

# Installation of Automated External Defibrillators

**Best Practice Guide** 



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# 1. Introduction

The <u>Automated External Defibrillators (Public Access) Act 2022</u> (the Act) mandates the requirement for owners of relevant buildings, facilities, or vehicles to install Automated External Defibrillators (AED). The Act further provides specific requirements for the registration and maintenance of AEDs.

Compliance with the Act commences on 1 January 2025 for in scope Crown owned buildings, facilities, and emergency service vehicles, and on 1 January 2026 for prescribed vehicles (trains, trams and public buses) and in scope non-Crown owned buildings, facilities and vehicles.

This guide must be read in conjunction with the Act and the Regulations. This guide is non-mandatory and is designed to support building, facility, and vehicle owners in understanding the requirements of the Act and its application.

# 1.1 Who does the Act apply to?

# **Buildings and facilities**

The obligation to install, maintain and register an AED in certain buildings or facilities is on the owner of the building or facility. Section 3 of the Act defines an owner, in relation to a building or facility, to mean the owner of the land on which the building or facility is situated being:

- (a) if the land is unalienated from the Crown—the Crown; or
- (b) if the land is alienated from the Crown by grant in fee simple—the owner of the estate in fee simple; or
- (c) if the land is held from the Crown by lease or licence—the lessee or licensee; or
- (d) if the land is held from the Crown under an agreement to purchase—the person who has the right to purchase.

Ownership type	Description	Examples may include	How has the legal responsibility?
Land is unalienated from the Crown	Land under Crown title not yet set aside for a public purpose.	Not applicable for non-Crown owners of buildings and facilities.	The Crown
Land is alienated from the Crown by grant in fee simple	Privately owned land where buildings and facilities are situated.	<ul> <li>Owner of the land owns the building/ facility.</li> <li>Owner of the land leases/ licenses the building.</li> </ul>	The owner of the estate in fee simple
Land is held from the Crown by lease or licence	Predominantly applies to Government leasing from the Crown.	Government owns the land and the building/ facility is leased/ licensed to a the local council.	The lessee or licensee
Land is held from the Crown under an agreement to purchase	Crown own the land but are under an agreement to sell to a private entity/ person.		The person who has the right to purchase

#### **Vehicles**

The Act requires the Chief Officer of the following emergency service organisations to comply with the Act:

- South Australian Country Fire Service (CFS)
- South Australian Metropolitan Fire Service (MFS)
- South Australian State Emergency Service (SES)

The Act requires the relevant authority of a train, tram, and public bus to comply with the Act. The Automated External Defibrillators (Public Access) Regulations 2024 (the Regulations) defines a relevant authority to mean the following:

- In the case of a train the owner of the train.
- In the case of a tram the owner of the tram.
- In the case of a public bus the registered owner of the bus.

## **Exempt Vehicles**

The regulations exclude the following classes of vehicles from the application of the Act:

- · Aircraft used for purposes of firefighting.
- Trains that carry freight but no passengers.

# 2. Do you need to install an AED under the Act?

# 2.1 Designated Buildings or Facilities

If you are the owner of a designated building or facility set out in section 4 of the Act, you must install at least one AED irrespective of the size of your building or facility and, even if there is no public access. To determine if you need more than one AED, see <a href="how many AEDs are required">how many AEDs are required</a>. To consider if your building or facility is not required to install an AED under the Act, see <a href="section 2.6">section 2.6</a>.

Designated buildings or facilities under section 4 of the Act	Examples include (but are not limited to):
A public building or facility	Refer to below to 'public building or facility'
A prescribed sporting facility  The Regulations define this to mean: a building or facility, the primary purpose of which is to be a place where a sport is played, or an activity for health or wellbeing purposes that involves physical exertion takes place. A prescribed sporting facility does not include a building or facility (or a building that is part of a facility) referred to in section 4(c) to (k) (inclusive) of the Act.	<ul> <li>Yoga/ Pilates studios</li> <li>Gymnasiums</li> <li>Local sporting club (e.g., football/ cricket clubs/ golf)</li> </ul>
A school, tertiary institution, or educational facility that provide skills training	<ul> <li>Primary and secondary schools</li> <li>University</li> <li>TAFE SA</li> <li>Vocational and technical colleges</li> </ul>
A retirement village (within the meaning of the <i>Retirement Villages Act 2016</i> ) where 1 or more amenities are shared by residents	A retirement village which has shared kitchens, toilets gyms, pools and dining areas.

