



safe work australia

annual report | 2022-23



Annual Report

2022–23



Acknowledgement of country

Safe Work Australia acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community.

We pay our respects to the people, the cultures and the elders past, present and emerging.

Letter of transmittal

Hon Tony Burke MP

Minister for Employment and Workplace Relations
Minister for the Arts
Leader of the House
Parliament House
CANBERRA ACT 2600

Dear Minister

I am pleased to present the annual report of Safe Work Australia for the financial year 2022–23.

This report has been prepared in accordance with all applicable obligations of the *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act) and section 70 of the *Safe Work Australia Act 2008* (Cth).

Section 46 of the PGPA Act requires that you table this report in Parliament. The report includes Safe Work Australia's audited financial statements as required by section 43(4) of the PGPA Act.

As required by section 10 of the Public Governance, Performance and Accountability Rule 2014, I certify that that Safe Work Australia has:

- prepared fraud risk assessments and fraud control plans
- put in place appropriate mechanisms that meet the specific needs of the agency for preventing, detecting incidents of, investigating, or otherwise dealing with, and reporting fraud, and
- taken all reasonable measures to deal appropriately with fraud.

Yours sincerely



18 September 2023

Michelle Baxter PSM
Chief Executive Officer
Safe Work Australia

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Our purpose

Our vision

Healthier, safer, and more productive workplaces through improvements to Australian work health and safety and workers' compensation arrangements.

All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment. The effective design of work and work systems, and the systematic management of risks, will allow workers to lead productive working lives.

Why our work is important

Our data shows around 120,000 workers are compensated for a serious work-related injury or illness each year and, while the number fluctuates, up to 200 are killed at work. The human impacts of these incidents are profound.

There is also an economic impact when workers are injured or made unwell by work. In 2022, we released research that showed how much value could be created within the Australian economy by removing work-related injury and illness. The report, *Safer, healthier, wealthier: the economic value of reducing work-related injuries and illnesses*, showed that by removing work-related injury and illness, on average each year:

- Australia's economy would be \$28.6 billion larger
- 185,500 additional full-time equivalent jobs would be created, and
- workers across all occupations and skill levels would benefit from an average wage rise of 1.3%.

Each year, without work related injuries and illnesses:

↑ **\$28.6**
billion larger economy

↑ **185,500**
more jobs created

↑ **1.3%**
wage rise on average for
all workers

Our community impact

Our model WHS Act and Regulations



- provide a fair, balanced, and consistent focus on the health and safety of workers
- help reduce compliance costs for Australian business, and
- improve regulatory efficiency.

Our model Codes of Practice and guidance materials



- provide practical guidance on how to comply with WHS laws
- provide effective ways to identify hazards and manage risks, and
- assist duty holders to meet their obligations under WHS laws.

Our national data and research



- provide a reliable evidence base to inform WHS and workers' compensation policy and practice
- create a national picture of work-related injuries, fatalities, and diseases, and
- help to identify emerging work-related issues.

Our national education and awareness campaigns



- give prominence to health and safety issues in the workplace
- provide a range of resources and tools to help organisations improve health and safety outcomes in their workplace, and
- empower workers to speak up about health and safety in their workplaces.

Part 1 – Overview



Chief Executive Officer's year in review

This is my final annual report as the Chief Executive Officer (CEO) of Safe Work Australia – a role that I have held for 10 years.

Looking back over the past decade, I am proud of the progress we have made in making Australian workplaces safer, reducing harm and supporting a safe return to work for injured workers.

When I started as CEO in 2013, Australia was at the beginning of our journey to harmonise work health and safety (WHS) laws. Ten years on, not only have all jurisdictions implemented the laws except Victoria but the WHS system itself is maturing. Through the development of balanced regulation, evidence-based national policy and tripartite cooperation, workers' health and safety are better protected and persons conducting a business or undertaking (PCBUs) are empowered with the tools and guidance they need to meet their duties.

In recent years, the emergence of COVID-19 presented an unexpected and significant WHS challenge. This period had a profound impact on our workplaces and the WHS landscape; and our national system was put to the test. In challenging circumstances, working collaboratively and with agility, Safe Work Australia fulfilled National Cabinet's request to provide a comprehensive suite of WHS guidance and resources, coordinating a national position on issues and developing material to support safe work practices. Through our informed, practical and timely COVID-19 guidance, we built Safe Work Australia's profile and reputation in government, industry and the community as a trusted source of WHS information. Millions of Australians relied on the information we provided.

Another priority over the last 10 years has been looking at the future of work and how this will impact WHS and workers' compensation in Australia. Working with CSIRO, we identified and explored the challenges and opportunities arising from the changing ways of work. Many of the megatrends we identified in 2018 – for example, the gig economy, rise in automated systems and increased workplace stress and mental health issues – have already impacted

the way we work. Our research has stood us in good stead to make informed, future-focused decisions to make our workplaces safer.

In 2018, an independent review examined how the model WHS laws were operating in practice. The 2018 Review of the model WHS laws found they were largely operating as intended and identified action areas to improve clarity and consistency and reduce complexity. Key priorities for Safe Work Australia over the past several years have been providing support for the review, undertaking the regulatory impact assessment process and implementing the recommendations agreed by WHS ministers. The resulting improvements to our WHS framework have helped ensure it continues to be fit for purpose and puts Australia in a strong position to address and adapt to future challenges.

There have been many other complex policy challenges for Safe Work Australia over the decade that I have been CEO. Reviewing Australia's workplace exposure standards for over 700 chemicals, rolling out an education campaign to protect culturally and linguistically diverse food delivery workers and developing groundbreaking WHS guidance on sexual harassment and workplace violence and aggression are just a few examples of the diverse types of work that we have led through our tripartite governance approach.

Addressing occupational lung disease resulting from workplace exposure to hazardous chemicals has been a key priority. Since 2018, our occupational lung disease work plans have guided policy initiatives to reduce the incidence of work-related lung diseases like silicosis. Key actions have included reducing the workplace exposure standard for respirable crystalline silica; developing and publishing a new model Code of Practice on working with engineered stone and guidance on working with silica-containing products; strengthening the regulatory framework; and undertaking the 'Clean Air. Clear Lungs.' national communication campaign. In addition, in February this year, WHS ministers agreed to our recommendations to further reduce workplace exposure to respirable crystalline silica. We acted quickly to open public consultation on options for a prohibition on the use of engineered stone, which informed a report that we have just delivered to WHS ministers.

We sharpened our focus on psychological harm at work. While psychological and physical health was always covered by the model WHS laws, it became clear that PCBUs needed further guidance. In mid-2022 we updated the framework to include express regulations on managing psychosocial risks. This was followed by the publication of a model Code of Practice on managing psychosocial hazards which provides practical guidance on the laws and how to comply with them.

We have also driven national action to improve return to work outcomes for people with work-related injury or illness through the inaugural National Return to Work Strategy 2020–2030. This strategy was developed with targeted research and consultation to identify national issues impacting return to work outcomes and design national approaches to address them. Key initiatives under the strategy have included the National Return to Work Survey, which provides important insights into return to work outcomes and processes; and important research on psychological response to injury, workers' compensation stigma, and understanding of workers' compensation systems. This research

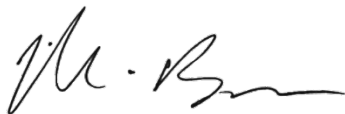
has informed major initiatives to improve the return to work experience, including this year's communication campaign on reducing the stigma associated with workers' compensation.

I am particularly proud of how Safe Work Australia has played its part on the international stage. We have collaborated to improve international outcomes in WHS and workers' compensation through our participation in activities with the International Labour Organization, UN Economic Commission for Europe, Asia-Pacific Economic Cooperation (APEC) and Organisation for Economic Co-operation and Development (OECD). It has been a privilege to represent Australia as part of the Occupational Safety and Health Network, helping G20 countries to share best practice and information. I have been inspired by the engagements I have had with my policy counterparts in other countries and always sought to represent Australia's shared challenges and successes in equal measure.

At the start of my term as CEO, the Australian Work Health and Safety Strategy 2012–2022 had just commenced, with the vision of healthy, safe and productive working lives. Over the 10-year period of the strategy, it drove activities to improve health and safety, particularly in the action areas, priority industries and priority conditions. We have been successful in reducing the incidence of work-related death, injury, and illness. However, there is still further to go, and we cannot be complacent.

The new Australian Work Health and Safety Strategy 2023–2033 (Australian Strategy), launched earlier this year, lays out the roadmap for all stakeholders – governments, PCBUs, workers, industry and WHS practitioners – to work towards our unifying vision of safe and healthy work for all.

It has been an immense privilege to lead Safe Work Australia as CEO for the last 10 years. The work we do has made a real, positive difference for Australian workers. These achievements would not have been possible without the collaborative effort and commitment of Safe Work Australia Members, our dedicated agency staff and our committed stakeholders. I want to thank you all for your tireless efforts. Together, we have driven real improvements in WHS outcomes and workers' compensation arrangements, and I know this agency will continue to make a positive contribution.



Michelle Baxter PSM
Chief Executive Officer

Agency overview

Role and functions

Safe Work Australia is a statutory agency established under the *Safe Work Australia Act 2008* (Cth) (SWA Act) and a non-corporate entity under the *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act).

We have an important national role to achieve significant and continual reductions in the incidence of work-related death, injury and illness and to improve outcomes for injured workers. Our functions, as set out in section 6 of the SWA Act, include:

- developing, evaluating and revising national WHS and workers' compensation policies and strategies
- monitoring and improving the model WHS legislative framework and developing supportive WHS materials
- improving consistency in national workers' compensation arrangements
- collecting, analysing and publishing national data
- conducting and publishing research
- developing national education, communication strategies and initiatives
- working collaboratively with the Commonwealth, states and territories, and other national and international bodies, and
- advising WHS ministers on national WHS and workers' compensation policy matters.

We perform these functions in accordance with our Corporate and Operational Plans. The plans are agreed annually by WHS ministers and published on the Safe Work Australia website. In this report, appendices 1 and 2 have copies of our Corporate and Operational Plans.

Safe Work Australia does not regulate WHS laws or workers' compensation arrangements. The Commonwealth, states and territories have responsibility for compliance with and enforcement of WHS laws and administering workers' compensation schemes in their respective jurisdictions.

Safe Work Australia is a tripartite body representing the interests of the Commonwealth, states and territories, as well as those of workers and industry. This governance model brings together and recognises varying views and interests to ensure effective national policy and strategies to improve WHS and workers' compensation outcomes. There are 15 Safe Work Australia Members:

- a Chair
- Members representing the Commonwealth and each state and territory
- Members representing the interests of workers
- Members representing the interests of employers, and
- the CEO of Safe Work Australia.

In this report, Part 2 – Our Minister and Members provides more information about Safe Work Australia Members.

Our Members are supported by around 100 Australian Public Service (APS) employees primarily located in Canberra.

In this report, Part 5 – Our organisation contains more information about the agency.

Outcome administered by the agency

The agency administers one outcome – Healthier, safer and more productive workplaces through improvements to Australian WHS and workers' compensation arrangements. Under this outcome the agency administers one program – Reform of and improvements to Australian WHS and workers' compensation arrangements.

This program contributes to the outcome by ensuring the innovative development of evidence-based policy which is central to Australia becoming a world leader in the delivery of improved safety and compensation outcomes.

Authority

The CEO, Michelle Baxter, PSM was the accountable authority of the entity for the period of this report. Ms Baxter is appointed under the SWA Act and performs her functions in accordance with this Act. Staff who support Safe Work Australia are engaged under the *Public Service Act 1999* (Cth) (PS Act).

Funding

In 2022–23, Safe Work Australia received \$22.25 million in funding. We are jointly funded by the Commonwealth, state and territory governments through the Intergovernmental Agreement for Regulatory and Operational Reform in Occupational Health and Safety.

In this report, Part 6 – Financial performance contains more information on our finances.

Performance

We perform our functions in accordance with our Corporate and Operational Plans, which are agreed annually by WHS ministers. Our planned performance is identified in the Portfolio Budget Statements (PBS) and our actual performance is described in the annual performance statement in Part 3 – Our performance.

Outsourcing key functions

As a small agency, Safe Work Australia leverages arrangements with other Commonwealth agencies to supplement internally resourced corporate functions.

A memorandum of understanding (MoU) with the Department of Education, Skills and Employment commenced in July 2018 to deliver services including information technology (IT) support, IT security, IT infrastructure and storage, telecommunications and mail services. This MoU is in place until 30 June 2024.

Since 2017, the Department of Finance's Service Delivery Office has provided Safe Work Australia with payroll, accounts payable and accounts receivable services. This MoU is in place until 30 June 2024.

The agency also has an MoU with the Australian Competition and Consumer Commission to sublease premises at Level 7, 2 Phillip Law Street, New Acton, Canberra.

Part 2 – Our Ministers and Members



A word from the Chair

This is my second year as Chair of Safe Work Australia and I can see the work we do is having an impact on the lives of so many workers in Australia.

Earlier this year, we delivered a new 10-year national strategy to reduce workplace fatalities, injuries and illnesses. The Australian Strategy was developed under Safe Work Australia's tripartite governance processes and has been agreed by the Commonwealth, state and territory governments. It represents a national commitment to work together to reduce worker fatalities, injuries and illnesses over the next decade.

Australia has committed to ambitious targets to measure progress over the next 10 years, including a reduction in worker fatalities caused by traumatic injuries by 30%. Achieving the vision of the strategy – Safe and healthy work for all – is not possible without the important contributions of all stakeholders. Everyone in the WHS system – governments, industry groups, WHS researchers, experts, practitioners and workers – has a part to play in realising the important outcomes set by the strategy.

At the helm of the great work of Safe Work Australia has been the CEO, Michelle Baxter PSM, who has led the agency with tenacity for the last decade. One of the features common to the long list of achievements spearheaded by Michelle over her time with Safe Work Australia is her unwavering commitment to robust governance. The quality of the work, the level of consultation and the rigour behind its analysis and national policy work is always apparent. I would like to thank Michelle for her leadership and the work she has undertaken in implementing meaningful changes as we continue to strive to reduce work-related death injury and illness and improve return to work outcomes. Michelle has been a source of great support to me in my role as Chair of Safe Work Australia, and I wish her all the best for the future.

There is, of course, much to be proud of when it comes to the output of the agency over the last year. Our innovative report Safer, healthier, wealthier: the

economic value of reducing work-related injuries and illnesses, published in October 2022, explored the cost of work-related injury and illness in Australia and estimates how much value could be created within the Australian economy by removing work-related injury and illness. The report provides an important evidence base for policy makers and economists to better understand why WHS is so important, embedding a shift from 'how' to do safety to 'why' we do safety.

In the workers' compensation space, Members are working hard to progress a range of important initiatives under the National Return to Work Strategy 2020–2030, which drives action to improve return to work outcomes for ill and injured workers. This is a complex process with many interconnected factors for the individual, their employer and the broader workforce.

With research finding that 1 in 3 workers thought they would be treated differently by people at work if they knew about their injury or illness, and 1 in 5 workers were worried about stigma associated with being on workers' compensation, I was pleased to help launch a Safe Work Australia awareness campaign about the stigma associated with workers' compensation and what can be done to reduce it. The campaign was created in collaboration with Safe Work Australia Members and was an initiative under the National Return to Work Strategy. By understanding what workers' compensation stigma is, where it can occur and how to identify it, we can take action to reduce it.

I urge you to read on and discover some of the other policy, data and corporate achievements the agency has attained over the past year. Both the breadth and the complexity of the policy challenges the agency takes on continue to impress.

A handwritten signature in black ink, appearing to read 'Joanne Farrell'. The signature is fluid and cursive, with a large loop at the beginning and a long tail extending to the right.

Ms Joanne Farrell

Chair

Safe Work Australia

Governance structure



Our Minister

The agency sits within the Employment and Workplace Relations portfolio. The Employment and Workplace Relations portfolio covers a range of functions and policy areas, including skills and training, workplace relations, WHS, and rehabilitation and compensation.

Safe Work Australia reports to the Minister for Employment and Workplace Relations, the Hon Tony Burke MP.

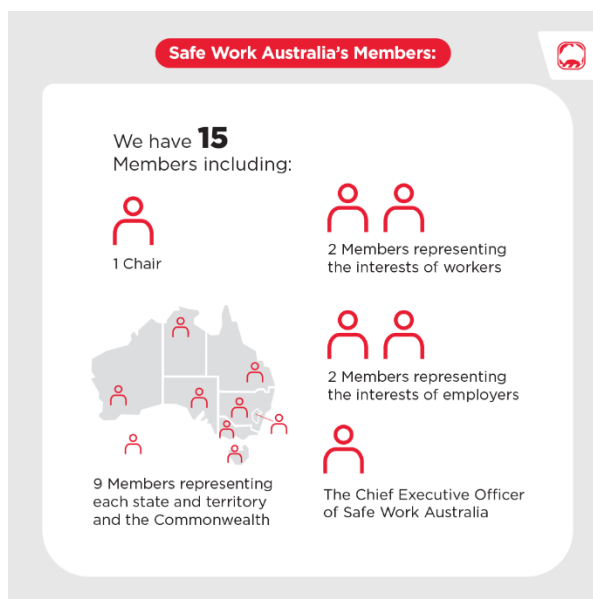
Safe Work Australia Members

The SWA Act establishes Safe Work Australia and sets out how our tripartite Members are appointed. There are 15 Safe Work Australia Members:

- the Chair
- 1 Member representing the Commonwealth
- 8 Members representing each state and territory
- 2 Members representing the interests of workers
- 2 Members representing the interests of employers, and
- the CEO of Safe Work Australia.

Commonwealth, state, and territory Members are nominated by and report to their respective WHS ministers – that is, ministers with responsibility for WHS in their jurisdictions. Members representing the interests of workers and employers are nominated by their corresponding authorised body. All nominated Members are appointed in writing by the Minister for Employment and Workplace Relations for a maximum term of 3 years. Members may be reappointed for additional terms.

The SWA Act outlines the authority and voting arrangements of Members. For matters relating to the model WHS legislative framework, a decision is made by a two-thirds majority of the votes of the voting Members present and voting; and a majority of the votes of all the voting Members who represent the Commonwealth, states, and territories. Matters not relating to the model WHS legislative framework are decided by a two-thirds majority of the votes of the voting Members present and voting.



Our Members



Joanne Farrell – Chair

Ms Joanne Farrell retired in early 2020 after a 40-year career in the mining industry holding executive roles in health, safety and environment along with communities and human resources.

Ms Farrell is currently a non-executive director at the Royal Flying Doctor Service (Western Operations) and the WA Museums, Deputy Chair of the QEII Medical Trust, Chair of Brightwater Care Group, and a member of the Senate of the University of Western Australia.

Ms Farrell holds a Bachelor degree in Science (Psychology and Economics) from the University of Western Australia. Ms Farrell also holds a Graduate Diploma in Business Administration from Curtin University and has senior management qualifications from the Australian Graduate School of Management and the London Business School.



Jody Anderson – Commonwealth

Jody Anderson is a First Assistant Secretary at the Department of Employment and Workplace Relations within the Workplace Relations Group, and is also the Commonwealth representative of the Safety, Rehabilitation and Compensation Commission (SRCC).

Jody commenced these roles in 2018. Prior to this role, Jody held a number of senior executive positions within the portfolio, leading strategic policy and implementation.

Jody has over 20 years of industrial relations experience in the public service, including extensive international policy and representational experience, leading Australia's engagement with the International Labour Organization (ILO) for a number of years. She has also worked as an industrial relations practitioner in the Commonwealth and the ACT Public Service.

Jody has a Bachelor of Arts, Administration (University of Canberra), and a Graduate Diploma in Employment Relations (University of Canberra).



Natasha Mann – New South Wales

Natasha Mann is the Deputy Secretary of the Better Regulation Division in the NSW Department of Customer Service, the Head of SafeWork NSW and the NSW Fair Trading Commissioner.

In this role, Natasha is responsible for an extensive portfolio of regulatory functions in place to protect and support businesses and communities in NSW. This includes NSW Fair Trading, SafeWork NSW, Office of the Registrar General, Professional Standards Authority, Long Service Corporation and Subsidence Advisory NSW.

Natasha is an experienced regulator and public policy advisor with over 20 years' experience leading significant regulatory and public policy reform in the NSW public sector. She has held various senior leadership roles across the government sector in the NSW Department of Communities and Justice, the NSW Department of Premier & Cabinet, NSW Health and the NSW Privacy Commission.

Natasha holds a Bachelor of Arts (Hons) and Bachelor of Laws from the University of Sydney.



Colin Radford – Victoria

Colin Radford was appointed CEO of WorkSafe Victoria in November 2019. WorkSafe is Victoria’s occupational health and safety regulator and workplace injury insurer.

