

Full time equivalent (FTE) staff data fulfilling Inclusion functions in the Department of Health, Disability and Ageing

Financial Year	Classification	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2023-2024	<b>Total Classifications</b>	<b>8.02</b>	<b>7.08</b>	<b>8.18</b>	<b>8.39</b>	<b>8.29</b>	<b>8.09</b>	<b>8.15</b>	<b>8.81</b>	<b>8.98</b>	<b>8.67</b>	<b>9.66</b>	<b>10.00</b>
2023-2024	EL2	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
2023-2024	EL1	2.00	1.65	2.47	2.53	2.29	2.09	2.15	2.24	1.98	1.69	1.99	2.00
2023-2024	APS6	3.02	2.82	2.76	2.86	3.00	3.00	3.00	3.67	4.00	3.98	4.02	4.00
2023-2024	APS5	1.00	0.61	0.95	1.00	1.00	1.00	1.00	0.90	1.00	1.00	1.65	2.00
2023-2024	APS2	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
2024-2025	<b>Total Classifications</b>	<b>11.30</b>	<b>11.57</b>	<b>11.79</b>	<b>12.78</b>	<b>12.00</b>	<b>12.36</b>	<b>12.68</b>	<b>11.75</b>	<b>11.14</b>	<b>11.73</b>	<b>11.36</b>	<b>11.34</b>
2024-2025	EL2	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.41	1.00
2024-2025	EL1	2.01	1.99	2.76	2.94	3.00	3.00	3.77	3.05	2.71	2.00	1.99	3.00
2024-2025	APS6	4.99	5.03	5.03	5.84	5.00	5.36	4.91	4.70	4.43	5.73	4.96	4.38
2024-2025	APS5	2.30	2.55	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.96
2024-2025	APS2	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

**Summary of total expenditure on department's DEI-related programs, training, events, and internal initiatives**

<b>Financial Year</b>	<b>Category</b>	<b>Total Expenditure</b>
2023-2024	Diversity Memberships	\$33,242
2023-2024	Inclusion Initiatives	\$136,826
2023-2024	Gender Equality Workforce	\$12,798
2023-2024	Culturally and Linguistically Diverse Workforce	\$13,053
2023-2024	Disability and Carers Workforce	\$7,577
2023-2024	Aboriginal and Torres Strait Islander Workforce	\$75,886
2023-2024	LGBTIQA+ Workforce	\$19,868
		<b>\$299,249</b>

<b>Financial Year</b>	<b>Category</b>	<b>Total Expenditure</b>
2024-2025	Diversity Memberships	\$20,990
2024-2025	Inclusion Initiatives	\$84,597
2024-2025	Gender Equality Workforce	\$8,013
2024-2025	Culturally and Linguistically Diverse Workforce	\$4,903
2024-2025	Disability and Carers Workforce	\$320
2024-2025	Aboriginal and Torres Strait Islander Workforce	\$9,954
2024-2025	LGBTIQA+ Workforce	\$7,990
2024-2025	Neurodiversity Workforce	\$7,734
2024-2025	Corporate	\$63,355
		<b>\$207,856</b>

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# s45

30% 40% 50% 60% 70% 80% 90% 100%

ewhat ☐ A little ☐ Not at all

A little	Not at all

**Please rate your level of agreement with the following statements regarding the program**

The balance between studying for the certificate and the work components of the program were...

The length of the program was appropriate

I found my work meaningful and engaging

I was satisfied with the type of work I was doing in the program

I felt comfortable and supported throughout the program

During the course of the program I felt culturally safe and respected

I felt supported by my direct supervisor

The services provided by the program managers both internally and externally were culturally...

0% 10% 20% 30%

Strongly agree Agree Neutral Disagree Str

All Questions
The services provided by the program managers both internally and externally were culturally appropriate
I felt supported by my direct supervisor
During the course of the program I felt culturally safe and respected
I felt comfortable and supported throughout the program
I was satisfied with the type of work I was doing in the program
I found my work meaningful and engaging
The length of the program was appropriate
The balance between studying for the certificate and the work components of the program were appropriate

The services provided by the program managers both internally and externally were culturally appropriate
Strongly agree
Agree
Neither agree nor disagree
Strongly disagree

I felt supported by my direct supervisor
Strongly agree
Agree
Neither agree nor disagree
Disagree
Strongly disagree

During the course of the program I felt culturally safe and respected
Strongly agree
Agree
Neither agree nor disagree
Disagree
Strongly disagree

I felt comfortable and supported throughout the program
Strongly agree
Agree
Neither agree nor disagree
Strongly disagree

I was satisfied with the type of work I was doing in the program
Strongly agree
Agree
Neither agree nor disagree
Strongly disagree

I found my work meaningful and engaging
Strongly agree
Agree
Neither agree nor disagree
Strongly disagree

The length of the program was appropriate
Strongly agree
Agree
Disagree
Strongly disagree

The balance between studying for the certificate and the work components of the program were appropriate
Strongly agree
Agree
Neither agree nor disagree

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# Update – ELP review Indigenous programs

People Reference Group  
December 2024

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# Strategic context



## Reconciliation Action Plan – Action 9

*Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.*

*Continuously review and increase Health's understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional opportunities.*



# Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy

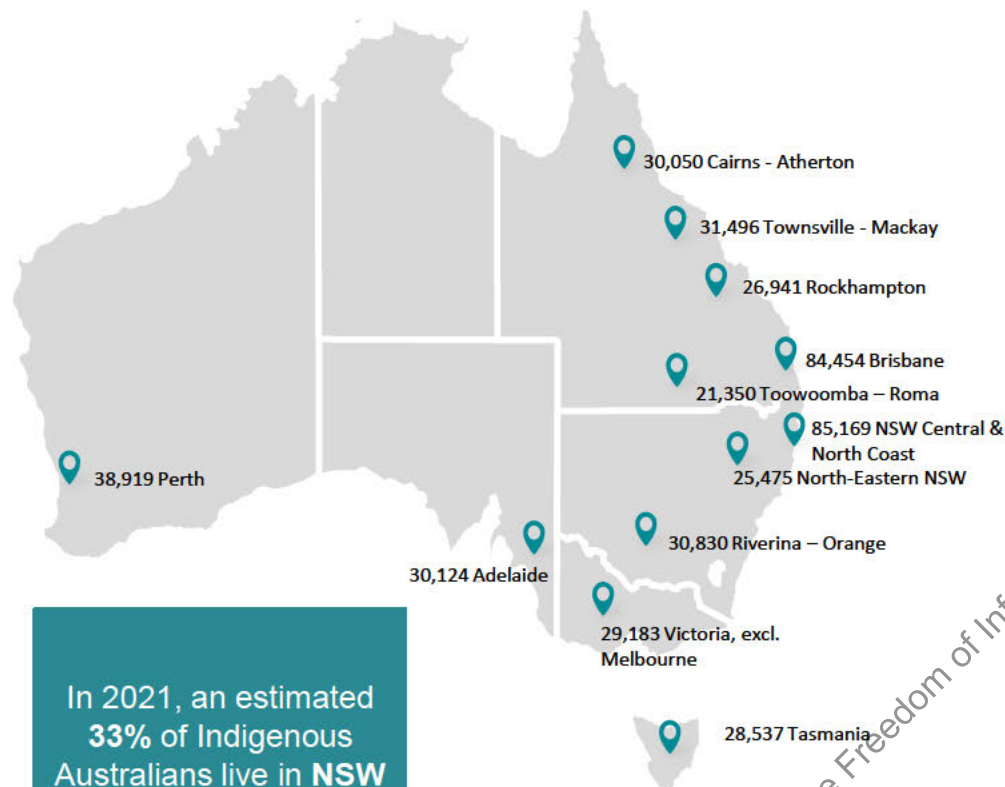
The current Commonwealth Aboriginal and Torres Strait Islander Workforce strategy (2020-2024) aims to accelerate improvements in 'closing the gap' in social and economic outcomes between Indigenous Australians and non-Indigenous Australians by building on the achievements of the previous Commonwealth Aboriginal and Torres Strait Islander Employment Strategy 2015–2018.





# Indigenous labour market

## Geographic distribution of the Indigenous population



In 2021, an estimated **33%** of Indigenous Australians live in **NSW** and **28%** in **QLD**<sup>1</sup>

## Labour Market Insights

- A large share of **Indigenous Australians have moved from rural to urban areas in recent years**, with the highest distribution of Indigenous persons across New South Wales and Queensland<sup>1</sup>.
- Indigenous Australians tend to be younger and are a growing source of labour supply. The median population age was **23 years in 2016<sup>1</sup>** and **37.9%** and **26.2%** of Aboriginal and/or Torres Strait Islander people are attending either Primary or Secondary school respectively in 2021<sup>2</sup>.
- The most common occupations for Indigenous Australians are Community and Personal Services, **17.4% in 2021<sup>2</sup>**.
- More Indigenous Australians are participating in the education system. Vocational education remains the more likely option than University with data showing **6.3% attaining Advanced Diploma or Diploma level qualifications** and a combined **19.8%** of Aboriginal and Torres Strait Islander people holding Certificate 3 or 4 level. The number of Indigenous Australians with a **Bachelor Degree or above has increased to 7.4%<sup>2</sup>**.

## Considerations

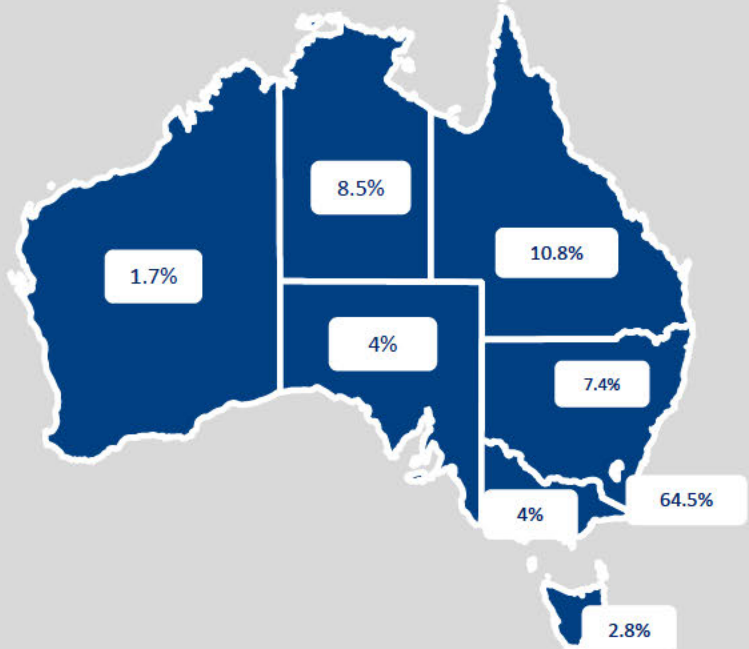
- Indigenous Australians are located in areas that DoHAC is looking to further expand into.
- Based on the **median age of Indigenous Australians with work level educational attainment, workforce participants would generally be suited to entry-level positions** from an APS 1 to APS 4 making employment initiatives such as traineeships and cadetships feasible recruitment options.
- The increase in Indigenous Australians obtaining higher levels of educational attainment and qualifications demonstrates a significant future talent pipeline opportunity. However, programs and initiatives need to be put in place now to ensure an increased participation in key technical and non-technical educational areas for identified skills shortages.
- There is an opportunity for DoHAC to engage earlier in the education pipeline, building awareness of health careers and pathways for Indigenous high school students for Indigenous students to influence education and recruitment outcomes. This could be achieved by exploring joint efforts with other federal and state government departments to leverage existing programs and funding.

