monitor that no condition arises or action is taken that will lead to a hazardous situation during/post hot work activities. This includes:</p> <ul style="list-style-type: none"> • Being alert for any fire outbreak or hazard; • Taking immediate action to combat any outbreak of fire that may occur (if it is safe to do so); • Not allowing hot work to proceed outside the area specified on the Hot Work Permit;

City of Playford Global Glossary

Word / Phrase	Definition
	<ul style="list-style-type: none"> Immediately stopping the work and withdrawing the Hot Work Permit if a hazardous condition is observed; Monitoring changes in wind direction; Being aware of the need to use eye protection to protect eyes against flashes where hot work involves arc welding, cutting or arc gouging; Having available for use a fire extinguisher or fire hose or both; and Not leaving the job unless properly relieved by an authorised person (or if it is unsafe to remain in the area). <p>[Australian Standard 1674.1 Safety in welding and allied processes 1997 (AS 1674.1), Section 3.6 (a) – (i). (Note: AS 1674.1 was reconfirmed in 2016)]</p>
First-Attack Firefighting Equipment	means portable fire extinguishers, fire hose reels and fire blankets, which are used to fight fires in their early stages [as defined by AS 3745-2010].
First-Response Emergency Equipment	means resources such as automatic external defibrillators (AEDS), spills kits and first aid kits, which are used to address various emergency scenarios in their early stages [as defined by AS 3745-2010].
Fitness for Work	is a review of all requested information including but not limited, to a full medical clearance certificate, which determines an employee's ability to demonstrate their requirements to safely complete all of the inherent requirements of their role.
Fixed Charge	is a component of rates applied equally to all rateable properties irrespective of land use and capital value.
Fleet Manager	The responsible person nominated to manage the Organisation's Fleet Vehicles.
Fleet Vehicle	all motor vehicles owned, leased or controlled by the Organisation.
Food Business	as defined in Section 6 of the <i>Food Act 2001</i> means a business, enterprise or activity (other than primary food production) that involves handling of food intended for sale or the sale of food.
Food Premises	includes land (whether or not vacant), whole or any part of a building, tent, stall or other structure (temporary or permanent), pontoon, or vehicle that is being used as a food business.
Formed Public Road	unsealed public road maintained by Council which is regularly accessed.
Former Employee	meets definition for a worker as detailed above and is no longer employed by the Scheme Member.
Foster Child	is generally taken to mean a Child who is removed from their birth family for a period of time and placed into the care of a foster carer.
Foundation Principles	Full Disclosure and Do No Harm are two clear boundaries that everyone in the organisation works within. These two principles are non-negotiable and

City of Playford Global Glossary

Word / Phrase	Definition
	help create an environment where we can make the most of our skills and experience and genuinely contribute to the community.
Fraud	includes an intentional dishonest act or omission done with the purpose of deceiving.
Freedom of Choice	is the right to self-determination, autonomy and to have decisions respected and implemented. Older people and people with disability are presumed to have capacity to make decisions, unless determined otherwise. Their decisions must be respected and upheld. A person is still entitled, even with a diagnosis of mental incapacity, to have their wishes taken into consideration (SA Health, 2020).
Freedom of Information Request	the <i>Freedom of Information Act 1991</i> promotes government accountability and transparency by providing a legal framework for individuals to request access to government documents.
Friable Asbestos	means material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos. [as defined by the Code - How to Manage and Control Asbestos, Appendix A]
Fringe Benefit Tax (FBT)	a tax payable by employers for benefits paid to an employee in place of salary or wages. This is separate to income tax and is calculated on the taxable value of the fringe benefits provided.
Full Capacity	ability of an injured worker with a work (compensable) injury to perform their full pre injury role and hours as a result of that compensable injury.
Full Disclosure	one of the organisation's two Foundation Principles means no surprises. Share the right information, with the right people, at the right time, so we can all do our jobs well. Talk about the risks, as well as all of the opportunities. It's not about sharing everything with everyone, but using your judgement to ensure all stakeholders have the information they need, when they need it.

City of Playford Global Glossary

Word / Phrase	Definition
Full, Fair and Reasonable	<p>in the term 'full, fair and reasonable' these words have the following meanings:</p> <ul style="list-style-type: none"> • Full: local Small and Medium Enterprises (SMEs) have the same opportunity afforded to other global supply chain partners to participate in all aspects of a project from project design through to completion. • Fair: local Small and Medium Enterprises are provided the same opportunity as global suppliers to compete for contracts on an equal and transparent basis, including being given adequate time in which to tender. • Reasonable: Subject to any explicit requirement of the head contract, tenders are free from technical requirements that might rule out local industry and are structured in such a way that they do not preclude local SMEs from the opportunity to participate in projects and compete for contracts. <p>When technical specifications are being prepared for contracts, care should be taken to use Australian standards, or standards regularly used in Australia, to ensure that local suppliers are not "designed out" of the contract.</p>
Full Medical Clearance Certificate	is a medical statement issued by a registered medical practitioner which confirms that there is no risk of further injury or aggravation to the employee upon return to their normal hours and duties in their role.
Functional Capacity Evaluation (FCE)	is an assessment which involves the employee undertaking a series of functional tests which simulate the physical demands of a role as identified within the Job Dictionary, and is performed by an independent medical specialist.
Furniture	means all structures, items & objects placed within & above an outdoors eating area by the Permit Holder.

City of Playford Global Glossary

G

Word / Phrase	Definition
General Disposal Schedule (GDS)	the General Disposal Schedule advises how long local Council records need to be kept. This is regulated by the <i>State Records Act 1997</i> .
General Index (GI)	is the average of the Consumer Price Index (CPI) and Average Weekly Earnings (AWE) issued by the Australian Bureau of Statistics.
Geotechnical Engineer	means an engineer: (a) Whose qualifications are acceptable for membership of the Institution of Engineers, Australia; and (b) Who has qualifications and experience in soil stability and mechanics and excavation work [as defined in the Approved Code of Practice: Excavation Work, Appendix A]
GHS	means the Globally Harmonised System of Classification and Labelling of Chemicals, third revised edition, published by the United Nations as modified under Schedule 6 of the WHS Regulations. [as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 5]
Graffiti	the deliberate act of defacing public or private property without the owner's permission. Graffiti management is directed at the vandalism that is done with graffiti.
Grey Fleet	any vehicle that is not owned or controlled by the Organisation but which is used for business purposes (usually privately owned by an Employee).
Gross Carrying Value	the gross carrying value of an asset is the value of the asset held on Council's balance sheet. It can be based on the cost of installation of a new asset or can be based on an independently revalued replacement cost for an existing asset. It represents the amount it would cost us to replace that asset with a new one just like it.
Group Asset	an asset that by itself does not meet the capitalisation criteria but, as part of a cohesive whole, does meet the capitalisation criteria. Examples of group assets are library books and office furniture.
Group Training	is training that is provided to either all Council Members or any of Council's Section 41 Committees, including Local Government Association (LGA) Training Standard four Mandatory Training Modules.
Growth	additional net rateable properties as a result of new subdivisions, development of vacant land, change of use, or substantial change in the value of an existing property due to a redevelopment. This in turn creates a larger rate base from year to year. The revenue

City of Playford Global Glossary

Word / Phrase	Definition
	received from these new properties is referred to as growth revenue. The growth revenue also includes the rate impact of change of use were properties revert back to vacant land.
Growth Areas	refers to areas that are proposed for change in land use to accommodate residential, commercial and/or industrial growth.

H

Word / Phrase	Definition
Harassment	unlawful harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex; disability; sexual preference; or some other characteristic specified under antidiscrimination or human rights legislation.
Hazard	a situation or thing that has the potential to harm a person (as defined by Approved Code of Practice How to Manage Work Health and Safety Risks).
Hazardous Area (Hot Work Related)	An area in which flammable liquids, vapours or gases, combustible liquids or other flammable or explosive substances may be present. A normally safe area, into which a tank, container or equipment containing flammable or combustible liquids, gases or vapours has been brought, may become a hazardous area. [AS 1674.1 Section 1.3.2].
Hazardous Chemical/s	means a substance, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6 of the <i>Work Health and Safety Regulations 2012</i>) but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes: (a) acute toxicity—oral—category 5; (b) acute toxicity—dermal—category 5; (c) acute toxicity—inhalation—category 5; (d) skin corrosion/irritation—category 3; (e) serious eye damage/eye irritation—category 2B; (f) aspiration hazard—category 2; (g) flammable gas—category 2; (h) acute hazard to the aquatic environment—category 1, 2 or 3; (i) chronic hazard to the aquatic environment—category 1, 2, 3 or 4; (j) hazardous to the ozone layer; Note - The Schedule 6 tables in the WHS Regulations replace some tables in the GHS. [as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 5]
Hazardous Manual Task	means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing that involves 1 or more of the following:

City of Playford Global Glossary

Word / Phrase	Definition
	<p>(a) Repetitive or sustained force; (b) High or sudden force; (c) Repetitive movement; (d) Sustained or awkward posture; (e) Exposure to vibration;</p> <p>Examples include a task requiring a person to:—</p> <ol style="list-style-type: none"> 1. Restrain live animals. 2. Lift or move loads that are unstable or unbalanced or are difficult to grasp or hold. 3. Sort objects on a conveyor belt. <p>[as defined in the <i>Work Health and Safety Regulations 2012</i>, Regulation 5]</p>
Health Hazards (relating to hazardous chemicals)	<p>these are properties of a chemical that cause adverse health effects. Exposure usually occurs through inhalation, skin contact or ingestion. Adverse health effects can be acute (short term) or chronic (long term). Typical acute health effects include headaches, nausea or vomiting and skin corrosion, while chronic health effects include asthma, dermatitis, nerve damage or cancer. Examples of chemicals with health hazards include toxic chemicals (poisons), carcinogens (cancer-causing chemicals) and reproductive toxins (chemicals which may cause infertility or birth defects).</p> <p>Many chemicals have properties that make them both health and physical hazards. [as defined in the Code of Practice: Managing the Risks of Hazardous Chemicals in the Workplace, June 2020, p.7]</p>
Health Monitoring	<p>is required to be provided to a worker if they are carrying out licenced asbestos removal work, other ongoing asbestos removal work or asbestos-related work and are at risk of exposure to asbestos when carrying out the work and must:</p> <ol style="list-style-type: none"> a) include consideration of the workers demographic, medical and occupational history and records of the worker's personal exposure; b) include a physical examination of the worker, unless another type of health monitoring is recommended by a registered medical practitioner; c) be supervised by a medical practitioner with relevant experience; and d) be paid for by the person conducting a business or undertaking (PCBU). <p>[in accordance with <i>Work Health and Safety Regulations 2012</i>, Regulations 435 - 438]</p>

City of Playford Global Glossary

Word / Phrase	Definition
Health Monitoring (of a person)	means monitoring the person to identify changes in the person's health status because of exposure to certain substances. [as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 5]
Healthy Choice	refers to food and drink that are in line with the National Australian Dietary Guidelines and the Australian Guide to Healthy Eating.
Healthy Food and Drink Choices	refers to food and drink that are in line with the national Australian Dietary Guidelines and The Australian Guide to Healthy Eating ¹ . Supporting resources are available that explain these choices in greater detail, including: <ul style="list-style-type: none"> • Heart Foundation Guide to Healthier Catering • A Guide to Healthy Catering for Local Government • A Guide to ordering Healthy Food.
Heat Illness	heat illness can arise from working in high air temperatures, exposure to high thermal radiation or high levels of humidity. First aid is vital when a worker is suffering from a heat-related illness. Immediate medical attention should be sought if a worker experiences one or more of the following symptoms of heat exhaustion or heat stroke: <ul style="list-style-type: none"> • dizziness • fatigue • headache • nausea sometimes with vomiting • breathlessness • clammy or hot skin • difficulty remaining alert, or • absence of sweat. [as explained in the Code of Practice: Managing the Work Environment and Facilities December 2011 (COP), part 2.8]
Heavy Vehicle	means a motor vehicle or trailer that has a GVM (the maximum loaded mass of the vehicle) greater than 4.5 tonnes.
Hierarchy of Control	If it is not reasonably practicable for risks to health and safety to be eliminated, risks should be minimised, so far as is reasonably practicable, by doing one or more of the following: <ol style="list-style-type: none"> a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;

City of Playford Global Glossary

Word / Phrase	Definition
	<p>b) Isolating the hazard from any person exposed to it; and/or</p> <p>c) Implementing engineering controls.</p> <p>If a risk then remains, the duty holder should minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains the duty holder should minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 36]</p>
High Risk Construction Work	<p>means construction work that –</p> <p>a) involves a risk of a person falling more than 3 metres; or</p> <p>b) is carried out on a telecommunication tower; or</p> <p>c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or</p> <p>d) involves, or is likely to involve, the disturbance of asbestos; or</p> <p>e) involves structural alterations or repairs that require temporary support to prevent collapse; or</p> <p>f) is carried out in or near a confined space; or</p> <p>g) is carried out in or near—</p> <p style="padding-left: 40px;">(i) a shaft or trench with an excavated depth greater than 1.5 metres; or</p> <p style="padding-left: 40px;">(ii) a tunnel; or</p> <p>h) involves the use of explosives; or</p> <p>i) is carried out on or near pressurised gas distribution mains or piping; or</p> <p>j) is carried out on or near chemical, fuel or refrigerant lines; or</p> <p>k) is carried out on or near energised electrical installations or services; or</p> <p>l) is carried out in an area that may have a contaminated or flammable atmosphere; or</p> <p>m) involves tilt-up or precast concrete; or</p> <p>n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or</p> <p>o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or</p> <p>p) is carried out in an area in which there are artificial extremes of temperature; or</p> <p>q) is carried out in or near water or other liquid that involves a risk of drowning; or</p>

