

Reference: AF15/78 FM

20th November, 2015

TO: CR PERSELLO (PRESIDING MEMBER)
CR LOVETT
CR RICHARDSON
CHIEF EXECUTIVE OFFICER
MANAGER - COMMUNITY SERVICES AND DEVELOPMENT
COMMUNITY DEVELOPMENT OFFICER
LIBRARY MANAGER
JOHN AMOROSO
ROB FOGGO
CAROLINE HILL
EMMA MILERA

COPY: ALL MEMBERS

NOTICE is hereby given that the Community Engagement and Social Inclusion Sub-Committee will meet in the following Meeting Room on the day, date and time as follows:

Community Engagement and Social Inclusion Sub-Committee
(Committee Room - Level 4):

Monday, 23rd November, 2015 at 5.30 p.m.

An agenda for the meeting is enclosed herewith.

Other Members not on the Sub-Committees are encouraged to attend the above meeting as your thoughts and contributions will be appreciated.



Barbara CERNOVSKIS
MANAGER – COMMUNITY SERVICES AND DEVELOPMENT

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Meeting to be held in the Committee Room, Level Four of Civic Centre, 10 Watson Terrace,
Mount Gambier, on Monday, 23rd November 2015 at 5.30pm

AGENDA

PRESENT: Cr Persello
Cr Lovett
Cr Richardson
Caroline Hill
Rob Foggo
John Amoroso

APOLOGIES: Emma Milera (leave of absence)

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Manager Community Services & Development, Barbara Cernovskis
Library Manager, Vicki Hutchinson
Community Development Officer, Alison Brash

COUNCIL MEMBERS
AS OBSERVERS:

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

MINUTES: moved that the minutes of the previous meeting held on 2nd November 2015 be taken as read and confirmed.

seconded

QUESTIONS: (a) With Notice - nil submitted.
(b) Without Notice –

1. RECONCILIATION ACTION PLAN – Reconciliation Action Plan Progress Table

The Community Development Officer reported:

a) The Reconciliation Action plan progress table (attachment 1) be tabled for discussion

moved it be recommended:

(a) The Reconciliation Action Plan progress table be received;

seconded

2. KEY FOCUS AREA – Domestic Violence

The Manager Community Services & Development reported:

(a) The City of Mount Gambier Human Resource Administrative Principle - Domestic Violence and the Workplace (attachment 2) has been drafted and is tabled for feedback.

Community Engagement & Social Inclusion Sub-Committee Agenda, 23rd November 2015 cont'd...

moved it be recommended:

- (a) The Human Resource Administrative Principle – Domestic Violence and the Workplace be received.

3. KEY FOCUS AREAS – Key Focus Area Progress Table

The Manager Community Services & Development reported:

- (b) Key Focus Area progress table (attachment 3) outlines progress against key focus area action items for Members information.

moved it be recommended:

- (b) The Community Engagement & Social Inclusion Key Focus Area progress table be received and noted for information;

seconded

MOTIONS WITHOUT NOTICE

The meeting closed at _____ p.m.
BJC

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Minutes of Meeting held in the Committee Room, Level Four of Civic Centre, 10 Watson Terrace,
Mount Gambier, on Monday, 2nd November 2015 at 5.30pm

PRESENT: Cr Richardson (Acting Presiding Member)
Cr Lovett
Caroline Hill
Rob Foggo
John Amoroso

APOLOGIES: Cr Persello
Emma Milera (leave of absence)
Mr Mark McShane

ACTING PRESIDNG
MEMBER:

Caroline Hill moved that Cr Richardson be appointed as Acting Presiding Member.

Cr Lovett seconded Carried

COUNCIL OFFICERS: Manager Community Services & Development, Barbara Cernovskis
Library Manager, Vicki Hutchinson
Community Development Officer, Alison Brash

COUNCIL MEMBERS
AS OBSERVERS:

Nil

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

MINUTES: Caroline Hill moved that the minutes of the previous meeting held on 28th September 2015 be taken as read and confirmed.