Sources: 1. Australian Institute of Health and Welfare: Profile of Indigenous Australians, 2021 <https://www.aihw.gov.au/reports/australias-welfare/profile-of-indigenous-australians>; 2. 2021 Census Aboriginal and/or Torres Strait Islander people QuickStats;



# Current Indigenous Workforce at DoHAC

October 2024 Indigenous headcount

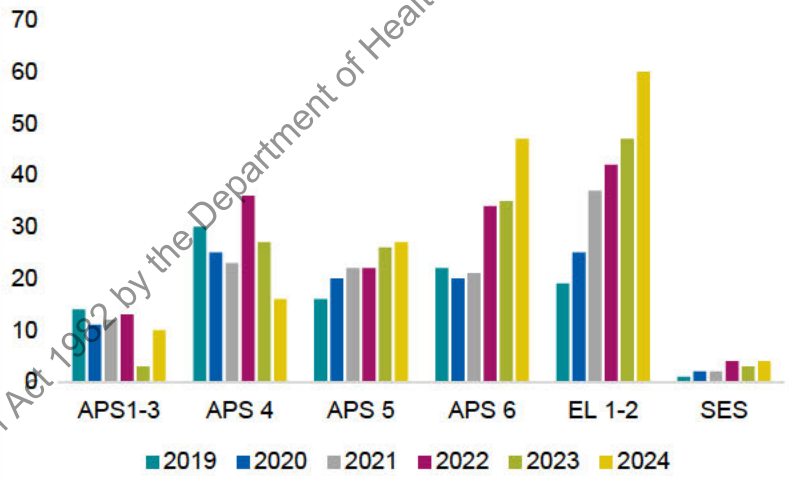


Increase in Indigenous headcount by state

	Jun 2019	Oct 2024	Change
ACT	86	113	26%
NSW	5	13	160%
NT	1	8	700%
QLD	4	19	375%
SA	1	7	600%
TAS	2	5	150%
VIC	3	7	133%
WA	0	3	300%

Data Source: Dept Headcount at 30 June 2019 & Current Workforce Headcount at Oct 2024

Indigenous workforce by classification



Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy (2020-2024) Goal

	2020-2024 Goal	Current DoHAC Indigenous representation
APS 4-6	5% by 2022	2.36%
EL 1 & 2	5% by 2024	1.69%
SES	3% by 2024	1.53%

**Currently there is 2.3%** Indigenous representation in the DoHAC across all classifications. Our department's overall goal is 3%. In terms of new recruits, we would need 43 more people to reach this goal.

## Considerations

- The department's Indigenous workforce has grown in all locations, with more growth outside of Canberra.
- The majority of our Indigenous workforce is now at APS 6 and EL 1-2.
- Growing our Indigenous entry-level employees will help sustain growth at these levels and into the SES.

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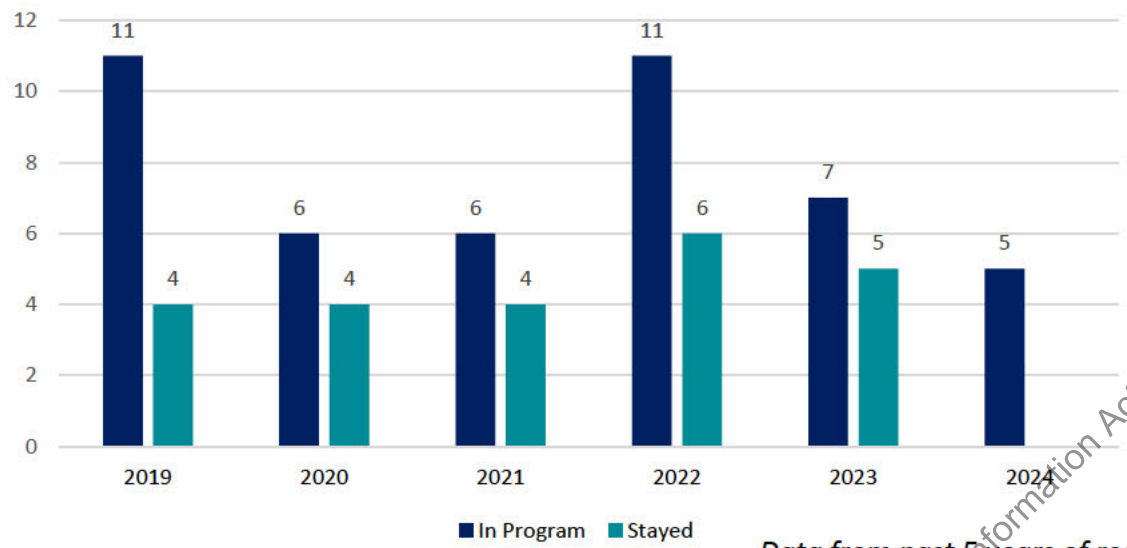
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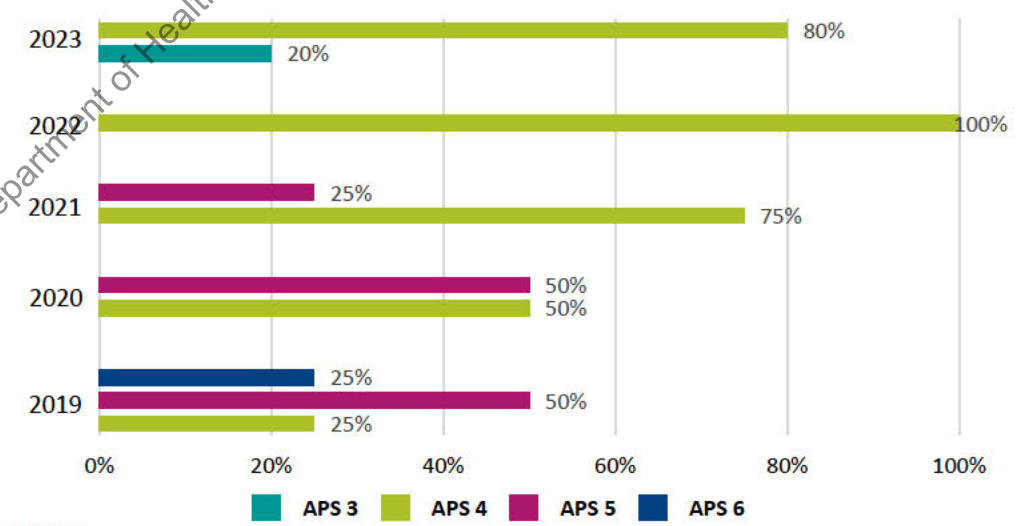
# Number of IAP Participants and Career Progression in the Department

Number of Participants who have stayed in the department



Data from past 5 years of recruitment from ELP Team

Participants' Career Progression



- The department has retained 4-6 participants from each cohort.
- The majority of previous IAP participants remain at the APS 4 level for several years, with limited advancement beyond APS 5.

# Indigenous Entry Level Programs review approach

**01** Are the objectives of the program clear? Are we meeting them?

**02** Initially focusing on the Indigenous Apprenticeship Program (IAP) as this is the most successful ELP for recruiting Indigenous employees with 16% of our Indigenous headcount having participated in the program.

**03** Collating participant feedback and metrics to inform our findings.

**04** Identifying career development opportunities post program to retain participants in the department.

## Initial identified Risks



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## Proposed consultation

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**Email sent from the Qualtrics system – 3 April 2025**

Hi \${e://Field/Name},

As a previous participant of an Indigenous Apprenticeship Program (IAP) at the Department of Health and Aged Care, we are interested in your feedback and experience during the program. This is an opportunity to tell us about your views and experiences of the program to help us evaluate and identify how we can improve experience for future cohorts. We invite you to complete the **IAP Past Participant Survey**.

Participation in this survey is voluntary. Your response will be confidential and will be reported in a de-identified manner. Please avoid including any identifying information such as your group or names. You may leave questions blank if you prefer not to answer.

[\\${l://EmployeeEngagementLink?d=Take the survey}](#)

If you have any questions or concerns about this survey or would like to discuss your individual experience, please feel free to contact the Workforce Strategy Team

s47E(d) [@health.gov.au](#) or our Inclusion Team ([inclusion@health.gov.au](mailto:inclusion@health.gov.au)).

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Australian Government  
Australian Public Service Commission



Thank you for your submission to the 2013 APS Agency Survey.

The great majority of you were encouraged to download a copy of your responses below. It is the only time you can download a copy – your responses will not be emailed to you. If you did not, the APSC team can suggest what could be done to help.

Once you have finished you can close this window.

Below is a summary of your responses

[Download PDF](#)

## INTRODUCTION

### What is the purpose of this survey?

The Agency Survey is a measure of all Australian Public Service (APS) agencies' views on issues relating to the Public Service Act 1999.

The Australian Public Service Commission requires the completion of the Agency Survey by all APS agencies as required by the Public Service Act 1999. These rules include, but are not limited to:

- Informing the Federal Government of the APS' views; a statutory obligation to report to Parliament on the state of the APS each year (Section 44(1))
- Improving the performance of the APS and facilitating continuous improvement in work environment of the APS (Section 11(1)), and
- Monitoring, reviewing and reporting on APS capabilities (Section 41(1)).

The information collected through the agency survey will also be used to inform workforce planning and people management strategies, and the other research and evaluation programs as required.

Aggregated results from the 2013 APS Agency Survey will also be used to supplement the information gathered through the survey of agencies.

## Who should complete the survey?

One person (such as the Agency Survey coordinator) should take responsibility for coordinating input to the survey from the relevant areas of their agency that are responsible for the issues examined in the survey. Once an agency has completed the survey, the Agency Head needs to verify the suggestions and accuracy of the survey. Following completion, the officer responsible for entering the suggestions is required to provide their own details and the details of the agency head. Note that once submitted, no email message will be sent to the agency head, as well as the nominated Agency Survey coordinator.

## How should the survey be completed?

Each agency's responses must be submitted online. The online survey can be accessed through the unique link that has been provided via email to each Agency Survey coordinator. It is recommended that a coordinated approach to completing the survey is taken.

It is suggested that PIF or Work sections of the survey are used to ensure all relevant matters are highlighted and collected. Before entering the responses into the online section of the survey, it may be helpful to complete the survey on a paper copy, and then enter responses into the online form once all sections have been gathered.

When an agency's responses have been approved by the agency head, the Agency Survey coordinator should submit the agency's responses using the button on the 'Agency Head Coordinator' page at the end of the survey. The agency's responses will then be locked, and both the agency head and Agency Survey coordinator will be informed by email that responses have been submitted.

## What if an agency needs to clarify or qualify survey answers?

General comments boxes have been provided at the end of each section of the survey. The comments boxes can be used to provide comments, clarifications and/or qualifications on any of the questions in that section.

## What confidentiality and security measures are in place?

The online survey responses are stored in a secure environment.

Agency results may be included in public reporting. While these results will usually be de-identified as appropriate, results for individual agencies may be released publicly. The purposes of individual agency data may also be shared with other government agencies where there is a demonstrated need. The review is concerning individual agency responses to white-f-government work.

Personal information is not collected in the survey.

## What happens after an agency takes part in the survey?

The collated survey responses will be sent to the APSC to inform the annual State of the Service report and will be used within the Commission. Agency Survey participation may be requested after completion of the survey. The classification of responses will be requested regardless of any other matter (e.g. analysis of survey data for internal strategy).

When requested to support whole-of-government work, the survey responses may be shared with other government agencies.