City of Playford Global Glossary

Word / Phrase	Definition
	r) involves diving work. [as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 291]
High Support Requirements	refers to customers who are dependent on others for the management of their day to day personal care needs.
Home and Community Care	is a program for People under 65 years, or in the case of Aboriginal or Torres Strait Islander people, those under 50 years of age, who live with a functional disability and require low to medium level support and who are not eligible to receive the same supports from other service systems such as the National Disability Insurance Scheme (NDIS), Mental Health Programs (MHPs), My Aged Care and Palliative Care.
Hostile Operating Environment (relating to electrical safety)	<p>means an environment where:</p> <ul style="list-style-type: none"> (a) Electrical equipment is used in an environment in which the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust; (b) Electrical equipment is moved between different locations in circumstances where damage to the equipment or to a flexible electricity supply cord is reasonably likely; (c) Electrical equipment is frequently moved during its normal use; or (d) Electrical equipment forms part of, or is used in connection with, an amusement device. <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 164]</p> <p>Note: this extends to construction or demolition sites.</p>
Hot Work	<p>Grinding, welding, thermal or oxygen cutting or heating and other related heat-producing or spark-producing operations.</p> <p>[AS 1674.1, Section 1.3.3]</p> <p>Examples of hot work include patrol grading on an iron stone road, slashing, mowing, grinding, welding, soldering, using hot air blowers and using a bitumen spray sealing truck with gas burners.</p>
Hot Work Permit	<p>A document that defines the details of the Hot Work to be undertaken and the controls implemented to undertake the Hot Work in a safe manner.</p> <p>Note: Includes also Schedule 9 and 10 Permits [as required by the Fire and Emergency Services]</p>

City of Playford Global Glossary

Word / Phrase	Definition
	Regulations (SA) 2021, (FES Regulations), Regulations 31 (2) and 31 (3)]
Household Use (relating to hazardous chemicals)	<p>it is reasonably foreseeable that the hazardous chemical will be used in a workplace only in a:</p> <p>(a) Quantity that is consistent with household use; and</p> <p>(b) Way that is consistent with household use; and</p> <p>(c) Way that is incidental to the nature of the work carried out by a worker using the hazardous chemical.</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 335(3)]</p>
Hypothermia	<p>hypothermia arises when a person gets an abnormally low body temperature as a result of exposure to cold environments. Immediate assistance should be provided if any worker shows any of the following warning signs of hypothermia:</p> <ul style="list-style-type: none"> • numbness in hands or fingers • uncontrolled shivering • loss of fine motor skills (particularly in hands – workers may have trouble with buttons, laces, zips) • slurred speech and difficulty thinking clearly • irrational behaviour – sometimes a person will even begin to discard clothing <p>[as explained in the COP: Managing the Work Environment and Facilities December 2011, part 2.8]</p>

City of Playford Global Glossary

Word / Phrase	Definition
ICAC Act	is the <i>Independent Commissioner Against Corruption Act 2012</i> .
Identity	respecting a customer's identity means service delivery should reflect their social, cultural, language, spiritual, psychological and medical needs.
Ignition Source	means a source of energy capable of igniting flammable or combustible substances. [as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 5]
Illegal Drugs	refers to any drug legislated within Australia as illegal (such as heroin, cocaine, methamphetamine, amphetamine, and cannabis). These drugs prohibited from all Council worksites / workplaces. The use of these drugs can significantly affect an individual's work productivity, performance, and decision making, and substantially increase the likelihood of a workplace accident.
Illicit Drugs	refers to Medication used for non-medical purposes (i.e. exceeding the recommended dosage). The use of these drugs can significantly affect an individual's work productivity, performance, and decision making, and substantially increase the likelihood of a workplace accident.
Immediate Family	is generally taken to mean a group of one or more parents and their Children living together.
Impacted Employee	the position occupied by the employee will not substantially change however there may be minor changes to the employee's position title, line manager, team or business unit.
Incident	is an occurrence arising out of, or in the course of, work that could or does result in injury and ill health or damage. [as defined by Australian/New Zealand Standard AS/NZS ISO 45001:2018 Occupational health and safety management systems—Requirements with guidance for use].
Incidental Exposure	where an individual may be exposed to a low level of asbestos dust for a short period of time, for example, when a bystander is present when a worker disturbs asbestos containing material and asbestos fibres become airborne. [as explained on the Government of South Australia Asbestos website: Incidental exposure

City of Playford Global Glossary

Word / Phrase	Definition
	https://www.asbestos.sa.gov.au/in-your-workplace/incidental-exposure
Incident Management Team	means a team of Council staff identified to respond to an emergency.
Inclement Weather	is extreme weather conditions, such as high ultraviolet radiation, temperature (hot and cold), high humidity, heavy rain, gale force wind, hail, electrical storm or fog.
Independent Assessor	means the person designated by the Responsible Officer as being responsible for investigating a Disclosure made to the City of Playford.
Independent Investigator	means an Independent Investigator appointed to assist Councils to deal with complaints made in respect of the Council's Council Member Code of Conduct or the Minister's code of conduct for CAP Members.
Independent Member	are members on a Committee, advisory group or panel who are not Council Members but have been appointed by Council to the Committee, advisory group or panel.
Ineligible Employee	casual employees, employees receiving workers compensation or income protection payments and employees under probation.
Informal Gathering	is an informal forum, whereby Council Members can exchange information, engage in conversation and exchange ideas or meet for the purpose of a social gathering or training, or for the purpose of a Designated Informal Gathering.
Informant	means a person who makes an appropriate Disclosure of public interest information to a Relevant Authority.
Information	information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. (<i>Privacy Act 1988</i> (Cth))
Infrastructure	includes (but is not limited to) poles, light poles, traffic signs, traffic lights, traffic control boxes, and other traffic control devices, transformer boxes, trees, fences, bridges whether owned or under the care, control or management of ETSA Utilities, DTEI or the Council.

City of Playford Global Glossary

Word / Phrase	Definition
Inherent Requirements of the Position	<p>these are the core or essential components of the role an employee is employed to undertake and will take into consideration:</p> <ul style="list-style-type: none"> Defining the job (position description) Identifying the essential and holistic elements of the position. <p>Assessing any requested adjustments or alternate duties and whether they are reasonable for the organisation to accept.</p>
In-situ Asbestos	<p>Asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.</p> <p>[as defined by the Code – How to Manage and Control Asbestos, Appendix A]</p>
Inspection	<p>a comparison by an inspector (with or without assistants) of</p> <p>(a) visual observations of building work, and (b) measurements or test results of selected parts¹ of building work, with:</p> <ul style="list-style-type: none"> the plans and details (if any) which form part of a development approval (or exemption) which relates to that building work, and if applicable, any other relevant documents (for example a required checklist) <p>and may include the interview of any person associated with, or who has knowledge of, the building work.</p>
Inspection Fee	<p>means the fee charged under Section 13 of the <i>Food Regulations 2017</i> for the carrying out of any inspection of any food premises or food transport vehicle.</p>
Inspector	<p>an authorised officer of the Council, appointed under Section 18 of the <i>Development Act 1993</i>, who holds a current accreditation as a building surveying technician (or equivalent or greater accreditation).</p>
Interested Parties	<p>means any affected employees and/or impacted employees (or their nominated representatives) and the relevant union(s).</p>
Interment	<p>means the burial of a corpse in a grave or tomb.</p>
Internal Audit	<p>means a systematic, and wherever possible, independent examination, carried out by a competent person, appointed by the employer, in consultation with employees or their representatives, to determine whether an activity or activities and related results conform to planned arrangements; whether these arrangements are implemented effectively; and whether</p>

City of Playford Global Glossary

Word / Phrase	Definition
	<p>they are suitable to achieve the organisation's policy and objectives. The results of the internal audits must be documented and employees consulted over them. Preventive/corrective action plans must be subsequently developed.</p> <p>Internal audits test whether what is described in self-insured employer's procedures is happening in practice, and that the process is effective.</p> <p>[as defined and explained in the ReturnToWorkSA Work health and safety standards for self-insured employers which includes the Performance Standards for Self-Insurers ("PSSI")]</p>
Internal Control	is a process for assuring achievement of objectives, while managing risks in operational effectiveness and efficiency, reliable financial reporting, and compliance with legislation, regulations and policies.
Intersection	where two or more roads intersect, including roundabouts, T- Junctions and the like.
Invalid Reason for Termination	<p>An invalid reason for termination as defined by the <i>Fair Work Act 1994</i>. According to the Act, the following shall not constitute valid reasons for termination:</p> <ul style="list-style-type: none"> • temporary absence from work due to illness or injury; • membership or non-membership of a trade union or participation in trade union activities; • involvement in acting as a representative of an Employee; • involvement in the filing of a complaint in relation to employment or participation in proceedings under a workplace law; • race, sex, sexuality, age, physical or intellectual impairment, marital status, family responsibilities, pregnancy, political or religious beliefs or social origin; or • absence from work during maternity leave or other parental leave.
Investigation	investigation of the facts and recommendation for action.
Investments	means excess funds deposited by Council with the expectation of generating interest income or growth.
IRC / ICC	internal Return to Work / Claims Coordinator (or their nominated contingency) appointed by the Scheme Member.
I-Responda	relates to a framework developed to assist Councils in planning and implementation of their response to emergency incidents. The Framework ensures Council personnel can participate safely and are appropriately managed in during emergency incidents.

City of Playford Global Glossary

Word / Phrase	Definition
Isolated	means disconnected from all possible sources of electricity supply and rendered incapable of being energised without premeditated and deliberate action [as defined by the Code of Practice: Managing Electrical Risks in the Workplace, Appendix A]
Isolation	means the condition where an isolator makes an energy source incapable of being set in motion or releasing its energy.
Isolation Procedure	means a set of predetermined steps that should be followed when workers are required to perform tasks such as maintenance, repair, installation and cleaning of plant. Isolation procedures involve the isolation of all forms of potentially hazardous energy so that the plant does not move or start up accidentally. Isolation of plant also ensures that entry to a restricted area is controlled while the specific task is being carried out. The lock out process is the most effective isolation procedure. [as defined in the City of Playford: Managing the risks of plant in the workplace, section 4.5]
Isolator	means a device that physically prevents the transmission or release of energy.

K

Word / Phrase	Definition
Kin	is generally taken to mean a person who has a connection to an Immediate Family member, Relative or someone who shares a cultural or community connection. Kinship has a corresponding meaning.

City of Playford Global Glossary

L

Word / Phrase	Definition
Land	means, according to the context – (a) Land as a physical entity, including – <ul style="list-style-type: none"> any building or structure on or improvements to, land; or land covered by water and in such a case, overlaying water; or a strata lot under the <i>Community Titles Act 1996</i> or a unit under the <i>Strata Titles 1988</i>; or (b) a legal estate or interest such as a leasehold estate with the exception of easements and encroachments.
Land Division	is a reference to the division of an allotment under the <i>Development Act 1993</i> or to the dealing with land under the <i>Roads (Opening and Closing) Act 1991</i> so as to open a road.
Land that Council has an Interest in	refers to land or premises that are owned by Council, are being leased by Council (e.g. Elizabeth Rise Community Centre) or where Council has care, control and management of land that is owned by a third party (e.g. Crown land).
Level of Service	is the defined quality and quantity of services to meet community expectations delivered by Council. In the context of asset management, this applies to assets such as parks and reserves, roads and infrastructure, buildings, drainage, natural areas and traffic and transportation.
Licensing Court	may hear applications for disciplinary action, review decisions of the Commissioner or hear applications referred by the Commissioner.
Life Cycle	of activities through which an asset progresses whilst retaining an identity as a particular asset, i.e. from planning and design through to decommissioning or disposal.
Life Cycle Cost	is the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
Liquidation	is the process of bringing a business to an end and distributing its assets to claimants. It is an event that usually occurs when a company is insolvent, meaning it cannot pay its obligations when they are due.
Live Stream	means the transmission of audio and/or video from a meeting at the time that the meeting is occurring.
Local Government Governance Panel	means the independent Panel established by the Local Government Association (LGA) to assist Councils to deal with complaints made in respect of the Council's

City of Playford Global Glossary

Word / Phrase	Definition
	Council Member Code of Conduct or the Minister's code of conduct for CAP Members.
Local Government Land	has the same meaning as in the <i>Local Government Act 1999</i> and includes the foreshore but does not include any road.
Local Region	is the relevant City of Playford region.
Local Road	refers to a road that is owned and maintained by Council.
Locally Indigenous Plant Species	refers to those species that originally grew in the area of the City of Playford prior to European settlement and widespread land clearance.
Lock Box	to avoid the need for multiple locks on each lock out point, a lock box may be used. Each lock out point is locked by only one lock. The keys are placed inside a box which is locked by the individual locks of people working on the same plant.
Lock Out	means a system or process designed to control situations where the unexpected energisation, start-up or release of stored energy of plant has the potential to endanger health and safety. In these situations, plant will be: (a) Appropriately isolated and any stored energy released; and (b) Have a personal lock and danger tag applied to the isolating control.
Long Term Casual	a casual Employee may be eligible for unpaid parental leave if: a) the employee is a casual employee; and b) the employee has been employed by the employer on a regular and systematic basis for several periods of employment or on a regular and systematic basis of employment during a period of at least 12 months; and c) has a reasonable expectation of continuing employment.
Low Risk Business	is a business that handles for sale low risk foods and processes as determined by an authorised officer.
Low Support Requirements	refers to customers who are generally independent in the management of their day to day personal care needs, medication administration and behaviour support.