Cr Lovett seconded Carried

QUESTIONS: (a) With Notice - nil submitted.
(b) Without Notice - nil submitted.

1. GUEST SPEAKER – Mr Glenn Ahern, Mount Gambier Prison - Ref. AF15/78

Mr Glenn Ahern, Director Mount Gambier Prison invited to present on the wellbeing and representation of the Aboriginal and Torres Strait Islander community in prison and the rehabilitation programs for Domestic Violence offenders.

John Amoroso moved it be recommended:

(a) Mr Glenn Ahern be thanked for his presentation.

Caroline Hill seconded

Carried


RECONCILIATION ACTION PLAN PROGRESS TABLE

RECOMMENDATIONS ENDORSED BY COUNCIL	STATUS UPDATE
(a) That the Community Engagement and Social Inclusion Sub-Committee Report No 7/2015 on the Reconciliation Action Plan development workshop be received;	This was received in the meeting dated 27/07/15. Recommendations from the report were endorsed by Council in the meeting dated 18/08/15.
(b) Community Engagement and Social Inclusion Sub-Committee engage a RAP focus group to develop a Stretch RAP which identify measures that can be embedded into the organisation;	RAP Focus group to be determined by the CESI Sub Committee, at the October 2015 meeting.
(c) Consult with Elders, and request that they identify who they wish to be represented by on the RAP focus group. This may be a male and female.	Uncle Mickey Hartman, Aunty Penny Bonney, and Aunty Valda all wish to be on the RAP Focus Group. They would like an invitation to be extended to the following people; <ul style="list-style-type: none"> • Education Rep – Kathy Watson • Health Rep – Peter May • Justice Rep – Jason Bonney • Indigenous Youth Rep- Mariah Unmeopa • Non-Indigenous Youth Rep – Shekinah Horsburgh from YAG
(d) Foundation of the RAP focus group will be made of RAP Champions to work alongside Elders. The group will also include: <ul style="list-style-type: none"> • Elected Members • City of Mount Gambier staff from across divisions • Community representatives • Young People • CESI Members 	Tentative inaugural meeting – Wednesday, 25 th November 2015
(e) Communicate with the Aboriginal community so they are aware	Country Health SA currently have a draft RAP with Reconciliation

<p>of what is proposed and occurring in developing the RAP.</p>	<p>Australia, awaiting their review. Kerri Riley, of Country Health SA's Aboriginal Health Directorate is keen for Peter May to be involved in the Focus Group. Alison and Peter scheduled to meet to discuss the RAP development on 29/10/15.</p> <p>As per previous report, in addition to letters of advice sent out to the above mentioned groups, a number of local ATSI community service workers and Educators have received advice that the RAP development process is to begin.</p>
<p>(f) By end of August 2015 a meeting will occur to discuss potential employment issues and opportunities within Council for Aboriginal and Torres Strait Islanders. The group will comprise of Cr. Richardson, Cr. Lovett and key staff, inclusive of the CEO and HR Manager.</p>	<p>A meeting occurred in lieu of the CESI meeting on 24/08/15, attended by Cr. Persello, Cr. Lovett, Caroline Hill, CEO, Director Corporate Services, HR Manager, Community Development Officer.</p> <p>At that meeting it was identified;</p> <ul style="list-style-type: none"> • Council do not have any specific ATSI employment targets/programs in place. • The HR Manager is currently reviewing diversity policy. • There are currently 450 ATSI students in our local schools, many of who are linked to the FLO program. • It was identified not to focus on developing an Aboriginal Employment Strategy but instead explore the area further to increase understanding of local opportunities. • It was felt Council could be an important corporate role model for Aboriginal employment through advocacy and demonstration. <p>Short term</p> <ul style="list-style-type: none"> • It would be beneficial to link in with ATSI education programs as a source to engage work experience students and employ trainees for Council placements. • Currently Council have 4 full time trainees and 2 school based