## When is the survey due and how do agencies provide the certification information?

The survey needs to be submitted online by COB 18 July 2023. Prior to this, Agency Survey participation will need to ensure that their agency has approved the content and completed the 'Agency Health Certification' page at the end of the survey.

## Who do I talk to for further information?

Any questions related to the survey, the survey process and/or general enquiries about the State of the Service report, please contact the Australian Public Service Commission at [APSSurveys@apsc.gov.au](mailto:APSSurveys@apsc.gov.au) or on 1800 64 9000.

## 1. DIVISIONAL INITIATION

1. Please select a new policy, relating to an initiative during 2022-23, to strengthen diversity and inclusion within your agency. This may include but is not limited to promotion or inclusion strategies or assists with the retention of employees from a diversity group. Please describe the initiative and the outcomes. You may also attach any relevant documents.

● Please select and follow [200 words]

1. The Department launched its first Gender Affirmation Policy (GAP) in November 2022. The GAP supports the Department's goal to create an inclusive environment that empowers LGBTIQ+ people to bring their whole selves to work, and that values their contributions, regardless of sex, sexual orientation, or gender identity. The Policy is supported by the Gender Affirmation Guidelines. This is the next step in implementing the Department's LGBTI+ 2020-23 Action Plan which represents our formal commitment to an inclusive workplace and becoming an employer of choice for LGBTIQ+ people and their allies. It was crucial that the GAP development was informed by the lived experiences of transgender and gender diverse staff, to ensure we can best support staff in feeling safe and supported at work. The GAP was driven by the Health Pride Network and transgender and gender diverse staff and allies as well as the Department's Inclusion team. Expert review was also received from several external organisations, including Pride in Diversity and A Gender Agenda. The GAP outlines how staff are supported to implement practical aspects such as changes to personal information, access to flexible leave and support in everyday adjustments.

○ Please provide the following information

Drop files or click here to upload

## 1. DIVERSITY POLICY

1. During 2020-21, what has your agency done to ensure the HR Diversity Data is up to date (e.g. identification of people with disability as an employee and/or business client inclusion process)?

[Please select all that apply]

- ☐ Our agency has regularly collected (e.g. annual, bi-annual) sample of employees asking them to update their diversity information
- ☒ Our agency has sent a one-off prompt to employees asking them to update their diversity information
- ☐ Our agency has encouraged new employees to update their diversity information
- ☐ Our agency has updated our HR system with new diversity categories
- ☒ Our agency has implemented to encourage diversity inclusion through formal HR systems
- ☐ Other (Please specify)
- ☐ Our agency has not sought updated diversity information

## 2. DIVERSITY POLICY

2. Using the following scale, please rate how your agency is currently with the implementation of the [Australian Public Service Gender Equality Strategy 2021 - 2026](#)

- ☐ Not at all - Agency is not trying to implement the strategy and specific actions that relate to it
- ☐ Emerging - Agency has made some progress with strategy deliverable requirements, but many actions implemented and work they need continues with
- ☒ Developing - Agency has a clear understanding of the value of diversity and inclusion, and are developing systems/policies/practices to meet strategy deliverables
- ☐ Embedding - Agency is able to challenge existing systems and can demonstrate they are improving systems/policies/practices to meet strategy deliverables
- ☐ Mature - Agency can meet or exceed strategy deliverables, is able to identify and share best practice, works with other agencies and guides them with guidance on diversity and inclusion programs, policies and culture

Public Service Gender Equality Strategy 2021 – 2026?

- ☐ Willing to be able to progress any deliverables
- ☐ Likely to deliver some of the deliverables
- ☒ Likely to deliver those in the deliverables
- ☐ Likely to deliver the most deliverables

## 5. DIVISIONAL CONCLUSION

5. Which of the following best describes your agency's ability to deliver on the APS's mental health and wellbeing priorities within the next 12 months?

### Implementation of APS Mental Health Capability Framework

- ☐ The agency is not aware of the APS Mental Health Capability Framework
- ☐ Unlikely to be able to progress this agenda
- ☐ Currently in consultation to respond
- ☒ Currently progressing action to align corporate priorities with framework

### Implementation of Compassionate Foundations, APS Suicide Prevention eLearning suite

- ☐ The agency is not aware of compassionate foundations training
- ☐ Not currently promoted in agency
- ☐ Promotion underway but not commenced
- ☒ Currently promoting e-learning

## 6. DIVISIONAL CONCLUSION

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6. Please select all employee networks that you are planning to launch during 2020-21 that support people who identify with a diversity group within your agency.

[Please select all that apply]

- ☒ Indigenous employee network
- ☒ RAP working group
- ☒ Gender employee network
- ☒ Disability employee network
- ☒ Women's network
- ☒ LGBTQIA+ employee network
- ☒ Culturally and Linguistically Diverse (CALD) employee network
- ☐ Sexual diversity network
- ☐ Older age employee network
- ☐ Mental Health/Wellbeing network
- ☐ New Diversity networks
- ☒ Diversity or inclusion champion network
- ☐ Diversity and inclusion network
- ☐ Our employees are part of another Department's network/s
- ☐ Other [Please specify]

## 7. DIVERSITY INCLUSION

7. Does your agency have existing national equality initiatives or programs?

- ☒ Yes
- ☐ No

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## 8. Please provide a description of these initiatives or programs and the intended outcomes.

The department builds capability through organisational enablers such as policies, initiatives and procedures, resources to develop awareness and knowledge, and skills development through instructor-led sessions, eLearning and other digital content. We embed cultural learning and specific First Nations information/examples throughout our training programs, including those focused on: o integrity o anti-discrimination and racism o merit-based and culturally safe recruitment o identifying and combatting bias o managing diverse teams o written communication. We support APS6, EL and SES employees to participate in the range of immersive Jawun secondment experiences. All staff have access to specific training programs targeting cultural capability uplift, including: SBS Inclusion Program • Core Inclusion, which focuses on core inclusion skills and knowledge which can apply to any type of diversity and which provides a strategic foundation for inclusion of different diversity streams. • Individual courses providing specific skills and knowledge for each of the six diversity streams: First Nations, Cultural Diversity, LGBTIQA+, Gender Equity, Generational Diversity and Disability. Knowing, Doing, Being: First Nations cultural capability program This supports all staff to build foundational knowledge, with a structured and sequential pathway to acquire and develop new cultural capabilities relevant to career progression and changing roles. Learning opportunities are aligned to the model with the Knowing domain served via eLearning, doing focused facilitated workshops to further explore the concepts and Being as an advanced pathway providing immersive opportunities for staff to lead cultural practice. Programs include: • Building Cultural Capability Foundations builds staff understanding of Aboriginal and Torres Strait Islanders peoples, histories and cultures and better understand the intention of reconciliation and Closing the Gap. • Culturally Safe Workplaces builds staff knowledge and understanding of the cultural responsibilities of Aboriginal and Torres Strait Islander employees and the potential impacts within the workplace. • Engaging with Community helps staff better understand cultural safety to develop professional relationships based on mutual respect for Aboriginal and Torres Strait Islander peoples, families, and communities. • Ngunawal Language Workshops teach an Acknowledgment of Country in Ngunawal language – the language of the traditional inhabitants of the ACT and surrounds. • Acknowledge This! Teaches staff to deliver an authentic Acknowledgement of Country focusing on the people place and position they're in.

9. How are you measuring the impact or monitoring the success of these initiatives or programs within your agency?

☒ Yes

☐ No, but measures have been identified in these initiatives or programs

☐ No, measures are not in place in these initiatives or programs

## 10. DIVERSITY AND INCLUSION

11. Is your agency able to report the proportion of culturally and linguistically diverse (CALD) individuals who applied for positions within your agency?

☒ Yes

☐ No

## 11. DIVERSITY AND INCLUSION

11. The following questions relate to FY 20-21, what was the proportion of CALD individuals who applied for positions within your agency/regions:

% of total applicants for the roles

a. L1 roles

36

b. L2 roles

30

c. L3 roles

17

## 12. DIVERSITY AND INCLUSION

10. In your agency's efforts to recruit on the population of CALD individuals with shortlisted applications

- 
- 

## DIVERSITY AND INCLUSION

11. Our recruitment processes conducted in FY 2020, what were the population of CALD individuals who were shortlisted for positions at each of these classification levels/groups?

% of total applicants in the selection

1. L1	29
2. L2	5
3. L3	13

## DIVERSITY AND INCLUSION

Commentary B - A - DIVERSITY AND INCLUSION

Q10-Q13: The Department does not currently capture application demographic information by the "CALD" category however we do ask for a candidate's "English-Speaking Background" - application details from Q11 & Q13 are supplied based on the category "Non-English-Speaking Background" The Department is currently refreshing our application form template to include "CALD" as a demographic category to allow us to monitor our Employee Value Proposition (EVP) and implementation of our Workforce Strategy. Applications for bulk rounds with classification range (e.g., APS5 to EL2) have been excluded.

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Please insert the details of the agency head with the approved your agency's response to this survey. Note that you will also need to provide your details below, as the person submitting your agency response. An email receipt will be sent to both email address. A survey response should be submitted by COB Friday 18 July 2023.

On the next page you will have the opportunity to download a copy of your response. We recommend doing so for your agency records.

Name of agency head:

Blair Comley

Email of agency head:

blair.comley@health.gov.au

Name of person submitting agency response:

s47F, s47E(c)

Position of person submitting agency response:

HR Analyst

Email of person submitting agency response:

s47F, s47E(c)  
@health.gov.au



[2023 APS Agency Survey - Key Definitions](#)  
[2023 Agency Survey - Frequently Asked Questions](#)  
[2023 APS Agency Survey \(PDF\)](#)  
[2023 APS Agency Survey \(Word\)](#)

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Thank you for your submission to the 2024 APS Agency Survey.

For your records you are encouraged to download a copy of your responses below. If required, the APSC team can export and send at a later date.

**This is the only time you can download a copy – your responses will not be emailed to you.**

Once you have finished you can close this window.

Below is a summary of your responses

[Download PDF](#)

## INTRODUCTION

### What is the purpose of this survey?

The Agency Survey is a census of all Australian Public Service (APS) agencies with at least 20 employees employed under the *Public Service Act 1999*.

The Australian Public Service Commissioner requires the completion of the agency survey to fulfil a range of duties specified in the *Public Service Act 1999*. These duties include, but are not limited to:

- Informing the annual State of the Service report; a statutory obligation to report to Parliament on the state of the APS each year (Section 44(2))
- Strengthening the professionalism of the APS and facilitating continuous improvement in workforce management of the APS (Section 41 (1a)), and
- Monitoring, reviewing and reporting on APS capabilities (Section 41 (1c)).

The information collected through the agency survey will also be used to inform workforce planning and people management strategies, and for other research and evaluation purposes as required.

Aggregated results from the 2024 APS Employee Census will also be used to complement the information gathered through this survey of agencies.

## **Who should complete the survey?**

One person (such as the Agency Survey Coordinator) should take responsibility for coordinating input to the survey from the relevant areas of their agency that are responsible for the issues examined in the survey. Once an agency has completed the survey, the Agency Head (or delegate) needs to verify the completeness and accuracy of the survey. Following verification, the officer responsible for entering the responses is required to provide their own details and the details of the Agency Head or delegate. Note that once submitted, an email receipt will be sent to the Agency Head or delegate, as well as the nominated Agency Survey Coordinator.