A facility which provide residential care (within the meaning of the	Aged care homes/facilities
Aged Care act 1997 (Cth))  A caravan park	An area where caravans may be parked and used for holidays or as permanent homes.
A residential park (within the meaning of <i>Residential Parks Act</i> 2017) occupied by 12 or more residents	
A casino or other venue where gambling is authorised (other than a venue where the only gambling is lottery tickets)	<ul> <li>Sports bars (including within a hotel/ pub)</li> <li>Off track betting shop/venue</li> <li>Gaming Room (with Electronic Gaming Machines)</li> </ul>
A theatre and other venue for artistic or cultural performances	<ul><li>Cinemas</li><li>Live theatre venues</li><li>Does not incl temporary tents (i.e. Fringe)</li></ul>

# 2.2 Public Building or Facility

A public building or facility is one which the public has access to (whether or not admission is obtained by payment of money).

A building or facility will be considered accessible to the public if the public can freely access any part of the building or facility such as, a foyer, lobby, lift, toilet, coffee area, even if this area is small.

The following are defined as **public buildings or facilities** and require at least one AED:

- A swimming pool
- A library
- A local government office
- A town hall
- A place of worship
- A relevant building
  - o A building that has a floor area of 600m<sup>2</sup> or more.
- A relevant facility
  - two or more *relevant buildings* which are owned by the same person or entity, and used for related purposes where any part of the building is within 100m of another; or
  - o an enclosed or partially enclosed structure with floor area of 600m² or more used for sporting or recreational purposes and attended by the public.

Carparks (both indoor and outdoor) <u>are excluded</u> from being defined as a public building or facility under the Regulations and therefore, there is no mandatory requirement to install an AED.

Temporary structures are not considered within scope of the Act's requirements, for example Adelaide Fringe tents.

To determine if you need more than one AED, please see how many AEDs are required.

# 2.3 Emergency Service Vehicles

Under section 8 of the Act, the following emergency service vehicles are required to install an AED in each vehicle used in the provision of emergency services:

- South Australian Country Fire Service (CFS)
- South Australian Metropolitan Fire Service (MFS)
- South Australian State Emergency Service (SES)

Aircrafts used for the purposes of firefighting are exempt from the requirements of the Act by the Regulations.

Use of AEDs installed in emergency service vehicles is limited only to the organisation's personnel.

Installation for the purposes of the Act means placement of an AED within the vehicle as prescribed in the Regulations.

# 2.4 Prescribed Vehicles

The Act requires all trains, trams and public buses (able to carry over 14 adults including the driver) in use to install AEDs in each vehicle. School buses carrying children are not considered a 'public bus for the purposes of the Act.

Freight trains that do not carry any passengers, other than the driver, are exempt from the requirements of the Act by the Regulations.

Installation for the purposes of the Act means placement of an AED within the vehicle as prescribed in the regulations.

# 2.5 Prescribed Buildings

Section 5 of the Act defines a prescribed building to be a building which is less than 600m<sup>2</sup> and is to commence construction or major works. A prescribed building is one which is on land used for a commercial purpose; and

- Construction or major works (to the value of \$100,000+) on the building commences after 1
   January 2025; and
- After construction or major works, the building will be a 'relevant building' (600m² or more).

# 2.6 How to measure the floor area of a building or facility

To determine if your building is considered a relevant building (600m<sup>2</sup> or more) you must calculate the sum of the entire building (regardless of what area is publicly accessible):

- The internal floor space within the exterior walls of a building, including rooms, stairs, toilets, lifts, lift shafts and columns.
- An external balcony, or rooftop terrace

# 2.7 How many AEDs are required?

To determine if you need more than one AED, you must consider the following:

1. Is your building or facility on land used for commercial purpose?

Commercial purpose means the occupier of the land solely or primarily sells goods or provides services for money.

For example: A retail store, café, cinema, accounting business, law firm etc.

#### **AND**

2. Is there a floor area of more than 1200m<sup>2</sup> that is publicly accessible?

Publicly accessible floor area means the floor area of the part of the building or facility to which the public has unobstructed access while that part, or the building or facility, is open to the public. Unobstructed access to a building or facility, or part of a building or facility, includes access to the building or facility, or part of the building or facility, obtained by payment of money.