	<p>trainees engaged These are not ATSI placements.</p> <ul style="list-style-type: none"> • Agreed, we should seek feedback from Senior staff re. where they can use trainees to be sought. • A budget adjustment would need to be considered for inclusion of ATSI designated positions. • Any employment/work experience initiatives, should link in to scaffolded support, which has been successful through ICAN program. <p>Medium term</p> <ul style="list-style-type: none"> • Re: Workforce development, multifaceted staff up skilling and cultural sensitivity training should be explored, with a focus on inclusion as part of the all staff training. <p>Longer term</p> <ul style="list-style-type: none"> • Explore legitimate modelling of regional cultural tourism opportunities where these are complimentary to Council's work. Learning from collective experiences of Heywood and Portland and other regions demonstrating strong Aboriginal tourism employment opportunities. Liaise with universities and schools in this process.
<p>(g) By December 2015 hold three targeted focus groups in order to consult, gather ideas and embed tangible outcomes in structure of the RAP. The focus groups should include:</p> <ul style="list-style-type: none"> • Interested community members, young people, • Educators • City of Mount Gambier Staff • The Business Community 	<p>Dates have not yet been set for these meetings. These should be identified at the November CESI meeting.</p>
<p>(h) A representative from Families SA be invited to Community Engagement and Social Inclusion Sub-Committee meeting to</p>	<p>No update on status of this item.</p>

present on the issue of Indigenous children in care in the South East.	
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 City of Mount Gambier	Administrative Principle	Version No:	DRAFT v1.1
	DOMESTIC VIOLENCE AND THE WORKPLACE	Issued:	Nov 2015
		Review:	Nov 2017

Council seeks to provide a work environment free from violence or threats of violence against employees – including domestic violence that may occur on Council property. Council is committed to ending violence against women and supporting its victims, including those who might be employees of Council. Council will take reasonable steps to maintain the safety of employees who are victims of domestic violence.

Council recognises that domestic violence is a workplace issue and that victims may have performance problems as a result of their situation. Council will make reasonable efforts to resolve performance problems but employees are still responsible for meeting the standards of their position. No employee will be penalised or disciplined solely for being a victim of domestic violence in the workplace.

Council will not tolerate domestic violence in the workplace and will take action to prevent and correct any misuse of Council property to threaten, abuse or commit any act of domestic violence. Such misuse will result in disciplinary action which may include termination of employment.

1. PRINCIPLES

- a. Domestic violence can and does affect the workplace and is a potential hazard to all employees through its ongoing pattern of behaviour aimed at power and control through fear. Most commonly perpetrated by a male against a female partner in a domestic relationship, domestic violence may take the form of physical and sexual violence, threats and intimidation, emotional and social abuse, and economic deprivation.
- b. Paid employment is a critical pathway for victims to leaving an abusive relationship and establishing a safe life without violence. Therefore Council acknowledges it has a key role to play in minimising the productivity and safety impacts of domestic violence by supporting victims to stay in their jobs.
- c. Council recognises that discrimination and prejudice on the basis of gender, sexist behaviour including sexist jokes or remarks are unacceptable and may directly or inadvertently perpetrate a culture of acceptance and compound the harm incurred as a consequence of domestic violence.

2. DEFINITIONS

- a. Domestic or family violence is an abuse of power through a pattern of coercive behaviour including acts or threatened acts by a perpetrator to gain power and control over a victim. It takes many forms including intimidation, control, isolation and emotional, physical, sexual, financial or spiritual abuse. If a person feels scared of a partner, ex partner or family member, they may be a victim of domestic or family violence.
- b. Victim is an individual who is currently subject to, or has in the past been subjected to, domestic or family violence

- c. Perpetrator is the individual who commits or threatens to commit an act of domestic or family violence.
- d. Employee includes any person defined as a “worker” under the Work Health and Safety Act, 2012 (SA) which is any person who carries out work in any capacity at a workplace, including work as an employee; contractor or subcontractor; an employee of a contractor or subcontractor; an employee of a labour hire company who has been assigned to work in the person's business or undertaking; an outworker; an apprentice or trainee; a student gaining work experience; a volunteer; or a person of a prescribed class.
- e. Workplace 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.
- f. Workplace Safety Plan is a plan to be completed by a Manager together with the victim, to assess and document actions taken to ensure the safety of any employee affected by a domestic violence situation or incident occurring in the workplace.