City of Playford Global Glossary

M

Word / Phrase	Definition
Maintenance	maintenance of an asset is the periodical expenditure required to ensure that the asset lasts as long as it is expected to last and that it provides and continues to provide economic benefits for its entire useful life. Maintenance costs are expensed as they are incurred.
Major Housing Development	the construction of a substantial number of dwellings in a property development project.
Major Land Release Development	significant business activities involving large parcels of land that are developed into building lots with services and roadway infrastructure.
Major Project	<p>a major project is a project (as above) which meets one or more of the following criteria:</p> <ul style="list-style-type: none"> • The expected capital cost of the project over the ensuring five years is likely to exceed \$4 million (indexed); or • The expected expenditure of the project over the ensuring five years is likely to exceed 20 per cent of the council's average annual operating expenses over the previous five years (as shown in council's financial statements); or • The risk profile of the project is high or extreme, as determined by Council Staff under the Risk Management Framework.
Maladministration in Public Administration	<p>is defined in section 5(4) of the <i>Independent Commissioner Against Corruption Act 2012</i> and</p> <p>a) means:</p> <p>(i) conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or</p> <p>(ii) conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and</p> <p>b) includes conduct resulting from impropriety, incompetence or negligence; and</p>

City of Playford Global Glossary

Word / Phrase	Definition
	c) is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.
Manager	the Employee's line manager or in their absence the Employee's manager once removed.
Manager once Removed	an employee's manager's manager (i.e. the position an employee's direct manager reports to).
Mandatory Notification	<p>the requirement for a person to report to Families SA via the Child Abuse Report Line if they suspect on reasonable grounds that a child/young person has been or is being, abused and/or neglected and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties.</p> <p>Mandatory Notification applies to a person who is an employee of, or volunteer of a local government, that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, being a person who—</p> <p>(i) is engaged in the actual delivery of those services to children; or</p> <p>(ii) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children.</p>
Mandatory Reporter	<p>means:</p> <ul style="list-style-type: none"> an Employee, Contractor, Volunteer or officeholder of the Council who— <ul style="list-style-type: none"> (ii) is engaged in the actual delivery of health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, directly to children; or (ii) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children (whether or not those duties constitute Child-related Work); and All persons employed or otherwise engaged by the Council in its capacity as registered NDIS provider.
Mandatory Training	Means training that the City of Playford determines to be essential to undertake roles and responsibilities in accordance with policies and procedures.
Manifest	means a written summary of the hazardous chemicals used, handled or stored at a workplace

City of Playford Global Glossary

Word / Phrase	Definition
	<p>Note – See Schedule 12 (Manifest requirements) of the WHS Regulations for what a manifest should contain.</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 5]</p>
Manifest Quantity	<p>means the manifest quantity referred to in the WHS Regulations, Schedule 11, table 11.1, column 5 for that hazardous chemical.</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 5]</p> <p>A manifest of hazardous chemicals is only required where hazardous chemicals that are dangerous goods are present at the workplace in quantities that exceed the manifest quantities set out in Schedule 11 of the <i>Work Health and Safety Regulations 2012</i>.</p>
Manual Work	<p>is work in which you use your hands or your physical strength rather than your mind.</p> <p>In the <i>WHS UVR and Inclement Weather Procedure</i> we are also talking about this type of work being undertaken repetitively, throughout most of the workday.</p>
Maximum Prescribed Fee	is the maximum fee under Section 13 of the <i>Food Regulations 2017</i> .
Mayor	is the person elected as the Principal Member of Council to represent the local government area as a whole.
Medication(s)	includes Prescription Medication and/or Over-the-Counter Medication.
Medium Support Requirements	refers to customers who have reduced independence and require some additional support to manage their day to day personal care needs, or to maintain their personal safety.
Merit	the right of every individual to be given equal opportunity and fair consideration for any job for which they are skilled and qualified to perform.
Metropolitan Adelaide	is the State Government regions of Western Adelaide, Northern Adelaide, Eastern Adelaide and Southern Adelaide.
Metropolitan Road	refers to a road that is located within a built up environment.
Misconduct	occurs where there is an incident involving a breach of policy, procedure or general obligations and duties as an Employee.
Misconduct in Public Administration	<p>is defined in section 5(3) of the <i>Independent Commissioner Against Corruption Act 2012</i> and means:</p> <p>a) contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that</p>

City of Playford Global Glossary

Word / Phrase	Definition
	constitutes a ground for disciplinary action against the officer; or b) other misconduct of a public officer while acting in his or her capacity as a public officer.
Mobile Device	a portable computing device such as a laptop, smartphone or tablet computer.
Mobile Food Van	a mobile structure or vehicle that is being used as a food business.
Mobile Service	a voice, data, voice/data service.
Mobile Service Charges	cost incurred from the use of the mobile network for Voice and Data.
Monitoring	means the process of reviewing the activities undertaken to ensure they are being conducted safely.
Moveable sign	includes (but is not limited to) poles, light poles, traffic signs, traffic lights, traffic control boxes, and other traffic control devices, transformer boxes, trees, fences, bridges whether owned or under the care, control or management of ETSA Utilities, DIT or the Council.
Mt Lofty Ranges Fire Ban District	South Australia is divided into 15 Fire Ban Districts and each district has its own fire danger season dates so it is important to be aware of which district you live, travel or work in. Please see the CFS Website for information on these areas. Please note: <i>This includes some areas of Playford that people may consider suburbia.</i>
Musculoskeletal Disorder (MSD)	means an injury to, or disease of, the musculoskeletal system, whether occurring suddenly or over time, but does not include an injury caused by crushing, entrapment or cutting resulting principally from the mechanical operation of plant. [as defined in the <i>Work Health and Safety Regulations 2012</i> , Regulation 5]. MSDs may include conditions such as: <ul style="list-style-type: none"> • Sprains and strains of muscles, ligaments and tendons; • Back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones; • Joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet; • Nerve injuries or compression, (e.g. carpal tunnel syndrome); • Muscular and vascular disorders as a result of hand-arm vibration;

City of Playford Global Glossary

Word / Phrase	Definition
	<ul style="list-style-type: none"> • Soft tissue injuries including hernias; and • Chronic pain. <p>[Source: Code of Practice: Hazardous Manual Tasks, June 2020, part 1.1]</p> <p>MSD can occur as the result of:</p> <ul style="list-style-type: none"> • Gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs caused by repeated or continuous use of the same body parts, including static body positions. Or • Sudden damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly. <p>Injuries can also occur due to a combination of the above mechanisms.</p> <p>[Source: Code of Practice: Hazardous Manual Tasks, June 2020, part 1.2]</p>

N

Word / Phrase	Definition
Native Vegetation	includes all naturally occurring locally indigenous plant species, from small groundcovers and native grasses to large trees. It also includes marine vegetation and certain species of dead trees in some areas. Plants may be part of a bushland community or single trees in pasture.
Naturally Occurring Asbestos (NOA)	<p>the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil. [as defined by the Code – How to Manage and Control Asbestos, part 1.3]</p> <p>Known deposits of NOA in South Australia exist in the following regions:</p> <ul style="list-style-type: none"> - Robertstown – Truro – Lyndoch district (chrysotile) - Cowell and Tumby Bay districts (chrysotile) - Flinders Ranges ((crocidolite, tremolite, chrysotile) - Orroroo – Oodla Wirra (crocidolite, tremolite, chrysotile) - Peake and Denison Ranges (crocidolite, tremolite, chrysotile) <p>[Source: A Guide to the Geology and Mineral Resources of South Australia]</p> <p>A small portion of the population is considered at risk of being exposed to asbestos fibres from disturbance of NOA. These people may include:</p> <ul style="list-style-type: none"> a) rural workers and communities in towns close to areas of asbestos-bearing soils; b) construction workers involved in large scale earthwork projects in areas underlain by asbestos-bearing rocks and soils; and c) quarry or mine workers who inadvertently disturb asbestos-bearing materials. <p>[Source: Asbestos in the Workplace, SWSA publication, 2010 – Archived]</p>
NDIS Complaints Manager	is responsible for coordinating the handling of complaints and ensuring the complaint is properly managed. The NDIS Complaints Manager for Community Inclusion is the Manager Community Inclusion.
NDIS Work	means work comprising, or in connection with, the provision of supports or services to people with disability under the NDIS.

City of Playford Global Glossary

Word / Phrase	Definition
NDIS Worker Check	means a screening check required under the <i>Disability Inclusion Act 2018</i> for persons to perform NDIS Work.
Near Miss	is an incident where no injury, ill health, damage or other loss occurs but had the potential to do so.
Net Life Cycle Cost	is the Life Cycle Cost less any income directly derived by an asset throughout its life.
Net Vehicle Cost	the Total Vehicle Cost less a deduction of up to 25% in consideration of the use of Employment Contract Vehicles as Pool Vehicles.
Newspapers Circulating Locally	this refers to newspapers that reach all residents within the Council boundary, specifically The Northern Messenger and The Bunyip. Where one publication does not have full reach, another newspaper can be considered to assist in obtaining full reach (i.e. state-wide newspaper, e.g. The Advertiser). Newsletters do not suffice for this category, but can be used in conjunction with newspaper advertising.
Nominal Business	is a business that handles for sale only non-perishable pre-packaged food.
Non-Conformance	activities undertaken and the results achieved do not fulfil the specified requirements of the elements (PSSI).
Non-Current Assets	are assets which are not easily convertible to cash or not expected to become cash within the next year. Examples include land, buildings, roads, drainage and other infrastructure.
Non-designated Hot Work Area	Any premises, area or location not specifically designed for hot work activities or where workers may be required to undertake their work activities e.g. bridges or other structures, storage areas, outdoor areas, fixed plant, railings and signs.
Non-friable Asbestos (also known as Bonded Asbestos)	means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. [As defined in the Code - How to Manage and Control Asbestos, Appendix A]
Non-Government Funded	refers to funding which is usually provided by a private or community organisation or individual and not where the funding is made available by a government organisation.
Non-Work Related Injury or Illness (NWRIL)	is an injury or illness (physical or psychological condition) that does not arise out of the course of employment. A NWRIL:- <ul style="list-style-type: none"> • has the potential to impact on the health, safety and welfare of employees and/or others at work • may require temporary or permanent modification to duties or the way in which duties are performed • may result in significant periods of absence • has the potential to inhibit the ability to fulfil the inherent requirements of the substantive role and responsibilities

City of Playford Global Glossary

Word / Phrase	Definition
Northern Region	is defined as those regions or Council areas located North of Grand Junction Road, South Australia.
Not for Profit Organisation	applies to organisations that have been endorsed by the Australian Taxation Office as income tax exempt and can produce the written tax office endorsement documentation to Council.
Notifications	the Notification section describes how the public will be informed that public consultation is taking place (the communication/advertised methods).
Notifiable Incident	means— <ul style="list-style-type: none"> • the death of a person; or • a serious injury or illness of a person; or • a dangerous incident. [as defined by <i>Work Health and Safety Act 2012</i> , section 35]

City of Playford Global Glossary

O

Word / Phrase	Definition
Objective	means an overall goal in terms of performance, arising from policies that an organisation sets itself to achieve, and which is quantified, where practicable. [as defined by the RTWSA Guidelines]
Observation	means activities undertaken and results achieved fulfil the specified requirements of the elements however an opportunity for improvement exists due to minor deficiencies identified [as defined by the ReturnToWorkSA Work health and safety standards for self-insured employers which includes the Performance Standards for Self-Insurers ("PSSI")]
Occupant	includes both a resident occupying a property and the owner of the property.
Occupant Warning Equipment	means systems and devices that operate to alert people within a facility to an emergency [as defined by AS 3745-2010].
Office for Public Integrity (OPI)	is the office established under the <i>Independent Commissioner Against Corruption Act 2012</i> that has the function to: a) receive and assess complaints about public administration from members of the public; b) receive and assess reports about corruption, misconduct and maladministration in public administration from the Ombudsman, the Council and public officers; c) refer complaints and reports to inquiry agencies, public authorities and public officers in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated; d) give directions or guidance to public authorities in circumstances approved by the Commissioner; e) perform other functions assigned to the Office by the Commissioner.
Officer (Public Authority)	is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking of a public authority is taken to be an officer of the public authority for the purposes of the <i>Work Health Safety Act 2012</i> . (as defined by the <i>Work Health Safety Act 2012</i> , Section 252)

City of Playford Global Glossary

Word / Phrase	Definition
Officers (Crown)	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of a business or undertaking of the Crown is taken to be an officer of the Crown for the purposes of this Act. (as defined by the <i>Work Health Safety Act 2012</i> , Section 247(1))
Off-site	means anywhere other than the organisation's premises where work may be conducted, for example: workers' homes, public locations, parks, gardens or roads.
Ombudsman	safeguards the community in its dealings with Australian Government agencies. The Ombudsman's office handles complaints, conducts investigations, performs audits and inspections, encourages good administration, and carries out specialist oversight tasks.
Onboarding	is the way in which new employees are welcomed, engaged and guided through their initial phase of their career in an organisation.
One-System	the overarching framework provided by the Local Government Association which includes a suite of consistent WHS policy and procedure templates relating to Work Health and Safety.
Open Market	means a market approach, advertised in an open forum and available to all market participants.
Operating Expenditure	operating expenditure refers to the running costs incurred in operating an asset. They represent costs such as security services for a building, electricity costs of a building, registration of motor vehicles, fuel, insurance etc. These costs do not preserve or extend the life of an asset and are expensed as they are incurred.
Order/Notice	a written formal request to refrain or undertake works to ensure compliance with legislation.
Ordinary Return	is a Return form submitted annually after the submission of a Primary Return.
Organisation	the body corporate known as the City of Playford.
Organisational Development	refers to the Human Resource management team.
Other Assets	refers to all assets as detailed within Council's Asset Register other than Land and includes – <ul style="list-style-type: none"> • Plant and vehicles • Furniture and equipment (including Information Technology (IT)) • Fit-outs of facilities including offices, Council Chambers, libraries, workshops, sports facilities and community centres.