## For example:

**1#** An office building that has a foyer which is accessible to the public, however entry past the foyer requires key card access, then only the foyer space would be considered publicly accessible and if under 1,200 only one AED required. If foyer was more than 1,200m² then additional AED may be required i.e. 2,400 sqm – 2 AEDs required etc.

**2#** A hotel with accommodation and public restaurants – number of AEDs will be determined on the accumulative sqm of the publicly accessible spaces including foyer, corridors, restaurants, and other publicly accessible facilities i.e. day spa etc would exclude areas only accessible through key card access i.e. back of house and accommodation.

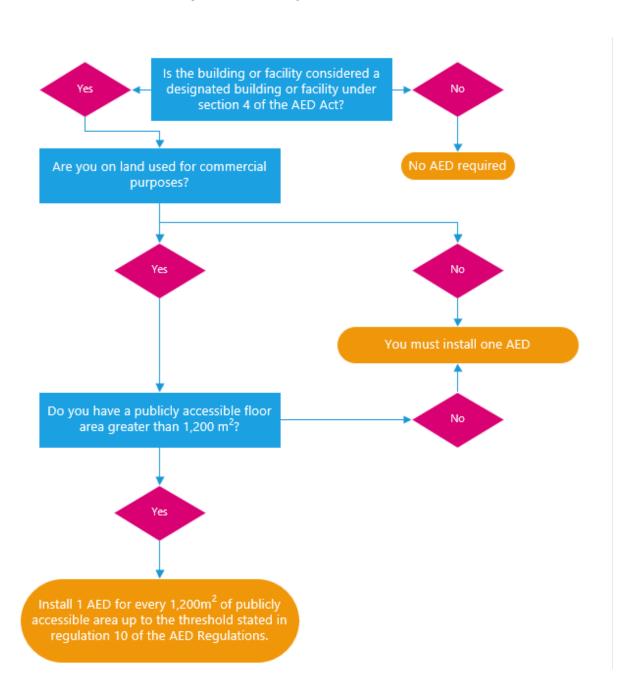
If you answered yes to <u>both</u> above requirements, you must have one AED for every **1,200m**<sup>2</sup> that is publicly accessible up until the following maximums from 12,000m<sup>2</sup> onwards as prescribed in the Regulations:

Publicly accessible floor area of or exceeding	But less than	Number of AEDs required
	2,400m²	1 AED
2,400m²	3,600m²	2 AEDs
3,600m²	4,800m²	3 AEDs
4,800m²	6,000m²	4 AEDs
6,000m²	7,200m²	5 AEDs
7,200m²	8,400m²	6 AEDs
8,400m²	9,600m²	7 AEDs
9,600m²	10,800m²	8 AEDs
10,800m²	12,000m²	9 AEDs
12,000m²	37,000m²	10 AEDs
37,000m²	50,000m²	12 AEDs
50,000m <sup>2</sup>	77,000m²	15 AEDs
77,000m²	100,000m²	18 AEDs
100,000m²	115,000m²	20 AEDs

115,000m²	130,000 m²	25 AEDs
130,000m²		30 AEDs

Schools (primary and secondary) are excluded from being considered 'for a commercial purpose' and therefore, are only required to install one AED in accordance with the Act. Schools are at liberty to install more than one AED if they choose.

# 2.8 Flowchart - how many AEDs are required?



# 2.9 Buildings or facilities outside the scope of the Act

The following buildings or facilities are not required to install an AED in accordance with the Act:

Section 6A of the Act	Examples include (but are not limited to):
A hospital or medical facility that complies with the following requirements:  O A medical practitioner, registered nurse or paramedic must be on site during the opening hours of the hospital or medical facility open to the public; and  The hospital or medical facility must have a	<ul> <li>SA Local Health Networks</li> <li>Public and private hospitals</li> <li>GP Clinics</li> <li>Emergency medical centres</li> </ul>
defibrillator(s) capable of being used in the event of a cardiac arrest.	
A correctional facility (prison or police prison, a custodial police station, detention and training centre for youths).	Prisons
A licensed children's residential facility or residential facility (not being a training centre) established or licensed under the Family and Community Services Act 1972.	Children's residential facility
A building or facility where the entire building or facility is not accessible to the public (this does <u>not apply</u> to a designated building or facility).	Warehouses where access is restricted to only employees/ contractors     Abattoir

# 2.10 What type of AED is required?

AEDs installed in accordance with the Act must be approved for use by the <u>Australian Therapeutic Goods Administration</u> (TGA). All AEDs purchased from a reputable entity in Australia are TGA approved.