## **How should the survey be completed?**

Each agency's responses must be submitted online. The online survey can be accessed through the unique link that has been provided via email to each Agency Survey Coordinator. It is recommended that a coordinated approach to completing the survey is taken.

It is suggested that PDF or Word versions of the survey are used to assess what information needs to be gathered and collated before entering the responses into the online version of the survey. It may be helpful to complete the survey on a paper copy, and then enter responses into the online form once all sections have been gathered.

When an agency's responses have been approved by the Agency Head (or delegate), the Agency Survey Coordinator should submit the agency's responses using the button on the 'Certification' page at the end of the survey. The agency's responses will then be locked, and both the Agency Head (or delegate) and Agency Survey Coordinator will be informed by email that responses have been submitted.

## **What if an agency needs to clarify or qualify survey answers?**

General comment boxes have been provided at the end of each section of the survey. The comment boxes can be used to provide comments, clarifications and/or qualifications on any of the questions in that section.

## **What confidentiality and security measures are in place?**

The online survey responses are stored in a secure environment.

Agency results may be included in public reporting. While these results will usually be de-identified or aggregated, results for individual agencies may be released publicly. The responses of individual agencies may also be shared with other government agencies where there is a demonstrated need for and value in accessing individual agency responses for whole-of-government work.

Personal information is not collected in this survey.

## **What happens after an agency takes part in the survey?**



The collated survey responses will be sent to the APSC to inform the annual State of the Service Report and other work within the Commission. Agency Survey coordinators may be contacted after completion of the survey for clarification of responses or to request evidence of any claims made (e.g. copies of workforce plans or diversity strategies).

Where requested to support whole-of-government work, the survey responses may be shared with other government agencies.

## When is the survey due and how do agencies provide the certification information?

The survey must be submitted online by COB 26 July 2024. Prior to this, Agency Survey Coordinators will need to ensure that their Agency Head (or delegate) has approved the content and completed the 'Certification' page at the end of the survey.

## Who do I talk to for further information?

Any questions related to this survey, the survey process and/or general enquiries about the State of the Service Report, please contact the Australian Public Service Commission at [APSSurveys@apsc.gov.au](mailto:APSSurveys@apsc.gov.au) or on 1800 464 926.

## A. DIVERSITY AND INCLUSION

1. During 2023-24, what strategies/action plans, employee or advocate networks and champions did your agency have in place or actively implement?

For small agencies, please include those developed by the portfolio or department, which your agency adheres to or participates in.

	Strategy / Action plan	Network	Champion	No strategies/action plans, employee or advocate networks or champions
a. Aboriginal and Torres Strait Islander	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Carer's	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. LGBTQIA+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Culturally and Linguistically Diverse (CALD)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Neurodiversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Mature age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Mental health/Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Other [Please specify]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>				

## A. DIVERSITY AND INCLUSION

2. Using the following scale, please assess your agency's maturity with the implementation of the Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy 2020–2024 (CATSIWS)?

Please consider both the strategy's agency lead implementation deliverables (pg. 28/29) and priority actions under the 3 core focus areas of cultural integrity, career pathways and career development and advancement (pg. 21-23) in your response.

- ☐ **Entry Level** - Agency has not moved beyond trying to comprehend the strategy and specific actions that relate to it
- ☐ **Emerging** - Agency can demonstrate some compliance with strategy deliverable requirements, but has experienced implementation setbacks
- ☒ **Establishing** - Agency has a clear understanding of the value of the strategy, and has developed systems/policies/practices to meet strategy deliverables
- ☐ **Embedding** - Agency has challenged existing systems and improved systems/policies/practices to meet or exceed strategy deliverables
- ☐ **Educator** - Agency has met or exceeded strategy deliverables, is able to identify and share their lessons, engage with other agencies and provide them with guidance on strategy programs, activities and outcomes

3. Does your agency have a current Reconciliation Action Plan (RAP)?

- ☐ Yes
- ☒ No

## A. DIVERSITY AND INCLUSION

4. Which of the following best describes your agency's ability to deliver on the APS's mental health and suicide prevention agenda in the next 12 months?

a. Implementation of APS Mental Health Capability Framework

The agency is not aware of the APS Mental Health Capability Framework



Unlikely to be able to progress this agenda      Currently in consultation to onboard



Currently prioritising action to align corporate practice with framework



## b. Implementation of Compassionate Foundations, APS Suicide Prevention eLearning suite

Agency is not aware of Compassionate Foundations eLearning    Not currently promoted in agency



Promotion underway but not commenced    **Staff currently accessing e-learning**



## c. Implementation of 6R Relational Leadership self-reflection tool to strengthen leadership capability in your agency

The agency is not aware of 6R Relational Leadership tools    **Not currently promoted in agency**



Promotion underway but not commenced    Staff currently accessing Mental Health Capability Hub on APSLearn



## A. DIVERSITY AND INCLUSION

### 5. Does your agency have existing mental health capability initiatives or programs?

☒ Yes

☐ No

### 6. Please describe your agency's existing mental health capability initiatives or programs.

Essential learning, Healthy Minds at Work Program education webinars, Wellbeing seminars, Vicarious Trauma Compassionate Foundations, Psychometric self-evaluations in high risk settings, EAP, Early Intervention support, implementation of family violence officers, Mental health presentations tailored to the psychosocial hazards relevant to the work area, Mental health presentations for managers, harassment contact officers, availability of Wellchecks, Internal psychologist to provide advice and develop targeted initiatives for high risk areas, mental health strategy implementation plan development, review and monitoring against the objectives of the mental health strategy.

## A. DIVERSITY AND INCLUSION

### 7. Does your agency have existing Aboriginal and Torres Strait Islander/Culturally and Linguistically Diverse (CALD) cultural capability, cultural competency, cultural awareness and/or anti-racism initiatives or programs?

☒ Yes

☐ No



8. Please provide the name and a description of these initiatives or programs.

We embed cultural learning and specific Aboriginal and Torres Strait Islander information/examples throughout our training programs, including those focused on: o integrity o anti-discrimination and racism o merit-based and culturally safe recruitment o identifying and combatting bias o managing diverse teams o written communication. We support APS6, EL and SES employees to participate in the range of immersive Jawun APS secondment experiences. All staff have access to specific training programs targeting cultural capability uplift, including: SBS Inclusion Program • Core Inclusion, which focuses on core inclusion skills and knowledge which can apply to different diversity streams. • Individual courses providing specific skills and knowledge for each of the six diversity streams: First Nations, Cultural Diversity, LGBTIQ+, Gender Equity, Generational Diversity and Disability. Knowing, Doing, Being: Indigenous Cultural Capability This supports all staff to build foundational knowledge, with a structured and sequential pathway to acquire and develop new Indigenous cultural capabilities relevant to career progression and changing roles. Learning opportunities are aligned to the model with the Knowing domain served via eLearning, Doing focused facilitated workshops to further explore the concepts and Being as an advanced pathway providing immersive opportunities for staff to lead cultural practice. Programs include: • Building Cultural Capability Foundations builds staff understanding of Aboriginal and Torres Strait Islanders peoples, histories and cultures and better understand the intention of Reconciliation and Closing the Gap. • Culturally Safe Workplaces builds staff knowledge and understanding of the cultural responsibilities of Aboriginal and Torres Strait Islander employees and the potential impacts within the workplace. • Engaging with Community helps staff better understand cultural safety to develop professional relationships based on mutual respect for Aboriginal and Torres Strait Islander peoples, families, and communities. • Virtual Reconciliation Walk (through time) is an educational video that explores Australia's complex Reconciliation journey and the next steps of our journey. This includes optional quizzes for those who would like to check their understanding. • Ngunawal Language Workshops teach an Acknowledgment of Country in Ngunawal language – the language of the traditional owners of the ACT and surrounds. • Kaurna Language Workshops teaches the importance of an Acknowledgement of Country, an introduction to the Kuarna language and sound system, the language of the traditional custodians of Adelaide.

9. Please describe the impact of these initiatives or programs within your agency.

The initiatives and programs currently embedded in the department have had a positive impact with staff. In the 2023 Census results, 86% of staff agree with the statement, "My Agency supports and actively promotes an inclusive workplace culture" indicating a strong culture of inclusion. Participation rates in the programs remain high, with feedback from participants indicating they would recommend the programs to their colleagues. The SBS Inclusion Program, particularly the Aboriginal and Torres Strait Islander and Cultural Diversity courses have received positive feedback from staff after completion and have an average rating 5 out of 5 and 4 out of 5 respectively. The department is committed to uplifting and elevating staff cultural capability, cultural competency and cultural awareness journey, this was done by developing the department's Indigenous Cultural Capability Action Plan (Plan). This Plan will be embedded into the new Stretch Reconciliation Action Plan (RAP), which will continue to drive and support cultural capability across the department, ensuring the department is a culturally safe and responsive workplace.

## A. DIVERSITY AND INCLUSION

### Comment Box A - DIVERSITY AND INCLUSION

The department acknowledges and respects the importance of workplace diversity and inclusion and how it enriches our workplace to help deliver better health and wellbeing outcomes for all Australians. In 2023-24, the department focussed on five diversity dimensions, with an employee diversity network and diversity champions for each. These employee networks provide representation, networking opportunities, information and peer support to staff. The department utilises the Australian Public Service diversity and inclusion strategies for strategic planning, implementing inclusion initiatives within the department and as a benchmarking tool. Moving forward, the department is building a stronger system of support to allow for diversity and inclusion to be everyone's responsibility. Whilst our 2021 – 2023 Innovate RAP has expired, we continue to report on the deliverables while the department develops a new Stretch RAP.

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## CERTIFICATION

**To the best of my knowledge, I am satisfied that the information provided in this survey is an accurate and current assessment of my agency.**

Please insert the details of the Agency Head or delegate who has approved your agency's response to this survey. Note that you will also need to provide your details below, as the person submitting your agency response. An email receipt will be sent to both emails entered. Responses must be submitted by COB Friday 26 July 2024.

On the next page you will have the opportunity to download a copy of your responses. We recommend doing so for your agency records.

**Name of Agency Head/delegate:**

Charles Wann

**Position of Agency Head/delegate:**

Chief Operating Officer

**Email of Agency Head/delegate:**

Charles.Wann@health.gov.au

**Name of person submitting agency response:**

s47F, s47E(c)

**Position of person submitting agency response:**

s47F, s47E(c)

**Email of person submitting agency response:**

s47F, s47E(c)@health.gov.au



[2024 APS Agency Survey - Key Definitions](#)

[2024 Agency Survey - Frequently Asked Questions](#)

[2024 APS Agency Survey \(PDF\)](#)

[2024 APS Agency Survey \(Word\)](#)

This is the 2024 APS Agency Survey submission for Department of Health and Aged Care.

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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Friday, 23 August 2024 1:09 PM  
**To:** s47E(c), s47F  
 s47E(c), s47F  
**Cc:** s47E(c), s47F  
 s47E(c), s47F s47E(d)  
**Subject:** [FOR ACTION] 2024 WGEA Gender Equality Reporting program Questionnaire - input by COB Friday 6 September 2024 [SEC=OFFICIAL]  
**Attachments:** 2023 WGEA Reporting\_Final Questionnaire Responses as at 31 Dec 2022.pdf; 2024 WGEA Reporting - Public Sector Questionnaire as at 31 Dec 2023.docx  
**Importance:** High

Hi team,

We're coordinating our input for the **2024 Commonwealth Public Sector Gender Equality Report** coordinated by the Workplace Gender Equality Agency (WGEA). Please note that while we are submitting in 2024 the data and policy/strategy references are for the **2023 calendar year** from 1 Jan to 31 Dec 2023 (so for example, old EA) hence the limited changes to our input this time around.