City of Playford Global Glossary

Word / Phrase	Definition
Other Council	means other Local Government Councils in South Australia or Interstate.
Out of Service Tag (yellow and black tag)	out of service or caution tags are used to identify equipment that is not safe to use or fit for purpose. [as defined by the COP: Managing electrical risks in the workplace, Section 6.1]
Over-the-Counter Medication	are Medications that can be purchased over-the-counter from a pharmacy (or supermarket in some instances).

City of Playford Global Glossary

P

Word / Phrase	Definition
Parental Leave	the term Parental Leave has been adopted and replaces the previously used terms Maternity, Paternity and Adoption Leave. The term has also been expanded to include Fostering Leave.
Participant	a person who receives services
Partner	a person who will assume the secondary role for the care and attention of the Child and related either by biology to the Child or by a spousal or de facto relationship with the Primary Carer (including same sex de facto relationships).
People Change	means a change to organisation structures or a change to the normal operations of how employees operate.
Performance	the ability of the Employee to meet the stated accountabilities of the position. This includes the objective requirements of the position such as accountabilities, work quality, productivity, timeliness or attendance. It also includes an assessment of the Employee's behaviour.
Performance Improvement Plan	a formal Performance Improvement Plan is a document that contains details of the unsatisfactory performance, details the performance standards to be achieved, a review period and is aimed at helping the staff member to meet required.
Performance Indicator	means a selected indicator of how effectively a process is operating against objectives. These indicators can be quantitative or qualitative and the choice is dependent on the type of element they are used to measure, as appropriate to the organisation. [as defined by the ReturnToWorkSA Work health and safety standards for self-insured employers which includes the Performance Standards for Self-Insurers ("PSSI")]
Permit Holder	means the operator of the approved business activity to which the permit refers.
Permit Issuer (Hot Work Related)	A person authorised by the organisation as competent to issue a Hot Work Permit. This person may also be an Authorised Officer.
Permits	the terms "permits", "licence" and "authorisation" will have the same meaning.
Permit to Work	means a formal check to ensure that all elements of a safe system of work are in place before people undertake work. It also provides a means of communication between site management,

City of Playford Global Glossary

Word / Phrase	Definition
	supervisors and persons carrying out the work and makes sure that an authorised person has checked the permit and it is safe to proceed with the work.
Permit to Work (Hot Work Related)	A document that gives permission for hot work to be carried out. This written authority is the Hot Work Permit.
Person	includes all legal persons including bodies corporate.
Personal Danger Tag	<p>personal danger tags are restricted to persons who will be working on plant.</p> <p>A personal danger tag on the isolation devices of an item of equipment is a warning that the equipment is in an unsafe condition and that operation of that equipment may endanger the person who attached the tag. All personal danger tags of the disposal type should be destroyed after use.</p> <p>A personal danger tag is not an effective isolation device by itself. A tag only acts as a means of providing information to others at the workplace. A personal danger tag will be used in conjunction with a personal lock.</p> <p>A personal danger tag will only be removed by the person whose name is written on the tag.</p>
Personal Emergency Evacuation Plan (PEEP)	means an individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency [as defined by AS 3745-2010].
Personal Leave	personal leave, including sick leave (which is accrued as per the Award) can be used when an employee (excluding casual employees) is unable to attend work due to unforeseeable personal needs.
Personal Lock	means a lock identified as a personal lock and being used for personal protection. A personal lock should be accompanied by a corresponding personal danger tag to identify who has locked out the plant.
Person Centred Care	is care that is designed around an individual's needs, preferences and background. It is based on a partnership between the customer and the service provider.
Person Conducting a Business or Undertaking (PCBU)	<p>a person who conducts a business or undertaking –</p> <p>(a) Whether the person conducts the business or undertaking alone or with others; and</p> <p>(b) Whether or not the business or undertaking is conducted for profit or gain.</p> <p>As defined by the <i>Work Health and Safety Act 2012</i></p>
Personal Development	may include the development of personal skills related to the activities as a Council Member such as public speaking or leadership.
Personal Protective Equipment (PPE)	means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

City of Playford Global Glossary

Word / Phrase	Definition
	[as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 5]
Personal Use	a device that an individual does not use for business and owns for personal enjoyment.
Personally Owned Mobile Devices	any Mobile Device that is held personally by an individual in a private capacity.
Photosensitisers	<p>are substances that when inhaled, ingested or contact the skin cause abnormally high sensitivity of the skin and eyes to UV radiation, causing the skin to burn more easily and increasing the risk of skin cancer. Photosensitisers include coal tar and its derivatives (e.g. pitch and creosote).</p> <p>[as per: <i>Skin Cancer and Outdoor Work – A Guide for Employers</i>, p.10-11]</p>
Physical Abuse	<p>are non-accidental physical acts intended to cause hurt or harm (violence).</p> <p>Behaviours whiche pushing, shoving, rough handling, kicking, hitting, punching, biting, burning, physically restraining, locking a customer in a room or home, intentional injury with a weapon or object.</p> <p>Signs whiche internal and/or external injuries, unexplained bruising, broken or healing bones, lacerations, missing teeth, eye injuries, burns, discrepancies between injury and customer's explanation of how they occurred.</p>
Physical Hazards (relating to chemicals)	<p>these are properties of a chemical that can result in immediate injury to people or damage to property. They arise through inappropriate handling or use and can often result in injury to people and/or damage to property as a result of the intrinsic physical hazard. Examples of physical hazards whiche flammable, corrosive, explosive, chemically reactive and oxidising chemicals.</p> <p>Many chemicals have properties that make them both health and physical hazards.</p> <p>[as defined in the Code of Practice: Managing the Risks of Hazardous Chemicals in the Workplace June 2020,p.12],</p>
PID Act	means the <i>Public Interest Disclosure Act 2018</i> .
Placard Quantity	<p>means the quantity referred to in Schedule 11 of the <i>Work Health and Safety Regulations 2012</i>, table 11.1, column 4 for that hazardous chemical.</p> <p>[as defined in the Code of Practice: Managing the Risks of Hazardous Chemicals in the Workplace June 2020, Appendix A, p.60]</p>

City of Playford Global Glossary

Word / Phrase	Definition
Planning Sessions of a General or Strategic Nature	include the future planning of Council business such as the budget, business plans and strategic plans. For example an Informal Gathering or discussion providing an update of a current Council Project may not be considered a planning session, whereas the planning for future projects may be.
Plant	includes— (a) Any machinery, equipment, appliance, container, implement or tool; and (b) Any component of any of those things; and which Anything fitted or connected to any of those things. [as defined in the <i>Work Health and Safety Act 2012</i> , Section 4]. Note: plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand (e.g. a screwdriver) is not covered by the <i>Work Health and Safety Regulations 2012</i> . The general duty of care under the <i>Work Health and Safety Act 2012</i> applies to this type of plant. [as per Code of Practice: Managing the Risks of Plant in the Workplace, Section 1.1]
Plant and Equipment	refers to powered vehicles, machinery and equipment which is utilised for business purposes and is under the control of an employee with respect to commencing, maintaining or ceasing the operations or use of such Plant and Equipment.
Playford Safer Working Area	this is an area the City of Playford have deemed to be a “Safer Work Area”. Please note: <i>This includes some areas of Playford that people may consider suburbia.</i>
Point of Sale Transaction	refers a transaction where payment is made at the same time and place as the service/goods are provided.
Pole	is to be interpreted to include (but is not limited to) stobie poles, light poles and poles upon which traffic control devices or road name signs are affixed, whether owned or under the care, control or management of ETSA Utilities, DIT or the Council.
Police Certificate	means a report prepared by the Australian Federal Police, CrimTrac or the police force or police service of a State or Territory, about a person’s criminal conviction record.
Policy	identifies and guides expected standards of conduct and decision making, which must be adhered to. Defines the requirement(s) and objective(s) of the policy and outlines the organisation’s commitment. Policies must be concise.

City of Playford Global Glossary

Word / Phrase	Definition
Pool Vehicle	fleet Vehicles which are made available by the Organisation to Authorised Users for business use during normal business hours.
Position Description	describes the accountabilities and knowledge, skills and experience of a role performed by an Employee.
Preferred Option	means where the decision maker has reviewed all the options and information and proposes to move forward on an option
Prescribed Activity	<p>For the purposes of section 105IA of the Fire and Emergency Act 2005, the following activities are prescribed:</p> <ul style="list-style-type: none"> (a) lighting or maintaining a fire; (b) operating a gas fire or electric element for cooking purposes in the open air; (c) operating a stationary engine not enclosed by non - flammable material in the open air; (d) operating an internal combustion engine; (e) operating a vehicle driven by an internal combustion engine; (f) landing an aircraft on, or taking off from, land; (g) operating an appliance used for gas welding or soldering with an exposed flame in the open air; (h) operating an appliance used for metal cutting in the open air; (i) operating an appliance used for metal grinding in the open air; (j) operating an appliance used for metal abrasion in the open air; (k) operating an appliance used as a rabbit fumigator; (l) operating a device that detonates a flammable gas or pyrotechnics to create a noise to scare birds (a bird scarer); (m) operating an appliance used to generate smoke for manipulating bees; (n) lighting or maintaining a fire in the open air to protect against frost in an orchard or vineyard (smudging); (o) using fireworks in the open air; (p) blasting any tree, wood or timber by the use of explosive materials; (q) blasting as part of mining operations by the use of explosive materials. <p>[as required by Fire and Emergency Regulations (FES Regulations) 2021 (SA)]</p>
Prescribed Contract	<p>means a contract entered into by a council for the purpose of undertaking—</p> <ul style="list-style-type: none"> (a) road construction or maintenance; or (b) drainage works.

City of Playford Global Glossary

Word / Phrase	Definition
Prescribed Meeting	has the same definition as in the <i>Local Government (Allowances and Benefits) Regulations 2010</i> .
Prescribed Officer	means an officer with in the ambit of a declaration under Section 111(b) of the <i>Local Government Act 1999</i> , being any other officer, or any other officer of a class, declared by a Council to be subject to the operation of this division.
Prescribed Position	<p>a position in which a person (whether as an employee, volunteer or contractor):</p> <ul style="list-style-type: none"> • has regular contact with children and is not directly supervised at all times; or • works in close proximity to children on a regular basis and is not directly supervised at all times; or • supervises or manages people in above positions; or • has access to personal records relating to children in connection with child protection services, education services, health services, disability services and court orders and proceedings; or • works, or is likely to work, with children (see definition of Work with Children); or • undertakes NDIS work; • works, or is likely to work, with people with Disability (other than NDIS Work); • provides care or other services for the Council its capacity as an approved provider under the <i>Aged Care Act 1997 (Cth)</i>.
Prescribed road (in relation to Work Zone Traffic Management)	<p>(a) A road that is under the care, control and management of the Commissioner of Highways; or</p> <p>(b) A road, or road of a class, prescribed by the Regulations for the purposes of this definition.</p> <p>[as defined in <i>Road Traffic Act 1961</i>, Section 20]</p>
Prescription Medication	means medications that can only be obtained with a written prescription from a Medical Practitioner.
Presiding Member	means the person appointed by the council under section 41(4) of the <i>Local Government Act 1999</i> to be the Presiding Member of a committee; or appointed by the council under section 83(1)(b)(vi) of the <i>Planning, Development and Infrastructure Act 2016</i> to be the Presiding Member of its CAP.