In a 30-year career working in and with the Victorian public sector, Colin has held many senior executive and director roles across the government, for-purpose and private sectors. Immediately prior to becoming WorkSafe Chief Executive, Colin was CEO of the Victorian Managed Insurance Authority, where he oversaw a major cultural and strategic transformation. His private sector leadership experience includes 7 years as a Partner at Deloitte, where he led the Victorian Government practice and was the National Public Sector Leader for Financial Advisory Services.

Recent board roles include as a non-executive director of the Transport Accident Commission, and as Chair of Kids of Under and the Defence Reserves Support Council.

A Graduate of Columbia Business School (New York) and the Australian Institute of Company Directors, Colin is a Fellow of the Institute of Public Administration and the Williamson Community Leadership Program. In 2019, Colin was recognised as Australia’s CEO Diversity Champion, by the Australian Human Resources Institute.



Andrea Fox – Queensland

Andrea Fox’s career has spanned the public sector in Queensland, as well as working for a non-government organisation and teaching in the university sector. Andrea is genuinely committed to the principles of collaborative policy design, knowing that enduring and effective policy solutions are only devised when crafted with those affected by them. She has policy making experience working with a diverse range of industries including WHS, industrial relations,

vocational training, transport, energy, natural resources, and child protection reform.

Since 2017, Andrea has focused on WHS. She is the Queensland Member of Safe Work Australia and the Strategic Issues Group of Safe Work Australia, where she contributes to the national development of WHS policy. Andrea has also chaired a number of tripartite steering groups for collaborative policy development and regulation setting across construction, agriculture and psychosocial hazards.

Andrea is an advocate for reconstructing growth economics away from GDP and towards the reconciliation of economics with ecology. Andrea holds a Bachelor of Economics, as well as a Masters in Social Science (Economics) from the University of Queensland.



Darren Kavanagh – Western Australia

Darren Kavanagh is the WorkSafe Commissioner. Darren has more than 20 years' experience in occupational safety and health across diverse high-risk industries. Prior to his current position, he worked with the federal Department of Defence – Estate and Infrastructure Group. With his 10 years at Defence, Darren's roles included Risk and Compliance Manager for South Australia, Northern Territory and Western Australia, and Work Health and Safety Manager.

Darren previously served as a member of the WorkSafe Commission for a period of 4 years. He also served on the Building and Construction Industry Training Fund Board during this time.

Martyn Campbell – South Australia

Martyn Campbell is the former Executive Director of SafeWork SA, having resigned from the position in January 2023. Mr Glenn Farrell has been the substitute Safe Work Australia Member representing South Australia since this time. Glenn is the current Executive Director of SafeWork SA.



Robyn Pearce – Tasmania

Robyn Pearce has been the Executive Director at WorkSafe Tasmania since March 2020.

Robyn's pathway to WorkSafe Tasmania was through strategic human resource management and industrial relations in the public sector, with a focus on electricity supply and emergency services. Robyn led the introduction of strategic WHS frameworks in Tasmania Fire Service and chaired the Australasian Fire and Emergency Services Work Health and Safety Group. Robyn was the industry lead end user for the occupational health and safety research program for the inaugural Bushfire Cooperative Research Centre.

Robyn's particular interest and passion lies in leveraging organisational behaviour to achieve safer workplaces for industry and workers through positive and collaborative working relationships.



Peggy Cheong – Northern Territory

Peggy Cheong is the Executive Director of NT WorkSafe and is responsible for the regulation and administration of WHS, dangerous goods, electrical safety, and workers' compensation and rehabilitation laws in the Northern Territory.

Peggy is an experienced litigation lawyer and accredited mediator, with nearly 30 years of substantial experience mostly in the areas of regulatory compliance, WHS, workers' compensation, and employment law. She has held various roles within the Northern Territory legal sector, including as a long-time member and current president of the Council of the Law Society of the Northern Territory, a board member of the Darwin Community Legal Services Inc., and a volunteer at the Top End Women's Legal Service. Prior to joining

NT WorkSafe, she was the Deputy Chair of the NT Workers' Rehabilitation and Compensation Advisory Committee.

Peggy holds a Bachelor of Science Degree from the University of Western Australia and a Bachelor of Law Degree from the University of Queensland. With her extensive experience and strong community focus, Peggy is pivotal in guiding the WHS systems in the Northern Territory.



Michael Young – Australian Capital Territory

Michael Young was appointed as a Safe Work Australia Member in May 2015. He is the Executive Group Manager of the ACT Government Workplace Safety and Industrial Relations office, where he is responsible for the Territory's industrial relations, workers' compensation and work safety regulatory frameworks.

Michael Young is a personal injury management professional with over 15 years' experience in senior workers' compensation and work safety regulatory roles. Michael plays an important role in delivering effective return to work and injury management services for the ACT Government.



Liam O'Brien – Australian Council of Trade Unions

Liam O'Brien was re-elected as Assistant Secretary at the Australian Council of Trade Unions (ACTU) Congress in July 2021.

Before joining the ACTU Liam was the Victorian Assistant Secretary and National Vice-President of the Australian Workers' Union (AWU). It was there where he fought for the rights of workers across the diverse range of industries that the AWU represents. As a national official he led the AWU's work in the aluminium, aviation, glass and construction sectors.

As ACTU Assistant Secretary Liam is responsible for leading the movements policy, industrial and campaigning work on WHS and workers' compensation matters. Liam is passionate about the rights of all workers to have safe, healthy and decent work, and is a Member of Safe Work Australia and the Asbestos Safety and Eradication Council.

Liam is also responsible for the skills and VET portfolio at the ACTU and is a member of the Jobs and Skills Australia Consultative Forum.

He also holds a Bachelor of Arts and Bachelor of Politics, Philosophy and Economics, with a major in Economics.

He is the proud father of 2 kids and lives in Melbourne's west.

Dr Deborah Vallance – Australian Council of Trade Unions

Deborah Vallance is the Senior WHS Policy Officer at the ACTU, after having previously worked for many years at the Australian Manufacturing Workers Union in a similar role. She has represented the Australian union movement on health and safety at state, national and international levels. She also has experience in government, research and health settings.



Jennifer Low – Australian Chamber of Commerce and Industry

Jennifer Low is Director, Health, Safety, Resilience & Digital Policy at the Australian Chamber of Commerce and Industry (ACCI) and has been employed by ACCI since 2017. Jennifer acts as an advocate for employers in the design, implementation and operation of Australia's national and state legislative frameworks governing WHS and workers' compensation.

Jennifer represents employers on a number of national and international committees including the Mentally Healthy Workplace Alliance; Asbestos Safety and Eradication Agency non-governmental advisory committee; Business at OECD Health Committee; Standards Australia; the Australian Industrial Chemicals Introduction Scheme Strategic Consultative Committee; and SWA's Strategic Issues Groups for WHS and workers' compensation. She is also a member of Worksafe WA's Commission for Occupational Safety and Health and an adviser on the 23rd World Congress National Advisory Committee and National Silicosis Prevention Strategy Expert Steering Committee.

With primary qualifications in psychology and safety, prior to ACCI, Jennifer worked as a people and safety consultant, WHS and workers' compensation policy advisor, drug and alcohol research academic, and human factors advisor in the oil and gas sector. Jennifer is an Associate Member of the Australian Psychological Society.



Tracey Browne – Australian Industry Group

Tracey Browne is Manager, National Safety and Workers' Compensation Policy and Membership Services for the Australian Industry Group (Ai Group). Tracey commenced her tenure as a Member in 2018 but has represented Ai Group on all of the agency's Strategic Issues Groups since their inception.

Before joining Ai Group Tracey held senior positions within the manufacturing sector in human resources, WHS and workers' compensation. Tracey holds a Bachelor of Business (Personnel Management), a Graduate Diploma in Occupational Hazard Management, and a Master of Applied Science in OHS.

In her role with Ai Group Tracey provides advice and training to employers in WHS and workers' compensation, across all Australian jurisdictions, and brings her broad range of practical knowledge to her representation role at a national and jurisdictional level.



Michelle Baxter PSM – Chief Executive Officer, Safe Work Australia

Michelle Baxter is Safe Work Australia's CEO. Michelle brings more than 30 years of public sector experience to the role through her positions as a Member of Safe Work Australia and its subsidiary committees; as a Commissioner of the SRCC; and with Heads of Workers' Compensation Authorities, Respect@Work Council, G20 Occupational Safety and Health Expert Network, and previously, the National Dust Disease Taskforce.

She has worked in many senior roles across the APS, including as group manager in the former Department of Education, Employment and Workplace Relations (DEEWR); group manager responsible for agency change with the Fair Work Ombudsman; and group manager, Council of Australian Governments Taskforce with DEEWR.

Safe Work Australia Member meetings

The SWA Act requires Safe Work Australia Members to meet a minimum of 3 times over the reporting period. In 2022–23 Safe Work Australia Members met on 4 occasions: 22 September 2022, 8 December 2022, 23 March 2023 and 8 June 2023. Members also considered a range of matters out of session.

Over the reporting period Members achieved a range of outcomes. These included:

- progressing implementation of the responses to the recommendations of the Decision Regulation Impact Statement for the 2018 Review of the model WHS laws (2018 Review), as agreed by WHS ministers in May 2021
- continuing to implement initiatives to improve the WHS of workers at risk of occupational lung disease, particularly those working with crystalline silica-containing materials such as engineered stone
- continuing the review of the workplace exposure standards to decide on the workplace exposure limits
- developing and endorsing the Australian Strategy 2023–2033, subsequently approved unanimously by WHS ministers and published in February 2023
- delivering successful awareness campaigns, including National Safe Work Month, the Deliver Yourself Home Safely campaign and the workers' compensation stigma campaign
- publishing key WHS and workers' compensation publications and the development of a new interactive beta data website to analyse and research WHS and workers' compensation trends across Australia
- progressing national initiatives under the National Return to Work Strategy 2020–2030 to address the barriers that affected workers face in returning to work, and
- publishing model Codes of Practice: *Tower cranes* and *Managing psychosocial hazards at work*.

Members also agreed to progress a range of other work that will continue to be delivered over the forward period.

Safe Work Australia Strategic Issues Groups

Safe Work Australia has 2 committees, known as Strategic Issues Groups (SIGs), to assist in the performance of its functions: SIG-WHS and SIG-Workers' Compensation. These committees are established under section 60 of the SWA Act.

These groups provide advice to assist Safe Work Australia and are collaborative forums to share data, evidence and research insights. Secretariat support for each SIG is provided by the agency. Each SIG is tripartite and reflects Safe Work Australia's membership.

SIG-WHS

SIG-WHS assists Safe Work Australia in performing its functions regarding WHS matters.

In 2022–23, SIG-WHS convened on 3 occasions: 18 August 2022, 10 November 2022 and 4 May 2023.

TABLE 1: SIG-WHS MEMBERS AS AT 30 JUNE 2023

SIG-WHS MEMBERS AS AT 30 JUNE 2023	
Member	Membership
Ellen Lukins	Chair
Elizabeth de Hoog	Commonwealth
John Tansey	New South Wales
Samuel Jenkin	Victoria
Andrea Fox	Queensland
Sally North	Western Australia
Brett Pfeffer	South Australia
Dr Alice Morris	Tasmania
Daniel McElholum	Northern Territory
Rebecca Sullivan	Australian Capital Territory
Veronica Black	Australian Council of Trade Unions
Katie Biddlestone	Australian Council of Trade Unions
Jennifer Low	Australian Chamber of Commerce and Industry
Tracey Browne	Ai Group
Michelle Baxter PSM	CEO, Safe Work Australia

SIG-Workers' Compensation

SIG-Workers' Compensation assists Safe Work Australia in performing its functions regarding workers' compensation matters.

In 2022–23, SIG-Workers' Compensation convened on 3 occasions: 23 August 2022, 15 November 2022 and 28 March 2023.

TABLE 2: SIG-WORKERS' COMPENSATION MEMBERS AS AT 30 JUNE 2023

SIG-WORKERS' COMPENSATION MEMBERS AS AT 30 JUNE 2023	
Member	Membership
Darren Parker	Chair
Rachael White	Commonwealth
Megan Buick	Comcare
Christian Fanker	New South Wales
Roger Arnold	Victoria
Janene Hillhouse	Queensland
Chris White	Western Australia
James Large	South Australia
Damian Davidson	Tasmania
Kerry Barnaart	Northern Territory
Michael Young	Australian Capital Territory
Jack Kenchington-Evans	Australian Council of Trade Unions
Dave Henry	Australian Council of Trade Unions
Jennifer Low	Australian Chamber of Commerce and Industry
Tracey Browne	Ai Group
Michelle Baxter PSM	CEO, Safe Work Australia

Reference group

Communications Reference Group

The Communications Reference Group (CRG) shares information on communication activities; education and awareness-raising campaigns; and findings of communication research. The group also explores opportunities to work together to deliver consistent national messages about WHS and workers' compensation. The CRG is made up of communication officers representing each Safe Work Australia Member and is chaired by the agency.

The agency chaired 4 CRG meetings during 2022–23. The CRG's work included research on and development of national campaigns, such as those for food delivery riders (Deliver Yourself Home Safely), stigma around workers' compensation, National Safe Work Month, workplace sexual harassment, World Day for Safety and Health at Work and Workers' Memorial Day.

The agency also provides the CRG with regular updates about new Safe Work Australia model Codes of Practice, guides, publications, data and research to distribute through its networks.

Other contributing roles

Safe Work Australia provides support and representation on a number of important committees and participates and provides advice in forums including those discussed below.

Safety, Rehabilitation and Compensation Commission

Commissioner – CEO, Michelle Baxter PSM

Deputy Commissioner – Deputy CEO, Amanda Johnston

The SRCC is a statutory body that administers the regulatory functions of the *Safety, Rehabilitation and Compensation Act 1988 (Cth)* (SRC Act), other than those ascribed to Comcare in the SRC Act. SRCC is the issuing authority and regulator of self-insurance licences under the SRC Act. As part of this, SRCC has the power to set standards for the rehabilitation and WHS performance of self-insured licensees and must be satisfied that licence applicants can meet these standards.

Heads of Workers' Compensation Authorities

Observer – CEO, Michelle Baxter PSM

The Heads of Workers' Compensation Authorities (HWCA) is a group comprising representatives of the jurisdictional bodies responsible for the regulation and administration of workers' compensation in Australia and New Zealand. HWCA promotes and implements best practice in workers' compensation arrangements in the areas of policy and legislative matters, regulation and scheme administration.

Respect@Work Council

Member – CEO, Michelle Baxter PSM

The Respect@Work Council brings together leaders from relevant bodies and sectors to consider how existing frameworks can be better used to prevent and respond to workplace sexual harassment, promote safer workplaces and reduce undue burden on employers and victims of workplace sexual harassment.

Federal Safety Commissioner's Australian Government Agency Reference Group

Representative – Branch Manager, Rebecca Newton

The Federal Safety Commissioner's Australian Government Agency Reference Group (AGARG) promotes the sharing of information, facilitates feedback from client agencies and provides advice to the Federal Safety Commissioner on the Australian Government Building and Construction WHS Accreditation

Scheme and its operations. AGARG members are drawn from Commonwealth agencies and Commonwealth corporate entities that are major clients of the building and construction industry.

G20 Occupational Safety and Health Expert Network

Representative – CEO, Michelle Baxter PSM

The G20 Occupational Safety and Health Expert Network contributes to improving communication, coordination and information-sharing between G20 countries in line with ministerial declarations and leader expectations. The network facilitates better communication among country experts, representatives of international organisations, businesses and workers.

United Nations Sub-Committee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals

Head of Australian delegation – Branch Manager, Dr Rebecca Newton

Safe Work Australia is the lead agency for Globally Harmonized System of Classification and Labelling of Chemicals implementation in Australia and provides the Australian delegation on the United Nations Sub-Committee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals (UNSCGHS). The Australian delegation presents the agreed Australian Government position on chemical classification and labelling issues in Australia.

First Responder Mental Health Working Group

Representative – Branch Manager, Sarah Costelloe

The First Responder Mental Health Working Group is managed by the Department of Employment and Workplace Relations and was established as part of the government's response to the Senate Education and Employment References Committee inquiry into the mental health of first responders. As recommended by the committee, the working group is considering the benefits of a coordinated national approach to presumptive legislation covering post-traumatic stress disorder and other psychological injuries in first responder and emergency services agencies.

Part 3 – Our performance

Annual performance statement

Statement of preparation

I, Michelle Baxter, as the accountable authority of Safe Work Australia, present the agency's 2022–23 annual performance statement, prepared for paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In my opinion, the annual performance statement is based on properly maintained records, accurately presents the agency's performance in the reporting period 2022–23 and complies with subsection 39(2) of the PGPA Act (section 16F of the PGPA Rule).



Michelle Baxter PSM

Chief Executive Officer
Safe Work Australia

8 September 2023

Performance overview

In 2022–23 Safe Work Australia continued to achieve its intended outcome.

Our performance criteria in 2022–23 highlight our work to support greater awareness and accessibility of WHS and workers' compensation information and guidance. Three criteria point to the short-term performance of Safe Work Australia over the reporting period, and one to the long-term performance of achievements in reducing the incidence of worker fatalities, injuries and illnesses. The criteria are consistent with the goal of the Australian Strategy 2012–2022, and set out a 10-year plan for reductions in the incidence of workplace death, injury, illness and workers' compensation claims.

Of the performance targets set for 2022–23, we have achieved 3 and, in collaboration with our Members, made significant shared progress towards achieving the fourth. We have achieved this by collaborating closely with stakeholders to develop innovative, evidence-based national policy and supporting strategies that improve WHS and workers' compensation arrangements and effect change in Australian workplaces.

TABLE 3: SUMMARY OF PERFORMANCE RESULTS

Outcome		
As set out in the Portfolio Budget Statements 2022–23, the outcome statement for Safe Work Australia is: Healthier, safer and more productive workplaces through improvements to Australian WHS and workers' compensation arrangements.		
Performance criteria	Target for 2022–23¹	2022–23 result
The agency delivers the activities agreed in the Operational Plan to the satisfaction of Safe Work Australia Members.	75% of voting members are satisfied with the agency's delivery of the activities identified in the Operational Plan.	Achieved – 93%
Reductions in the incidence of work-related death, injury, and illness through: <ul style="list-style-type: none"> • an improved and reformed work health and safety framework • increased work health and safety awareness • developing and maintaining an evidence base which informs policy and practice • reduced exposure to work-related hazards causing injury and illness, and • improved quality of workplace controls. 	By 2022, and consistent with the Australian Work Health and Safety Strategy 2012–2022:	On track
	<ul style="list-style-type: none"> • a reduction in the number of worker fatalities due to injury of at least 20% 	Partially achieved
	<ul style="list-style-type: none"> • a reduction in the incidence rate of claims resulting in one or more weeks off work of at least 30% • a reduction in the incidence rate of claims for musculoskeletal disorders resulting in one or more weeks off work of at least 30%. 	On track
The agency collects, analyses and publishes WHS and workers' compensation statistics and research reports.	Statistics and reports are accessed by stakeholders to support a greater understanding of WHS and workers' compensation matters, and inform evidence-based decision making, policy and guidance.	Achieved
The agency develops and delivers accessible WHS and workers' compensation information and guidance for Australian employers, small businesses, and workers.	The agency maintains a suite of information and guidance on the Safe Work Australia website that is accessible to employers, small businesses and workers. The agency highlights the available information and guidance through social media channels and awareness-raising activities.	Achieved

Safe Work Australia's planned measures and targets for performance are listed in the PBS only. Section 27 of the SWA Act provides that despite section 35 of the PGPA Act, Safe Work Australia's Corporate Plan must only include the outcomes to be achieved by Safe Work Australia and the strategies that are to be followed to achieve these outcomes. Accordingly, performance and other information specified for inclusion in the Corporate Plan by the PGPA Rule 2014 (section 16E) does not apply.

¹ Given the nature of the datasets and the processing of workers' compensation claims, this data generally has an 18-month lag.

Performance results and analysis

This section outlines performance criteria targets, results, methodology and analysis related to Safe Work Australia’s outcome.

Performance criterion 1

The agency delivers the activities agreed in the Operational Plan to the satisfaction of Safe Work Australia Members.

Reference: Portfolio Budget Statements 2022–23, Budget Related Paper No. 1.6, October 2022, p. 221.

2022–23 target	2022–23 result	Previous result
75% of voting Members are satisfied with the agency’s delivery of the activities identified in the Operational Plan.	Achieved – 93%	Achieved – 86%

Methodology: Survey of voting Safe Work Australia Members, July 2023.

Under section 4 of the SWA Act, Safe Work Australia is required to prepare an operational plan that outlines the activities it will undertake to achieve its outcomes for the year. Safe Work Australia also prepares an agency work plan (focused largely on Safe Work Australia Members and SIG activities) that details the specific projects it will undertake in support of the Operational Plan activities.

Progressing the 35 recommendations from the 2018 Review agreed to by WHS ministers continued to be a major priority during 2022–23. At 30 June 2023, 30 of the recommendations had been completed. The remaining 5 recommendations are well progressed.