In addition to being TGA approved, it is recommended that AEDs meet the ANZCOR (Australian and New Zealand Committee on Resuscitation) Guidelines (Guideline 11.2 – Section 2.4).

An AED should be equipped with:

- two sets of defibrillation pads
- shears/ razor

Further guidance on requirements to consider when purchasing an AED can be found on the <u>SA</u> Health Website.

AEDs must be installed in a manner which enables immediate access. Refer to <u>Signage</u>, <u>Placement</u> and <u>Installation</u> of this Guide for further information.

# 3. Registration, Maintenance and Training Requirements

# 3.1 Registration of AEDs

All AEDs installed in accordance with the Act must be registered on the <u>AED Register</u> found on the SA Ambulance Service (SAAS) website within 2 weeks of installation. When registering your AED you must record:

- The location of the AED; and
- The time during which the AED is accessible by the public.

If your AED is registered and you need to change its location and/ or times during which it is accessible, the information recorded in the <u>AED Register</u> is required to be changed.

If you have more than 10 AEDs which need to be registered, you can do a bulk upload via the SAAS AED Register.

#### 3.2 Maintenance of AEDs

AEDs must be maintained in accordance with the AEDs manufacturer instructions. It is recommended that a regular inspection schedule is established and maintained by each building, facility or vehicle owner to ensure all AEDs are in proper working order.

# 3.3 AED training

A person does not need to be trained to use an AED in the event of an emergency. An AED provides voice prompts with clear instructions to help guide the user throughout the entire resuscitation process. It is designed to be user-friendly so that anyone can use it even without first-aid training.

# 4. Signage, Placement, and Installation of AEDs

# 4.1 Signage

The Act requires signage to be installed with an AED. For AEDs installed inside a building:

- · A sign must be installed near the AED; and
- A sign must be installed outside and near an entrance of the building or facility, indicating that an AED is nearby.

For AEDs installed outside a building:

• A sign must be installed near the AED, indicating that an AED is nearby.

For AEDs installed in vehicles:

A sign must be installed outside of the vehicle, indicating an AED is in the vehicle.

While most AEDs will come with a sign, additional signage templates are available for optional use at the <u>SA Health Website</u>.

It is recommended that signage also include instructions to call the SA Ambulance Service (SAAS) on Triple Zero (**000**) in the case of a sudden cardiac arrest.

For large buildings, signage should be placed on each floor indicating which floor and/ or area the AED is located on. Ideally, signage should be near an elevator as this is a high traffic-area.

The AED cabinet or wall bracket should be clearly marked with the Australian Resuscitation Council approved AED symbol indicating the exact location of the AED. Placing a CPR/AED instruction chart next to the AED is also recommended.

#### 4.2 Installation of AED

AEDs must be installed inside (or external) to a building, facility or inside a vehicle.

## How can an AED be installed?

- AEDs can be permanently fixed to an internal or external wall structure within a building or facility.
- AEDs can be placed inside a building in a permanent location. They may be placed behind a reception/ security desk.
- AEDs in vehicles may be fitted to the vehicle or may be placed inside the vehicle.

AEDs cannot be installed in a cabinet, container, or other structure (requiring a key or access code) that prevents immediate access to them in an emergency.

If your AED is not fixed to a wall, it is a requirement under the Regulations that the AED be returned to the same location each time after use. If you need to change the placement of the AED, you must ensure the AED is located with the required signage and that it be housed in that permanent location.

# 4.3 Placement and accessibility of AED

AEDs placed inside a building or facility must be accessible to the public. This means that a member of the public must have the ability to get the AED themselves or, request access to the AED.

**For example,** an AED can be placed behind a security desk where a member of the public can request access to the AED, to be used in the event of an emergency cardiac arrest.

It is recommended that the AED be placed in a visible, easy to access location available to everyone. This may include prominent locations on the outside of buildings and/or within buildings accessible to the public, such as near entrances or in lobbies, as well as near sports fields or playgrounds.