City of Playford Global Glossary

Word / Phrase	Definition
Preventative Action	is proactive action taken before an Incident occurs.
Primary Carer	an Employee who will assume the principal role for the care and attention of the Child.
Primary Return	is the first Return form submitted on commencement of employment.
Principal Contractor	<p>the PCBU that commissions a Construction Project is the Principal Contractor, unless the person appoints another PCBU to be the Principal Contractor and authorises such person to have management or control of the workplace and discharges the duties of the Principal Contractor.</p> <p>[as defined in the <i>Work Health and Safety Regulations 2012</i>, Regulation 293]</p>
Principal Member	is elected as a representative of the Council area as a whole, and is referred to as Mayor.
Principal Officer	for the purposes of the PID Act means the Chief Executive Officer of the Council.
Privacy	is about respecting a person's personal space and information. It is also about how information is collected, used and communicated to others. Personal information should be confidential, used solely for the purpose it was collected and with the persons permission, and managed according to the relevant law and best practice guidance.
Private Road	means a road that runs through private property and is privately owned by a member of the public.
Private Use	usage of a Fleet Vehicle for non-work related travel (excluding Commuter Use).
Private Works	is work which is not part of an approved Council program of works. This includes, but is not limited to, the relocation of material, civil construction, building maintenance, landscaping etc.
Procedural Fairness	<p>the process of conducting the investigative, disciplinary and termination procedures ensuring fairness and consistency. This includes:</p> <ul style="list-style-type: none"> • the Employee has been provided with specific details regarding his/her alleged unsatisfactory performance or misconduct; • the Employee has been given a reasonable opportunity to consider and respond to the above allegations; • that where necessary, those responses are properly investigated and assessed; • that prior to any decisions being made as to the appropriate outcome, mitigating circumstances and

City of Playford Global Glossary

Word / Phrase	Definition
	<p>the Employee's employment history with the Organisation is taken into account;</p> <ul style="list-style-type: none"> • where appropriate, the Employee has been given an opportunity and a reasonable timeframe to improve their work performance or conduct (not in cases of serious misconduct); • where appropriate, the Employee is made aware that continued unsatisfactory performance or conduct will lead to disciplinary action, up to and including, termination of employment (not in cases of serious misconduct); or • that in disciplinary or termination meetings, the Employee is given an opportunity to have a witness, representative or support person present.
Procedure	means high level steps required to perform a task to comply with the policy intent
Process	a process is an activity which happens continually, that is, they are always happening or being made to happen.
Procurement	refers to the Procurement Team.
Professional Development	means training that is not a statutory or mandatory requirement for your role.
Program	means a planned component of an organisation's business management system for health and safety. [as defined by the ReturnToWorkSA Work health and safety standards for self-insured employers which includes the Performance Standards for Self-Insurers ("PSSI")]
Project	a temporary endeavour undertaken to create a unique asset, service or result, involving the deployment of human and financial resources for a specified period of time.
Project Manager	means the person responsible for planning, executing and delivering the project.
Project Sponsor	means the person accountable for alignment to strategy and the appropriate conduct of the project and the person providing authorisation for the project, who makes executive decisions and solves conflicts beyond the authority of the project manager.
PSSI	Performance Standards for Self-Insured employers. This may be due to the absence or inadequate implementation of a system or documented systems or procedures not being followed.
Psychoactive Drug or Substance	a chemical substance that acts primarily upon the central nervous system where it alters brain function,

City of Playford Global Glossary

Word / Phrase	Definition
	resulting in temporary changes in perception, mood, consciousness and behaviour.
Psychological/Emotional Abuse	<p>are verbal or non-verbal acts that cause significant emotional or psychological anguish, pain or distress.</p> <p>Behaviours include Verbal taunts, threats of maltreatment, harassment, humiliation, intimidation, failure to interact with the person or acknowledge their presence.</p> <p>Signs include Depression, sadness, tearfulness, confusion, disorientation, withdrawal, feeling helpless and ashamed, insomnia, unexplained paranoia, fearfulness, intimidation, nervousness, anxiety, passivity, reluctance to make decisions, changes in self-esteem, anger, frustration, rocking, behaviour changes in behaviour around the abuser, apathy, listlessness.</p>
Public	includes all people who live, work, study, own property, conduct private or government business, visit or use the services, facilities and public spaces and places of the City of Playford.
Public Administration	is defined in section 4 of the <i>Independent Commissioner Against Corruption Act 2012</i> and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the <i>Ombudsman Act 1972</i> will be taken to be carried out in the course of public administration.
Public Administration Information	means information that raises a potential issue of corruption, misconduct or maladministration in public administration.
Public Authority (in relation to Work Zone Traffic Management)	<p>means a Minister of the Crown, the Commissioner of Highways, a council or any other authority, body or person authorised by statute to carry out works on roads; or an authority, body or person prescribed by Regulations.</p> <p>[as defined by SA Standards for Workzone Traffic Management, Version 6.1, October 2020]</p>
Public Engagement	any process that actively involves the community in understanding issues in that community.
Public Interest Information	means environmental and health information, or public administration information.
There are presently two ways in which 'Public Officer' can be defined:	
Public Officer	means a person appointed by the Council under section 56A(22) of the <i>Development Act 1993</i> as the Public Officer for its council development assessment panel. The functions of a Public Officer include ensuring the proper investigation of

City of Playford Global Glossary

Word / Phrase	Definition
	complaints about the conduct of a member of the CAP.
Public Officer	has the meaning given by section 4 and Schedule 1 of the <i>Independent Commissioner Against Corruption Act 2012</i> , and includes a) a Council member; and b) an employee or officer of the Council.
Public Place	is to be interpreted within the definition of public place under the <i>Local Government Act 1999</i> – i.e. a place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the <i>Community Titles Act 1996</i> .
Public Road	is to be interpreted within the definition of public road under the <i>Local Government Act 1999</i> – i.e. (a) any road or land that was, immediately before 1 January 2000, a public street or road under a repealed Act; (b) any road – (i) that is vested in a council under any Act; or (ii) that is placed under a council's care, control and management as a public road from 1 January 2000 to the present, but not including an alley, laneway, walkway or other similar thoroughfare vested in a council; or (c) any road or land owned by a council, or transferred or surrendered to a council and which, subject to the <i>Local Government Act 1999</i> is declared by the council to be a public road; or (d) any land shown as a street or road on a plan of division deposited in the Lands Titles Registration Office or the General Registry Office and which is declared by the council to be a public road; or (e) any land transferred or surrendered to the Crown for use as a public road that was, immediately before the transfer, held by a person in fee simple or under a lease granted by the Crown, (and includes any such road which is within the boundaries of a public square)
Purchase Order	means the official document used by Council to record the commitment to purchase goods and services and contains Council's standard terms and conditions. The Purchase Order is produced by Council's finance system.

City of Playford Global Glossary

Word / Phrase	Definition
Purchased Leave	funded as a fortnightly deduction from gross salary and occurs over a nominated period of time. The fortnightly salary deductions are set aside and accessed as “salary” during a period of special leave without pay that is known as a period of “purchased leave.”
Purchased Leave Period	the period or periods of purchased leave the employee has negotiated to access as special leave without salary and fund by way of regular fortnightly salary deductions.

R

Word / Phrase	Definition
Racial Discrimination	<p>in its basic form race discrimination is treating people unfairly because of their race, which includes their colour, country of birth, ancestry or nationality. It is also racial discrimination to treat people unfairly because of the race of their relatives, friends or workmates.</p> <p>Racial discrimination can be both direct and indirect.</p>
Racial Harassment*	<p>it is unlawful for a person to do an act if:</p> <ul style="list-style-type: none"> • The act is reasonably likely, in all the circumstances, to offend, insult, humiliate or intimidate another person or a group of people; and • The act is done because of the race, colour or national or ethnic origin of the other person or of some or all of the people in the group.
Racial Vilification	<p>a behaviour in a public place that incites hatred, serious contempt or ridicule of a person or group of people, because of their race. Race includes their colour, country of birth, ancestry, ethnic origin or nationality. It is unlawful under the <i>Racial Vilification Act 1996</i> to vilify people because of their race by threatening to harm them or their property, or urging others to do so.</p>
Rateable Property	is defined as per the <i>Local Government Act 1999</i> .
Ratepayer	means a person who owes amounts for rates, fees, or other charges due and payable to the Council.
Reasonable Adjustments	changes or accommodations that can be considered in returning an employee to work at full or partial capacity.
Reasonably Practicable	<p>in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all the relevant matters including:</p> <ul style="list-style-type: none"> a) the likelihood of the hazard or the risk concerned occurring; and b) the degree of harm that might result from the hazard or the risk; and c) what the person concerned knows, or ought reasonably to know, about- <ul style="list-style-type: none"> i. the hazard or the risk; and ii. ways of eliminating or minimising the risk; and d) the availability and suitability of ways to eliminate or minimise the risk; and e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the

City of Playford Global Glossary

Word / Phrase	Definition
	cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. [as defined in the <i>Work Health and Safety Act 2012</i>].
Rebate	is the refund of a portion of rates paid or payable.
Reclassification Review	the process of reviewing an Employee's position accountabilities, requested by the Employee or their Manager, and undertaken by Organisational Development.
Record	The Australian Standard ISO 15489 defines a record as: "Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transactions of business". Irrespective of media or format.
Refuge	means an area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit [as defined by AS 3745-2010]
Register	means a Register of Interests kept for the purposes of the <i>Local Government Act 1999</i> , Division 2—Register of Interests.
Regulated Tree	is a tree that has a trunk with a circumference of 2 metres or more or, in the case of trees with multiple trunks, that have trunks with a total circumference of 2 metres or more and an average circumference of 625 millimetres or more, measured at a point 1 metre above natural ground level. See <i>Development Regulations 2008</i> for legislative application and exclusions.
Regulator	means SafeWork SA or Office of the Technical Regulator (OTR).
Relative	is generally taken to mean people connected through birth, marriage or de facto relationships.
Relevant Authority	means the person or entity that receives an appropriate Disclosure of public interest information in accordance with the <i>Public Interest Disclosure Act 2018</i> .
Relevant Employees	in relation to a people change, this is all the impacted and affected employees. In relation to a system change, this is all the system users.
Remote or Isolated Work	remote or isolated work, in relation to a worker, means work that is isolated from the assistance of other persons because of location, time or the nature of the work. [as defined by the <i>Work Health and Safety Regulations 2012</i> , Regulation 48(3)] <i>Remote or isolated work occurs if a worker works away from other persons; for example:</i>

City of Playford Global Glossary

Word / Phrase	Definition
	<p>(a) Undertakes road maintenance, repair or inspection alone;</p> <p>(b) Operates, installs, repairs or maintains plant alone;</p> <p>(c) Works alone in an office or other fixed base;</p> <p>(d) Works from home alone;</p> <p>(e) Works when everyone else has left the organisation's premises and gone home;</p> <p>(f) Attends call outs to work alone at night or after hours;</p> <p>(g) Starts very early in the morning and works alone;</p> <p>(h) Travels alone to areas where mobile phone coverage is poor or non-existent;</p> <p>(i) Drives long distances alone for work; undertakes work alone in a location that may isolate them from help e.g. working in a roof space or on a roof or when grading a road or mowing a park, etc.,</p> <p>(j) Works in isolation with members of the public that may be unable to assist the worker should an incident occur, e.g. community workers.</p>
Renewal	is expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally.
Repeated Behaviour	repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.
Reportable Incident	<p>is an incident that occurs in connection with providing supports and services to people with disability such as:</p> <ul style="list-style-type: none"> • Death of a person with a disability • Serious injury • Abuse or neglect • Unlawful sexual or physical contact with, or assault of, a person with a disability • Sexual misconduct committed against or in the presence of, a person with disability, including grooming of such a person for sexual activity • The use of restrictive practice in relation to a person with disability that is unauthorised use or not in accordance with a behaviour support plan
Representative	is any person working for the City of Playford Council Employee, Volunteer, or Contractor acting on behalf of Council.
Request for Expression of Interest	is a process conducted by Council that is less formal in nature and may only provide Council with an ability to gauge market participants appetite or capability to provide a particular good or service and or preliminary. This process is generally conducted in an open forum and in advance of one of the above formal processes.
Request for Proposal	means a proposal request process conducted by Council that is informal in nature and may only provide Council with an ability to gauge a select market participants appetite or capability to provide a particular

City of Playford Global Glossary

Word / Phrase	Definition
	good or service and a preliminary cost offering. This process is generally conducted in advance of one of the above formal processes.
Request for Quote	means a less formal quote request process conducted by Council that is generally aimed at a select group or number of market participants.
Request for Service	is an application to have Council take some form of action to provide or improve a Council service.
Request for Tender	means a formal tender request process conducted by Council.
Residual Amount	the residual amount is the estimated amount that will be received from disposal of the asset after deducting estimated costs of disposal, if the asset was already of the age and condition expected at the end of its useful life. It may also be the estimated value of the portion of an asset that will remain upon its replacement.
Residual Current Device (RCD)	A device intended to isolate supply to protected circuits, socket outlets or electrical equipment in the event of a current flow to earth that exceeds a predetermined value. The RCD may be fixed or portable. [as defined by Code of Practice: Managing electrical risks in the workplace, Appendix A]
Resigning (council member)	refers to the conclusion of a council Member's term through resignation during an election term.
Resigning (employee)	refers to the conclusion of an employees employment with the organisation through resignation.
Respect	is giving due regards to the feelings, wishes and rights of others. It includes understanding a person's culture, acknowledging differences and being actively aware of these differences.
Respirable Asbestos	An asbestos fibre that: a) is less than 3 microns (µm) wide b) is more than 5 microns (µm) long c) has a length to width ratio of more than 3:1 [as defined by the Code - How to Manage and Control Asbestos, Appendix A]
Responsible Officer	is a person who has completed any training courses approved by the Commissioner for the purposes of the <i>Public Interest Disclosure Regulations 2019</i> and has been designated by the Council as responsible officer under section 12 of the <i>Public Interest Disclosure Act 2018</i> .
Respect	respect is giving due regards to the feelings, wishes and rights of others. It includes understanding a person's culture, acknowledging differences and being actively aware of these differences.
Restrictive Practice	restrictive practices involve the use of practices that have the effect of restricting the rights of a person or their freedom of movement. This can include restraint