The 2022–23 Operational Plan also identified that the ongoing implications of COVID-19 would remain a focus of Safe Work Australia, with consideration given to the relevance of our COVID-19 guidance and tools in relation to other infectious diseases in the workplace. Further detail on Safe Work Australia’s activities is provided in Part 4 – Our achievements.

As part of the 2022–23 annual performance reporting cycle, a survey of the 14 voting Safe Work Australia Members was undertaken in July 2023. They were asked to rate their level of satisfaction with Safe Work Australia’s achievements against the activities outlined in the Operational Plan.

Of the 14 Members surveys issued, 13 responses (93%) indicated they were either satisfied or very satisfied with Safe Work Australia delivering on the activities identified in the 2022–23 Operational Plan. One response (7%) was not returned. The result for 2021–22 reflected the receipt of 12 responses indicating satisfied or very satisfied. Respondents were satisfied with Safe Work Australia’s level of communication, collaboration, transparency and responsiveness in advancing the key activities outlined in the 2022–23 Operational Plan.

Performance criterion 2

Safe Work Australia contributes to a reduction in the incidence of work-related death, injury and illness by implementing the strategies identified in the Corporate Plan and completing the activities detailed in the Operational Plan. The targets for this criterion contribute to the overall goal in the Australian Strategy 2012–2022 of reduced worker fatalities, injuries and illnesses.

Reductions in the incidence of work-related death, injury, and illness through:

- an improved and reformed WHS framework
- increased WHS awareness
- developing and maintaining an evidence base which informs policy and practice
- reduced exposure to work-related hazards causing injury and illness, and
- improved quality of workplace controls.

Reference: Portfolio Budget Statements 2022–23, Budget Related Paper No. 1.6, October 2022, pp. 221–222; Australian Strategy for Work Health and Safety 2012–2022, p. 7.

2022–23 target	2022–23 result	Previous result
By 2022, and consistent with the Australian Work Health and Safety Strategy 2012–2022: <ul style="list-style-type: none"> • a reduction in the number of worker fatalities due to injury of at least 20% 	On track	On track
<ul style="list-style-type: none"> • a reduction in the incidence rate of claims resulting in one or more weeks off work of at least 30% 	Partially achieved	On track
<ul style="list-style-type: none"> • a reduction in the incidence rate of claims for musculoskeletal disorders resulting in one or more weeks off work of at least 30%. 	On track	On track

Methodology: Analysis of the Work-related Traumatic Injury Fatalities dataset and the National Dataset for Compensation-based Statistics.

The latest available data indicates:

1. a 32% decrease in the number of traumatic injury fatalities, from 270 fatalities in the base period to an average of 184 per year over the 2019–21 period. The target for work-related fatalities was met in 2011–13 and continues to show a downward trend. If the current trends continue, the reduction in work-related fatalities will exceed the target of at least a 20% reduction by 2022.
2. a 22% decrease in the incidence rate of serious claims between the base period and 2019–20. The current rate is 10.1 serious claims per 1,000 employees, down from 12.5 in 2009–10. While annual targets have been met up until 2018–19, the 2019–20 rate is below the reduction required to meet the target of 30% by 2022.

3. a 28% decrease in the incidence rate of musculoskeletal claims between the base period and 2019–20. The current rate is 5.6 claims per 1,000 employees, down from 7.6 in 2009–10.

Performance criterion 3

The agency collects, analyses and publishes WHS and workers' compensation statistics and research reports.

Reference: Portfolio Budget Statements 2022–23, Budget Related Paper No. 1.6, October 2022, p. 221.

2022–23 target	2022–23 result	Previous result
Statistics and reports are accessed by stakeholders to support a greater understanding of WHS and workers' compensation matters, and inform evidence-based decision making, policy and guidance.	Achieved	Achieved

Methodology: Availability of data and the examination of statistical enquiries, and the development of case studies on statistical usage.

To inform improved WHS policy and practice, Safe Work Australia collects, analyses and publishes WHS and workers' compensation statistics and research. The data and research is described in Part 4 – Our achievements.

Beta data website case study

In March 2023, we launched a beta interactive data website to make it easier for stakeholders to access information, data and reports. The new website delivers national WHS and workers' compensation data in an intuitive, user-friendly way.

Users can explore more data collected by Safe Work Australia on the incidence of work-related fatalities, injuries and illnesses. Using PowerBI dashboards, users can create their own tables and discover graphs and charts that allow sorting data by industry, occupation, year, mechanism of injury and more.

Releasing a beta or prototype of the website allows us to test and improve the website before an official launch in the coming months when a wider set of data will be made available and other site improvements actioned.

At 30 June 2023, the beta site has industry-focused dashboards covering the agriculture, road transport, manufacturing, construction, mining and health care and social assistance industries; and interactive datasets on:

- work-related fatalities
- workers' compensation
- the National Return to Work Survey
- quad bike fatalities, and
- prosecutions.

We also provided data to Safe Work Australia Members and other stakeholders with an interest in workers' compensation and traumatic injury fatalities; and responded to more than 300 data requests and enquiries from Australian industry, worker, government and academic representatives.

Performance criterion 4

The agency develops and delivers accessible WHS and workers' compensation information and guidance for Australian employers, small businesses, and workers.

Reference: Portfolio Budget Statements 2022–23, Budget Related Paper No. 1.6, October 2022, p. 221.

2022–23 target	2022–23 result	Previous result
The agency maintains a suite of information and guidance on the Safe Work Australia website that is accessible to employers, small businesses, and workers. The agency highlights the available information and guidance through social media channels and awareness raising activities.	Achieved	Achieved

Methodology: Examination of website views and campaign evaluation.

In 2022–23, several national communication campaigns were delivered, as well as the publication and promotion of WHS and workers' compensation guidance, data and research.

Safe Work Australia's websites provide critical information about WHS and workers' compensation, including the model WHS laws; model Codes of Practice; guidance material; data and research; and other resources for PCBUs, small businesses and workers. The COVID-19 website remains a central hub of COVID-19 WHS guidance and tools, including case studies, checklists and other practical materials for Australian workplaces.

In 2022–23 Safe Work Australia used its websites, social and traditional media, electronic direct mail, and awareness-raising activities to deliver several successful major communication and education campaigns highlighting the information and guidance available on its website:

- The Deliver Yourself Home Safely campaign was launched in May 2023. The campaign provides practical information to influence positive WHS attitudes and behaviours amongst food delivery workers. The campaign website contains a range of information, such as posters, fact sheets, a safety quiz and infographics, in many different languages: English, Mandarin, Punjabi, Nepali, Vietnamese, Hindi and Urdu. These resources are complemented by targeted digital display and social media advertising, as well as culturally and linguistically diverse community engagement and stakeholder engagement. The campaign will continue until September 2023.
- An awareness campaign to increase understanding of workers' compensation stigma and what can be done to reduce it was launched in May 2023. Practical resources, including fact sheets, case studies, posters and infographics, were developed to help employers, supervisors and workers to reduce workers' compensation stigma. The campaign concluded in June 2023.
- National Safe Work Month aims to build community awareness and knowledge of WHS. This year it was conducted over a 4-week period in October 2022. The theme for National Safe Work Month 2022 was 'Know

Safety, Work Safely'. In addition to the main campaign, Safe Work Australia ran 'SafeTea', an initiative that encouraged PCBUs to sit down and talk to their workers about WHS over a cup of tea.

- World Day and Workers' Memorial Day on 28 April 2023 raised awareness about the importance of WHS and honoured those who have died from work-related injury or illness.

Further detail is provided in Part 4 – Our achievements.

Deliverables against Safe Work Australia's outcome

Deliverables against Safe Work Australia's outcome to support healthier and safer workplaces for all Australians were identified in the PBS and were developed with reference to the functions set out in the SWA Act.

Achievements against these deliverables are detailed in Part 4 – Our achievements.

TABLE 4: SUMMARY OF KEY DELIVERABLES OUTLINED IN THE 2022–23 PBS

Deliverables for 2022–23	Reference in this report
Review, evaluate and improve the model WHS laws in Australia, including completing the implementation of WHS ministers' responses to the recommendations of the independent review of the model WHS laws.	Part 4 – Our achievements, Implementing WHS ministers' response to the recommendations of the 2018 independent review of the model WHS laws section
Lead the development and refinement of national WHS information and guidance, including to address the implications of COVID-19 and communicate this to support Australian businesses and workers in achieving safe and healthy workplaces.	Part 4 – Our achievements, COVID-19 response and Education and communication sections
Build on the lessons learned over the term of the Australian Work Health and Safety Strategy 2012–2022 and apply these to the development and implementation of the next strategy.	Part 4 – Our achievements, Australian Work Health and Safety Strategy 2023–2033 section
Support the National Return to Work Strategy 2020–2030 and the actions to improve return to work outcomes for workers with a work-related injury or illness.	Part 4 – Our achievements, National Return to Work Strategy 2020–2030 section
Support the collection, analysis and dissemination of national WHS and workers' compensation data, and research that will address identified knowledge gaps with practical and actionable outcomes.	Part 4 – Our achievements, Education and communication, Data (beta) website – Our data. Your stories., and International activities sections

Part 4 – Our achievements

COVID-19 response

Safe Work Australia has continued to play a critical role in coordinating a national WHS response to COVID-19. In 2022–23, we maintained the national hub of guidance and tools for Australian workplaces to address the WHS risks of COVID-19. This central information hub is a dedicated website, developed in consultation with Members, that includes checklists, case studies and other practical materials for Australian workplaces.

In 2022–23, the COVID-19 public health response transitioned towards managing COVID-19 in accordance with other infectious diseases. COVID-19 public health orders and mandates across Australia ceased. In response, we are reviewing our COVID-19 guidance and developing more targeted materials to meet the changing needs of Australian workplaces into the future.

In 2023–24, Safe Work Australia will continue to work with Members to refine and develop guidance to assist workplaces to address the health and safety risks of COVID-19 and other infectious diseases.

Australian Work Health and Safety Strategy 2023–2033

In February 2023, Safe Work Australia published the new Australian Strategy. The strategy outlines a national vision – Safe and healthy work for all. It sets the platform for delivering on key WHS improvements over the next 10 years and will guide the work of Safe Work Australia and its Members.

Safe Work Australia developed the strategy in consultation with more than 150 stakeholders, including WHS researchers, union representatives, WHS technical bodies, not-for-profit organisations, industry bodies, government agencies and platform work companies.

The strategy aims to influence the work and understanding of researchers, experts, WHS practitioners, businesses, workers and government, all of which play a role in driving WHS improvements across Australia. It sets out a range of example actions, from information and awareness raising through to health and safety leadership, and promotes active organisational decision-making that prioritises safe and healthy work for workers every day.

This important strategic document for WHS stakeholders across the country provides a unifying vision and goal and a call to action to tackle persistent and emerging WHS challenges, such as psychosocial risks; the rise of artificial intelligence, automation and related technologies; and new types of work arrangements, including gig work.

Safe Work Australia will periodically report on progress against the targets of the strategy. We will use a landscape monitoring approach that will consider a range of metrics to ensure continuous improvement of WHS. This approach will be reviewed over the course of the strategy to ensure metrics capture new and emerging issues and allow the strategy to evolve and remain relevant over the next decade.

Implementing WHS ministers' response to the recommendations of the 2018 independent review of the model WHS laws

Safe Work Australia has completed 30 recommendations of the 2018 Review, and 5 of the remaining recommendations are well progressed. A summary of the status and agreed outcome for each of the recommendations can be found on our website (<https://www.safeworkaustralia.gov.au/law-and-regulation/model-whs-laws/implementation-whs-ministers-agreed-response-review-model-whs-laws>).

In 2022–23 the following 2018 Review recommendations were finalised:

- Recommendation 1: Review the model WHS Regulations and model Codes of Practice
- Recommendation 20: Review incident notification provisions
- Recommendation 21: Review the National Compliance and Enforcement Policy (NCEP)
- Recommendation 25: Consistent approach to sentencing
- Recommendation 27: Clarify the risk management process in the model WHS Act
- Recommendation 30: Photographic ID on white cards
- Recommendation 32: Review of major hazard facilities (MHF) Regulations
- Recommendation 33: Review of crane licence classes.

The following 2018 Review recommendations are well progressed:

- Recommendation 5: Develop guidance on the principles that apply to duties
- Recommendation 22: Increase penalty levels
- Recommendation 29b: Develop an intuitive, interactive tool to support the completion of fit-for-purpose safe work method statements (SWMS)
- Recommendation 34(a): Improving the quality of asbestos registers
- Recommendation 34(b): Reviewing existing requirements for competent persons in relation to asbestos.

Work health and safety policy

Prohibiting uncontrolled processing of engineered stone products

The model WHS Regulations were amended on 22 May 2023 and published on the Safe Work Australia website in June 2023. The amendments included an express prohibition on the uncontrolled processing of engineered stone products.

Industrial manslaughter

At the meeting of WHS ministers on 28 February 2023, the requisite majority of WHS ministers agreed to amend the model WHS Act to include a jurisdictional note and model penalty amounts for the offence of industrial manslaughter. The model penalties agreed by WHS ministers were \$18 million for a body corporate and 20 years' imprisonment for an individual. Safe Work Australia is working with the Parliamentary Counsel's Committee to give effect to the WHS ministers' decision.

Model Code of Practice on managing psychosocial hazards at work

On 6 June 2022, Safe Work Australia amended the model WHS Regulations to clarify how existing duties in the model WHS laws apply to psychosocial risks, implementing the decision made by WHS ministers in May 2021.

To support the new model WHS Regulations, Safe Work Australia published a model Code of Practice, *Managing psychosocial hazards at work*, on 1 August 2022. The new model Code provides practical guidance on psychosocial hazards and how to effectively control risks.

Safe Work Australia continues to consider what further guidance material and communication products should be developed to support PCBUs to understand and comply with their WHS duties.

Preventing and responding to sexual harassment

Safe Work Australia continued to address sexual harassment at work as part of broader work on psychosocial hazards. The model WHS Regulations on psychosocial hazards cover all psychosocial hazards and sexual harassment is expressly dealt with in the model Code of Practice *Managing psychosocial hazards at work*.

Safe Work Australia commenced work in March 2023 to draft a model Code of Practice on sexual and gender-based harassment. If WHS ministers approve the model Code, it will complement the broader model Code of Practice *Managing psychosocial hazards at work*.

Safe Work Australia updated the Type of Occurrence Classification System (TOOCS) codes to include 2 new codes separating the ‘Other harassment’ category into ‘Sexual harassment’ and ‘Racial harassment’, making it easier to identify and report on sexual harassment claims.

Safe Work Australia continued to support the implementation of the recommendations of the Australian Human Rights Commission’s Respect@Work inquiry into sexual harassment, including through:

- the role of the CEO of Safe Work Australia, Michelle Baxter PSM, as a member of the Respect@Work Council and presenting at the council’s Industry Forum
- providing evidence to the Senate Standing Committees on Legal and Constitutional Affairs on the Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Bill 2022, and
- supporting the implementation of recommendations by providing:
 - advice on the Good Practice Indicators Framework for Preventing and Responding to Workplace Sexual Harassment
 - guidance on the positive duty in the *Sex Discrimination Act 1984* (Cth)
 - guidelines on the use of confidentiality clauses in the resolution of workplace sexual harassment complaints
 - advice on the Respect@Work website, and
 - advice on the development of broader training and educational materials.

Occupational lung disease

In 2022–23, a major focus for Safe Work Australia and regulators continued to be initiatives to improve the WHS of workers at risk of occupational lung disease, particularly those working with crystalline silica-containing materials, such as engineered stone.

In February 2023, Safe Work Australia provided a Decision Regulation Impact Statement on managing the risks of respirable crystalline silica at work to WHS ministers for their consideration. At a meeting of WHS ministers on 28 February 2023, ministers agreed to the following options, as recommended by Safe Work Australia:

- Option 2: National awareness and behaviour change initiatives
- Option 5a: Stronger regulation of high-risk crystalline silica processes for all materials (including engineered stone) across all industries, and
- Option 6: Further analysis and consultation on the impacts of the prohibition of the use of engineered stone under the model WHS laws.

We have commenced work on all 3 options.

In March 2023, we released a consultation paper seeking feedback on options for a prohibition on the use of engineered stone. The consultation submissions, expert advice and stakeholder feedback informed an impact analysis and

recommendations on a potential prohibition on use of engineered stone, which was sent to WHS ministers in August 2023.

In March 2023, Safe Work Australia Members agreed to recommend to WHS ministers a reduction of the 8-hour time-weighted average workplace exposure standard for respirable crystalline silica from 0.05 mg/m³ to a health-based limit of 0.025 mg/m³.

In April 2023, Safe Work Australia Members and their nominative representatives met to progress the decision of WHS ministers for stronger regulation of high-risk crystalline silica processes (Option 5a). The workshop also sought input to inform the impact analysis on a potential prohibition on the use of engineered stone.

In May 2023, amendments to the model WHS Regulations to expressly prohibit uncontrolled processing of engineered stone products were published.

Gig economy

Safe Work Australia continues its work monitoring relevant developments in the gig economy and we are undertaking policy work and communications activities to improve gig worker, business and community understanding of WHS and workers' compensation laws that apply to the gig economy.

In May 2023, we launched the Deliver Yourself Home Safely campaign. The campaign provides food delivery workers with practical information on WHS risks and hazards, rights and duties, what food delivery workers can do to keep safe, dealing with abuse and extreme weather conditions, WHS consultation, and workers' compensation.

As many food delivery workers are from culturally and linguistically diverse backgrounds, the campaign materials and website are provided in Mandarin, Punjabi, Nepali, Vietnamese, Hindi, and Urdu. The materials are also available in English.

Workplace exposure standards

Under the model WHS Regulations, PCBUs must ensure that no person in the workplace is exposed to an airborne contaminant above the exposure standard set out in the *Workplace exposure standards for airborne contaminants*.

In 2022–23, we further progressed the review of the workplace exposure standards for over 700 chemicals and chemical groups to ensure they are based on current scientific evidence and will provide the best protection to workers. The complete list of revised exposure standards, as agreed by Safe Work Australia Members, will soon be recommended to WHS ministers. After ministerial approval, the exposure standards will be published as a consolidated list on the Safe Work Australia website and will become mandatory 3 years from the date of implementation in jurisdictions.

National transition to GHS Revision 7

Safe Work Australia leads the implementation of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) in Australia,

including the adoption of updated versions. Following a 2-year transition that began on 1 January 2021 and ended on 31 December 2022, Australia has now adopted the seventh revised edition of the GHS (GHS 7). GHS 7 must now be used to classify, label and prepare safety data sheets for newly manufactured or imported hazardous chemicals in Australia.

Australia's adoption of GHS 7 includes:

- the introduction of new and revised hazard categories and classes
- the modification of the 'hazardous chemical' definition under the model WHS laws to include Category 2 eye irritant, and
- updated precautionary statements.

We continue to support stakeholders in their transition to GHS 7 through updates to relevant model Codes of Practice and guidance and other education activities.

Model Code of Practice for tower cranes

On 19 June 2023, Safe Work Australia published a model Code of Practice, *Tower cranes*.

The model Code provides practical guidance on how to meet WHS requirements under the model WHS Act and the model WHS Regulations. It provides guidance on managing the risks associated with tower cranes at all stages, from planning to operating and dismantling the crane.

Guide to managing the risks of tree work

In March 2023, Safe Work Australia published a major revision to its *Guide to managing the risks of tree work*. The new guide was based on extensive industry feedback and includes greater clarity on how WHS requirements related to working at heights apply to tree work.

Safe use of amusement devices

In October 2022, Safe Work Australia published updated guidance on the safe use of amusement devices, including a general guide, an inspection information sheet and a checklist for operators.

Maximum monetary penalties for WHS offences

In December 2022, Safe Work Australia published a table that compares a cross-selection of monetary penalties from the model WHS Act and the jurisdictions that have implemented the model WHS Act. It also includes a table summarising equivalent penalties in Victoria's *Occupational Health and Safety Act 2004*.

Workers' compensation policy

Safe Work Australia develops national policy to improve workers' compensation arrangements and promote national consistency. We also undertake research initiatives to develop national workers' compensation policy.

National Return to Work Strategy 2020–2030

The National Return to Work Strategy 2020–2030, endorsed by WHS ministers, commenced on 1 January 2020. Now at the end of its third year, its vision is to minimise the impact of work-related injury and illness and to enable workers to have a timely, safe and durable return to work.