3. COMMITMENT

This policy provides a commitment from Council to:

- a. Enhance workplace awareness and capacity to create a supportive, safe work environment for victims of violence and all employees;
- b. Encourage victims to seek support and implement responsive procedures to assist employees who are impacted by violence;
- c. Raise awareness and understanding of domestic violence including the provision of training to employees and management;
- d. Provide immediate assistance to victims, especially information and referrals to community resources;
- e. Provide assistance to employees who are perpetrators of violence.

4. RESPONSIBILITIES

- a. Victims are encouraged to report any domestic violence that occurs in or affects the workplace to their Manager, Director or Manager Human Resources; and to complete a workplace safety plan with their manager.
- b. Employees who suspect or witness acts of violence in the workplace, or who suspect or witness violence against an employee or perpetrated by an employee, are encouraged to report their concerns to a Manager, Director or Manager Human Resources.
- c. Perpetrators who are employees and disclose that they have committed a workplace-related incident of violence, should be referred immediately to their Manager, Director or Manager Human Resources.
- d. Managers will support and debrief the victim and complete a Workplace Safety Plan with the victim to ensure the safety of all employees affected; and
 - ensure the victim is aware of Council's Employee Assistance Program; and

- support the victim to access leave entitlements as required; and
 - contact the relevant Director or Manager Human Resources to notify them of the incident.
- e. Directors/Manager Human Resources will ensure that a Workplace Safety Plan has been developed with the victim and that this is reviewed regularly; and
- investigate and manage incidents of domestic violence affecting the workplace; and
 - where applicable, implement disciplinary action which may include termination of employment of the perpetrator.
- f. EO Contact Officers will:
- Listen to complaints;
 - Provide information and guidance to employees regarding relevant Council policies and procedures;
 - Act in a support capacity for employees;
 - Maintain confidentiality, and;
 - In consultation with complainant, refer complaints to management where the matter is serious or represents a risk to employee health or safety.

File Reference:	
Applicable Legislation:	Workplace Gender Equality Act 2012 (Formerly the Equal Opportunity for Women in the Workplace Act 1999 and prior to that the Affirmative Action Act) Work Health Safety Act 2012 (SA) Fair Work Act 1994 (SA) Equal Opportunity Act 1984 (SA)
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	Manager Human Resources
Version:	1.1
Last revised date:	6 November 2015
Effective date:	
Next review date:	November 2017
<u>Document History</u>	
Adopted By Management Executive Team:	
Reviewed/Amended:	

Community Engagement & Social Inclusion Key Focus Area 2015 – Progress Table

Key Focus Area	Action	Progress Notes
Refugee Welcome Zone	Signing of the Refugee Welcome Zone Declaration	Completed
Domestic Violence	Domestic violence as a key focus area has also been identified as one of the 11 priority areas for the City of Mount Gambier Regional Health Plan Domestic Violence Policy	Address Domestic and Family Violence as part of the Regional Health Plan Implementation Committee provided a copy of the Great South Coast Strategy to Prevent Violence against Women & Children for review Draft HR Administrative Principles – Domestic Violence and the Workplace
Reconciliation Action Plan	Reconciliation Action Plan be developed within the next 12 months using a Cultural Governance model	As per Reconciliation Action Plan progress table attached to agenda

Guest Speakers	Topic	Status
Environmental Sustainability Officer, Aaron Izzard	CHAT Tool	Council have asked the Community Engagement and Social Inclusion Sub-Committee to provide wording for an additional question referencing the Social Inclusion Charter which could be included as an additional requirement/field in the CHAT Survey for the further consideration of Council.
Community Health Officer, Kate Fife	City of Mount Gambier Regional Health Plan	Completed
Mount Gambier Prison Director, Mr Glenn Ahern	Present on the wellbeing and representation of the Aboriginal and Torres Strait Islander community in prison and the rehabilitation programs for Domestic Violence offenders.	Presentation to be forwarded to Members