City of Playford Global Glossary

Word / Phrase	Definition
	(chemical, mechanical, social or physical) and seclusion (keeping someone in isolation).
Retiring (council member)	refers to the conclusion of a Council Member's term with Council, whether through not successfully gaining a position on Council following the General Election or choosing not to contest an election.
Retiring (employee)	refers to the conclusion of an employee's employment with the organisation, typically on reaching the normal age for leaving service.
Return Period	in relation to an ordinary return of a person, means— (a) In the case of a Primary Return, 30 days from the commencement of employment. (b) in the case of a person whose last return was a primary return—the period between the date of the primary return and 30 June next following; and (c) in the case of any other person—the period of 12 months expiring on 30 June on or within 60 days after which the ordinary return is required to be submitted.
Returning Officer	is a Council staff member appointed to conduct the election of a ballot.
Reviewer	refers to the individual or entity responsible for resolution of a request for review of a decision.
Risk	uncertain future event or condition that, if it occurs, has a positive or negative effect on objectives.
Risk Appetite Statement	the City of Playford (COP) Risk Appetite (willingness to accept risk) is a document which provides guidance on where the COP is willing to engage with higher levels of risk for a greater opportunity and benefit and to achieve its strategic objectives.
Risk Management (Mitigation)	is the identification, evaluation and prioritization of risks followed by a planned application of resources/ actions to minimize, monitor and control the probability of impact of the risk.
Road	is to be interpreted within the definition of road under the <i>Local Government Act 1999</i> – i.e. a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes - (a) a bridge, viaduct or subway; or (b) an alley, laneway or walkway; and for the purposes of clarification extends from property boundary to property boundary.
Road Process Order	means an order made by a relevant authority for a road process pursuant to the <i>Roads (Opening and Closing) Act 1991</i> , including, in relation to a road closure, any further order made as part of the order, as defined in the <i>Roads (Opening and Closing) Act 1991</i> .

City of Playford Global Glossary

Word / Phrase	Definition
Road-related area (in relation to Work Zone Traffic Management)	<p>means any of the following:</p> <ul style="list-style-type: none"> a) an area that divides a road; b) a footpath or nature strip adjacent to a road; c) an area that is not a road and that is open to the public and designated for use by cyclists or animals; d) an area that is not a road and that is open to or used by the public for driving or parking vehicles; or e) any other area that is open to or used by the public and that has been declared by Regulation to be a road-related area. <p>[as defined by SA Standards for Workzone Traffic Management, Version 6.1, October 2020]</p>
Road Stabilisation Treatment	<p>consists of a seal applied to the existing road configuration, with limited need for road drainage, road formation and road pavement reconstruction.</p>
Road User (in relation to Work Zone Traffic Management)	<p>means any driver, rider, passenger or pedestrian using the road, including people with disabilities.</p> <p>[as defined by SA Standards for Workzone Traffic Management, Version 6.1, October 2020]</p>
Roadway (in relation to Work Zone Traffic Management)	<p>Means a portion of the road devoted particularly to the use of vehicles, including shoulders and auxiliary lanes.</p> <p>[as defined by SA Standards for Workzone Traffic Management, Version 6.1, October 2020]</p>
Roadwork (in relation to Work Zone Traffic Management)	<p>as defined by section 7 of the <i>Highways Act 1926</i>, namely:</p> <ul style="list-style-type: none"> (a) the construction of a road; or (b) the maintenance or repair of a road; or (c) the alteration of a road; or (d) the construction of drains and other structures for the drainage of water from a road; or (e) the installation of fences, railings, barriers or gates; or (f) the installation of traffic control devices, traffic islands or parking bays; or (g) the improvement of a road including (for example) landscaping and beautification; or (ii) installation of road lighting; or (h) the installation of amenities or equipment on or adjacent to a road for the use, enjoyment or protection of the public; or (ha) the construction of buildings or facilities relating to public transport or parking for users of public transport; or (i) the installation of signs on or adjacent to a road for the use or benefit of the public; or (j) any work in connection with a road; or

City of Playford Global Glossary

Word / Phrase	Definition
	<p>(k) installation and maintenance of utilities on, above, or near a road (e.g. electricity, gas, sewerage or telecommunications).</p> <p>The SA Standards for Workzone Traffic Management, Version 6.1, October 2020) also state: "A reference to roadwork in this document also includes a temporary work activity on or near a road."</p>
Rural Road	refers to a road located within a non-built up environment.
Rural Sealed Road	refers to a road that has a bitumen seal but differentiates from a Metropolitan Sealed Road in that it does not include kerbing, lighting or underground storm water infrastructure.

S

Word / Phrase	Definition
Safe Work Method Statement (SWMS)	<p>means a document required for high risk construction work that will:</p> <ul style="list-style-type: none"> (a) Identify the work that is high risk construction work; (b) Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards; (c) Describe the measures to be implemented to control the risks; and (d) Describe how the control measures are to be implemented, monitored and reviewed <p>[as defined in the <i>Work Health and Safety Regulations 2012</i>, Regulation 299]</p> <p>If electrical work falls within the description of 'high risk construction work' then a SWMS will need to be developed.</p>
Scenario A	where After Hours duties are provided as an essential service by a team or department within the Organisation and Employees from the relevant team or department will be rostered for After Hours duties.
Scenario B	where After Hours service delivery is an inherent requirement of an Employee's particular role.
Schedule 9 Permit	<p>A permit authorising a person to light or maintain a fire in the open air during the fire danger season (but not contrary to the terms of a total fire ban) will be in the form set out in Schedule 9.</p> <p>[Fire and Emergency Regulations (FES Regulations) 2021 (SA), Regulation 31(2)]</p> <p>(Note: this permit is in addition to the Hot Work Permit)</p>
Schedule 10 Permit	<p>A permit authorising a person to light or maintain a fire in the open air—</p> <ul style="list-style-type: none"> (a) contrary to the terms of a total fire ban; or (b) during the fire danger season and contrary to the terms of a total fire ban, <p>will be in the form set out in Schedule 10.</p> <p>[Fire and Emergency Regulations (FES Regulations) 2021 (SA), Regulation 31(3)]</p> <p>(Note: this permit is in addition to the Hot Work Permit)</p>
Scheme Member	means the Council or Prescribed Body that is a member of the LGAWCS.
Segment / Component	a segment or component is an incremental unit measure of a larger asset. For roads or footpaths it could be from intersection to intersection. For buildings

City of Playford Global Glossary

Word / Phrase	Definition
	it could be the different parts of a building such as electrical, plumbing and structure etc.
Select	means a market approach that is requested of a select group or number of market participants decided by Council.
Senior Managers	means an employee with Senior Manager in their title.
Sensitive Information	<p>(a) Information or an opinion about a customer</p> <ul style="list-style-type: none"> - racial or ethnic origin - political opinions - membership of a political association - religious beliefs or affiliations - philosophical beliefs - membership of a professional or trade association - membership of a trade union - sexual preferences or practices - criminal record or <p>(b) Health information about a customer (<i>Privacy Act 1988</i>)</p>
Serious Injury or Illness	<p>is an injury or illness requiring the person to have—</p> <p>(a) immediate treatment as an in-patient in a hospital; or</p> <p>(b) immediate treatment for—</p> <ul style="list-style-type: none"> (i) the amputation of any part of his or her body; or (ii) a serious head injury; or (iii) a serious eye injury; or (iv) a serious burn; or (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or (vi) a spinal injury; or (vii) the loss of a bodily function; or (viii) serious lacerations; or <p>(c) medical treatment within 48 hours of exposure to a substance</p> <p>[as defined by the <i>Work Health and Safety Act 2012</i>, Section 36]</p>

City of Playford Global Glossary

Word / Phrase	Definition
Serious Misconduct	<p>an act(s) that is so serious as to cause an irretrievable breakdown (where trust is broken) in the employment relationship and therefore warrants dismissal without notice (fair procedure still applies). It includes, but is not limited to:</p> <ul style="list-style-type: none"> • any deliberate or negligent unsafe act or omission that could adversely affect the health safety or welfare of personnel in the workplace;* • serious breaches of the relevant Acts, City of Playford Code of Conduct or City of Playford Policies or Procedures; • any illegal act committed as an Employee; • deliberate vandalism, sabotage or damage to property; • dishonesty; • physical or verbal abuse against another Employee or a member of the public; • insubordination which includes refusing to obey a reasonable instruction and/or verbally abusing a Manager; • fighting in the workplace; • breach of duty regarding confidential information; • representation by an Employee, on application for employment, that he/she holds particular skills and/or qualifications and this is found not to be true; • serious acts of discrimination, harassment or workplace bullying; • theft and/ or any dishonest act designed to provide personal gain.
There are presently two ways in which 'Service' can be defined:	
Service	is a valuable action, deed, or effort performed to satisfy a need or to fulfil a demand.
Service	includes continuous and accumulative service as a Council Member of the City of Playford, the City of Elizabeth or the City of Munno Para.
Service Life	is the period that an asset is expected to be available for use by City of Playford.
Service Provider	means the third party service provider engaged by the Organisation for the purpose of providing the EAP to Employees.
Service Standard	is an articulation of a service Council delivers as part of Smart City Connected Community strategy. It outlines the outcome the community receives as a result, investment made, insight for improvement, and provides employees with the level of service they are expected to deliver.

City of Playford Global Glossary

Word / Phrase	Definition
Sexual Abuse	<p>is any unlawful sexual contact or assault that occurs, or is alleged to have occurred and encompasses any behaviours of a sexual nature that is an offence under any criminal statute of a state, territory or the Commonwealth.</p> <p>Unlawful sexual contact and assault offences include, but are not limited to, the following:</p> <p><u>Sexual assault</u> - a person having sexual intercourse with another person without their consent.</p> <p><u>Indecent assault</u> - involves touching (or threatening to touch) a person's body in a sexual manner without the consent of the other person.</p> <p>Signs include unexplained injury or bruising, sexually transmitted diseases, infections, frequent incontinence, difficulty walking, human bite marks, scratches, bruises, choke marks, burn marks, bleeding, torn or stained clothing, lack of awareness, drowsiness, vagueness, confusion, fearfulness, agitation, disturbed sleep, withdrawal, lack of awareness, overly protective or controlling carer, conflicting stories.</p>
Sexual Harassment	<p>behaviour defined as the following:</p> <ul style="list-style-type: none"> • An unwelcome sexual advance • Unwelcome request for sexual favours • Other unwelcome conduct of a sexual nature where: <ul style="list-style-type: none"> ○ the person feels offended, humiliated or intimidated ○ A reasonable person having regard to all circumstances would have anticipated that the person would be offended, humiliated or intimidated. <p>Sexual Harassment can be direct and indirect.</p>
Sexual Misconduct	<p>is conduct of a sexual nature that can, but does not necessarily amount to a criminal offence. It also includes those sexual offences which are unlawful, but do not include any physical contact between the person and the subject of the allegation.</p> <p>Behaviours include unlawful sexual conduct, sexually explicit comments and overtly sexual behaviour, crossing professional boundaries in a way that has sexual implications or connotations, grooming of the person for sexual activity.</p> <p>Signs include unexplained injury or bruising, sexually transmitted diseases, infections, frequent incontinence, difficulty walking, human bite marks, scratches, bruises, choke marks, burn marks, bleeding, torn or stained</p>

City of Playford Global Glossary

Word / Phrase	Definition
	clothing, lack of awareness, drowsiness, vagueness, confusion, fearfulness, agitation, disturbed sleep, withdrawal, lack of awareness, overly protective or controlling carer, conflicting stories.
Shoring	means the use of timber, steel or other structural material to support an excavation in order to prevent collapse so that construction can proceed [as defined in the Approved Code of Practice: Excavation Work, Appendix A].
Short-term (in relation to Work Zone Traffic Management)	a worksite where a traffic guidance scheme is required only while work personnel are in attendance and is generally limited to a single work shift where road conditions are returned to normal when the shift ends.
Signalised Intersection	includes intersections where traffic signals and/or pedestrian actuated displays are installed.
Significantly Affects	is defined as, where an employer has made a firm decision to implement changes in production, program, organisation, structure or technology that are likely to lead to: <ul style="list-style-type: none"> • Termination of employment • Major changes to the composition, operation or size of the employer's workforce or in the skills required • The elimination or diminution of job opportunities, promotion opportunities or tenure • The alternation of hours of work • The need for retraining or transfer of employees to other work or locations and the restructuring of jobs. (Local Government Employee Award)
Significant Tree	is a tree that has a trunk with a circumference of 3 metres or more or, in the case of a tree with multiple trunks, has trunks with a total circumference of 3 metres or more and an average circumference of 625 millimetres or more, measured at a point 1 metre above natural ground level. See <i>Development Regulations 2008</i> for legislative application and exclusions.
SkyTrust	is an electronic WHS Management Software System.
Small and Medium Enterprises	are defined by the Australian Bureau of Statistics as businesses employing less than 200 people, or in accordance with the ABS Estimated Value of Agricultural Operations.
Small Business	as defined in Section 3 of the <i>Food Regulations 2017</i> means a business where not more than 20 people (full time equivalent) are engaged in handling food.