In 2022–23 Safe Work Australia:

- partnered with the Behavioural Economics Team of the Australian Government (BETA) to publish a guide for supervisors in small to medium businesses on managing relations with an injured or ill worker during return to work
- published national principles for communicating workers' compensation information to workers
- published practical resources and launched a national awareness campaign to help employers, supervisors, and workers to reduce workers' compensation stigma
- finalised a project with Orima Research to redesign the National Return to Work Survey and in 2023 commenced a pilot project to test the redesign and collect data from employers about their experiences with the return to work process
- engaged Monash University to deliver a research report to explore best practice early intervention approaches in workers' compensation and the impact on return to work outcomes, and
- commenced a further project with BETA to continue the development of guidance for small to medium businesses to support return to work planning.

Summary of workers' compensation scheme developments in Australia and New Zealand report

The 'Summary of workers' compensation scheme developments in Australia and New Zealand 2022' (<https://www.safeworkaustralia.gov.au/doc/summary-workers-compensation-arrangements-australia-and-new-zealand-2022-report>) was published on 5 April 2023. Safe Work Australia produces this report every 2 years in collaboration with Australian and New Zealand workers' compensation authorities.

The report outlines significant changes that came into effect in 2022 or will come into effect after that time regarding:

- administration and scheme delivery
- policy developments, and
- legislative amendments.

The report provides a useful reference tool for regulators, employers, unions, peak bodies, lawyers, academics, trainers and policy developers.

Compensation Policy and Return to Work Effectiveness project

Since 2015, Safe Work Australia has supported Monash University's Comparison Policy and Return to Work Effectiveness (COMPARE) project, which has conducted research to develop an evidence base to support effective return to work policy and practices in Australia.

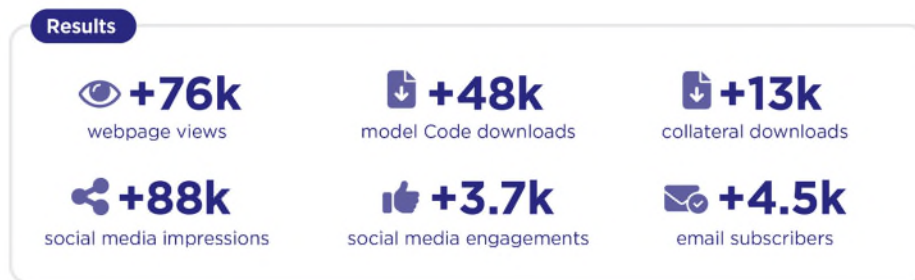
In 2022–23, we supported the completion of the final phase of deliverables under the COMPARE project. This included assisting Monash University to undertake a comparison of time lost to workplace injury and illness in 6 Australian industries, which was finalised in March 2023. Consideration of the findings from the COMPARE project will be used to inform future policy work to support improvements and consistency in workers' compensation arrangements.

Education and communication

In 2022–23, we delivered a range of strategies and initiatives to support Safe Work Australia’s education and communication function. We delivered several national communication campaigns; published and promoted WHS and workers’ compensation guidance, data and research; and shared information with stakeholders and the community through our communication channels.

Prevention of psychological harm at work

Preventing psychological harm is an essential part of creating a healthy and safe workplace. In August 2022, we delivered communications activities to promote amendments to the model WHS Regulations about psychosocial hazards, as well as the publication of a new model Code of Practice on managing psychosocial hazards at work. We produced a suite of supporting communication products, including infographics, to raise awareness of psychological harm and WHS.



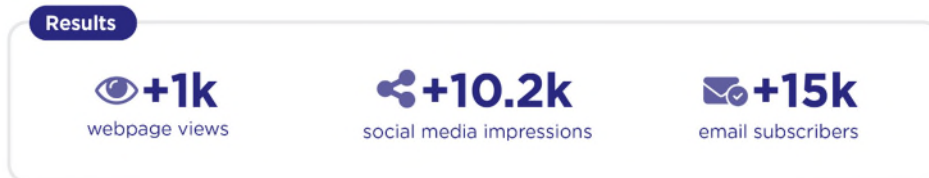
National Safe Work Month 2022

Since 2009, every October, Safe Work Australia has run National Safe Work Month to build community awareness and knowledge of WHS. This national campaign is developed in consultation with Safe Work Australia Members and is supported and shared by Members through their own jurisdictional initiatives. The theme for National Safe Work Month 2022 was ‘Know Safety, Work Safely’. In addition to the main campaign, we ran the ‘SafeTea’ campaign – an initiative that encouraged PCBUs to hold an event such as a morning tea and talk to their workers about WHS.



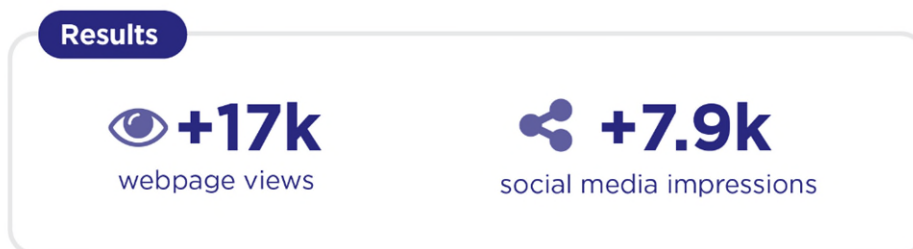
Safe Work Australia quarterly newsletter

In November 2022, we launched a new initiative – a quarterly newsletter to highlight the work we do across the spectrum of WHS and workers' compensation. Each edition has a different theme to promote the variety of work we do and to profile the range and expertise of agency staff who contribute.



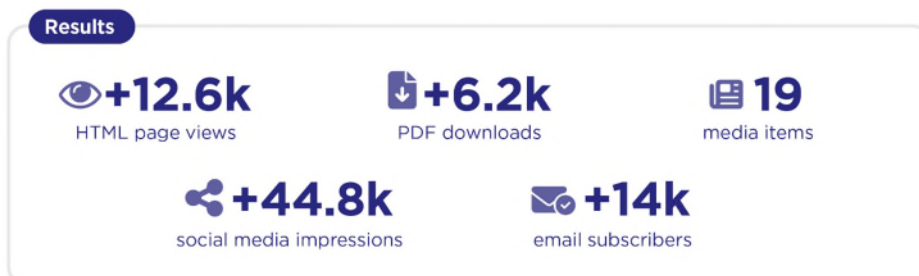
Know your duties: a tool for working safely

In December 2022, Safe Work Australia Members approved the interactive online tool 'Know your duties: a tool for working safely'. The tool was developed as part of Safe Work Australia's response to the 2018 Review. The initial iteration of the tool focuses on the agriculture industry. It includes information on duties under the model WHS laws for PCBUs and workers, WHS hazards, and how to eliminate and manage the risks of agricultural work. The tool will be expanded to other industries over time.



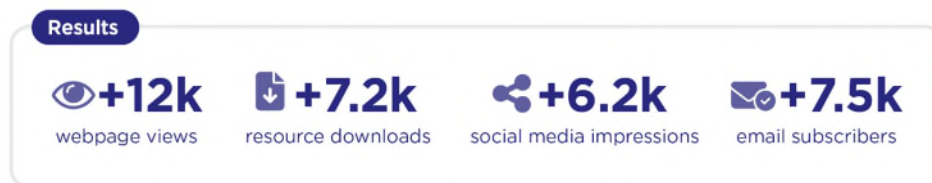
Australian Work Health and Safety Strategy 2023–2033

In February 2023, we published the new 10-year Australian Strategy to reduce workplace fatalities, injuries and illnesses in Australia. We also ran communications activities to promote the strategy.



World Day for Safety and Health at Work and Worker's Memorial Day 2023

Each year, on 28 April, Safe Work Australia recognises World Day for Safety and Health at Work (World Day) and Workers' Memorial Day. These events raise awareness about the importance of WHS and commemorate those who have died from work-related injury or illness. Our World Day communication activities are guided by the theme set by the International Labour Organization. For 2023, the theme was 'A Safe and Healthy Working Environment is a Fundamental Principle and Right at Work', encouraging everyone to recognise the importance of health and safety in the workplace.

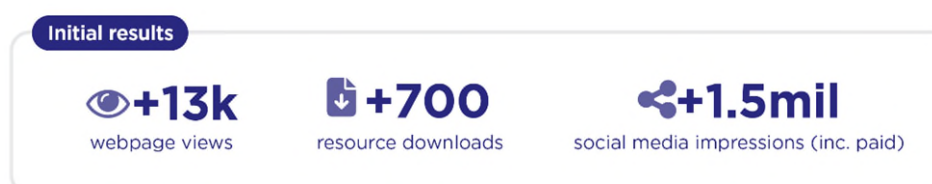


Deliver Yourself Home Safely campaign

In 2021, WHS ministers tasked Safe Work Australia with strengthening and promoting education for food delivery workers around WHS. In May 2023, we launched the Deliver Yourself Home Safely campaign (<https://www.safeworkaustralia.gov.au/deliversafely>) to provide practical information to influence positive WHS attitudes and good safety behaviours for these workers. The campaign complements national WHS guidance for the food delivery industry that we published in 2021.

Campaign materials included fact sheets, checklists, infographics, a safety quiz and animations that assist food delivery workers and those working in the food delivery industry to understand and comply with their duties under WHS laws; identify and manage the relevant risks and hazards; and understand how workers' compensation applies to the gig economy. The campaign website and all campaign materials were published in English, Mandarin, Punjabi, Nepali, Vietnamese, Hindi and Urdu.

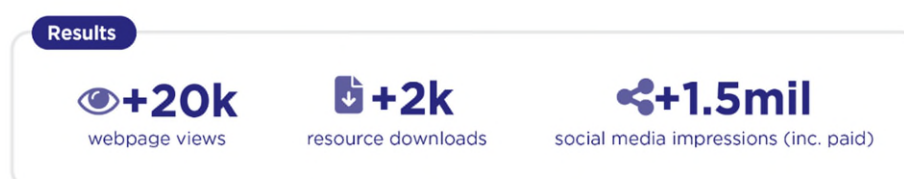
In addition to organic promotion on our social and digital channels, we promoted the campaign using targeted digital display and social media advertising as well as culturally and linguistically diverse community engagement, stakeholder engagement and proactive media engagement. The campaign concludes in September 2023.



Workers' compensation stigma awareness campaign

In May 2023, Safe Work Australia launched an awareness campaign to increase understanding of workers' compensation stigma and what can be done to reduce it, an action area of the National Return to Work Strategy 2020–2030. The campaign aims to support workplaces to reduce stigma and promote positive relationships and behaviours.

As part of the campaign, we developed practical resources to help employers, supervisors and workers to reduce workers' compensation stigma. The campaign collateral was developed in consultation with SIG-Workers' Compensation. The resources included fact sheets, case studies, posters and infographics. The campaign was promoted with targeted paid social media advertising as well as through our organic social media channels.



Data (beta) website – Our data. Your stories.

In March 2023, Safe Work Australia launched an interactive beta data website. This new website delivers national WHS and workers' compensation data in an intuitive, user-friendly way. Users can now explore data collected by Safe Work Australia, create their own tables, and discover graphs and charts that allow sorting data by industry, occupation, year, mechanism of injury and more.

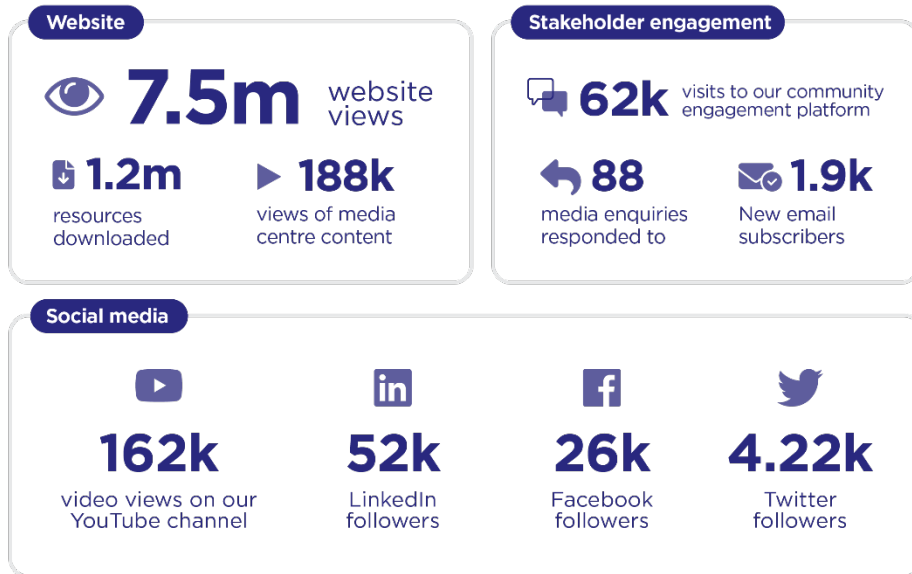
We released a beta or prototype of the website to allow for user research, testing and improvements before an official launch later in 2023.

Community consultation and engagement

We used our online community engagement platform, Engage, to seek feedback from stakeholders and the public on 7 projects:

1. Model WHS Regulations relating to major hazard facilities
2. Use of the lost time injury frequency rate (LTIFR) calculator data tool
3. Consultation Regulation Impact Statement – Managing the risks of respirable crystalline silica
4. Prohibition on the use of engineered stone
5. Diesel particulate matter – proposed workplace exposure standard
6. National Safe Work Month themes for 2023
7. Safe Work Australia beta data website.

Communication channels snapshot 2022–23



Collaboration

Effective policy development requires robust stakeholder consultation. Safe Work Australia consults broadly so that it can deliver strategies that provide the highest level of protection for all working Australians and understand the health and safety risks and challenges that workers and workplaces face. We rely on the valuable contributions and expertise of Commonwealth, state and territory governments, unions, industry, employer associations, peak bodies, WHS regulators, workers' compensation authorities, medical and health practitioners, educators, academics, researchers, businesses and workers. In doing so, we enable a truly multilateral consultation approach.

Examples of where effective consultation has made a difference to our national policy work in 2022–23 include:

- working with WHS regulators, industry and union representatives to complete a review of all 29 National Assessment Instruments for high-risk work licences
- convening a technical working group to assist with a review of crane licensing arrangements in Australia, and
- holding workshops to hear diverse perspectives on the new Australian Strategy.

Safe Work Australia also leads bilateral consultation with industry representatives to create sector-specific WHS guidance. We specifically target at-risk industries that are experiencing high rates of workplace death and injury. These priority industries include agriculture, road transport, manufacturing, construction, accommodation and food services, public administration and safety, health care and social assistance. We also ensure we engage with the international WHS community.

Another Safe Work Australia priority is engaging with stakeholders to develop proposals to improve workers' compensation arrangements and strengthen the connection with health and safety outcomes. Our diverse stakeholders play a vital role in promoting a nationally consistent approach to workers' compensation arrangements where appropriate and informing guidance to help workers with an injury or illness achieve optimal recovery and return to suitable work.

International activities

United Nations Sub-Committee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals

The Australian Government is a member of the UNSCEGHS. The sub-committee meets twice annually to revise and update the GHS to reflect national, regional and international experiences in implementing the GHS into laws.

Dr Rebecca Newton, Branch Manager for Chemicals and Occupational Hygiene, is the head of the Australian delegation at the sub-committee meetings and represents the Australian Government position on chemical issues in Australia. In 2022–23, Dr Newton attended 2 meetings (virtually).

G20 Occupational Safety and Health Expert Network

As part of the G20 Occupational Safety and Health Expert Network, Safe Work Australia is leading the coordination of a data workshop to coincide with the upcoming 2023 World Congress on Safety and Health at Work. This workshop builds on the agency-led project to develop and promote best practices and principles in the collection of occupational safety and health data, including exploring opportunities to build data collection capabilities and improve the comparability of international data.

International Research Chair in Comparative Studies on Occupational Health

In 2022–23, Phillip Wise, Director Data Improvement and Analysis, presented a webinar exploring research on the cost of work-related injury and illness in Australia, commissioned by Safe Work Australia. As part of the webinar Phillip discussed the results of the report *Safer, healthier, wealthier: the economic value of reducing work-related injuries and illnesses* with Marian Schaapman, Head of the Health & Safety and Working Conditions Unit of the Research Department, European Trade Union Institute. The webinar was organised by the International Research Chair in Comparative Studies on Occupational Health.

Evidence

Safe Work Australia collects, analyses and publishes data and research to inform national policies and strategies on WHS and workers' compensation. The agency's data and research also enables national monitoring and reporting of worker fatalities, injuries and workers' compensation claims.

Our datasets

Safe Work Australia provides data and analysis on work-related deaths, injuries and illnesses in 4 main collections:

1. Work-related Traumatic Injury Fatalities (TIF), which provides information on workers and bystanders fatally injured at work
2. National Dataset for Compensation-based Statistics (NDS), which provides information on workers' compensation claims
3. Comparative Performance Monitoring report (CPM), which compares WHS and workers' compensation performance between jurisdictions
4. Quad Bike Fatalities, which reports on work and non-work related quad bike fatalities in Australia.

Safe Work Australia funds the Australian Mesothelioma Registry (AMR), hosted by the Australian Institute of Health and Welfare (AIHW). For more information go to the Australian Mesothelioma Registry section (<https://mesothelioma-australia.com/home>).

Safe Work Australia provides funding to support the Work-related Injuries Survey, conducted by the Australian Bureau of Statistics (ABS). For more information go to the Work-related Injuries Survey section (<https://www.abs.gov.au/statistics/labour/earnings-and-working-conditions/work-related-injuries>).

Annual statistical reports

In 2022–23 Safe Work Australia published the following annual statistical reports:

- Key work health and safety statistics, Australia 2022
- Australian workers' compensation statistics 2020–21
- Work-related traumatic injury fatalities Australia 2021, and
- CPM, 24th edition.

In response to the Respect@Work: Sexual harassment national inquiry report, we updated the TOOCS in September 2022 to separately classify sexual harassment so workers' compensation claims data could be reported specifically for this issue. Previously, sexual harassment workers' compensation claims were coded with racial harassment in the same category. Future data availability will be subject to jurisdictional adoption of the new coding requirements.

Safer, healthier, wealthier: the economic value of reducing work-related injuries and illnesses

In October 2022, we released *Safer, healthier, wealthier: the economic value of reducing work-related injuries and illnesses*. The report assesses the effects on the Australian economy if all workplace injuries and illnesses were avoided, relative to the actual situation in which they were present. The purpose of the dynamic computable general equilibrium (CGE) model is to examine the change from 2008–09 to 2018–19 and determine potential effects on major economic indicators during the decade.

Findings from the report demonstrate the broad economic benefits that can be realised with better WHS, including more jobs and better pay for all Australians. In the absence of work-related injuries and illnesses, each year on average:

- Australia's economy would be \$28.6 billion larger
- there would be 185,500 additional jobs, and
- wages would be 1.3% higher.

The agency has been promoting the findings from the report with stakeholders across government and throughout the WHS system to highlight the critical role that improved WHS plays in supporting economic prosperity.

Data improvement project

In 2022–23, we made significant progress on a project to redesign the way we manage and communicate data and other evidence on work-related injuries, fatalities and workers' compensation claims.

The project has focused on 2 key deliverables:

1. transitioning data to the Power BI platform, and
2. developing an interactive data website.

Key achievements on these deliverables in 2022–23 were to:

- develop and adopt the infrastructure for the agency's data in the Power BI platform, which will also support the interactive data website
- transition the agency's data to the Power BI platform, including the compilation of key WHS statistics such as NDS and TIF data
- complete the public beta release for the interactive data website and progress user research towards a full production release later in 2023
- continue to improve the agency's approach to data management
- commence upskilling the agency's capability in Power BI, and
- launch the agency's inaugural SWA Data Strategy 2023–2027 and Data Asset Register, increasing organisational data maturity and driving a new data culture in WHS.

National Return to Work Survey

Consistent with the National Return to Work Strategy 2020–2030, in 2023 we commenced a pilot project to test the redesign of the National Return to Work Survey and collect data from employers about their experiences with the return to work process. Analysis and results from the pilot survey are expected in late 2023.

Australian Mesothelioma Registry

Safe Work Australia funds the AMR, which is compiled by the AIHW on our behalf. This standalone dataset contains information about mesothelioma and asbestos exposure.

The AMR annual report, published in April 2023, shows that 701 people died in Australia from mesothelioma in 2020 and a further 722 cases were diagnosed in 2021. Between 1989 and 1993 and 2014 and 2018, the age-adjusted relative survival of people with mesothelioma, most notably 1-year relative survival, has increased.

Safe Work Australia has contracted AIHW to continue the AMR data collection through to August 2025.

Work-related Injuries Survey

Safe Work Australia funds the Work-related Injuries Survey, which is conducted by the ABS on our behalf. This dataset contains information about people who experienced a work-related injury or illness, including type of injury, job details and injury rates.

The latest data for 2021–22 shows a reduction in the proportion of people who experienced a work-related injury or illness at some time during the past year, from 5.3% in 2009–10 to 3.5% in 2021–22.