To find the best place for your AED, here are a few questions to consider:

- What is the highest risk area?
- What is the highest visible traffic area closest to the high-risk area?
- Will the AED be accessible at all times?
- Will the AED be installed inside or outside?

The mounting height for AEDs should adhere to the manufacturer's recommendation, and the AED cabinet or bracket should be installed around 1.2-1.4m from the floor.

The AED needs to be durable enough to withstand the environment it is to be placed in, so consider the environment in which people are likely to use it. Most AEDs will have an International Protection (IP) rating indicating the device's ability to withstand dust, water, extremes of temperature or mechanical impact.

If there are concerns that the AED could be at risk of vandalism or theft, it may be advisable to place the AED in an area monitored by staff, such as reception, security desk, or under CCTV video coverage.

# 5. Offences Under the Act

There are several offence provisions within the Act which attract penalties. The offences under the Act are:

Failure of an owner of a building or facility to install an AED in accordance with the Act.

- Failure of a relevant authority of a vehicle to install an AED in accordance with the Act.
- Failure of an owner or relevant authority of a building, facility or vehicle to maintain an AED in accordance with the Act.
- Failure of an owner or relevant authority of a building, facility or vehicle to install a sign indicating that an AED is nearby.
- Failure of an owner of a building or facility to register an AED.
- A person who intentionally and without lawful authority damages or destroys an AED.
- A person who intentionally and without lawful authority removes an AED from its location, without requiring the AED to treat a person believed to be suffering a cardiac arrest.

# 6. Powers of Authorised Officers

Authorised officers appointed by the Minister for Health and Wellbeing under the Act may exercise powers for the purposes of ensuring the appropriate administration and enforcement of the Act. Authorised officers have the following powers:

- Enter and inspect, at any reasonable time, a building, facility, vehicle or other place that the
  authorised officer believes on reasonable grounds to be a building, facility or vehicle in which
  an AED must be installed in accordance with this Act.
- Require a person to produce documents for inspection.
- Examine, copy or take extracts from a document or record so produced or require a person to provide a copy of such a document or record.
- Take photographs, films, audio, video or other recordings.
- Give expiation notices for alleged offences against this Act.

A person must not hinder or obstruct an authorised officer in the exercise of their powers.

# 7. Exemptions

The Minister has the power under the Act to exempt a specified building, facility, vehicle, or person from the operation of the Act. Exemptions are considered by the Minister on a case-by-case basis.

# 8. Example Scenarios

## **Commercial Office Tower**

Total floor area of 7,800m<sup>2</sup> with publicly accessible floor area of 900m<sup>2</sup> will require one AED.

- > A commercial office that is 7,800m² in total floor area which has a foyer/ lobby that is accessible to the public, will be considered a public building or facility.
- > Given the building is greater than 600m<sup>2</sup>, it will require at least one AED.
- > To determine how many AEDs are required, consider if the building is on land used for a commercial purpose and if there is a floor area of 1,200m² or more that is publicly accessible.
- > When counting the floor area which is publicly accessible, consider places such as: a foyer, toilets, café and waiting spaces where the public have unobstructed access.
- > Areas which are restricted to staff only or which require access passes are not to be counted when considering publicly accessible floor area.

## **Ballet Studio**

Total floor area of 400m<sup>2</sup> will require one AED.

- > A ballet studio is considered a designated building/ facility under the Act, as it is a prescribed sporting facility in accordance with the Regulations.
- > The Regulations define a prescribed sporting facility to be a building or facility the primary purpose of which is to be a place where a sport is played, or an activity for health or wellbeing purposes that involves physical exertion takes place, is a prescribed sporting facility.
- Designated buildings and facilities are required to install at least one AED, irrespective of the size of the building.
- > A ballet studio that is 400m<sup>2</sup> is required to install one AED.

#### **Dentist Clinic**

Total floor area of 700m<sup>2</sup> will require one AED.

- > A dentist building with a total floor area of 700m<sup>2</sup> with a small reception area of 30m<sup>2</sup> will be considered a public building as the public have access to the building (i.e. the reception area).
- > Therefore, a dentist clinic of 700m<sup>2</sup> will require one AED.

#### Standalone Café

Total floor area of 500m<sup>2</sup> will not require an AED.