City of Playford Global Glossary

Word / Phrase	Definition
Social Media	<p>group term for a range of online communication platforms that enable interaction, content sharing, and collaboration. These platforms include but are not limited to:</p> <ul style="list-style-type: none"> • Social networking sites (e.g. Facebook, Google+ and LinkedIn) • Microblogging sites (e.g. Twitter) • Blogs • Podcasts and video podcast • Photo sharing sites (e.g. Flickr, Instagram and Pinterest) • Forums and discussion boards • Sites which facilitate public content • Wikis
Software	<p>is a collection of data or computer instructions that tell the computer how to work. This is in contrast to physical hardware, from which the system is built and actually performs the work.</p>
Social Media Account	<p>the following are Official types of accounts managed by Council:</p> <ul style="list-style-type: none"> • Corporate account – centrally managed and used for communication on cross – Council matters • Targeted account – Managed by specialised business teams in Council to communicate select information to targeted audiences e.g. Library, Northern Sound System, Shedley Theatre, Food-Cooperative
South Australian Food Business Risk Classification	<p>means the framework and decision document to assist in identifying the risk of the food business:</p> <ul style="list-style-type: none"> • High and Medium Risk Business (P1 and P2) – is a business that will handle food that supports the growth of pathogenic micro-organisms. Food handling control action must be implemented to ensure the safety of the food. • Low Risk Business (P3) – is a business that handles food that does not normally support the growth of pathogenic micro-organisms.

City of Playford Global Glossary

Word / Phrase	Definition
	<ul style="list-style-type: none"> Nominal Business (P4) – is a business that handles food for sale which is non-perishable or pre-packaged food.
Special Interest Group	<p>provide an avenue for Mayor & Councillors to engage with the Administration around particular topics to gain a better understanding of delivery and contribute ideas as to future service delivery. This forum would allow specific questions/issues to be worked through with Mayor & Councillors and the Administration together.</p> <p>There will be no formal membership of a SIG; Mayor & Councillors are free to attend sessions that are of interest to them.</p>
Special Leave	the term Special Leave applies to pregnant Employees who suffer from a pregnancy related illness, or to recover from a miscarriage or still birth.
Special Needs Groups	<p>the Commonwealth Home Support Programme recognises the following special needs groups, which align with those identified under the <i>Aged Care Act 1997</i>:</p> <ul style="list-style-type: none"> People from Aboriginal and Torres Strait Islander communities People from culturally and linguistically diverse backgrounds People who live in rural and remote areas People who are financially or socially disadvantaged Veterans
Stakeholder	means any individual or group who possess an interest, a legal obligation, a moral right, or other concern in the decisions or outcomes of an organisation.
Standard Operating Procedure (SOP)	provide information and instructions on how to safely operate plant and equipment.
Standards	means any applicable standards, guidelines or other material regarding dealing with information about a person's criminal history, which has been published by the Chief Executive of the Department for Child Protection or other relevant statutory officeholder or government department.
Statutory Fees	are fees from regulatory services.
Statutory Training	means training related to a legislative requirement.
Structure	<p>Anything that is constructed, whether fixed or moveable, temporary or permanent, and includes—</p> <ol style="list-style-type: none"> buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and any component of a structure; and part of a structure;

City of Playford Global Glossary

Word / Phrase	Definition
	[as defined in Part 4 of the <i>Work Health and Safety Act 2012</i>]
Study Leave	refers to approved time off during rostered or normal working hours, with continuation of ordinary salary, for the purpose of undertaking an approved program of study.
Study Period	refers to a study period, semester or trimester at a University, TAFE Institute or other Registered Training Organisation where teaching activities such as lectures, tutorials, practicals, workshops and placements are scheduled. This is often represented by the start and end dates of scheduled classes.
Suitable Employment	<p>in relation to a worker, means employment in work for which the worker is currently suited, whether or not the work is available, having regard to the following:</p> <ul style="list-style-type: none"> a) the nature of the worker's incapacity and previous employment; b) the worker's age, education, skills and work experience; c) the worker's place of residence; d) medical information relating to the worker that is reasonably available, including in any medical certificate or report; e) if any recovery/return to work services are being provided to or for the worker; f) the worker's recovery/return to work plan, if any;
Support Person	<p>someone, other than a lawyer acting in a professional capacity and subject to approval by Organisational Development, chosen by a worker to provide them with emotional support during:</p> <ul style="list-style-type: none"> • Level Two Grievance and Dispute resolution meetings (as referred to in the City of Playford Enterprise Agreement); • interviews arising out of investigations into allegations; • formal disciplinary meetings; and • meetings in relation to voluntary redundancy or redeployment. <p>A support person does not advocate or represent the worker but may take written notes and ask clarifying questions and request that a recess be taken.</p>
Suspension Intolerance	can occur with a fall-arrest system when a person has an arrested fall and is suspended in an upright, vertical position with the harness straps causing pressure on the leg veins. The lower legs' capacity to store large amounts of blood reduces the return of blood to the heart, slowing the heart rate, which can cause the person to faint. This may lead to renal failure and

City of Playford Global Glossary

Word / Phrase	Definition
	eventually death, depending on a person's susceptibility.
Swimming Pool Inspection	an audit inspection of a swimming pool (including related swimming pool safety features) or swimming pool safety features or portion.
Swimming Pool Safety Requirements	the requirements of the <i>Development Act 1993</i> and <i>Development Regulations 2008</i> pertaining to swimming pool safety.
Systemic/Social Abuse	<p>is the failure to recognise, provide, or attempt to provide adequate or appropriate services, including services that are appropriate to the person's age, gender, culture, disability support needs or preferences, that has a significant physical, emotional or psychological impact on the person.</p> <p>Behaviours include restricting, discouraging or stopping access to services, social activities and/or contact with others, withholding mail, preventing access or not disclosing phone calls, restricting participation in religious or cultural practice.</p> <p>Signs include loss of interaction with others, sadness and grief, worried or anxious after a visit by specific person(s), low self-esteem, sad and withdrawn, not wanting to participate, listless, uninvolved, repeated unanswered phone messages.</p>
System User	means all employees that utilise a system while undertaking their ordinary work.

T

Word / Phrase	Definition
Target	<p>means a detailed performance requirement, quantified where practicable, pertaining to the organisation that arises from health and safety objectives. It needs to be met in order to achieve those objectives.</p> <p>[as defined by the RTWSA Guidelines]</p>
Targeted Threshold	a target threshold is the amount of the drug which is accepted as having a psychoactive effect on behaviour.

City of Playford Global Glossary

Word / Phrase	Definition
	The target thresholds are outlined in the relevant Australian Standards.
Tax Invoice	refers to a valid tax invoice as defined by the Australian Taxation Office, issued by a supplier, on purchase of goods and services.
Technical Change	means a change to systems or processes that will change the way work is done.
TEC Package	an Eligible Officer's Total Employment Cost Package under their employment contract, incorporating cash salary component and Net Vehicle Cost.
Tender	means a supplier's bid in response to Council's invitation to tender.
Tertiary Qualifications	qualifications of a Bachelor Degree level or above at a recognised and accredited Educational.
Themes of Work	<p>the organisation is currently structured in five Themes of Work. The distinction between the five themes is based on the nature of work, it's unique value add to the organisation, number of variables operating in any situation, the clarity and precision with which the variables can be identified, and their rate of change. The five themes are:</p> <p>Quality Theme- typically front line workers whose focus is on delivering high quality services in a timely manner by working with in set rules and procedures and applying expertise. This is where the reputation and viability of the organisation rests. The outcome of decisions at this level can be understood immediately and up to three months.</p> <p>Service Theme- typically managers and technical specialists whose focus is helping workers in the frontline do their job by removing obstacles and giving them the tools and support required to do jobs well. This may include research and analysis of specific issues, using data as the basis for decisions to understand and improve processes, implementing policy and procedure or providing advice based on expertise and knowledge. It can be up to 12 months before a decision's outcome is known.</p> <p>Practice Theme- typically senior managers and specialist who deliver on their own speciality area while also taking into consideration the organisation as a whole. This work involves constructing, connecting and fine tuning systems, making the most of the available resources and implementing strategies and plans. Focus is on continuous improvement, risk management, change management, project management and contingency planning, particularly as it relates to whole of organisation process and systems. The outcome of</p>

City of Playford Global Glossary

Word / Phrase	Definition
	<p>decisions at this level are usually known between one and two years after they are made.</p> <p>Strategic Development- typically general managers are responsible for ensuring that operations run smoothly, and community needs are understood and delivered now and into future. They identify and facilitate the implementation of new or revised strategic intents that ensure the long term sustainability of the organisation. Anticipating changes in the external environment that may either enhance or threaten the organisation and determining the best path forward is a key factor in this role. The outcome of decisions at this level are usually known between three and five years after they are made.</p> <p>Strategic Intent- The CEO is responsible for guiding the organisation on a path toward desired scenarios and outcomes. Creating multi-faceted frameworks that set the overall direction and enable financial success, good governance, ensuring reputation, image and sustainability. Delivering a culture aligned to the organisations intent. The outcome of decisions at this level are usually known between five and ten years after they are made.</p>
Third Party	is an individual, group or organisation external to Council.
Third Party Advertising	refers to any form of content from a third party that could be published, displayed or broadcast on a Council-owned communication channel.
Threat	means declaring an intent to cause pain or loss to someone.
Tiger Tails	<p>means a plastic pipe type cable covers used to provide a useful visual indication to people working in the vicinity of overhead electric lines or stay wires. Tiger tails do not insulate wires.</p> <p>[Source: Safe Work Australia Definitions for the General Guide for Working in the Vicinity of Overhead and Underground Electric Lines and Supporting Specific Guides]</p>
Top Up Pay	where Defence Leave is granted without pay, however Council pays the difference of payment received by the employee from the Australian Defence Force and their normal pay.

City of Playford Global Glossary

Word / Phrase	Definition
Total Fire Ban Days	are declared by the CFS Chief Officer in conjunction with the Bureau of Meteorology and issued with the Fire Danger Rating. A total fire ban day can be declared at any time of the year and for any Fire Ban District. A ban remains in place for a 24 hour period.
Total Vehicle Cost	<p>the notional total costs of an Employment Contract Vehicle as calculated by the Fleet Manager and specified in the Schedule of Rates.</p> <p>The Total Vehicle Cost will be based on operational costs, purchase price, whole of life costs and resale/residuals and verified annually by the Senior Manager Asset Operations and endorsed by the General Manager, City Assets.</p>
Treating Doctor	the Doctor who is primarily responsible for the person's health care
Traffic Control Device	means a sign, signal, marking, structure or other device or thing, to direct or warn traffic on, entering or leaving a road, and includes a traffic cone, barrier, structure or other device or thing to wholly or partially close a road or part of a road; as defined in the <i>Road Traffic Act 1961</i> .
Traffic Guidance Scheme (TGS)	<p>means an arrangement of temporary signs and devices to warn road users and guide them through or past a work site or temporary hazard.</p> <p>[as defined by SA Standards for Workzone Traffic Management, Version 6.1, October 2020]</p>
Traffic management plan (TMP)	<p>means a document describing all essential traffic management matters associated with roadworks. This includes risk assessments, traffic demand and accommodation, traffic routing and control and provision for vulnerable users and special vehicles such as buses, trams or over-dimensional vehicles.</p> <p>[as defined by SA Standards for Workzone Traffic Management, Version 6.1, October 2020]</p>
Training	is any facilitated learning activity which is considered by council to be a requirement for Council Members to discharge their duties and responsibilities.
Transparent Consultation	means availability of information required for collaboration, cooperation, and collective decision-making.