Work health and safety statistics

Traumatic injury fatalities in 2021:

- 169 workers – 1.3 fatalities per 100,000 workers

Serious claims in 2020–21:*

- 130,195 serious claims – 6.5 serious claims per million hours worked

The latest available data indicates:

- a 32% decrease in the number of traumatic injury fatalities, from 270 fatalities in the base period to an average of 184 per year over the 2019–21 period. The target for work-related fatalities was met in 2011–13 and continues to show a downward trend. If the current trends continue, the reduction in work-related fatalities will exceed the target of at least a 20% reduction by 2022.
- a 22% decrease in the incidence rate of serious claims between the base period and 2019–20. The current rate is 10.1 serious claims per 1,000 employees, down from 12.5 in 2009–10. While annual targets have been met up until 2018–19, the 2019–20 rate is below the reduction required to meet the target of 30% by 2022.
- a 28% decrease in the incidence rate of musculoskeletal claims between the base period and 2019–20. The current rate is 5.6 claims per 1,000 employees, down from 7.6 in 2009–10.

*Preliminary data subject to revision in future years as fatality investigations and workers' compensation claims are finalised.

Part 5 – Our organisation

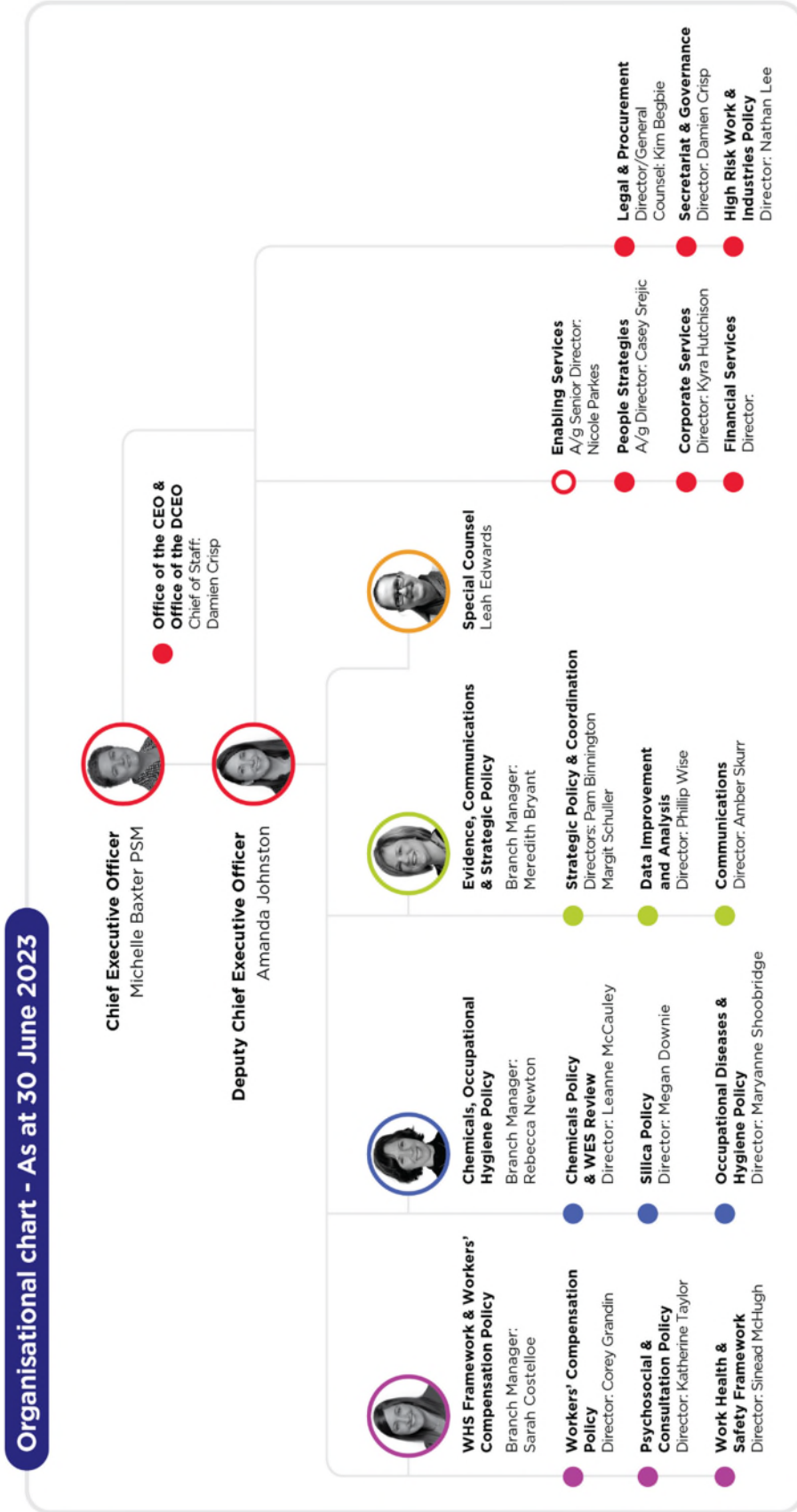
Achievements in organisational effectiveness

Our vision of healthier and safer workplaces drives our work and shapes how we respond to the ongoing and emerging challenges of keeping people safe at work.

Safe Work Australia is an engaged workplace that prides itself on its collaborative culture, commitment to safety and wellbeing, provision of opportunities to build on employee capabilities and embedding diversity and inclusion.

We provide generous terms and conditions, access to flexible working arrangements and a range of health and wellbeing initiatives. We are a small agency, but our work plays a significant role in the lives of 13.8 million working Australians, and their families, through preventing work-related death, injury and illness.

Organisational structure



The Executive Leadership team



Michelle Baxter PSM, Chief Executive Officer

Michelle is Safe Work Australia's CEO. Michelle brings more than 30 years of public sector experience to the role through her positions as a Member of Safe Work Australia and its subsidiary committees; as a Commissioner of the SRCC; and with HWCA, Respect@Work Council, G20 Occupational Safety and Health Expert Network, and previously, the National Dust Disease Taskforce.

She has worked in many senior roles across the Australian Public Service (APS), including as group manager in the former DEEWR; group manager responsible for agency change with the Fair Work Ombudsman; and group manager, Council of Australian Governments Taskforce with DEEWR.



Amanda Johnston, Deputy Chief Executive Officer

Amanda is Safe Work Australia's Deputy CEO. Since joining the agency in 2016, Amanda has played a crucial role in all of our major projects, including our COVID-19 response, psychosocial reforms, national explosives reforms, the workplace exposure standards review and the review of the model WHS laws.

Amanda has over 20 years' experience in the public sector and is an employment and industrial law specialist. Amanda previously led the employment law practice in the Office of General Counsel in the Australian Government Solicitor and held a number of positions in the former Commonwealth Department of Employment, working on key legislative reform projects including the WorkChoices and Fair Work reforms. Amanda has a Bachelor of Arts (Industrial Relations) and a Bachelor of Laws (Hons) from the

University of Wollongong and is admitted as a legal practitioner in the Australian Capital Territory. She is also a Deputy Commissioner of the SRCC.



Sarah Costelloe, Branch Manager

Sarah joined Safe Work Australia in July 2017. She is the Branch Manager for WHS Framework and Workers' Compensation Policy. In this position she has led the development of key policy initiatives to improve the model WHS legislative framework, including implementing many of the recommendations from the 2018 Review and psychosocial reforms. Sarah also leads Safe Work Australia's workers' compensation function and has overseen progress across the National Return to Work Strategy 2020–2030 action areas since its commencement. Sarah has also led a range of other policy and corporate functions in her time at Safe Work Australia, including the rapid development of the Safe Work Australia website to support the external COVID-19 response.

Sarah is the Senior Executive Service (SES) sponsor for the agency's Workplace Inclusion Network, which won the Australian Public Service Commission's network award at the 2018 Diversity and Gender Equality awards; and is the APS Network Disability Champion.

Sarah has over 20 years' experience in the public sector. She is a policy and legal specialist in industrial relations, having held a range of positions in the former Commonwealth Department of Employment and Workplace Relations and its predecessors, and has ministerial office experience. She has a Bachelor of Laws and a Bachelor of Commerce from the Australian National University and is admitted as a legal practitioner in the Australian Capital Territory.



Meredith Bryant, Branch Manager

Meredith joined Safe Work Australia in July 2018. She is the Branch Manager for Evidence, Communications and Strategic Policy, responsible for overseeing the agency's data, research, communication and education functions, as well as the agency's strategic policy work. She has served in a number of senior executive roles over this time, including leading the COVID-19 Response Branch and the former Hazards Branch. Most recently she has led a significant change program to improve our data capability and culture and led the development of the Australian Strategy 2023–2033. Meredith has over 20 years' experience in the public sector. She has worked extensively in workplace relations, having held a range of positions in the former Commonwealth Department of Employment and its predecessors. She has a Bachelor of Science and a Masters of Population Studies from the Australian National University.



Dr Rebecca Newton, Branch Manager

Rebecca joined Safe Work Australia in July 2020 as the Branch Manager for Chemicals, Occupational Hygiene and High Risk Work Policy. In this position she is responsible for providing policy advice on the model WHS laws in relation to high-risk industries and work, workplace hazardous chemicals, and occupational diseases, including silicosis, asbestosis and COVID-19. Rebecca has progressed key work on silicosis in 2022–23, including the development of the Decision Regulation Impact Statement: Managing the risks of respirable crystalline silica at work

https://www.safeworkaustralia.gov.au/sites/default/files/2023-02/decision_ris_-_managing_the_risks_of_crystalline_silica_at_work_-_for_publication_pdf.pdf

and WHS ministers' agreement to the recommendations for additional regulation of high risk silica work. Rebecca has also progressed the review of the exposure standards for over 700 workplace chemicals and overseen

Australia's transition to the seventh revision of the Globally Harmonized System for Classification and Labelling of Hazardous Chemicals.

Rebecca has over 17 years' experience in the APS, including multiple roles within the Department of Health. Prior to joining the public sector, Rebecca worked as a postdoctoral fellow in medical research in both Australia and the United States. Rebecca has an undergraduate degree in science and gained her PhD in Medicine from the University of London.



Leah Edwards, Special Counsel

Leah Edwards joined Safe Work Australia in 2021 and is our Special Counsel. She provides high-level legal advice to the executive on all aspects of our operations, including on the interpretation of the model WHS legislative framework.

Prior to joining Safe Work Australia, Leah was a Senior General Counsel with the Australian Government Solicitor with over 25 years' experience in advising Commonwealth agencies on employment and workplace relations matters, including on WHS and workers' compensation. She has a Bachelor of Arts and Bachelor of Laws from the University of Western Australia and a Graduate Diploma in Legal Practice from the Australian National University. She is admitted as a barrister and solicitor of the Supreme Court of the ACT and holds a practising certificate from the ACT Law Society.

Human resources management

Staff management and workforce demographics

The CEO of Safe Work Australia is a statutory appointment.

As at 30 June 2023 the agency had 108 ongoing and non-ongoing staff, with an average staffing level of 95.9. The agency's workforce is stable, with 94% of staff engaged on an ongoing basis. Flexible work is encouraged and supported throughout the agency, with 19% of staff working in a part-time capacity and the majority of staff working a hybrid arrangement (in most cases 3 days in the office and 2 days from home).

Female representation in the agency is high at 70%, with 100% representation at our senior executive levels, including the CEO.

Our diverse representation was highlighted in the APS Employee Census 2023 (Census), with:

- 10% of employees self-identifying as having disability
- 17% of employees identifying as lesbian, gay, bisexual, transgender and/or gender diverse
- 1% of employees identifying as non-binary, and
- 53% of employees having carer responsibilities.

No employees identified as Aboriginal or Torres Strait Islander as at 30 June 2023.

We had a fantastic participation rate in the Census, with a 97% response rate. The insights provided by staff highlight strong employee engagement and high satisfaction around supervisor and SES leadership; and confirm that we have excellent wellbeing policies and support in place.

Appendix 5 – Our workforce profile – demographics and statistics provides detailed information about the workforce.

Diversity and inclusion

Safe Work Australia prides itself on supporting and actively promoting an inclusive workplace culture. APS-wide diversity-related strategies and our Diversity and Inclusion Strategy 2020–2023 shape and define the direction for diversity and inclusion and affirm our commitment to creating and maintaining a diverse and inclusive culture. Our Diversity and Inclusion Strategy 2020–2023 demonstrates our drive to have an inclusive workplace where every employee is able to bring their true and whole self to work.

Our award-winning employee-led Workplace Inclusion Network is a driving force behind our inclusive workplace culture. It raises the profile of our diversity areas by celebrating days of significance and building our networks with external diversity groups. The network meets regularly to discuss diversity, raise issues and share experiences of diversity and inclusion. It is driven by the enthusiasm and passion of employee champions and has the support of an

SES sponsor. Employee champions represent employees with a range of lived experiences, including gender diverse, disabled, Aboriginal and Torres Strait Islander, mature aged, and culturally and linguistically diverse employees.

Safe Work Australia continued its membership with key diversity organisations, including the Diversity Council of Australia, the Australian Network on Disability and Pride in Diversity. We are also an Australian Breastfeeding Association accredited Breastfeeding Friendly Workplace.

Appendix 6 – Disability reporting mechanism provides information on the agency's disability reporting mechanism.

Remuneration and employment arrangements of SES and non-SES officers

Safe Work Australia's remuneration framework and terms and conditions of employment consist of an enterprise agreement for non-SES employees, a section 24(1) determination that provides a one-off increase to remuneration for non-SES employees and individual section 24(1) determinations under the PS Act for SES employees. The CEO's remuneration and terms and conditions are set by determinations made under subsections 7(3) and (4) of the *Remuneration Tribunal Act 1973* (Cth).

The Safe Work Australia Enterprise Agreement 2019–2022 has passed its nominal expiry date but remains in operation. In accordance with Australian Government policy, a determination was made from 22 March 2023 to provide a 3% increase to salary and workplace responsibility allowances for non-SES employees.

The CEO approved an update to the agency's SES Remuneration and Performance Policy and amended the section 24(1) determinations for 5 SES employees to reflect their adjusted salaries on 10 October 2022.

As at 30 June 2023, there were 26 non-SES employees who had either a section 24(1) determination made under the PS Act or an individual flexibility arrangement in place.

As at 30 June 2023 there were no Other Highly Paid Staff (OHPS) at Safe Work Australia.

Appendix 7 – Allowances and non-remuneration benefits provides information on allowances and non-remuneration benefits for non-SES officers.

Employment arrangements of SES and non-SES employees

TABLE 5: APS EMPLOYMENT ARRANGEMENTS, CURRENT REPORT PERIOD (2022–23)

Arrangement title	SES	Non-SES	Total
Enterprise agreement		104	104
Individual flexibility arrangements		26	26
Determinations under subsection 24(1) of the <i>Public Service Act 1999</i> (Cth)	5	4	9
Total	5	134	139

Salary ranges by classification level

TABLE 6: APS EMPLOYMENT SALARY RANGES BY CLASSIFICATION LEVEL, CURRENT REPORT PERIOD (2022–23)

	Minimum salary	Maximum salary
SES 3	0	0
SES 2	268,000	295,000
SES 1	200,786	259,614
EL 2	137,335	168,941
EL 1	116,543	143,753
APS 6	94,813	104,582
APS 5	84,405	90,091
APS 4	76,421	82,225
APS 3	70,257	73,189
APS 2	62,918	67,083
APS 1	32,141	58,573
Other	0	0
Minimum/Maximum range	32,141	295,000

Executive remuneration

TABLE 7: EXECUTIVE REMUNERATION

Name	Position	Length of term as key management personnel
Michelle Baxter	Chief Executive Officer	Full year
Amanda Johnston	Deputy Chief Executive Officer	Full year
Meredith Bryant	Branch Manager	Full year
Sarah Costelloe	Branch Manager	Full year
Leah Edwards	Branch Manager	Full year
Rebecca Newton	Branch Manager	Full year

TABLE 8: INFORMATION ABOUT REMUNERATION FOR KEY MANAGEMENT PERSONNEL

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Base salary ¹	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits		
Michelle Baxter	Chief Executive Officer	338,798	0	67,506	56,455	11,879	0	0	474,637
Amanda Johnston	Deputy Chief Executive Officer	310,006	0	3,715	51,407	10,381	0	0	375,509
Meredith Bryant	Branch Manager	219,725	0	2,881	40,207	7,900	0	0	270,713
Sarah Costelloe	Branch Manager	239,943	0	2,881	42,065	9,021	0	0	293,910
Leah Edwards	Branch Manager	243,500	0	2,681	47,325	11,404	0	0	304,910
Rebecca Newton	Branch Manager	221,837	0	2,881	33,199	7,996	0	0	265,913
Total		1,573,808	0	82,545	270,659	58,581	0	0	1,985,593

¹Includes base salary and annual leave benefits.

Capability development

Performance and development

We continue to drive positive employee performance and professional development through our Performance and Development Scheme. The scheme centres on fair, regular and constructive feedback and highlights that, for effective performance management, both managers and employees have a mutual responsibility to actively participate in the performance and development process.

The People Strategies section provides advice and support on the application of the scheme to managers and employees. By partnering with managers, and providing coaching and support, we are promoting and fostering a high-performance culture.

During the period, we reviewed our Performance and Development Policy to ensure it continued to be 'fit for purpose', provide a framework to recognise exceptional performance and enable staff to be and do their best by setting clear performance and behaviour expectations as well as goal-setting opportunities.

Learning and development

The agency harnesses learning and development initiatives to lift the skills and capability of our workforce and drive a high-performing culture.

All employees are allocated an individual learning and development budget of \$1,500 per annum. This funding provides employees with the opportunity to undertake learning opportunities relevant to the employee's individual needs and can include courses, seminars and conferences.

The individual budget is not used to fund any whole-of-agency learning and development opportunities or learning and development that is organised and delivered at branch or section level. The individual learning and development budget is also separate from study assistance.

The People Strategies section assists in identifying organisational, team and individual learning and development gaps and facilitates learning and development initiatives to address these.

We continue to build the capability of our employees by providing opportunities to engage in various developmental activities such as:

- leadership coaching
- one-on-one and on-the-job training
- online modules through LearnHub and LinkedIn Learning
- access to leadership capability development through the Australian Public Service Academy
- formal study assistance
- opportunities for temporary transfers and secondments to other APS agencies, where available, and
- access to external conferences and other training sessions.

2023 Graduate Program

The Graduate Program is a key element of our talent pipeline and builds organisational capability. The program looks to engage graduates who are highly talented and motivated and who bring a diverse range of skills, knowledge and experience to the workplace.

Throughout the Graduate Program, participants are provided with interesting and challenging work, multiple internal work placements and access to professional development. Our graduates participate in the Australian Public Service Commission Graduate Development Program, which gives them the opportunity to experience working on a major project, establish networks with fellow graduates across the APS, and undertake challenging assessment activities.

This year we participated in the Australian Government Graduate Program (AGGP) – Science, Technology, Engineering and Mathematics stream and the ABS Data Stream to employ 3 graduates for the 2023 Graduate Program.

Work health and safety

We are committed to providing and maintaining a safe and healthy workplace for all employees.

Investing in the health and wellbeing of our employees provides significant benefits to the agency, including improved employee engagement, motivation and productivity; reduced costs associated with unscheduled absences; and improved culture, enabling us to attract and retain highly skilled employees.

Our Rehabilitation Management System is a framework that enables us to assist employees who have become injured, ill or impaired to either remain at work or return to work in a safe and sustainable way. In 2022–23, we supported a number of employees through graduated return to work programs, early intervention and access to ergonomic equipment.

We maintain a WHS Risk Register which captures information about activities and environments that might adversely impact the health, safety and wellbeing of our employees, contractors and visitors. The WHS Risk Register is continually reviewed to take into account new or changed physical or psychosocial risks. We consult with staff, Health and Safety Representatives and the Employee Consultative Forum (ECF) on managing risks and appropriate control measures for minimising the risks to staff.

A key to the success of our WHS management system is that we have both assigned and elected workplace responsibility roles, Health and Safety Representatives, First Aid Officers, Harassment Contact Officers, and Fire and Floor Wardens.

To further ensure the health, safety and welfare of workers, we provide:

- access to an Employee Assistance Program for all employees and their immediate family
- sit-to-stand workstations for all employees
- workstation assessments for all new employees and when required for reasonable adjustment or as part of a rehabilitation return to work program (this also extends to home-based workstation assessments)
- mental health first aid training to SES officers, Harassment Contact Officers, First Aid Officers and Health and Safety Representatives, and mental health awareness training to the leadership cohort
- voluntary influenza vaccinations
- appropriate training to employees in workplace responsibility roles
- National Safe Work month activities
- an annual wellbeing reimbursement for activities or therapies to help employees lead a healthy lifestyle
- an early intervention program that reimburses employees for out-of-pocket expenses related to a workplace injury, illness or impairment to a total of \$880 per incident, and
- support for employees who may experience vicarious trauma.