As there aren't many changes, I've tried to keep it quick and have highlighted where I need some input below. I've attached our current working doc and last year's final for reference.

Can you please review relevant highlighted comments below – happy for you to confirm wording by email response to make it quick – then we'll consolidate into our working copy.

Hoping to have our questionnaire finalised by **COB Friday 6 September 2023** so that we can progress for Secretary sign-off by end September. Happy to take any qs at Directors on Monday.

s47E(c), s47F

s47E(c), s47F

| Corporate Operations Group

Australian Government Department of Health & Aged Care

T: 02 s47E(c), s47F | E: s47E(c), s47F @health.gov.au

*The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.*

Data and policy/strategy references should be based on the **2023 calendar year (to 31 Dec 2023)**

## Policies and strategies

1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

1.2 Does your organisation have any targets to address gender equality in your workplace?

1.3 If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

2023 response included references to the Inclusion framework, talent strategy and cultural learning strategies – will need updates to these points for 2024 submission.

## Governing Bodies

1.4 Identify your organisation/s' governing body

1.5 If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

Other than general merit selection legislation for filling SES roles (e.g. PS Act, Regulations and Commissioner's Directions), have there been any additional policies or strategies introduced in 2023 for gender equality, term limits or gender targets for the Executive Committee?

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## Gender Pay Gaps

- 2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?
- 2.2 Have you analysed your payroll to determine if there are any remuneration gaps between women and men?
- 2.3 If your organisation would like to provide additional information relating to employer action on pay equity and/or gender pay gaps in your workplace, please do so below.

## Employee Consultation

- 2.4 Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?
- 2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?
- 2.6 Did your organisation/s share last year's public report/s with employees and shareholders?
- 2.7 Have you shared last year's Executive Summary and Industry Benchmark Report with the governing body?
- 2.8 If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

## Flexible Working

- 3.1 Do you have a formal policy and/or formal strategy on flexible working arrangements?
- 3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON MANAGERS in your workplace?
- 3.3 If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

## Paid parental leave

- 4.1 Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?
- 4.2 Does your organisation have an opt out approach to parental leave?
- 4.3 If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

## Support for carers

- 4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?
- 4.5 Do you offer any of the following support mechanisms for employees with family or caring responsibilities?
- 4.6 If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

## Sexual harassment, harassment on the ground of sex or discrimination

- 5.1 Do you have formal policies and/or formal strategies on the prevention of and appropriate response to sexual harassment, harassment on the ground of sex or discrimination?
- 5.2 Have the policies and/or strategies been reviewed and approved in the reporting period by the Governing Body and CEO (or equivalent)?
- 5.3 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?
- 5.4 Does the governing body and CEO explicitly communicate their expectations on safe, respectful and inclusive workplace conduct? If yes, when?
- 5.5 Does your workplace risk management process include any of the following?

Please review inclusions at 5.5 and q 5.5a

5.6 From the following list, what do you provide to support workers involved in and affected by sexual harassment?

5.7 From the following list, what options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?

5.8 Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?

5.9 Does your organisation report on sexual harassment to the governing body and management (CEO, KMP) and how frequently?

5.10 If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.

Please update comments relating to development of stand-alone Sexual Harassment/Discrimination Policy development

## Family or domestic violence

5.11 Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

5.12 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

5.13 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?

5.14 Have any of your employees taken paid family and domestic violence leave in the last 12 months?

5.15 If your organisation would like to provide additional information relating to family and domestic violence affecting your employees, please do so below.

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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Tuesday, 29 August 2023 10:00 AM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** FW: [Review/Input Request] 2023 WGEA Gender Equality Reporting program Questionnaire due COB Fri 15 September 2023 [SEC=OFFICIAL]  
**Attachments:** Questionnaire Report 2021-2022 - Final version from WGEA.PDF; 2023 WGEA Offline Reporting-Questionnaire\_public sector.docx  
**Importance:** High

Hi team,

We're coordinating our input for the **2023 Commonwealth Public Sector Gender Equality Report**.

There are a few new questions in the attached – I have provided comments with names for reference. Can you please review and confirm/comment on the relevant Sections in the attached. s47F, s47E(c) has also supplied last years' response and most of our responses will carry over from last years report.

Hoping to have our input finalised by **COB Friday 15 September 2023** so that we can progress for Secretary sign-off by end September.

Please let me know if there are any questions.

Kind regards,

s47E(c), s47F

s47F, s47E(c)

| Corporate Operations Group

Australian Government, Department of Health and Aged Care

T: 02 s47E(c), s47F | E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

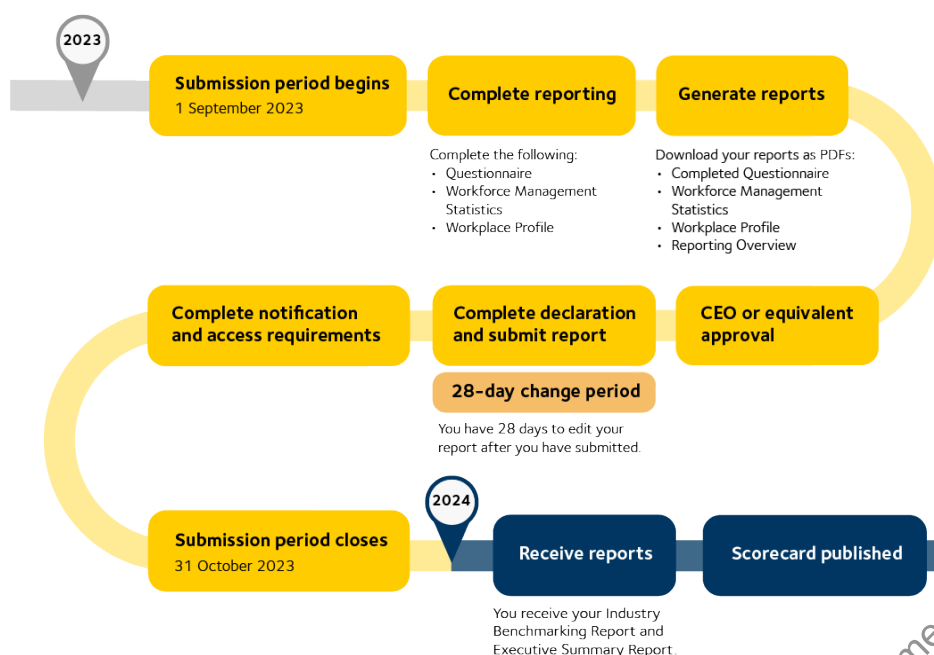
**From:** s47E(d)  
**Sent:** Thursday, 24 August 2023 3:24 PM  
**To:** s47E(c), s47F  
**Cc:** s47E(d)  
**Subject:** [Review/Input Request] WGEA Gender Equality Reporting program Questionnaire [SEC=OFFICIAL]

Hi s47E(c), s and s47E(c), s

Please find the **2023 Commonwealth Public Sector** reporting **questionnaire link** to the [Workplace Gender Equality Agency \(WGEA\)](#) attached.

I have added our 2022 reporting period responses to the 2023 Questionnaire for you to review/request for other relevant Sections' inputs.

- New questions for the 2023 reporting period have been highlighted in yellow
- Reporting is due to be submitted by **31 October 2023**



Thanks and kind regards

s47E(c), s47F

| Corporate Operations Group

s47E(c), s47F

Australian Government Department of Health and Aged Care

T: 02 s47E(c), s47F | E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

Location: s47E(c), s47F

GPO Box 9848, Canberra ACT 2601, Australia

**From:** WGEA - s47E(d) [@wgea.gov.au](mailto:s47E(d)@wgea.gov.au)>

**Sent:** Thursday, 17 August 2023 3:30 PM

**To:** s47E(d) [@health.gov.au](mailto:s47E(d)@health.gov.au)>

**Subject:** RE: Public Sector Gender Equality Information session webinar - 2023 [SEC=OFFICIAL]

Hi s47E(c), s47F,

Thank you for getting in touch.

WGEA is in the process of sending out this communication to reporting contacts at registered public sector agencies, and this should be sent out Monday next week. This will include tips for reporting, along with links to the [webinar recording](#) and a FAQ resource. In the meantime, you can refer to our public sector reporting guide which hosts the webinar recording as well as an [FAQ chapter](#) which will be updated as more questions come in from the sector.

Apologies for the delay in these communications going out and thanks for your patience.

Kind regards,

s47E(c), s47F



Date Created: 11-10-2023



Australian Government



Workplace  
Gender Equality  
Agency

Released under the Freedom of Information Act 1982 by the Department of Health, Disability and Ageing



Date Created: 11-10-2023

## 2022 - 23 Public Sector Reporting

### Submitted By:

Department Of Health And Aged Care 83605426759

Released under the Freedom of Information Act 1982 by the Department of Health, Disability and Ageing





Date Created: 11-10-2023

# #Workplace Overview

## Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

**Recruitment:** Yes

Public sector-wide policy and/or strategy

**Retention:** Yes

Public sector-wide policy and/or strategy

**Performance management processes:** Yes

Public sector-wide policy and/or strategy

**Promotions:** Yes.

Public sector-wide policy and/or strategy

**Talent identification/identification of high potentials:** No Currently under development

**Estimated Completion Date:**

**Succession planning:** Yes

Public sector-wide policy and/or strategy

**Training and development:** Yes

Public sector-wide policy and/or strategy

**Key performance indicators for managers relating to gender equality:** Yes Public sector-wide policy and/or strategy

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

Yes Public sector-wide policy and/or strategy

4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Workforce strategy: The department draft workforce strategy is in review for implementation in 2023. The strategy aligns to the APS Gender Equality Strategy 2021-26. As part of the workforce strategy, the department will develop an inclusion framework that unpacks the unique approaches required to attract and retain diverse cohorts, enables better reporting and facilitates greater balance in our representation. Gender will be a key consideration in this framework.

Talent strategy: A departmental talent strategy will be drafted in 2023 and will apply a gender lens in the design, development and delivery of the strategy.

Cultural learning strategy: This strategy is a Closing the Gap initiative, currently in initial scoping and consultation phase. The strategy will consider the intersectionality of gender and culture for First Nations people.

## Governing Bodies



Date Created: 11-10-2023

**Organisation:** Department Of Health And Aged Care**1. What is the name of your governing body?**

Executive Committee

**2. What type of governing body does this organisation have?:** Management committee

Specify number of people holding each position by gender.

<b>Chair</b>	<b>Female (F)</b> 0	<b>Male (M)</b> 1	<b>Non-Binary</b> 0
<b>Member</b>	<b>Female (F)</b> 3	<b>Male (M)</b> 4	<b>Non-Binary</b> 0

**4. Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?:**

No

**Selected value:** Other**Other value:****6. Has a target been set to increase the representation of women on this governing body? No****6.1 Percentage (%) of target:****6.2 Year of target to be reached:****Selected value:****Other value:****7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?**

No

**Selected value:** Other

**Other value:** Senior Executive merit selection is undertaken as per APS SES recruitment policy and guidance. Gender equality is considered as part of the APS SES recruitment policy however is not specific to our agency



Date Created: 11-10-2023

## 2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the Department, directing or indirectly. The Department has determined the key management personnel to be Secretary, the Chief Medical Officer (CMO) and all Deputy Secretaries and equivalents. Senior Executive selection is undertaken as per APS SES recruitment policy and guidance.