City of Playford Global Glossary

Word / Phrase	Definition
Trench	<p>means a horizontal or inclined way or opening—</p> <ul style="list-style-type: none"> (a) The length of which is greater than its width and greater than or equal to its depth; and (b) That commences at and extends below the surface of the ground; and (c) That is open to the surface along its length. <p>[as defined by the <i>Work Health and Safety Regulations 2012</i>, Regulation 5]</p>
Trifling	<p>is defined in section 4(2) of the <i>Expiation of Offences Act 1996</i>. An alleged offence will, for the purposes of this Act, be regarded as trifling if, and only if the circumstances surrounding the commission of the offence were such that the alleged customer ought to be excused from being given an expiation on the grounds:</p> <ul style="list-style-type: none"> a) There were compelling humanitarian or safety reasons for the conduct that allegedly constituted the offence b) The alleged customer could not, in all the circumstances, reasonably have averted committing the offence c) The conduct allegedly constituted the offence was merely a technical, trivial or petty instance of breach of the relevant enactment
Tunnel	<p>means an underground passage or opening that—</p> <ul style="list-style-type: none"> (a) Is approximately horizontal; and (b) Commences at the surface of the ground or at an excavation. <p>[as defined in the <i>Work Health and Safety Regulations 2012</i>, Regulation 5]</p>

U

Word / Phrase	Definition
UV (Ultraviolet) Index	<p>is a simple and informative way of describing the daily danger of solar UVR radiation intensity as issued by the Bureau of Meteorology.</p> <p>1 – 2 = Low 3 – 5 = Moderate 6 – 7 = High 8 – 10 = Very high 11 upwards = Extreme</p> <p>Link to daily UVR readings http://www.bom.gov.au/sa/forecasts/adelaide.shtml</p> <p>Exposure to UVR Index levels of 3 or above can contribute to skin cancer and eye cataracts. During the peak UVR period on a summer day (between 10am and 2pm, or 11am to 3pm where there is daylight saving), unprotected skin can burn within 12 minutes. Permanent damage can occur after 120 minutes.</p>
Ultraviolet Radiation (UVR)	<p>UVR is part of the electromagnetic spectrum emitted by the sun. It can be divided into three types: UVA, UVB and UVC. While all UVC and most UVB radiation is absorbed by the atmosphere, all UVA and about 10% of UVB radiation does reach the earth's surface. Both UVA and UVB are known causes of skin cancer.</p> <p>[as per : Skin Cancer and Outdoor Work – A Guide for Employers, p.7]</p>
Underground Essential Services	<p>means essential services that use pipes, cables or other associated plant located underground.</p> <p>[as defined in the <i>Work Health and Safety Regulations 2012</i>, Regulation 304(7)].</p>
Underground Essential Services Information	<p>in relation to proposed excavation work, means the following information about underground essential services that may be affected by the excavation:</p> <ul style="list-style-type: none"> (a) the essential services that may be affected; (b) the location, including the depth, of any pipes, cables or other plant associated with the affected essential services; (c) any conditions on the proposed excavation work. (d) <p>[as defined in the <i>Work Health and Safety Regulations 2012</i>, Regulation 304(7)]</p>

City of Playford Global Glossary

Word / Phrase	Definition
Union(s)	means the Australian Services Union (ASU) and/or the Australian Workers Union (AWU).
Unreasonable Behaviour	unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.
Unsealed Road	refers to roads that have been constructed with a high clay or limestone content rubble material to provide an all-weather surface.
Useful Life	is: a) The period over which an asset is expected to be available for use by an entity; or b) The number of production or similar units expected to be obtained from the asset.
User Pays Principle	describes the method Council uses to determine what level of fees and charges should be subsidised by Council.

City of Playford Global Glossary

V

Word / Phrase	Definition
Vacant Lot	is defined as one which does not contain an occupied building. Rural properties with activity on them are not considered vacant lots.
Valid reason(s)	the Organisation's requirements are based on a reasonable belief about a situation concerned with the Employee's conduct, performance or operational requirements of the business. Reasons for taking action against an Employee, including termination, must not be invalid.
Valuation	means a determination or assessment of value completed by a qualified and licensed valuer.
Value for money	<p>consistent with the State Procurement Board definition, value for money is achieved by formulating procurement decisions that achieve the best possible outcome in both financial and non-financial terms in a timely and efficient manner, commensurate with the nature of the purchase. Factors which may be considered in assessing value for money include:</p> <ul style="list-style-type: none"> • Fitness for purpose • Service support and warranty • Whole of life cost • Quality • Timeliness • Efficiency and effectiveness • Flexibility • Intangible costs and benefits • Price • Contribution to Government priorities.
Valuer	is the State Valuation Office.
Vegetation	means any species of plant or plants (including all trees and vines), whether alive or dead.
Vehicle	means a motor vehicle, plane, plant/machinery, trucks or boating vessels owned or leased by the City of Playford and used for Playford purposes.
Vicarious Liability	this means that normally the "Employer" will be deemed to be responsible for the acts or omissions of their employees whether or not the employer knew of the acts, provided that these acts were done in the course of the workers employment.
Victimisation	occurs when a person causes detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate Disclosure of public interest information.

City of Playford Global Glossary

Word / Phrase	Definition
Voltage	<p>means differences of electric potential, normally existing between conductors and earth as follows:</p> <ul style="list-style-type: none"> (a) Extra low voltage (ELV) – not exceeding 50V a.c. or 120V ripple free d.c. (b) Low Voltage (LV) – exceeding extra-low voltage, but not exceeding 1000V a.c. or 1500V d.c (c) High Voltage (HV) – voltage that exceeds low voltage (d) <p>[as defined by AS/NZS 3760 and Code of Practice: Managing electrical risks in the workplace, Appendix A]</p>
Volunteer Coordinators	will be defined as paid staff members who are directly responsible for the day to day management of a volunteer undertaking duties on behalf of Council.
Volunteers	<p>working on behalf of The Organisation are defined as individuals who:</p> <ul style="list-style-type: none"> • provide their services of their own free will • do not receive any monetary reward (out of pocket expenses are not regarded as monetary reward) • benefit the community and themselves by participating in volunteer programs • complement, but do not replace or threaten the livelihood of, paid workers • in designated positions only. <p>The following persons are not considered volunteers:</p> <ul style="list-style-type: none"> * People on work placement and work experience programs * Students undertaking volunteering as a part of the education curriculum * Council Members of Council * Persons receiving payment outside of the volunteer reimbursement framework.
Vulnerable Persons	is an adult who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason including their dependency on others.

W

Word / Phrase	Definition
Walkway	is a pedestrian thoroughfare under the care and control of Council between adjacent properties. A walkway is classified as a road under the <i>Roads (Opening and Closing) Act 1991</i> and the <i>Local Government Act 1999</i> . A walkway may also be classified under the <i>Road Traffic Act 1961</i> as a 'road-related area'.
Wall	includes any structure or device (whether fixed or movable) that prevents or impedes lateral airflow.
WHS Management Plan	in relation to a construction project, means a management plan prepared or revised under Chapter 6 Part 4 of the <i>Work Health Safety Regulations 2012</i> .
WHS Management System (WHSMS)	means an orderly arrangement of interdependent activities and related procedures that drives an organisation's WHS performance [as defined by ReturntoWorkSA Work Health Safety Guidelines August 2017].
WHS Representative	means a reference to a WHS Advisor / Consultant / Coordinator / Officer of the Council or Prescribed Body that is employed to undertake this role.
Wifi	a facility allowing computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly.
Work Area (in relation to Work Zone Traffic Management)	<p>means a portion of road:</p> <ul style="list-style-type: none"> (a) on which workers are, or may be, engaged; or (b) on which vehicles or equipment relating to any works are placed; or (c) that is otherwise affected by works in progress (whether those works are occurring on the road or elsewhere); <p>[as defined by <i>Road Traffic Act 1961</i>, section 20]</p> <p>Further detail on categorisation of work areas, activities and sites is also provided in Section 8 of the SA Standards for Workzone Traffic Management, Version 6.1, October 2020 .</p>
Work in Progress	work in progress is the accumulation of the construction costs of an asset that is incomplete as at the end of the financial year. The most common example is the design costs of an asset which has yet to commence construction. Every year the work in progress is reviewed as part of end of year finalisation and where it is no longer probable that the construction of the asset will commence the amount of work in progress will be expensed.

City of Playford Global Glossary

Word / Phrase	Definition
Work Period	the period specified in a purchased leave agreement when an employee is at work or on authorised paid leave such as annual leave, long service leave, sick leave, paid parental leave or special leave with pay.
Worker	<p>a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—</p> <ul style="list-style-type: none"> (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class. <p>[as defined by the <i>Work Health and Safety Act 2012</i>]</p>
Work Health and Safety Committee ("WHSC")	<p>the functions of a Work Health and Safety Committee are:</p> <ul style="list-style-type: none"> a) to facilitate co-operation between the organisation and workers in instigating, developing and carrying out measures designed to ensure workers' health and safety at work; b) to assist in developing standards, rules and procedures relating to health and safety to be followed or complied with at the workplace; and c) any other functions prescribed by the WHS Regulations or agreed between the organisation and the WHSC. <p>[as defined by the <i>Work Health and Safety Act 2012</i> , Section 77]</p>
Workplace	<p>is a place where work is carried out for a business or undertaking and includes any place where a Worker goes, or is likely to be, while at work.</p> <p>"place" includes—</p> <ul style="list-style-type: none"> (a) a vehicle, vessel, aircraft or other mobile structure; and (b) any waters and any installation on land, on the bed of any waters or floating on any waters. <p>[as per the <i>Work Health and Safety Act 2012</i>, Section 8]</p>
Workplace Bullying	workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or

City of Playford Global Glossary

Word / Phrase	Definition
	a group of workers that creates a risk to health and safety.
Work-related Violence	work-related violence and aggression can be any incident where a person is abused, threatened or assaulted at the workplace or while they are carrying out work.
Work site (in relation to Work Zone Traffic Management)	<p>means a portion of road affected by works in progress, together with any additional portion of road used to regulate traffic in relation to those works or for associated purposes.</p> <p>[as defined by <i>Road Traffic Act 1961</i>, section 20]</p> <p>Further detail on categorisation of work areas, activities and sites is also provided in Section 8 of the SA Standards for Workzone Traffic Management, Version 6.1, October 2020.</p>
Work with Children	<p>means a person:</p> <ul style="list-style-type: none"> Provides a service or undertakes an activity that is Child-related Work in the course of their employment or engagement as a Contractor or Volunteer; or Carries on a business in the course of which an employee works with children (whether or not the person themselves works with children).
Working with Children Check	<p>means:</p> <ul style="list-style-type: none"> A Working with Children Check conducted by the Central Assessment Unit; or A Working with Children Check (however described) of the Commonwealth, or of another State or Territory which is recognised under the <i>Child Safety (Prohibited Persons) Act 2016</i>.
Work Zone Traffic Management (WZTM) Card	means an accreditation card issued by DIT following statement of attainment issued by an approved training provider.
Written Down Carrying Value	the written down carrying value of an asset is the value of the asset held on Council's balance sheet less any accumulated depreciation. It can also be based on the cost of installation of a new asset or can be based on an independently revalued replacement cost for an existing asset. It represents the amount of "benefit" remaining for an asset and can also represent the amount for which we could theoretically sell the asset.

City of Playford Global Glossary

Y

Word / Phrase	Definition
Year	means the relevant calendar year.

Acronyms

Acronym	Meaning
ACD	Asbestos Contaminated Dust or Debris
ACM	Asbestos Containing Material
ADF	Australian Defence Force
ALARP	As low as reasonably practicable
ALGA	Australian Local Government Association
AMP	Asset Management Plan
AWE	Average Weekly Earnings
BOM	Bureau of Meteorology
CAP	Council Assessment Panel
CEO	Chief Executive Officer
CHSP	Commonwealth Home Support Program
CPI	Consumer Price Index
DIT	South Australian Department for Infrastructure and Transport. <i>Note: (previously Department of Planning, Transport and Infrastructure (DPTI)).</i>
DPA	Development Plan Amendment
DRF	Defence Reserve Forces
EAP	Employee Assistance Program
ECO	Emergency Control Organisation
EPC	Emergency Planning Committee
ESP	Employer Support Payment Scheme
ESS	Employee Self Service
FBT	Fringe Benefit Tax
FCE	Functional Capacity Evaluation
GDS	General Disposal Schedule
GI	General Index
HACC	Home and Community Care
HEPA	High Efficiency Particulate Air Filters
HR	Human Resources
HSR	Health and Safety Representative
ICAC	Independent Commissioner Against Corruption
IRC / ICC	Internal Return to Work / Claims Coordinator
JSA	Job Safety Analysis
LGA	Local Government Association
LGAWCS	Local Government Association Workers Compensation Scheme
LGEA	Local Government Employee Award
LTFP	Long Term Financial Plan
MoR	Manager once Removed
MSD	Musculoskeletal Disorder
NAWMA	Northern Adelaide Waste Management Authority
NDIS	National Disability Insurance Scheme
NOA	Naturally Occurring Asbestos

City of Playford Global Glossary

Acronym	Meaning
NWRIL	Non-Work Related Injury or Illness
OPI	Office for Public Integrity
OTR	Office of the Technical Regulator
PCBU	Person Conducting a Business or Undertaking
PDL	Professional Development Leave
PEEP	Personal Emergency Evacuation Plan
PID	Public Interest Disclosure
PPE	Personal Protective Equipment
PSSI	Performance Standards for Self-Insured
RCD	Residual Current Device
RTWSA	Return To Work SA
SAMSOA	South Australian Municipal Salaried Officers Award
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SWMS	Safe Work Method Statement
TEC	Total Employment Cost
TGS	Traffic Guidance Scheme
TMP	Traffic Management Plan
TNA	Training Needs Analysis
UVR	Ultraviolet Radiation
WHS	Work Health and Safety
WHSC	Work Health and Safety Committee
WHSMS	Work Health and Safety Management System
WZTM	Work Zone Traffic Management