WHS incidents and workers' compensation claims

Under section 35 of the WHS Act, the agency is required to notify the Commonwealth WHS regulator, Comcare, of any incidents arising from the conduct of a business or undertaking that result in the death, serious injury or serious illness of a person or involve a dangerous incident.

During the period of 2022–23 Safe Work Australia notified Comcare of one incident.

Employee Consultative Forum

The ECF is the primary mechanism to ensure effective communication, understanding and cooperation between the agency and employees. It incorporates the Health and Safety Committee. The ECF ensures that the agency meets its requirements under the current enterprise agreement, the *Fair Work Act 2009* (Cth) and the WHS Act.

The ECF is committed to communicating and consulting directly with employees. It meets at least 4 times per year to discuss and consult on workplace issues, planned changes to employment-related policies and procedures, WHS issues and diversity and inclusion.

Corporate governance framework

Leadership, ethics and culture

All Safe Work Australia employees are required to uphold the APS Values and Employment Principles and the APS Code of Conduct in connection with their employment. New APS employees and graduates joining the agency are required to undertake training on their integrity obligations and on the APS Values and Principles under the PS Act. The agency also has a Personal Accountability Framework to address the broad compliance framework in the APS. The framework uses plain language and a behaviourally informed approach to assist employees to meet their obligations.

Safe Work Australia requires all its employees to undertake a variety of mandatory training modules each year to support the agency to develop and maintain a culture of integrity and compliance. Modules include:

- health, safety and wellbeing
- Commonwealth Child Safe Framework
- privacy awareness
- fraud awareness, and
- security awareness.

In 2022–23, 2 investigations into a suspected breach of the APS Code of Conduct were conducted.

Planning and reporting processes

Planning underpins the work of the agency. Our Corporate Plan and Operational Plan are high-level strategic documents developed with reference to the functions identified in our enabling legislation and the priorities agreed with our Members and WHS ministers. These plans are supported at an operational level by work plans, which detail specific projects and key business as usual activities that we will complete throughout the year.

We monitor our performance in delivering on the strategies, projects and activities identified in our plans; and report periodically on our progress to Members. We also prepare an annual performance statement, in accordance with the PGPA Act and our enabling legislation, that details our performance against our legislated outcome.

Risk management framework

In line with the Commonwealth Risk Management Policy, Safe Work Australia's Risk Management Framework is a comprehensively designed package incorporating a Risk Appetite Statement; a Risk Management Policy; a Risk Management Guide, including risk assessment templates; and an enterprise risk assessment. Safe Work Australia's Risk Appetite Statement was updated in February 2023.

Business continuity management

We undertake business continuity planning and review to ensure we remain prepared to respond quickly and effectively to an emergency situation and maintain a functioning agency.

Fraud control

Safe Work Australia complies with section 10 of the PGPA Rule and the Commonwealth Fraud Control Framework by minimising the incidence of fraud through the development, implementation and regular review of its Fraud Control Plan and fraud risks. This is undertaken in the context of Safe Work Australia's overarching Risk Management Framework.

We provide annual mandatory fraud awareness training to all staff through Safe Work Australia's online learning system. Through training, the induction process for new starters and internal communications, we continue to remind staff of their responsibility to prevent and detect fraud against the Commonwealth.

Existing fraud controls are deemed to be operating effectively. In 2022–23, one potential fraud incident was identified, reported and referred for assessment in accordance with the Fraud Control Plan without a financial loss being incurred by Safe Work Australia.

Freedom of information

Under Part II of the *Freedom of Information Act 1982* (Cth) (FOI Act), Safe Work Australia is required to publish information as part of the Information Publication Scheme (IPS). Safe Work Australia must display a plan on its website showing what information it publishes in accordance with the IPS. Our IPS agency plan is available on the Safe Work Australia website.

Under section 11C of the FOI Act, Safe Work Australia is required to maintain an FOI disclosure log that makes information released under the FOI Act (excluding personal information and other sensitive information) publicly available. Our FOI disclosure log is available on the Safe Work Australia website.

Safe Work Australia received 10 requests under the FOI Act in 2022–23. These requests were managed in compliance with the FOI Act.

In 2022–23, Safe Work Australia did not receive any requests for internal review under the FOI Act. Also, there were no applications to the Office of the Australian Information Commissioner or the Administrative Appeals Tribunal concerning any decision Safe Work Australia made under the FOI Act.

Public interest disclosure

In accordance with the *Public Interest Disclosure Act 2013* (Cth), Safe Work Australia has established effective internal procedures for facilitating and

responding to public interest disclosures. These procedures are published on the Safe Work Australia website.

No public interest disclosures were made to either the CEO or an appointed authorised officer of Safe Work Australia in 2022–23.

Compliance with the Commonwealth Procurement Rules

Safe Work Australia's approach to procuring goods and services, including consultancies, is consistent with, and reflects the principles of, the Commonwealth Procurement Rules.

Information on significant procurements expected to be undertaken is outlined in our annual procurement plan, available on AusTender.

Privacy

Safe Work Australia's privacy framework is guided by our privacy policy, which sets out how we deal with personal information in our functions and activities. Our privacy policy is available on the Safe Work Australia website.

The Privacy Commissioner may consider a privacy issue, including breach notifications and complaints, and issue a report or determination. The Privacy Commissioner did not review any privacy complaints involving the agency in 2022–23.

Safe Work Australia has not reported any notifiable data breaches under the Notifiable Data Breaches Scheme under the *Privacy Act 1988* (Cth) in 2022–23.

Safe Work Australia prepared a privacy management plan under the *Privacy (Australian Government Agencies – Governance) APP Code 2017* for the 2020–21 year. Safe Work Australia reviewed its performance under the plan at the end of 2020–21 and found its objectives under the plan had been satisfied.

Due to agency priorities, including the implementation of the 2018 Review and the development of necessary policy and guidance in response to COVID-19, staff turnover, and disruptions caused by COVID-19, Safe Work Australia did not prepare a privacy management plan for 2021–22 or 2022–23. Although no updated plan was developed, we continued to have regard to the 2020–21 plan when carrying out our activities. In 2022–23, we undertook a review of our privacy governance framework, including all privacy governance materials. New and updated privacy governance materials, including a privacy management plan for 2023–24, were approved in 2022–23, bringing the agency into compliance with its obligations under the code.

Intellectual property

In tandem with work being undertaken through the Data Improvement Project, Safe Work Australia is formalising its data governance to make its data more open and transparent and enable more sophisticated analysis. As part of this

work, in March 2023 Safe Work Australia launched its interactive data website. Safe Work Australia will also review and update its existing intellectual property policies and practices having regard to the Australian Government Intellectual Property Principles.

Accountable Authority Instructions

To ensure internal conformance and accountability, Safe Work Australia has in place:

- Accountable Authority Instructions (AAIs)
- financial and non-financial delegations, and
- supporting policies, procedures and guidelines.

Safe Work Australia's AAIs, financial delegations and non-financial delegations were updated and approved in June 2023. Our AAIs are based on the Department of Finance's model AAIs, which were published in November 2021.

Internal accountability

Audit Committee

The Safe Work Australia Audit Committee operates in accordance with the requirements of the PGPA Act and PGPA Rule 17 – Audit Committee for Commonwealth Entities. The Audit Committee provides independent assurance and assistance to the CEO on the integrity of Safe Work Australia's:

- financial data and processes
- risks, controls and compliance framework, and
- external accountability responsibilities.

Further detail on the Audit Committee's functions can be found in the Safe Work Australia Audit Committee Charter on the Safe Work Australia website (www.safeworkaustralia.gov.au/doc/safe-work-australia-audit-committee-charter-2022).

The Audit Committee held 5 meetings throughout the financial year, in September, October and November 2022 and March and June 2023.

Audit Committee membership

Mathew Ford (Chair)

Mathew Ford is a Certified Practising Accountant and holds a Bachelor of Business degree. Mathew is currently working in the APS, where he has held several senior positions, across various portfolios, in the areas of finance, human resources, governance, procurement policy, risk, audit and assurance and strategy. Mathew has also worked in the Victorian Public Service in logistics and emergency management roles.

Mathew attended all 5 meetings held in 2022–23 and was remunerated a total of \$0 for the year.

Geoff Knuckey (independent member)

Geoff Knuckey holds a Bachelor of Economics, is a Fellow of the Institute of Chartered Accountants, is a graduate of the Australian Institute of Company Directors and is a Registered Company Auditor.

Geoff has extensive experience as an audit committee member or chair and is currently serving on audit committees for numerous government entities. He also has extensive experience as a director and serves on boards and audit committees of multiple private sector entities. He has been a full-time company director and audit committee member since 2009 following a 32-year career with Ernst & Young in which he specialised in audit and assurance services in both the public and private sectors across a range of industries.

Geoff attended all 5 meetings held in 2022–23 and was remunerated a total of \$8,250 (including GST) for the year.

Martyn Campbell (independent member)

Martyn is the former WHS Regulator for South Australia and has an honours degree in Law, a Master of Laws and a Master of Occupational Health and Safety. He is currently a PhD candidate in a WHS discipline.

Martyn has over 30 years' experience working in regulatory compliance and investigation at senior executive level in the United Kingdom (UK) and Australia. Initially a detective in the UK police working on national homicide training and development, he later qualified in law, working across the Asia-Pacific in the field of regulatory compliance and risk in health and safety.

Martyn attended the 22 June 2023 meeting and was remunerated a total of \$2,000 (including GST) for the year.

Maria Storti (former independent member)

Maria Storti is a Fellow of the Institute of Chartered Accountants, a Fellow of the Australian Institute of Company Directors and a member of the Australian Institute of Internal Auditors, and holds a Masters of Business Administration and a degree in economics. Maria serves as an independent chair and member of Commonwealth audit committees and is a non-executive director. She is a former Ernst & Young performance advisory partner and has significant experience in audit, performance reporting and risk. She has also held senior executive roles in various industries and government.

Maria attended 4 meetings in 2022–23 and was remunerated a total of \$8,000 (including GST) for the year.

Internal audit

The internal audit program provides assurance to the Audit Committee and the CEO on the efficiency and effectiveness of the policies and procedures of Safe Work Australia.

In 2022–23 the internal audit function was provided by KPMG.

External accountability

Judicial decisions and decisions of administrative tribunals

No judicial decisions were made by courts or administrative tribunals, and no decisions were made by the Australian Information Commissioner, that had, or may have had, a significant effect on the operations of Safe Work Australia in 2022–23.

Commonwealth Ombudsman

No adverse reports on Safe Work Australia's operations were made in 2022–23 by the Commonwealth Ombudsman. No complaints in relation to Safe Work Australia's actions were made to the Commonwealth Ombudsman in 2022–23. There were no earlier complaints that remained open.

Auditor-General

Safe Work Australia was not the subject of any audits undertaken by the Auditor-General during 2022–23.

Parliamentary committees

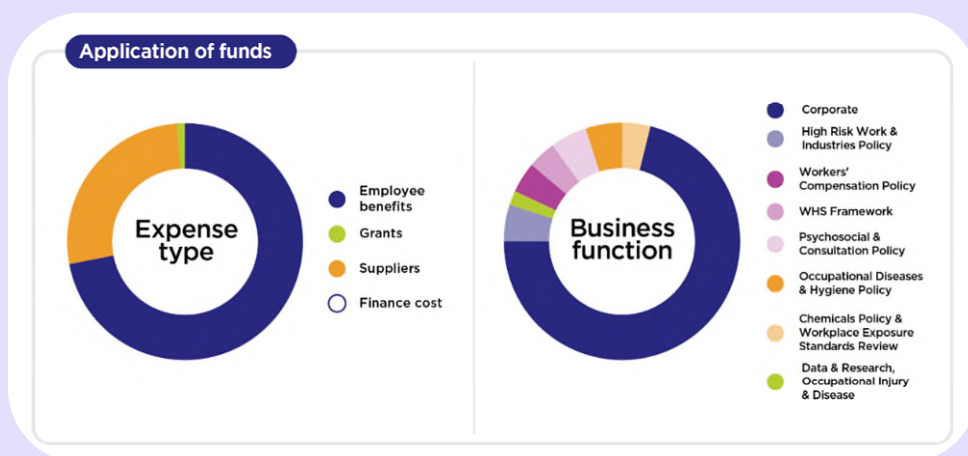
No adverse reports on Safe Work Australia's operations were given in 2022–23 by a parliamentary committee.

Part 6 – Financial performance

Financial overview

Safe Work Australia is jointly funded, through government appropriation and contributions from states and territories under the Inter-Governmental Agreement for Regulation and Operational Reform in Occupational Health and Safety, to deliver effective policy and monitoring of WHS and work-related incidents. Funding is held in the Safe Work Australia Special Account and used to fund work that relates to the functions as specified in the SWA Act.

The application of this funding across both expense types and business functions is represented below.



The overall 'net cost of service' is used as the primary measure of financial performance. This measure shows the full impact of accrual accounting principles and is reported in more detail in the financial statements below.

Financial performance results

In 2022–23 Safe Work Australia reported a net surplus of \$1.26 million when compared with the forecasted deficit of \$0.77 million as reported in the 2022–23 October Budget Statements. This result is primarily driven by a 24% underspend in supplier expenses due to a reduction in project expenditure. Project work is determined by Safe Work Australia Members, with project timing and scope changing based on requirements of the external

environment. In addition, difficulties were experienced in sourcing subject-matter experts, which is consistent with the current challenging labour market.

The financial position of Safe Work Australia remains strong, with net assets of \$21.94 million largely due to significant cash being held in the special account. Cash and cash equivalents represent 77% of Safe Work Australia's asset base. In addition, liabilities remain low at \$10.56 million, with 46% of this balance relating to the Safe Work Australia lease liability for the central office in Canberra, which is due to expire in 2027.

Australian National Audit Office access clause

One contract with a value of \$100,000 or more (inclusive of GST) was entered during 2022–23 with a contractor that did not provide for the Auditor-General to have access to the contractor's premises.

The contract with the Department of Justice and Community Safety for the provision of access to the National Coronial Information System, with a value of \$557,340.30 (inclusive of GST) did not contain a clause allowing such access due to industry practice to adhere to the standard terms and conditions of the supplier.

Purchasing

The agency procured all goods and services in 2022–23 in accordance with the PGPA Act, the Commonwealth Procurement Rules (CPRs) and relevant internal policies. Our approach to purchasing and procurement is directed by the CPRs and reflected in our AAls and internal guidance material. Guidance materials are reviewed regularly to ensure consistency with the Commonwealth Procurement Framework.

We recognise that value for money is a core requirement and that this is enhanced by:

- encouraging competition by ensuring non-discrimination in procurement and competitive procurement processes
- procuring from First Nation businesses
- promoting efficient, effective, economical and ethical procurement
- making decisions in an accountable and transparent manner, and
- complying with Commonwealth Government policies.

Support of small and medium enterprises

The agency supports small business participation through the Commonwealth Government procurement market. Small and medium enterprise (SME) and small enterprise participation statistics are available on the Department of Finance's website (finance.gov.au).

We encourage increased participation by SMEs in our procurement activities by:

- communicating in clear, simple language and presenting information in accessible formats

- facilitating on-time payments using electronic finance systems and the use of payment cards where appropriate, and
- utilising the Commonwealth Contracting Suite for low-risk procurements valued under \$200,000, enabling the use of a set of terms and conditions that are consistent with those of other agencies SMEs would be familiar with.

The agency recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Department of the Treasury's website.

Grants

We manage our grant programs in accordance with the Australian Government's legislative framework and the Commonwealth Grant Rules and Guidelines.

No new grants were awarded in 2022–23. However, there are 2 active grants from prior years. Information on grants awarded by the agency is available on the Australian Government GrantConnect website.

Legal costs

Information required by the *Legal Services Directions 2017* on Safe Work Australia's legal services expenditure will be made available on the Safe Work Australia website (<https://www.safeworkaustralia.gov.au/>) by 30 October 2023.

Consultancy contracts

During 2022–23, 12 new reportable consultancy contracts were entered into incurring total actual expenditure of \$0.48 million. In addition, 10 ongoing reportable consultancy contracts were active during the period, incurring total actual expenditure of \$0.55 million. All figures reported in this section are inclusive of GST.

The agency engages consultants when we require specialist expertise not available in-house, for financial, corporate and commercial advisory services, or when independent research/review or assessment is required. Decisions to engage a consultant are made in accordance with the PGPA Act and related regulations, including the CPRs and relevant internal policies.

This report contains information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website (<https://www.tenders.gov.au/>).

TABLE 9: EXPENDITURE ON REPORTABLE CONSULTANCY CONTRACTS 2022–23

Reportable consultancy contracts 2022–23	Number	Expenditure \$
New contracts entered into during the reporting period	12	483,043.18
Ongoing contracts entered into during a previous reporting period	10	551,785.56
Total	22	1,034,828.74

Total reportable consultancy contract expenditure in 2022–23 was \$1.03 million.

TABLE 10: ORGANISATIONS RECEIVING A SHARE OF REPORTABLE CONSULTANCY CONTRACT EXPENDITURE 2022–23

Organisations receiving a share of reportable consultancy contract expenditure, 2022–23	Expenditure \$
Deloitte Touche Tomatsu	284,288.00
Ernst & Young	275,580.52
Accenture Australia Pty Ltd	110,000.00
KPMG	49,126.00
Whereto Research Based Consulting	47,058.00

Non-consultancy contracts

In 2022–23, 23 new reportable non-consultancy contracts were entered into, incurring total actual expenditure of \$0.89 million. In addition, 25 ongoing reportable non-consultancy contracts were active during the period, incurring total actual expenditure of \$1.56 million. All figures reported in this section are inclusive of GST.

This report contains information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.

TABLE 11: EXPENDITURE ON REPORTABLE NON-CONSULTANCY CONTRACTS 2022–23

Reportable non-consultancy contracts 2022–23	Number	Expenditure \$
New contracts entered into during the reporting period	23	889,402.33
Ongoing contracts entered into during a previous reporting period	25	1,557,307.90
Total	48	2,446,710.23

Total reportable non-consultancy contract expenditure in 2022–23 was \$2.45 million.

TABLE 12: ORGANISATIONS RECEIVING A SHARE OF REPORTABLE NON-CONSULTANCY CONTRACT EXPENDITURE 2022–23

Organisations receiving a share of reportable non-consultancy contract expenditure 2022–23	Expenditure \$
Australian Institute of Health and Welfare	840,733.92
Strategic Reform Pty Ltd	278,770.00
Annex Digital Pty Ltd	198,489.01
KPMG	161,193.99
Jones Lang LaSalle (ACT) Pty Ltd	157,507.56

Entity resource statement and expenses by outcome

Safe Work Australia resource statement 2022–23

	Actual available appropriation for 2022–23	Payments made 2022–23	Balance remaining 2022–23
	\$'000	\$'000	\$'000
	(a)	(b)	(c)
Departmental			
Annual appropriations ¹	11,105	11,105	0
Annual appropriations – other services – non-operating	-	0	-
Total departmental annual appropriations	11,105	11,105	0
Departmental special appropriations	-	0	-
Total special appropriations	-	0	-
Special Accounts ²	45,257	20,336	24,921
Total Special Accounts	45,257	20,336	24,921
Less departmental appropriations drawn from annual appropriation and credited to special accounts	11,105	11,105	0
Total departmental resourcing	45,257	20,336	24,921
Total resourcing and payments for Safe Work Australia	45,257	20,336	24,921

¹Appropriation Act (No 1) 2022–23 and Supply Act (No 3) 2022–23. Departmental Capital Budgets are not separately identified and are included in annual appropriations.

²Excludes trust moneys held in Services for Other Entities and Trust Moneys (SOETM) and other special accounts.

Expenses by outcome

Expenses for outcome 1: Healthier, safer and more productive workplaces through improvements to Australian work health and safety and workers' compensation arrangements.	Budget	Actual expenses	Variation
	2022–23	2022–23	2022–23
	\$'000	\$'000	\$'000
	(a)	(b)	(a) - (b)
Program 1.1: Reform of and improvements to Australian work health and safety and workers' compensation arrangements			
Departmental appropriation	10,843	10,843	0
s74 External Revenue	-	-	-
Special appropriations	-	-	-
Special accounts	10,355	8,467	1,888
Expenses not requiring appropriation in the Budget year ¹	1,624	1,477	147
Departmental total	22,822	20,787	2,035
Total expenses for Outcome 1	22,822	20,787	2,035
Average Staffing Level (number)	101	96	5

¹Expenses not requiring appropriation in the Budget year are made up depreciation expenses, amortisation expenses and audit fees.

Independent auditor's report



INDEPENDENT AUDITOR'S REPORT

To the Minister for Employment and Workplace Relations

Opinion

In my opinion, the financial statements of the Safe Work Australia (the Entity) for the year ended 30 June 2023:

- (a) comply with Australian Accounting Standards – Simplified Disclosures and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2023 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2023 and for the year then ended:

- Statement by the Accountable Authority and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cashflow Statement; and
- Notes to the financial statements, comprising a summary of significant accounting policies and other explanatory information.