# #Action on gender equality

## Gender Pay Gaps

### 1. Do you have a formal policy and/or formal strategy on remuneration generally?

Yes

Policy

#### 1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

No Salaries set by awards/industrial or workplace agreements

### 2. What was the snapshot date used for your Workplace Profile?

31/12/2022

### 4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

## Employer action on pay equality

### 1. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes

#### 1.1 When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

#### 1.2 Did you take any actions as a result of your gender remuneration gap analysis?

Yes

Reported pay equity metrics (including gender pay gaps) to the executive

#### 1.3 What type of gender remuneration gap analysis has been undertaken?

Select all that apply

A by-level gap analysis

You may also provide more detail below on the gender remuneration gap analysis that was undertaken.





Date Created: 11-10-2023

2. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

## Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Yes

- 1.1 How did you consult employees?

Consultative committee or group

- 1.2 Who did you consult?

Employee representative group(s)

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

Other

**Other:** Have a formal staff consultative forum that is used to consult with staff on a variety of matters including those connected to gender.

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholders:

4. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

## #Flexible Work

### Flexible Working

1. Do you have a formal policy and/or formal strategy on flexible working arrangements?



Date Created: 11-10-2023

Yes

Policy

**1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:**

**A business case for flexibility has been established and endorsed at the leadership level**

No

Not a priority

**The organisation's approach to flexibility is integrated into client conversations**

No

Not a priority

**Employees are surveyed on whether they have sufficient flexibility**

Yes

**Employee training is provided throughout the organisation**

Yes

**The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)**

Yes

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

No

Not a priority

**Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body**

Yes

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

Yes



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**Leaders are held accountable for improving workplace flexibility**

Yes

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

Yes

**Targets have been set for men's engagement in flexible work**

No

Not a priority

**Team-based training is provided throughout the organisation**

Yes

Other: No

**2. Do you offer any of the following flexible working options to MANAGERS in your workplace?****Carer's leave:** Yes

SAME options for women and men Formal options are available

**Compressed working weeks:** Yes

available SAME options for women and men Formal options are available; Informal options are available

**Flexible hours of work:** Yes

available SAME options for women and men Formal options are available; Informal options are available

**Job sharing:** Yes

SAME options for women and men

Formal options are available

**Part-time work:** Yes

SAME options for women and men Formal options are available

**Purchased leave:** Yes

SAME options for women and men Formal options are available

**Remote working/working from home:** Yes



Date Created: 11-10-2023

SAME options for women and men Formal options are available; Informal options are available

**Time-in-lieu:** Yes

SAME options for women and men

Informal options are available

**Unpaid leave:** Yes

SAME options for women and men Formal options are available

**3. Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**

No

**3.1. You need to indicate which of the following flexible working options are available to NON-MANAGERS in your workplace.**

**Carer's leave:** Yes

SAME options for women and men

Formal options are available

**Compressed working weeks:** Yes

SAME options for women and men

Formal options are available

**Flexible hours of work:** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Job sharing:** Yes

SAME options for women and men

Formal options are available

**Part-time work:** Yes

SAME options for women and men

Formal options are available

**Purchased leave:** Yes

SAME options for women and men

Formal options are available

**Telecommuting (e.g. working from home):** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Time-in-lieu:** Yes

SAME options for women and men

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Date Created: 11-10-2023

Formal options are available; Informal options are available

**Unpaid leave:** Yes

SAME options for women and men

Formal options are available

5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?

Yes, women and men

7. If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

During the COVID-19 pandemic, formal time-in-lieu arrangements (non-standard) were supported for managers (eg. Executive Level staff)

# #Employee Support

## Paid Parental leave

1. Do you provide employer-funded paid parental leave in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave using the primary/secondary carer definition

- 1.1. Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?

Yes

- 1.1.a. Please indicate whether your employer-funded paid parental leave for primary carers is available to:

All, regardless of gender

- 1.1.b. Please indicate whether your employer-funded paid parental leave for primary carers covers:

Birth; Adoption; Surrogacy; Stillbirth

- 1.1.c. How do you pay employer funded paid parental leave to primary carers?

Paying the employee's full salary

- 1.1.d. Do you pay superannuation contribution to your primary carers while they are on parental leave?

Yes, on employer funded parental leave

- 1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?

14

- 1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?

91-100%





Date Created: 11-10-2023

**1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

Yes

How long is the qualifying period (in months)?

12

**1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 12 months

**1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?**

Yes

**1.2.a. Please indicate whether your employer-funded paid parental leave for secondary carers is available to:**

All, regardless of gender

**1.2.b. Please indicate whether your employer-funded paid parental leave for secondary carers covers:**

Birth; Adoption; Surrogacy; Stillbirth

**1.2.c. How do you pay employer funded paid parental leave to Secondary carers?**

Paying the employee's full salary

**1.2.d. Do you pay superannuation contribution to your secondary carers while they are on parental leave?**

Yes, on employer funded parental leave

**1.2.e. How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?**

4

**1.2.f. What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?**

91-100%

**1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

No

**1.2.h. Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 12 months

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Date Created: 11-10-2023

**2. If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**

Parental leave provisions are provided through legislation (the Maternity Leave Commonwealth Employees) Act 1973, the Fair Work Act 2009, the department's enterprise agreement and supporting policy. The Maternity Leave provisions are gender specific while the other provisions are based on primary/secondary carer definitions.

## Support for carers

**1. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?**

Yes

Policy

**2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

**2.1. Employer subsidised childcare**

No

Other

**Other:** Employees subsidised childcare has not been a condition negotiated in the Department's enterprise agreement.

**2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

No

Other

**Other:** The APS has generous paid parental leave provisions and flexible work options available.

**2.3. Breastfeeding facilities**

Yes

Available at ALL worksites

**2.4. Childcare referral services**

No

Not aware of the need

**2.5. Coaching for employees on returning to work from parental leave**

Yes

Available at ALL worksites

**2.6. Targeted communication mechanisms (e.g. intranet/forums)**

No

Not a priority

**2.7. Internal support networks for parents**

No



Date Created: 11-10-2023

Not a priority

**2.8. Information packs for new parents and/or those with elder care responsibilities**

No

Not aware of the need

**2.9. Parenting workshops targeting fathers**

No

Insufficient resources/expertise

**2.10. Parenting workshops targeting mothers**

No

Insufficient resources/expertise

**2.11. Referral services to support employees with family and/or caring responsibilities**

Yes

Available at ALL worksites

**2.12. Support in securing school holiday care**

No

Not a priority

**2.13. On-site childcare**

No

Other

**Other:** There are currently no on-site childcare facilities available that are managed by the Department.

**2.14. Other details:** No

**3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**

The Department strongly supports staff who have parenting responsibilities through a range of mechanisms, such as readily available access to flexible work arrangements (eg. Part time/remote work), generous leave provisions and allowances for staff who need to organise care arrangements unexpectedly when recalled to work when on approved leave or who must cancel approved leave. Coaching and referral support for employees that are carers (and their families), including those returning to work after a period of parental leave is available through our Employee Assistance Program (EAP).

# #Harm Prevention



Date Created: 11-10-2023

# Sexual harassment, harassment on the grounds of sex and discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex and discrimination?

*The provisions in a 'policy' and/or 'strategy' for prevention and management of sexual harassment is important for setting workplace culture and achieving a safe, respectful and inclusive workplace. Policies/Strategies alone will not prevent harassment and discrimination, however, they can help to set clear expectations, particularly about behaviours at the workplace and during work-related activities.*

*To better understand the difference between a policy and strategy, please see [here](#).*

Yes

Policy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

*A grievance process is a means of dispute resolution that can be used by a company to address complaints by employees, suppliers, customers, and/or competitors*

Yes

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

*\*All Managers (including CEOs or equivalent, Key Management Personnel (KMP), Heads of Business (HOB), General Managers (GM), Senior Managers (SM) and other managers (OM)*

**All Managers:**

Yes

Other

**Provide Details:** Module is available to all staff, but not mandated and/or reassigned for periodic refresher training.

9. If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.



Date Created: 11-10-2023

A standalone Sexual Harassment/Discrimination Policy will be developed to support the new positive duty requiring employers to implement measures to prevent sexual harassment, hostile work environments and victimisation. The new policy will be supported by guidance materials and resources and will be the subject of a communications and awareness campaign.

## Family or domestic violence

1. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes

Policy

2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Insufficient resources/expertise

Provision of financial support (e.g. advance bonus payment or advanced pay)

No

Other



Date Created: 11-10-2023

**Provide Details:** The Department does not provide additional financial support but does provide access to paid leave and other non-financial supports.

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

**Access to medical services (e.g. doctor or nurse)**

Yes

**Training of key personnel**

No

Other

**Provide Details:** The assistance or support provided to DFV employees is delivered by Director WHS, Assistant Director WHS and inhouse clinical psychologist only.

**Referral of employees to appropriate domestic violence support services for expert advice**

Yes

**Workplace safety planning**

Yes

**Access to paid domestic violence leave (contained in an enterprise/workplace agreement)**

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

0

**Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)**

No



Date Created: 11-10-2023

**How may days are provided?**

Other

**Provide Details:**

**Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)**

Yes

**Is the leave period unlimited?**

No

**How may days are provided?** 0

**Access to unpaid leave**

No

**Other: No**

**Provide Details:**

**3. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.**

Access to EAP with specific Family Assist services and legal assistance relating to FDV. Early Intervention team within WHS section, lead by a Clinical Psychologist to support access to appropriate FDV supports.

The number of days to paid and unpaid domestic violence leave are discretionary (up to 10 days).

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**Date Created: 03-10-2024**



**Australian Government**



**Workplace  
Gender Equality  
Agency**

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**Date Created: 03-10-2024**

## **2023 - 24 Public Sector Reporting**

### **Submitted By:**

Department Of Health And Aged Care 83605426759

Released under the Freedom of Information Act 1982 by the Department of Health, Disability and Ageing



Date Created: 03-10-2024

## Public Reports

Public report documents contains data which will be published in full by WGEA on the Data Explorer. They should, with public report documents, be taken to your CEO or equivalent for review, approval and sign off and must be shared in accordance with the Notification and Access requirements under the *Workplace Gender Equality Act 2012*.

The following three documents make up your Public Report:

- Questionnaire – Public Report
- Workplace Profile – Public Report
- Workforce Statistics – Public Report

Public reports are used for:

- Review, approval and sign-off of the submission by your CEO or equivalent
- Complying with the Notification and Access requirements outlined below
- Keeping an internal record of what was submitted to WGEA for a particular year

### Review, approval and sign-off:

The following documents must be reviewed by the CEO or equivalent of each organisation covered in this submission. More information found [here](#).

- Questionnaire – Confidential Report
- Questionnaire – Public Report
- Workplace Profile – Confidential Report
- Workplace Profile – Public Report
- Workforce Statistics – Public Report

### Notification and Access requirements

To comply, an employer must do the following as soon as reasonably practicable:

- Inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
- Provide access to the public data to employees and members or shareholders
- Inform employee organisations with members in its workplace that the report has been lodged

More information found [here](#).



Date Created: 03-10-2024

# #Workplace Overview

## Workplace Overview - Policies & Strategies

### \*1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

This question asks whether your organisation has 'policies' and/or 'strategies' in place that support gender equality in the workplace and what the policies and/or strategies include. These areas are considered key to achieving gender diversity in the composition of your workforce. The existence of a public sector-wide policy and/or strategy does not equal an organisational policy or strategy. If you do not have a policy and/or strategy in place, you will have the opportunity to indicate why.