- > Café is considered a public building as the public have access to the building.
- > Public buildings not explicitly listed under section 3 definition of public building or facility must consider if they are a 'relevant building; which is a building greater than 600m<sup>2</sup>.
- > If your building is less than 600m², you do not fall within the definition a relevant building and therefore do not need an AED.

#### Hotel

A 12-storey hotel with a total floor area of 15,000m<sup>2</sup> with a lobby that is 100m<sup>2</sup> and a café that is 200m<sup>2</sup> – with publicly accessible area totalling 800m<sup>2</sup> will require one AED.

- > A hotel that is 15,000m² in total floor area which has a lobby and café area that is accessible to the public, will be considered a public building or facility.
- > Given the building is greater than 600m<sup>2</sup>, it will require at least one AED.
- > To determine how many AEDs are required, consider if the building is on land used for a commercial purpose and if there is a floor area of 1,200m² or more that is publicly accessible.
- When counting the floor area which is publicly accessible, consider places such as: a foyer, toilets accessible to all members of the public, café and waiting spaces where the public have unobstructed access.
- > Areas which are restricted to guests only (needing access passes) or staff, are not to be counted when considering publicly accessible floor area.

#### Local sports club

A football oval with accompanying tennis courts and netball court; collectively will be considered a prescribed sporting facility.

- A prescribed sporting facility is listed as a designated building/ facility under section 4 of the Act.
- > The Regulations define a prescribed sporting facility to be a building or facility the primary purpose of which is to be a place where a sport is played, or an activity for health or wellbeing purposes that involves physical exertion takes place, is a prescribed sporting facility.
- Local sport clubs which house several different sports such as, tennis, netball cricket will all collectively be considered a prescribed sporting facility.
- > Designated buildings and facilities are required to install at least one AED, irrespective of the size of the building/s.
- > To consider if you need more than one AED, you must count the floor area of all the communal buildings within this facility (i.e. toilets, the bar, food area, lifts, etc).

Note – if you are a prescribed sporting facility, the buildings are not required to be 100m or less apart, as this is only considered if you are a 'relevant facility'.

#### **Theatre**

Total floor area of 3,200m<sup>2</sup> with publicly accessible floor area of 2,500m<sup>2</sup> will require two AEDs.

- > A theatre is listed as a designated building/ facility under section 4 of the Act.
- > Designated buildings and facilities are required to install at least one AED, irrespective of the size of the building.
- > A theatre is on land for a commercial purpose, therefore is required to install an AED for every 1,200m² of publicly accessible floor area, up to the maximum prescribed by the regulations.
- > If the theatre has 2,500m² of publicly accessible floor area, two AEDs are required.

# School with a Gymnasium

Only one AED is required for the school.

- A school (primary and secondary) is a designated building and therefore, the school must have one AED.
- > The Regulations exclude a school from being considered for a 'commercial purpose' therefore State, Independent and Catholic schools all require one AED for the purposes of the Act.
- > Where a school has a gymnasium on site, the gym will not fall within the definition of 'a prescribed sporting facility' as the Regulations make clear that if a building is already captured as another designated building/ facility (i.e. a school), the gym will not be duplicated.

## **Shopping Centre Multi-Complex**

# 1. Single Building

- > A shopping centre is considered a public building or facility and therefore is required to install AED/s in accordance with the Act.
- A shopping centre is on land for a commercial purpose, therefore is required to install an AED for every 1,200m² of publicly accessible floor area, up to the maximum prescribed by the regulations.
- > If the shopping complex publicly accessible floor area totals 85,000m² it will require 18 AEDs to comply with the Act and associated regulations.

- > The owner has flexibility to where and how the AEDs are installed.
- > Whilst not a mandatory requirement, where practicable, consideration should be given to even distribution throughout the complex.

# 2. Relevant Facility

- Where a shopping centre complex has multiple free-standing buildings within 100 metres of each other, the shopping centre may be considered a relevant facility for the purposes of the Act.
- > To determine if it is a relevant facility, calculate the total floor area of buildings which are 600m<sup>2</sup>. If two or more buildings are 600m or more, it is considered a relevant facility for the purposes of the Act.
- > To determine how many AEDs are required, calculate the publicly accessible floor area of the relevant facility.

# 9. Further Information

For more information please visit Automated External Defibrillators (AEDs) | SA Health.

# 10. Document history

Version	Date approved	Approved by	Amendment notes
1.0	December 2024	Deputy Chief Executive	New Best Practice Guide