Basis for opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Accountable Authority is responsible for the other information. The other information comprises the information included in the annual report for the year ended 30 June 2023 but does not include the financial statements and my auditor's report thereon.

My opinion on the financial statements does not cover the other information, and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Accountable Authority's responsibility for the financial statements

As the Accountable Authority of the Entity, the Chief Executive Officer is responsible under the *Public Governance, Performance and Accountability Act 2013* (the Act) for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Simplified Disclosures and the rules made under the Act. The Chief Executive Officer is also responsible for such internal control as the Chief Executive Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Executive Officer is responsible for assessing the ability of the Entity to continue as a going concern, taking into account whether the Entity's operations will cease as a result of an administrative restructure or for any other reason. The Chief Executive Officer is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the assessment indicates that it is not appropriate.

Auditor's responsibilities for the audit of the financial statements

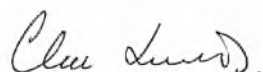
My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Authority regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Clea Lewis
Executive Director
Delegate of the Auditor-General

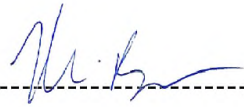
Canberra
15 September 2023

Statement by the Accountable Authority and Chief Financial Officer

STATEMENT BY THE ACCOUNTABLE AUTHORITY AND CHIEF FINANCIAL OFFICER

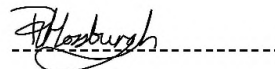
In our opinion, the attached financial statements for the year ended 30 June 2023 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that Safe Work Australia will be able to pay its debts as and when they fall due.



Michelle Baxter
Chief Executive Officer

15 September 2023



Rachael Horsburgh
Chief Financial Officer

15 September 2023

Financial statements

Statement of Comprehensive Income

For the period ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	1.1A	13,786	12,758	13,972
Suppliers	1.1B	5,353	5,807	7,067
Depreciation and amortisation	2.2A	1,418	1,617	1,564
Grants	1.1C	178	174	140
Finance cost	1.1D	52	59	79
Write-down and impairment of other assets		-	1	-
Total expenses		20,787	20,416	22,822
Own-Source Income				
Sale of goods and rendering of services	1.2A	11,146	10,750	11,146
Other revenue	1.2B	62	429	60
Total own-source income		11,208	11,179	11,206
Net cost of service		(9,579)	(9,237)	(11,616)
Revenue from Government	1.2C	10,843	10,488	10,843
Surplus/Deficit on continuing operations		1,264	1,251	(773)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve		-	1,590	-
Total other comprehensive income		-	1,590	-
Total comprehensive income		1,264	2,841	(773)

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Employee benefits: The underspend of \$0.19 million (1.3%) is due to lower-than-expected staffing levels as a result of staff turnover during the year and recruitment timeframes. Safe Work Australia's (SWA) FTE in FY 2022-23 was 95.9 (Budgeted FTE: 101).

Supplier expenses: An underspend of \$1.71 million (24.3%) is due to a reduction in project expenditure as a result of changing priorities driven by requirements of the external environment. In addition procuring subject matter experts to perform required work was difficult which is consistent with the challenging labour market.

Statement of Financial Position

As at 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash and cash equivalents	2.1A	24,921	23,569	23,321
Trade and other receivables	2.1B	1,245	344	598
Total financial assets		26,166	23,913	23,919
Non-financial assets				
Buildings ¹	2.2A	5,870	6,930	5,499
Plant and equipment	2.2A	259	271	499
Prepayments		206	208	208
Total non-financial assets		6,335	7,409	6,206
Total assets		32,501	31,322	30,125
LIABILITIES				
Payables				
Suppliers	2.3A	990	1,435	738
Other payables	2.3B	401	297	1,100
Total payables		1,391	1,732	1,838
Interest bearing liabilities				
Leases	2.4A	4,899	5,797	5,006
Total interest bearing liabilities		4,899	5,797	5,006
Provisions				
Employee provisions	4.1A	4,272	3,380	3,379
Total provisions		4,272	3,380	3,379
Total liabilities		10,562	10,909	10,223
Net assets		21,939	20,413	19,902
EQUITY				
Contributed equity		6,069	5,807	6,069
Reserves		2,207	2,207	2,207
Retained surplus		13,663	12,399	11,626
Total equity		21,939	20,413	19,902

¹A right-of-use asset for the lease of office space is included in Buildings. The carrying value of the lease liability as at 30 June 2023 is \$4.48 million.

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Cash and cash equivalents: An increase of \$1.6 million (6.9%) is consistent with the surplus reported in the Statement of Comprehensive Income and is a result of a reduction in planned expenditure during FY 2022-23.

Trade and other receivables: An increase of \$0.6 million (108.2%) relates to the timing of receipts for quarter 4 contributions from States and Territories.

Non-financial assets – Buildings: An increase of \$0.4 million (6.7%) is due to a remeasurement of the lease for office space and leasehold improvements.

Other payables: A decrease of \$0.7 million (63.5%) is largely due a reduction in employee leave liabilities payable to other APS entities as a result of less staff transferring out of SWA during the period than was budgeted.

Employee provisions: An increase of \$0.9 million (26.4%) is due to an increase in staff, particularly a number with large leave balances and the impact of a pay rise in 2022-23.

Statement of Changes in Equity*For the period ended 30 June 2023*

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
CONTRIBUTED EQUITY				
Opening balance				
Balance carried forward from previous period		5,807	5,555	5,807
Contributions by owners				
Departmental capital budget		262	252	262
Closing balance as at 30 June		6,069	5,807	6,069
ASSET REVALUATION RESERVE				
Opening balance				
Balance carried forward from previous period		2,207	617	2,207
Comprehensive income				
Change in Revaluation Reserve		-	1,590	-
Closing balance as at 30 June		2,207	2,207	2,207
RETAINED EARNINGS				
Opening balance				
Balance carried forward from previous period		12,399	11,148	12,399
Comprehensive income				
Surplus/(Deficit) for the period		1,264	1,251	(773)
Total comprehensive income		1,264	1,251	(773)
Closing balance as at 30 June		13,663	12,399	11,626
TOTAL EQUITY				
Opening balance				
Balance carried forward from previous period		20,413	17,320	20,413
Comprehensive income				
Surplus/(Deficit) for the period		1,264	1,251	(773)
Change in Revaluation Reserve		-	1,590	-
Total comprehensive income		1,264	2,841	(773)
Contributions by owners				
Departmental capital budget		262	252	262
Closing balance as at 30 June		21,939	20,413	19,902

The above statement should be read in conjunction with the accompanying notes.

Accounting PolicyDepartmental Capital Budgets

Amounts appropriated which are designated as departmental capital budgets are recognised directly in contributed equity in that year.

Budget Variances Commentary

Surplus/(Deficit): The positive variance of \$2.0 million (263.5%) is a result of the operating surplus in 2022-23. More information can be found in the Statement of Comprehensive Income.

Cashflow Statement

For the period ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
OPERATING ACTIVITIES				
Cash received				
Appropriations		10,843	10,488	10,843
Sale of goods and rendering of services		10,243	11,625	11,146
GST received		337	387	1,096
Other		3	369	-
Total cash received		21,426	22,869	23,085
Cash used				
Employees		12,964	12,731	13,910
Suppliers		5,044	5,523	6,964
GST paid		973	1,040	1,096
Grants		178	174	140
Interest payments on lease liabilities		52	59	79
Total cash used		19,211	19,527	22,189
Net cash from operating activities		2,215	3,342	896
INVESTING ACTIVITIES				
Cash used				
Purchase of plant and equipment		227	104	359
Total cash used		227	104	359
Net cash used by investing activities		(227)	(104)	(359)
FINANCING ACTIVITIES				
Cash received				
Departmental Capital Budget		262	252	6
Total cash received		262	252	6
Cash used				
Principal payments of lease liabilities		898	773	791
Total cash used		898	773	791
Net cash used by financing activities		(636)	(521)	(785)
Net increase in cash held		1,352	2,717	(248)
Cash and cash equivalents at the beginning of the reporting period		23,569	20,852	23,569
Cash and cash equivalents at the end of the reporting period	2.1A	24,921	23,569	23,321

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Cash received – Sale of goods and rendering of services: The \$0.9 million (8.1%) underspend is due to the timing of quarter 4 receipts relating to contributions from States and Territories.

Cash used – Employees: The \$0.9 million (6.8%) underspend is due the final ASL of 95.9 being 5.1 less than the budgeted ASL of 101.

Suppliers: The \$1.9 million (27.6%) underspend is predominantly due to lower than expected expenditure on key projects. More information can be found in the Statement of Comprehensive Income.

Overview

Objectives of Safe Work Australia

Safe Work Australia is responsible for delivering national work health and safety and workers' compensation policy, evidence and communication initiatives. Safe Work Australia was established as a statutory agency by the *Safe Work Australia Act 2008* (Cth).

The Basis of Preparation

The financial statements are general purpose financial statements as required by section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

- (a) *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR); and
- (b) Australian Accounting Standards and Interpretations.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

Significant Accounting Judgements and Estimates

Safe Work Australia has made assumptions or estimates that have had a significant impact on the amounts recorded in the following areas:

Balance	Nature of significant accounting judgements and estimates
Fair value of buildings, plant and equipment	Assessed at market value or depreciated replacement cost as determined by an independent valuer once every three years and subject to management assessment in between.
Employee provisions	Long service leave provisions are adjusted in accordance with the Department of Finance issued Long Service Leave Model. Annual Leave provisions involve assumptions on patterns of leave claims and payouts.

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

New Accounting Standards

The following amending standards were adopted earlier than the application date as stated in the standard:

Standard/Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
Australian Accounting Standard Board 2021-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates (AASB 2021-2)	AASB 2021-2 amends AASB 7, AASB 101, AASB 108, AASB 134 and AASB Practice Statement 2. The amending standard requires the disclosure of material, rather than significant, accounting policies, and clarifies what is considered a change in accounting policy compared to a change in accounting estimate.
Australian Accounting Standard Board 2021-6 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards (AASB 2021-6)	AASB 2021-6 amends the Tier 2 reporting requirements set out in AASB 1049, AASB 1054 and AASB 1060 to reflect the changes made by AASB 2021-2.

The details of the changes in accounting policies and adjustments are disclosed below and in the relevant notes to the financial statements. These amending standards are not expected to have a material impact on Safe Work Australia's financial statements for the current reporting period or future reporting periods.

Taxation

Safe Work Australia is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and Goods and Services Tax (GST).

Events After the Reporting Period

There were no subsequent events that had the potential to significantly affect the ongoing structure and financial activities of Safe Work Australia.

Financial performance

This section analyses the financial performance of Safe Work Australia for the year ended 30 June 2023.

1.1 Expenses

	2023	2022
	\$'000	\$'000
1.1A: Employee Benefits		
Wages and salaries	9,790	9,188
Leave and other entitlements	2,149	1,531
Superannuation		
Defined contribution plans	1,280	1,213
Defined benefit plans	567	826
Total employee benefits	13,786	12,758

Accounting Policy

Accounting policies for employee related expenses are contained in Note 4.1A Employee Provisions.

1.1B: Suppliers

Goods and services supplied or rendered

Contractors	1,517	1,127
Consultants	1,057	1,927
Corporate costs	791	839
IT services	567	690
Other	387	420
Advertising	305	28
Property costs ¹	207	225
Recruitment and training	185	236
Subscriptions	120	183
Travel	100	41
Office supplies	37	34
Meeting expenses	26	19
Sponsorships	-	2
Total goods and services supplied or rendered	5,299	5,771
Goods supplied	35	41
Services rendered ¹	5,264	5,730
Total goods and services supplied or rendered	5,299	5,771
Other suppliers		
Workers' compensation expenses	54	36
Total other suppliers	54	36
Total suppliers	5,353	5,807

¹Movement in prior year comparatives is due to the reclassification of a previously recognised operating lease to property expense.

1.1C: Grants

Grants	178	174
Total grants	178	174

1.1D: Finance costs

Interest on lease liabilities	52	59
Total finance costs	52	59

1.2 Own-Source Revenue and Gains

	2023 \$'000	2022 \$'000
1.2A: Sale of Goods and Rendering of Services		
Revenue from Contracts with Customers	11,146	10,750
Total sale of goods and rendering of services	11,146	10,750
Major product / service line:		
Contributions from States and Territories	11,146	10,750
	11,146	10,750
Type of customer:		
State and Territory Governments	11,146	10,750
	11,146	10,750
Type of customer:		
Over time	11,146	10,750
	11,146	10,750

Accounting policy

State and territory contributions are recognised over the course of the year as work is completed. All contributions are recognised as earned by the reporting date. Contribution amounts are received in accordance with the Inter-Governmental Agreement for Regulation and Operational Reform in Occupational Health and Safety.

1.2B: Other Revenue

Resources Received Free of Charge - Remuneration of auditors	59	59
Other	3	370
Total other revenue	62	429

Accounting policy

Resources received free of charge are recognised as revenue when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature.

1.2C: Revenue from Government

Departmental appropriations	10,843	10,488
Total revenue from Government	10,843	10,488

Accounting policy

Amounts appropriated from departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government when Safe Work Australia gains control of the appropriation. Appropriations receivable are recognised at their nominal amounts.

Financial position

This section analyses Safe Work Australia's assets used to conduct its operations and the operating liabilities incurred as a result. Employee related information is disclosed in the People and relationships section.

2.1 Financial Assets

	2023 \$'000	2022 \$'000
2.1A: Cash and Cash Equivalents		
Cash at hand	604	308
Cash in the special account	24,317	23,261
Total cash and cash equivalents	24,921	23,569

Accounting policy

Cash is recognised at its nominal amount. Cash and cash equivalents include cash on hand, and cash in special accounts.

2.1B: Trade and Other Receivables

Goods and services receivables

Goods and services	1,195	301
Total goods and services receivables	1,195	301

Other receivables

GST receivable	52	45
Total other receivables	52	45
Total trade and other receivables (gross)	1,247	346

Less expected credit loss allowance	(2)	(2)
--------------------------------------------	------------	------------

Total trade and other receivables (net)	1,245	344
------------------------------------------------	--------------	------------

Credit terms for goods and services were within 30 days (2022: 30 days).

Accounting policy

Trade and other receivables that are held for the purpose of collecting contractual cash flows and where the cash flows are solely payments of principal and interest that are not provided at below-market interest rates, are subsequently measured at amortised cost using the effective interest method adjusted for any loss allowance.

Trade and other receivables are assessed for impairment at the end of each reporting period. An assessment is made based on the recommendations of the Services Delivery Office (SDO) who are engaged to provide accounts receivable management services and takes into consideration the debt management processes undertaken by the SDO. Safe Work Australia typically experiences low default rates.

2.2 Non-Financial Assets

2.2A: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment for 2023

	Buildings \$'000	Plant and equipment \$'000	Total \$'000
As at 1 July 2022			
Gross book value	9,624	273	9,897
Accumulated depreciation, amortisation and impairment	(2,694)	(2)	(2,696)
Total as at 1 July 2022	6,930	271	7,201
Additions			
Purchased	124	103	227
Revaluations of non-financial and intangible assets	-	2	2
Right-of-use asset reclassification	117	-	117
Depreciation and amortisation	(291)	(117)	(408)
Depreciation on right-of-use assets	(1,010)	-	(1,010)
Total as at 30 June 2023	5,870	259	6,129
Total as at 30 June 2023 represented by			
Gross book value	9,865	377	10,242
Accumulated depreciation, amortisation and impairment	(3,995)	(118)	(4,113)
Total as at 30 June 2023	5,870	259	6,129
Carrying amount of right-of-use assets	4,477	-	4,477

Accounting policy

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

Asset recognition threshold

Purchases of buildings, plant and equipment are initially recognised at cost in the statement of financial position, except for purchases costing less than the thresholds listed below for each class of assets, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Leasehold Improvements: \$20,000

Plant and Equipment: \$2,000

Accounting policy (continued)Leased Right of Use (ROU) Assets

Leased ROU assets are capitalised at the commencement date of the lease and are comprised of the initial lease liability amount, initial direct costs incurred when entering into the lease less any lease incentives received. These assets are accounted for by Commonwealth lessees as separate asset classes to corresponding assets owned outright but included in the same column as where the corresponding underlying assets would be presented.

Following initial application, an impairment review is undertaken for any ROU lease asset that shows indicators of impairment and an impairment loss is recognised against any ROU lease asset that is impaired. Leased ROU assets continue to be measured at cost after initial recognition in the Australian Commonwealth agency, General Government Sector and Whole of Government financial statements.

Depreciation

Depreciable buildings, plant and equipment assets are consumed over their estimated useful lives using the straight-line method of depreciation down to their estimated residual values.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future, reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2023	2022
Leasehold Improvements	Lease term until 2027	Lease term until 2027
Plant and Equipment	3 to 20 years	3 to 20 years

The depreciation rates for ROU assets are based on the commencement date to the earlier of the end of the useful life of the ROU asset or the end of the lease term.

Revaluations

Following initial recognition plant and equipment are carried at fair value. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets does not materially differ from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reversed a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is offset against the gross carrying amount of the asset and the asset is restated to the revalued amount.

Impairment

All assets were assessed for impairment at 30 June 2023 where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the entity were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

De-recognition

An item of plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

2.3 Payables

	2023	2022
	\$'000	\$'000
2.3A: Suppliers		
Trade creditors and accruals	990	1,435
Total suppliers	990	1,435
2.3B: Other Payables		
Salaries and wages	325	237
Superannuation	53	39
Other	23	21
Total other payables	401	297

2.4 Leases

2.4A: Leases		
Lease liabilities	4,899	5,797
Total leases	4,899	5,797

Total cash outflow for leases for the year ended 30 June 2023 was \$0.90 million (2022: \$0.77 million).

Maturity analysis - contractual undiscounted cash flows		
Within 1 year	1,039	980
Between 1 to 5 years	3,967	4,313
More than 5 years	-	552
Total leases	5,006	5,845

The above lease disclosures should be read in conjunction with the accompanying note 2.2.

As a lessee, Safe Work Australia recognises a right-of-use asset and lease liability in relation to its leased office space. The lease term ends December 2027. The agreement includes fixed lease payments only with an annual rent increase of 3.85% each year.

Accounting policy

For all new contracts entered into, Safe Work Australia considers whether the contract is, or contains a lease. A lease is defined as 'a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration'.

Once it has been determined that a contract is, or contains a lease, the lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease, if that rate is readily determinable, or the applicable incremental borrowing rate.

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification to the lease. When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset or profit and loss depending on the nature of the reassessment or modification.

Funding

3.1 Appropriations

3.1A: Annual Appropriations (‘Recoverable GST exclusive’)

Annual appropriations for 2023

	Annual Appropriation \$'000	Total appropriation \$'000	Appropriation applied in 2023 (current and prior years) \$'000	Variance \$'000
Departmental				
Ordinary annual services ¹	10,878	10,878	10,843	35
Capital budget ²	262	262	262	-
Total departmental	11,140	11,140	11,105	35

¹During 2022-23 \$0.04 million was withheld under section 51 of the PGPA Act in accordance with government decisions.

²Departmental Capital Budgets are appropriated through Appropriation Acts (No.1, 3). They form part of ordinary annual services and are not separately identified in the Appropriation Acts. Adjustments to appropriations includes adjustments to current year annual appropriations including Advance to the Finance Minister (AFM), PGPA Act section 74 receipts and PGPA Act section 75 transfers.

Annual appropriations for 2022

	Annual Appropriation ³ \$'000	Total appropriation \$'000	Appropriation applied in 2021 (current and prior years) \$'000	Variance \$'000
Departmental				
Ordinary annual services	10,488	10,488	10,488	-
Capital budget ⁴	252	252	252	-
Total departmental	10,740	10,740	10,740	-

³During 2023, there were no material variances.

⁴Departmental Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services and are not separately identified in the Appropriation Acts.

Safe Work Australia did not receive Special Appropriations in 2022-23 (2022: Nil)

3.1B: Unspent Annual Appropriations (‘Recoverable GST exclusive’)

	2023 \$'000	2022 \$'000
Departmental		
Appropriation Act (No. 1) 2022-23 ¹	35	-
Total departmental	35	-

¹During 2022-23 \$0.04 million was withheld under section 51 of the PGPA Act in accordance with government decisions.