Yes

Policy; Strategy

#### 1.1a Do the formal policies and/or formal strategies include any of the following?

Recruitment; Retention; Performance management processes; Promotions; Succession planning; Training and development; Key performance indicators for managers relating to gender equality; Other

**Provide details:** Talent identification/identification of high potentials: currently under development

### \*1.2 Does your organisation have any targets to address gender equality in your workplace?

A target is an achievable, time-framed goal that an organisation can set to focus its efforts. A gender balance target is a goal for a specific group of people. The existence of public sector-wide targets does not equal an organisational target unless specifically adopted.

No

## Workplace Overview - Governing Bodies



Date Created: 03-10-2024

#### 1.4 Identify your organisation/s' governing body

Governing bodies are the group of people who endorse policy and direct and oversee the conduct of an organisation, supported by the organisation's managers. The core role of a governing body is the governance of an organisation. Governing bodies:

- include boards or management committees of not-for-profit organisations (even if the position is voluntary)
- include boards or management committees of incorporated associations
- are not a sub-committee of a board. For example, are not a diversity council or committee or diversity and inclusion team.

Some organisations have common types of governing bodies.

- For corporate or non-corporate Commonwealth entities – this may be a management committee (also sometimes referred to by other names, including executive management board/committee or a leadership committee) or it may be the accountable authority.
- For Commonwealth companies – this may be a board of directors.

If you are a wholly owned subsidiary and share a governing body with your parent organisation, then your governing body is the same as your parent's.

You are required to provide details of each organisation's governing body. A governing body is defined as the one that has **primary** responsibility for the organisation's governance. As such, you must only report one governing body for each organisation covered in this report. Please note:

- You must tick the organisation/s this governing body relates to.
- If there are multiple organisations covered in this report you must tick all that relate to this particular governing body.
- If this governing body does not cover all organisations, you should add another governing body after saving this one.
- If you have already ticked an organisation in another governing body in this report, you must not tick it again below.

**Organisation:** Department Of Health And Aged Care

**\*A. Is this governing body reported primarily in a different submission group for 2023 Public Sector Gender Equality Reporting?**

No



Date Created: 03-10-2024

**\*B. What is the name of your governing body?**

Executive Committee

**\*C. What type of governing body does this organisation have?**

The type of governing body should be the one that has **primary** responsibility for the governance of each organisation ticked above.

Management committee (this may also be referred to as an executive management team)

**\*D. How many members are on the governing body and who holds the predominant Chair position?**

A Chair is the person who leads and chairs meetings of the governing body. In the situation of rotating Chair position for the meetings, the predominant gender of the people acting as Chairs for the meeting during the reporting period should be used.

Please report your chair and members as at the end of 12 month reporting period (31 December 2023).

Note that WGEA's legislation does not currently authorise the collection of governing body member gender beyond male or female.

	Female (F)	Male (M)
Chair	0	1
Members (excluding chairs)	2	5

**\*E. Do you have control over appointments to your governing body?**

No

Other

The Department has determined the key management personnel to be Secretary, the Chief Medical Officer (CMO) and all Deputy Secretaries and equivalents. Senior Executive selection is undertaken as per APS SES recruitment policy and guidance.

**\*F. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Other



**Date Created: 03-10-2024**

**Other value:** The Department has determined the key management personnel to be Secretary, the Chief Medical Officer (CMO) and all Deputy Secretaries and equivalents. Senior Executive selection is undertaken as per APS SES recruitment policy and guidance.

**\*G. Does this organisation's governing body have limits on the terms of its Chair and/or Members?**

No

**\*H. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** The Department has determined the key management personnel to be Secretary, the Chief Medical Officer (CMO) and all Deputy Secretaries and equivalents. Senior Executive selection is undertaken as per APS SES recruitment policy and guidance.

# #Action on gender equality

## Action on Gender Equality - Pay Equity and Gender Pay Gap

Gender Pay Equity is when people receive equal pay for work of the same or similar value, however, it is not just about ensuring women and men performing the same role are paid the same but also about ensuring women and men performing different work of equal and comparable value are paid equitably. This is a legal requirement in Australia.

The gender pay gap is not to be confused with gender pay equity. The gender pay gap is the difference in average or median earnings between women and men and is usually a consequence of disadvantages employees face in the workplace. Gender pay gaps are also not a direct comparison of like roles.



**Date Created: 03-10-2024**

Gender pay gaps are a useful way to monitor the different earning capacities of women and men across organisations, industries, and the workforce as a whole.

Employers need to be actively working to understand and address their pay equity and gender pay gaps. The first step in improving your organisation's pay equity and gender pay gap is to conduct your own pay gap analysis and understand what's driving any differentials.

**\*2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?**

This question focuses on the policies and/or strategies your organisation has in place related to equal remuneration (pay equity and the gender pay gap) between women and men. If you do not have policies and/or strategies in place, you will have the opportunity to indicate why. The policies or strategies may be stand alone and/or contained within another strategy/policy. The existence of a public sector-wide policy and/or strategy does not equal an organisational policy or strategy.

Yes

Policy

**\*2.1a Do the formal policies and/or formal strategies include any of the following?**

Other (provide details)

**Other:** There is no option to select no. Salaries set by awards/industrial or workplace agreements

**\*2.2 Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?**

This question focuses on the actions your organisation has taken in relation to gender remuneration. Specifically, it asks if and when you have conducted a remuneration gap analysis and if so, whether you took any actions as a result. If you have not taken any action, you will have the opportunity to indicate why.

Yes

**\*2.2a What type of gender remuneration gap analysis was undertaken?**

A by-level gap analysis which compares the difference between women's and men's average pay within the same employee category

**\*2.2b When was the most recent gender remuneration gap analysis undertaken?**



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Within the last 12 months

**\*2.2c Did you take any actions as a result of your gender remuneration gap analysis?**

Yes

Reported pay equity metrics (including gender pay gaps) to the executive

You may also provide more detail below on the gender remuneration gap analysis that was undertaken.

## Action on Gender Equality - Employee Consultation

**\*2.4 Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?**

Employee consultation is a formalised way to collect information about your employees' views on the workplace, what is working well and what could be improved. This question asks if you have consulted your employees about gender equality issues in the workplace during the reporting period.

Examples of issues can include:

- parental leave entitlements and related processes, like keep-in-touch and return-to-work programs
- flexible working arrangements
- gender pay equity
- representation of women in management
- recruitment of women in non-traditional areas
- sexual harassment or discrimination.

Yes





Date Created: 03-10-2024

Provide further details on the employee consultation process.

**\*2.4a How did you consult employees?**

Consultative committee or group

**\*2.4b Who did you consult?**

Employee representative group(s)

**\*2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?**

No

Other

Have a formal staff consultative forum that is used to consult with staff on a variety of matters including those connected to gender.

**\*2.6 Did your organisation/s share last year's public report/s with employees and shareholders?**

It is requirement under section 16, 16A and 16B of the WGE Act for the relevant employer to:

- inform their employees and any shareholders and members, of the lodgement of the public report
- make public reports accessible to employees, shareholders and members (excluding certain information specified in section 16(3))
- take reasonable steps to inform employee organisations of the lodgement of the public report
- inform employees and organisations about the opportunity to comment on the public report (either to the employer or WGEA)

If this is your first year of reporting, and/or you do not have shareholders, please select not applicable.

	Yes	No	Not Applicable
2.6a Did you inform employees about the lodgement of the public report?	Yes	No	No
2.6b Did you inform shareholders or members about the lodgement of the public report?	No	No	Yes



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2.6c Did you take reasonable steps to inform employee organisations about the lodgement of the public report?	Yes	No	No
2.6d Did you make public reports accessible to employees?	Yes	No	No
2.6e Did you make public reports accessible to shareholders or members?	No	No	Yes
2.6f Did you inform employees about the opportunity to comment on the public report?	Yes	No	No
2.6g Did you inform employee organisations about the opportunity to comment on the public report?	Yes	No	No

**\*2.7 Have you shared last year's Executive Summary and Industry Benchmark Report with the governing body?**

It is a requirement under section 16C of the WGE Act for the CEO to provide a copy of your Executive Summary and Industry Benchmark Report received from WGEA.

If this is your first year of reporting, please select Not applicable.

	Yes	No	Not Applicable
2.7a Executive Summary	Yes	No	No
2.7b Industry Benchmark Report	Yes	No	No

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# #Flexible Work

## Flexible Work - Support for flexible working arrangements

### 3.1 Do you have a formal policy and/or formal strategy on flexible working arrangements?

This section focuses on the flexible work arrangements available in your organisation. If you have a formal policy and/or formal strategy on flexible work arrangements, it asks you to specify what this includes. It also asks whether specific flexible working options are available to managers and non-managers in your workplace, and whether these differ for women and men.

- A flexible work arrangement is an agreement between a workplace and an employee to change the standard working arrangement to better accommodate an employee's commitments out of work.
- Flexible working arrangements usually encompass changes to the hours, pattern and location of work.
- If flexible working arrangements are not available to your employees, you will have the opportunity to indicate why.

Yes

Policy

#### \*3.1a Do the formal policies and/or formal strategies include any of the following?

Leaders are visible role models of flexible working; Flexible working is promoted throughout the organisation; Leaders are held accountable for improving workplace flexibility; Manager training on flexible working and remote/hybrid teams is provided throughout the organisation; Employee training on flexible working and remote/hybrid teams is provided throughout the organisation; Team-based training on flexible working is provided throughout the organisation; Employees are surveyed on whether they have sufficient flexibility; The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement); Metrics on the use of, and/or the impact of, flexibility measures are reported to key management

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personnel; Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

**\*3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON MANAGERS in your workplace?**

Flexible working option	MANAGERS Formal options available	MANAGERS Informal options available	NON-MANAGERS Formal options available	NON-MANAGERS Informal options available	No
Flexible hours of work	Yes	Yes	Yes	Yes	No
Compressed working weeks	Yes	Yes	Yes	No	No
Time-in-lieu	No	Yes	Yes	Yes	No
Remote working/working from home	Yes	Yes	Yes	Yes	No
Part-time work	Yes	No	Yes	No	No
Job sharing	Yes	No	Yes	No	No
Purchased leave	Yes	No	Yes	No	No
Unpaid leave	Yes	No	Yes	No	No

# #Employee Support

## Employee support - Paid parental leave

Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. This section focuses on whether employer-funded paid parental leave is available to carers in your organisation (in addition to government-funded parental leave), and if it is, which employees have access to it and how much leave is available.

Some workplaces have developed parental leave policies that do not use the primary/secondary carer definition and provide equal entitlements to any eligible employee.



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**Equally shared parental leave policies** offer the same type, length and conditions to employees of all genders, who require parental leave, with no distinction between primary and secondary carers.

- If your organisation offers this – you should answer this question with ‘yes, we offer employer-funded parental leave to all genders without using the primary/secondary carer definitions’.

**A primary carer** is the person who most meets the child’s need, including feeding, dressing, bathing and otherwise supervising the child.

**A secondary carer** is generally the current partner of the primary carer, the other legal parent of the child or the current partner of the other legal parent of the child.

- If your organisation provides parental leave based on this/these definition/s – you should answer this question with ‘yes, we offer employer-funded parental leave (using the primary/secondary carer definitions)’. If your organisation specifically provides maternity leave and/or paternity leave, you should also answer ‘yes, we offer employer-funded parental leave (using the primary/secondary carer definitions)’.

In 2023, through the Australian **government’s paid parental leave** (PPL) scheme, eligible employees receive up to 18 weeks’ pay at the national minimum wage. Australian Government funded parental leave pay is different and may not be equivalent to employer-funded paid parental leave.

**Note for Commonwealth Public Sector organisations:** The Maternity Leave (Commonwealth Employees) Act 1973 sets out baseline parental leave entitlements for Commonwealth Employees. Many public sector organisations have additional parental leave provisions set out in Enterprise Bargaining Agreements. Please respond to the following questions based on the total provisions your organisation offers, as at 31 December 2023, inclusive of the conditions set out in the Maternity Leave Act.

**\*4.1 Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

If you do not offer any employer-funded parental leave (in addition to any government funded parental leave scheme) – you should answer ‘no, we do not offer employer-funded parental leave’.

If your organisation specifically provides maternity leave and/or paternity leave, you should also answer ‘yes, we offer employer-funded parental leave (using the primary/secondary carer definitions)’.

Yes, we offer employer funded parental leave using the primary/secondary carer definition

**4.1.2 Do you provide employer-funded paid primary carers leave in addition**



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**to any government funded parental leave scheme?**

Yes

A 'primary carer' is the member of a couple or single carer, regardless of gender, identified as having greater responsibility for the day-to-day care of a child.

**\*4.1.2.a. Please indicate whether your employer-funded paid primary leave for primary carers is available to:**

All, regardless of gender

**\*4.1.2b Please indicate whether your employer-funded paid primary carers leave covers:**

Birth; Adoption; Surrogacy; Stillbirth

**\*4.1.2c How do you pay employer-funded paid primary carers leave?**

Paying the employee's full salary

**\*4.1.2d Do you pay superannuation contribution while they are on parental leave?**

Yes, on employer funded primary carers leave

**\*4.1.2e How many weeks (minimum) of employer-funded paid primary carers leave is provided?**

- Please answer this question with regard to the employees who are eligible for parental leave (e.g. employees that have met the minimum qualifying period, if there is one)
- If you offer employer-funded paid parental leave to all carers regardless of the primary/secondary definition, you must report the minimum number of weeks you provide. For example, a Commonwealth public sector organisation may offer Maternity Leave Act eligible employees 12 weeks of paid leave under this Act, and an additional 5 weeks of paid leave according to their enterprise agreement. This would mean the organisation offers a total of 17 weeks of employer-funded paid parental leave.
- If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options available to all carers. If you do use the primary/secondary definition, please go back and correct your answer for question 4.1 of this section.

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**\*4.1.2.f Who has access to this type of employer-funded paid primary carers leave?**

Permanent employees; Contract/fixed term employees; Casual employees

**\*4.1.2.g Do you require primary carers to work for the organisation**



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**for a certain amount of time (a qualifying period) before they can access employer-funded primary carers leave?**

Yes

**How long is the qualifying period (in months)?**

12

**\*4.1.2.h Do you require primary carers to take employer-funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 12 months

**\*4.1.3 Do you provide employer-funded paid secondary carers leave in addition to any government funded parental leave scheme?**

Yes

*Please indicate how employer-funded paid parental leave is provided to the secondary carers.*

**\*4.1.3a Please indicate whether your employer-funded paid secondary carers leave is available to:**

All, regardless of gender

**\*4.1.3b Please indicate whether your employer-funded paid secondary carers leave covers:**

Birth; Adoption; Surrogacy; Stillbirth

**\*4.1.3c How do you pay employer-funded paid secondary carers leave?**

Paying the employee's full salary

**\*4.1.3d Do you pay superannuation contribution to your secondary carers while they are on secondary carers leave?**

Yes, on employer funded parental leave

**\*4.1.3e How many weeks (minimum) of employer-funded secondary carers leave is provided?**

- Please answer this question with regard to the employees who are eligible for parental leave (e.g. have met the minimum qualifying period if there is one)
- If you offer employer-funded paid parental leave to all carers regardless of the primary/secondary definition, you must report the minimum number of weeks you provide.
- If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options





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available to all carers. If you do use the primary/secondary definition, please go back and correct your answer for question 4.1 of this section.

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**\*4.1.3.f Who has access to this type of employer-funded paid secondary-carers leave?**

Permanent employees; Contract/fixed term employees; Casual employees

**\*4.1.3.g Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded secondary carers leave?**

No

**\*4.1.3.h Do you require secondary carers to take employer-funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 12 months

**\*4.2 Does your organisation have an opt out approach to parental leave?**

An opt-out approach to parental leave for all parents assumes any employee, who is eligible to take parental leave, will take their full entitlement to provide care for their child. If they do not want to take this entitlement (in either part or full) they will connect with their manager which can prompt further discussion on options and supports for parental leave and care. This approach enhances participation by default and sends a strong signal of expectation and an active endorsement to fathers to take on a primary carer role for their children thus breaking down the ideal worker/carer norms that often lock fathers out of a fully endorsed and culturally supported role in care alongside their careers.

Yes

## **Employee support - Support for carers**

**\*4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?**





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This question asks if you have standalone formal policies or strategies on working arrangements to support employees with family or caring responsibilities, or if you include this item in another formal policy or strategy.

- You can answer No and give details on the free-text box if you only provide informal arrangements to support employees with family or caring responsibilities.

A carer refers to, but is not limited to, an employee's role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, other dependent or a friend. If measures to support carers are not available to your employees, you will have the opportunity to indicate why.

Yes

Policy

**\*4.4a Do the formal policies and/or formal strategies include any of the following?**

Gender inclusive language when referring to carers; Support for all carers (e.g. carers of children, elders, people with disability); Paid Parental leave; Flexible working arrangements and adjustments to work hours and/or location to support family or caring responsibilities; Extended carers leave and/or compassionate leave

**\*4.5 Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

Support mechanism	Yes, at some worksites	Yes, at all worksites	No
Breastfeeding facilities	No	Yes	No
Information packs for those with family and/or caring responsibilities	No	No	Yes
Referral services to support employees with family and/or caring responsibilities	No	Yes	No
Coaching for	No	Yes	No

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<b>employees returning to work from parental leave and/or extended carers leave and/or career breaks</b>			
<b>Internal support networks for parents and/or carers</b>	No	No	Yes
<b>Targeted communication mechanisms (e.g. intranet/forums)</b>	No	No	Yes
<b>Return to work bonus (only select if this bonus is not the balance of paid parental leave)</b>	No	No	Yes
<b>Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres)</b>	No	No	Yes
<b>Referral services for care facilities (could include for childcare, eldercare and/or adult day centres)</b>	No	No	Yes
<b>On-site childcare</b>	No	No	Yes
<b>Employer subsidised childcare</b>	No	No	Yes
<b>Support in securing school holiday care</b>	No	No	Yes
<b>Parenting workshop targeting mothers</b>	No	No	Yes
<b>Parenting workshops targeting fathers</b>	No	No	Yes
<b>Keep-in-touch programs for carers on extended leave and/or parental leave</b>	No	No	Yes
<b>Access to counselling and external support</b>	No	Yes	No

for carers (e.g. EAP)			
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# #Harm Prevention

## Harm Prevention - Sexual harassment, harassment on the grounds of sex or discrimination

### Key Definitions

**Sexual harassment** is when a person:

- makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or
- Engages in other unwelcome conduct of a sexual nature in relation to the person harassed;

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

**Harassment on the ground of sex is when a person:**

- engages in unwelcome conduct of a demeaning nature against another person by reason of the other person's sex or a characteristic that generally relates to or is attributed to their sex; And
- Does so in circumstances in which a reasonable person, having regard to all the circumstance, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

For the purposes of the meanings of sexual harassment and harassment on the ground of sex, circumstances to be taken into account include (but are not limited to) an individual's sex, age, sexual orientation, gender identity, intersex status, marital or relationship status.

**Discrimination** happens when a person is treated less favourably, in circumstances that are the same or are not materially different, than a person of a different sex, sexual orientation, gender identity, or on the ground of the person's intersex status, marital or relationship status, pregnancy or potential pregnancy, breastfeeding, or family responsibilities.



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## Legal obligations

The Sex Discrimination Act 1984:

- makes it unlawful to discriminate against a person on the basis of sex, gender identity, intersex status, sexual orientation, marital or relationship status, family responsibilities, pregnancy or potential pregnancy or breastfeeding. It also
- prohibits sexual harassment in many areas of public life including work-related activity;
- also makes it unlawful for a person to subject another person to a workplace environment that is hostile on the ground of sex; and
- imposes a positive duty requiring employers to implement measures to prevent sexual harassment, hostile work environments and victimisation.

The obligations under the Sex Discrimination Act are in addition to the duty of care employers have under work health and safety WHS legislation to provide a safe workplace and to eliminate and minimise identified risks to health and safety.

For more information about WHS obligations, refer to [SafeWork Australia](#) or your applicable Commonwealth, State or Territory WHS regulatory body. More information about harassment on the ground of sex or discrimination can be found at the [Australian Human Rights Commission website](#).

### Disclaimer

This section is not an exhaustive description of, and should not be relied upon as advice regarding, the legal obligations attaching to employers. Employers are responsible for understanding the scope of rights and obligations attaching to employees and the workplace.

#### **\*5.1 Do you have formal policies and/or formal strategies on the prevention of and appropriate response to sexual harassment, harassment on the ground of sex or discrimination?**

The provisions in a '**policy**' and/or '**strategy**' for prevention and management of sexual harassment are important for setting workplace culture and achieving a safe, respectful and inclusive workplace. Policies/Strategies alone will not prevent harassment and discrimination; however, they can help to set clear expectations, particularly about behaviours at the workplace and during work-related activities. Note that the existence of a public sector-wide policy and/or strategy does not equal an organisational policy or strategy.

Yes

Policy





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**\*5.1a Do you provide a grievance process in your sexual harassment policy and/or strategy?**

A grievance process is a means of dispute resolution that can be used by a company to address complaints by employees, suppliers, customers, and/or competitors.

Yes

**\*5.2 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?**

**\*5.2a All Managers**

Note: This covers the Senior Executive Service (SES) and Executive Level managers in the APS

Yes

Other

Module is available to all staff, but not mandated and/or reassigned for periodic refresher training.

## Harm Prevention - Family or domestic violence

**\*5.10 Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**

This question asks if you have a formal policy or strategy to support employees experiencing this kind of violence. If you answer yes, you will either have a standalone formal policy or strategy, or include this item in another formal policy or strategy.

Family or domestic violence generally refers to violent, abusive or intimidating behaviour from a partner, carer or family member to coerce, control, dominate or instil fear. It can be physical, emotional, psychological, financial, sexual or another type of abuse. If measures to support employees experiencing family or domestic violence are not available in your organisation, you will have the opportunity to indicate why.

Yes

Policy

**\*5.11 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?**

Type of support (select all that apply)	
Protection from any adverse action or	Yes



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discrimination based on the disclosure of domestic violence	
Confidentiality of matters disclosed	Yes
Training of key personnel	No
Flexible working arrangements	Yes
Workplace safety planning	Yes
Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
Referral of employees to appropriate domestic violence support services for expert advice	Yes
Provision of financial support (e.g. advance bonus payment or advanced pay)	No
A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
Access to medical services (e.g. doctor or nurse)	Yes
Offer change of office location	Yes
Emergency accommodation assistance	No

**\*5.12 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?**

**Access to paid domestic violence leave**

Yes

**Is it unlimited?**

No

**How many days of paid domestic violence leave?**

10



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**Access to unpaid domestic violence leave**

Yes

**Is it unlimited?**

No

**How many days of unpaid domestic violence leave?**

10

Released under the Freedom of Information Act 1982 by the Department of Health, Disability and Ageing