3.2 Special Accounts

Recoverable GST Exclusive	Safe Work Australia Special Account	
	2023 \$'000	2022 \$'000
Balance brought forward from previous period	23,569	20,852
Increases		
Appropriation credited to Special Account	10,843	10,488
Capital Injection - Departmental Capital Budget	262	252
Revenue from Services	10,243	11,625
Other Receipts	340	756
Total increases	21,688	23,121
Available for payments	45,257	43,973
Decreases		
Payment made to suppliers	7,372	7,673
Payment made to employees	12,964	12,731
Total decreases	20,336	20,404
Total balance carried to the next period	24,921	23,569
Balance represented by:		
Cash held in entity bank accounts	604	308
Cash held in the Official Public Account	24,317	23,261
Total balance carried to the next period	24,921	23,569

The Safe Work Australia Special Account was established in accordance with section 64 of the *Safe Work Australia Act 2008* to provide a source of finance to resource Safe Work Australia. The appropriation authority to draw money from the Consolidated Revenue Fund is section 80 of the *Public Governance, Performance and Accountability Act 2013*.

3.3 Net Cash Appropriation Arrangements

	2023 \$'000	2022 \$'000
3.3A: Net Cash Appropriation Arrangements		
Total comprehensive surplus/deficit - as per the Statement of Comprehensive Income	1,264	1,251
Plus: depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) ¹	408	628
Plus: depreciation of right-of-use assets ²	1,010	989
Less: lease principal repayments ²	(898)	(773)
Net Cash Operating Surplus	1,784	2,095

¹From 2010-11, the Government introduced net cash appropriation arrangements where revenue appropriations for depreciation/amortisation expenses of non-corporate Commonwealth entities and selected corporate Commonwealth entities were replaced with a separate capital budget provided through equity appropriations and/or departmental capital budgets. Capital budgets are appropriated in the period when cash payment for capital expenditure is required.

²The inclusion of depreciation/amortisation expenses related to ROU leased assets and the lease liability principal repayment amount reflects the impact of AASB 16 Leases, which does not directly reflect a change in appropriation arrangements.

People and relationships

This section describes a range of employment and post-employment benefits provided to our people and our relationships with other key people.

4.1 Employee Provisions

	2023 \$'000	2022 \$'000
4.1A: Employee Provisions		
Leave	4,272	3,380
Total employee provisions	4,272	3,380

Accounting policy

Employee provisions include annual and long service leave. No provision is made for personal leave which is non-vesting.

Liabilities for short-term employee benefits and termination benefits expected within 12 months of the end of reporting period are measured at their nominal amounts.

Leave

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the entity's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave has been determined using the Long Service Leave Liability Model issued by the Department of Finance. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Separation and redundancy

Provision is made for separation and redundancy benefit payments. The entity recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

Superannuation

The entity's staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), the PSS accumulation plan (PSSap) or other superannuation funds held outside the Australian Government.

CSS and PSS are defined benefit schemes for the Australian Government, PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

Safe Work Australia makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. Safe Work Australia accounts for the contributions as if they were contributions to defined contribution plans. The liability for superannuation recognised as at 30 June represents outstanding contributions.

4.2 Key Management Personnel Remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of Safe Work Australia, directly or indirectly. Safe Work Australia has determined the key management personnel to be the Chief Executive Officer and Branch Managers. Key management personnel remuneration is reported in the table below:

	2023	2022
	\$'000	\$'000
Short-term employee benefits	1,656	1,712
Post-employment benefits	271	287
Other long-term employee benefits	59	83
Total key management personnel remuneration expenses¹	1,986	2,082

There are six key management personnel included in the above table (2022: 7 key management personnel). The decreased cost in FY 2022-23 reflects the decrease to 6 KMP from seven in 2022-23 partially offset by an increase to the remaining KMP due to an increase to executive remuneration effective October 2022.

¹The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister's remuneration and other benefits are set by the Remuneration Tribunal and are not paid by Safe Work Australia.

4.3 Related Party Disclosures

Related party relationships:

Safe Work Australia is an Australian Government controlled entity. Related parties to Safe Work Australia are key management personnel, their close family members, the Portfolio and Cabinet Ministers, and other Australian Government entities.

Transactions with related parties:

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions include the payment or refund of taxes, receipt of a Medicare rebate or higher education loans. These transactions have not been separately disclosed in this note.

Considering relationships with related entities, and transactions entered into during the reporting period by Safe Work Australia, it has been determined that there are no related party transactions to be disclosed.

Managing uncertainties

This section analyses how Safe Work Australia manages financial risks within its operating environment.

5.1 Contingent Assets and Liabilities

At 30 June 2023 Safe Work Australia has no contingent assets or contingent liabilities. Safe Work Australia is unaware of any quantifiable, unquantifiable or significant remote contingencies.

Accounting policy

Contingent assets and contingent liabilities are not recognised in the statement of financial position but are reported in the notes. They may arise from uncertainty as to the existence of an asset or liability or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

5.2 Financial Instruments

	2023 \$'000	2022 \$'000
5.2A: Categories of Financial Instruments		
Financial assets at amortised cost		
Cash and cash equivalents	24,921	23,569
Goods and other receivables	1,195	301
Total financial assets at amortised cost	26,116	23,870
Total financial assets	26,116	23,870
Financial Liabilities		
Financial liabilities measured at amortised cost		
Suppliers	990	1,435
Total financial liabilities measured at amortised cost	990	1,435
Total financial liabilities	990	1,435

Accounting policy

The classification and measurement of financial assets under AASB 9 is determined by Safe Work Australia's business model for managing its financial assets and the contractual cash flow characteristics of those assets.

Financial assets

Safe Work Australia's financial assets are comprised of trade and other receivables that are held for the purposes of collecting the contractual cash flows.

Safe Work Australia classifies its financial assets as 'financial assets at amortised cost'.

Safe Work Australia derived no interest income from financial assets in either the current or prior year.

Financial liabilities

Financial liabilities are also measured at amortised cost.

Impairment

Safe Work Australia has assessed the trade receivables at the reporting date to determine whether any indicators of impairment exist in accordance with the requirements of AASB *Financial Instruments*.

5.3 Fair Value Measurement

5.3A: Fair Value Measurements

	Fair value measurements at the end of the reporting period	
	2023 \$'000	2022 \$'000
Non-financial assets		
Buildings	1,393	1,560
Plant and equipment	259	271

Accounting policy

An annual assessment was undertaken to determine whether the carrying amount of assets differed materially from the fair value

Carrying amounts are reviewed every year to determine if an independent valuation is required. The regularity of independent valuations depends on the volatility of movement in the market value for the relevant assets. No revaluation was conducted in 2022-23 as all assets were revalued in 2022-23 by Jones Lang LaSalle Advisory Services Pty Ltd (JLL), an independent valuer.

Other information

6.1 Current/Non-current Distinction for Assets and Liabilities

	2023	2022
	\$'000	\$'000
6.1A: Current/Non-current Distinction for Assets and Liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	24,921	23,569
Trade and other receivables	1,245	344
Prepayments	206	208
Total no more than 12 months	26,372	24,121
More than 12 months		
Buildings	5,870	6,930
Plant and equipment	259	271
Total more than 12 months	6,129	7,201
Total assets	32,501	31,322
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	990	1,435
Other payables	401	297
Leases	1,109	979
Employee provisions	1,808	1,474
Total no more than 12 months	4,308	4,185
More than 12 months		
Leases	3,790	4,818
Employee provisions	2,464	1,906
Total more than 12 months	6,254	6,724
Total liabilities	10,562	10,909

Part 7 – Appendices

Appendix 1 – Corporate Plan

Safe Work Australia’s outcome

Consistent with our 2022–23 Portfolio Budget Statements, the outcome intended from our Corporate Plan is healthier, safer and more productive workplaces through improvements to Australian work health and safety and workers’ compensation arrangements.

Strategies to achieve this outcome

The strategies we implement to achieve our outcome are developed in consultation with Safe Work Australia Members and agreed to by WHS ministers.

The strategies we implement are designed to:

- achieve reductions in the incidence of work-related death, injury and illness
- improve outcomes for injured workers and their employers
- use our collective influence to increase knowledge and awareness of WHS and workers’ compensation, and
- ensure sound and useful WHS and workers’ compensation research, analysis and data.

In developing these strategies, we are guided by the functions conferred by the SWA Act. These functions include:

- developing, evaluating and, if necessary, revising national WHS and workers' compensation policies and strategies monitoring and improving the model WHS legislative framework and developing supportive WHS materials
- improving consistency in national workers' compensation arrangements
- collecting, analysing and publishing national data
- conducting and publishing research
- developing national education and communication strategies and initiatives
- working collaboratively with the Commonwealth, states and territories, and other national and international bodies, and
- advising WHS ministers on national WHS and workers' compensation policy matters.

We also take reference from the objectives of the *Australian Work Health and Safety Strategy 2012–2022* and the *National Return to Work Strategy 2020–2030*. In addition, we monitor and respond to new and emerging work health and safety risks as they arise, including the ongoing impacts of the COVID-19 pandemic. To that end, our response to the COVID-19 pandemic will remain our key priority in the post-vaccination phase of the National Plan to transition Australia's National COVID-19 Response. We will continue to collaborate with Safe Work Australia Members to assist Australian workplaces to manage the ongoing health and safety risks posed by COVID-19 and other infectious diseases and support employers, small businesses, and workers to understand their rights and obligations throughout the national rollout of the COVID-19 booster vaccines. We will ensure our guidance remains evidence-based and reflects the latest public health advice.

Our strategies for 2022–2026 are:

1. Review, evaluate and improve the model WHS laws in Australia, including completing the implementation of WHS ministers' responses to the recommendations of the independent review of the model WHS laws.
2. Lead the development and refinement of national WHS information and guidance, including to address the implications of COVID-19, and communicate this to support Australian businesses and workers in achieving safe and healthy workplaces.
3. Build on the lessons learned over the term of the Australian Work Health and Safety Strategy 2012–2022 and apply these to the development and implementation of the next national WHS strategy.
4. Support the National Return to Work Strategy 2020–2030 and the actions to improve return to work outcomes for workers with a work-related injury or illness.
5. Support the collection, analysis and dissemination of national WHS and workers' compensation data, and implement a research framework that targets the most important research, to ensure a sound evidence base for policy and decision making.

In progressing these strategies, and in collaboration with our Members and stakeholders, we will continue to build awareness to encourage safe, healthier workplaces, ensure Australia's national work health and safety and workers' compensation frameworks are world-leading and drive improvements in Australian WHS and workers' compensation arrangements.

The Safe Work Australia Operational Plan 2022–23 provides further detail on the specific activities undertaken in 2022–23 in support of these strategies.

Appendix 2 – Operational Plan

Legislative context

Safe Work Australia was established under the *Safe Work Australia Act 2008* (Cth) (the SWA Act). In accordance with the SWA Act, this operational plan details the activities to be undertaken by Safe Work Australia and the planned expenditure for the year. Further, it is consistent with, and supports, the strategies in the Corporate Plan 2022–2026 and does not deal with the allocation of resources for the performance of Safe Work Australia's functions.

Our purpose

Safe Work Australia has an important national role to achieve significant and continual reductions in the incidence of work-related death, injury and illness and to improve outcomes for injured workers and their employers. It is a tripartite forum representing the interests of the Commonwealth, states and territories, as well as workers and employers in Australia to:

- collaborate on national WHS and workers' compensation policy matters
- lead the development of evidence-based policy and supporting education and strategies, and
- promote consistency in WHS and workers' compensation arrangements.

This collaborative model recognises that national WHS and workers' compensation outcomes are improved when all relevant views and interests are considered. This plan describes the activities to be undertaken by Safe Work Australia in performing its statutory functions during 2022–23, within the total operating budget of \$22.25m.

The activities we will undertake in 2022–23

The activities we will undertake in 2022–23 to support the strategies outlined in the Safe Work Australia Corporate Plan 2022–2026 reflect the priorities agreed by Safe Work Australia Members.

During 2021, we continued our efforts to respond to the unprecedented situation arising from the COVID-19 pandemic. In 2022–23, given the ongoing WHS implications for Australian workplaces, COVID-19 will remain an ongoing priority. Safe Work Australia will continue to assist Australian workplaces to manage the ongoing health and safety risks of COVID-19. We will also consider the relevance of our COVID-19 guidance and tools in relation to other infectious diseases in the workplace. This work will contribute to the ongoing Australian economic recovery from the pandemic by helping to ensure safe workplaces and providing assurance to Australians that they are able to return to their usual activities.

Notwithstanding the importance and ongoing priority of the COVID-19 response, we will also continue to progress other key activities. These activities include:

- implementing WHS ministers' responses to the recommendations of the 2018 independent review of the model WHS laws
- finalising the review of the workplace exposure standards and progressing the recommendations to WHS ministers for approval
- providing ongoing guidance and information to support the national transition to GHS Revision 7
- progressing the occupational lung diseases workplan initiatives, including regulatory and non-regulatory approaches to minimising the risks of silicosis and silica-associated diseases in Australian workers
- building on existing guidance and information on WHS relating to the gig economy
- finalising and publishing a model Code of Practice on managing psychosocial hazards at work and developing a framework of supporting guidance and communications materials
- publishing a new Australian Work Health and Safety Strategy
- progressing national initiatives under the National Return to Work Strategy 2020–2030 to address the barriers to affected workers' returning to work, and
- continuing to enhance our data holdings and evidence base, including through the Data Improvement Project and by undertaking high-quality research on priority WHS and workers' compensation issues.

In addition to these key activities, we will also continue performing our core activities by:

- develop accessible, effective and practical material to support the model WHS legislative framework to aid understanding and compliance, particularly for small business
- driving and leveraging national action to improve return to work outcomes for workers with work-related injury or illness
- collecting, analysing and disseminating high quality evidence
- collaborating with our national and international counterparts, and
- increasing awareness and education through our online multimedia hub and National Safe Work Month.

How we will measure our performance

Our performance in delivering the activities identified in this plan will be measured against the performance criteria and targets included in the 2022–23 Safe Work Australia Portfolio Budget Statements and reported in the Safe Work Australia Annual Report.

Appendix 3 – Advertising

In 2022–23 Safe Work Australia conducted the following advertising for 2 campaigns. Further information on those advertising campaigns is available at www.swa.gov.au and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.

TABLE 13: ADVERTISING COSTS

Provider	Reason	Cost (including GST where applicable)
Universal McCann	Workers' compensation stigma	\$49,499.95
Universal McCann	Deliver yourself home safely	\$33,131.25
		TOTAL \$82,631.20

Appendix 4 – Ecologically sustainable development and environmental performance and APS Net Zero Emissions Policy

Section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) requires government organisations to report annually on their environmental performance and contribution to ecologically sustainable development.

The agency's environmental policy outlines our commitment to minimising the environmental impact of its operations. We do this by:

- operating a paper, plastic, glass and cardboard recycling program
- effective use of electricity by using energy-efficient office machinery
- toner cartridge and waste toner recycling
- using energy-efficient computer monitors
- using low-wattage lights in the office
- operating lighting via motion sensors to reduce energy consumption
- reducing paper usage by centralising printers and setting them to double-sided printing as a default, and
- using office paper that is carbon neutral, is recycled and/or has an environmental sustainability rating.

Our building achieved a National Australian Built Environment Rating System (NABERS) rating of 5.5 in the reporting period.

APS Net Zero

The Government aims to reduce APS greenhouse gas emissions to net zero by 2030. All Commonwealth entities are required to publicly report on the emissions from their operations. Safe Work Australia's emissions are outlined below.

TABLE 14: APS NET ZERO EMISSIONS 1

Emission source	Scope 1 kg CO ₂ -e	Scope 2 kg CO ₂ -e	Scope 3 kg CO ₂ -e	Total kg CO ₂ -e
Electricity (location-based approach)	N/A	59,765	4,912	64,677
Natural gas	–	N/A	–	–
Fleet vehicles	–	N/A	–	–
Domestic flights	N/A	N/A	20,122	20,122
Other energy	–	N/A	–	–
Total kg CO₂-e	–	59,765	25,034	84,799

The electricity emissions reported above are calculated using the location-based approach. When applying the market-based method, which accounts for activities such as Greenpower, purchased LGCs and/or being located in the Australian Capital Territory, the total emissions for electricity, are below.

TABLE 15: APS NET ZERO EMISSIONS 2

Emission source	Scope 1 kg CO ₂ -e	Scope 2 kg CO ₂ -e	Scope 3 kg CO ₂ -e	Total kg CO ₂ -e
Electricity (market-based approach)	N/A	4,882	646	5,528
Natural gas	–	N/A	–	–
Fleet vehicles	–	N/A	–	–
Domestic flights	N/A	N/A	20,122	20,122
Other energy	–	N/A	–	–
Total kg CO₂-e	–	4,882	20,768	25,649

TABLE 18: ALL ONGOING EMPLOYEES PREVIOUS REPORT PERIOD (2021–22)

	Male			Female			Indeterminate			Total
	Full time	Part time	Total male	Full time	Part time	Total female	Full time	Part time	Total indeterminate	
NSW	0	0	0	1	0	1	0	0	0	1
Qld	0	0	0	0	0	0	0	0	0	0
SA	2	0	2	0	1	1	0	0	0	3
Tas	0	0	0	0	0	0	0	0	0	0
Vic	0	0	0	0	0	0	0	0	0	0
WA	0	0	0	0	0	0	0	0	0	0
ACT	18	3	21	43	15	58	0	0	0	79
NT	0	0	0	0	0	0	0	0	0	0
External Territories	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0
Total	20	3	23	44	16	60	0	0	0	83

TABLE 19: ALL NON-ONGOING EMPLOYEES PREVIOUS REPORT PERIOD (2021–22)

	Male			Female			Indeterminate			Total
	Full time	Part time	Total male	Full time	Part time	Total female	Full time	Part time	Total indeterminate	
NSW	0	0	0	0	0	0	0	0	0	0
Qld	0	0	0	0	0	0	0	0	0	0
SA	1	0	1	0	0	0	0	0	0	1
Tas	0	0	0	0	0	0	0	0	0	0
Vic	0	0	0	0	0	0	0	0	0	0
WA	0	0	0	0	0	0	0	0	0	0
ACT	1	2	3	3	4	7	0	0	0	10
NT	0	0	0	0	0	0	0	0	0	0
External Territories	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0
Total	2	2	4	3	4	7	0	0	0	11

TABLE 22: AUSTRALIAN PUBLIC SERVICE ACT ONGOING EMPLOYEES PREVIOUS REPORT PERIOD (2021–22)

	Male			Female			Indeterminate			Total
	Full time	Part time	Total male	Full time	Part time	Total female	Full time	Part time	Total indeterminate	
SES 3	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	1	0	1	0	0	0	1
SES 1	0	0	0	4	0	4	0	0	0	4
EL 2	5	0	5	6	4	10	0	0	0	15
EL 1	7	2	9	13	7	20	0	0	0	29
APS 6	4	1	5	9	3	12	0	0	0	17
APS 5	3	0	3	6	2	8	0	0	0	11
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	1	0	1	5	0	5	0	0	0	6
APS 2	0	0	0	0	0	0	0	0	0	0
APS 1	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
Total	20	3	23	44	16	60	0	0	0	83

TABLE 23: AUSTRALIAN PUBLIC SERVICE ACT NON-ONGOING EMPLOYEES PREVIOUS REPORT PERIOD (2021–22)

	Male			Female			Indeterminate			Total
	Full time	Part time	Total male	Full time	Part time	Total female	Full time	Part time	Total indeterminate	
SES 3	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0
SES 1	0	0	0	0	0	0	0	0	0	0
EL 2	0	0	0	0	0	0	0	0	0	0
EL 1	1	1	2	1	1	2	0	0	0	4
APS 6	1	1	2	0	3	3	0	0	0	5
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	2	0	2	0	0	0	2
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
APS 1	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
Total	2	2	4	3	3	7	0	0	0	11

TABLE 24: AUSTRALIAN PUBLIC SERVICE EMPLOYEES BY FULL-TIME AND PART-TIME STATUS CURRENT REPORT PERIOD (2022–23)

	Ongoing			Non-ongoing			Grand total
	Full time	Part time	Ongoing total	Full time	Part time	Non-ongoing total	
SES 3	0	0	0	0	0	0	0
SES 2	1	0	1	0	0	0	1
SES 1	4	0	4	0	0	0	4
EL 2	15	1	16	0	0	0	16
EL 1	24	13	37	1	0	1	38
APS 6	20	3	23	0	1	1	24
APS 5	14	1	15	2	0	2	17
APS 4	2	0	2	0	1	1	3
APS 3	3	0	3	1	1	2	5
APS 2	0	0	0	0	0	0	0
APS 1	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Grand total	83	18	101	4	3	7	108

TABLE 25: AUSTRALIAN PUBLIC SERVICE ACT EMPLOYMENT TYPE BY LOCATION CURRENT REPORT PERIOD (2022–23)

	Ongoing	Non-ongoing	Total
NSW	1	1	2
Qld	0	0	0
SA	3	0	3
Tas	0	0	0
Vic	0	0	0
WA	0	0	0
ACT	97	6	103
NT	0	0	0
External Territories	0	0	0
Overseas	0	0	0
Total	101	7	108

TABLE 26: AUSTRALIAN PUBLIC SERVICE ACT EMPLOYMENT TYPE BY LOCATION PREVIOUS REPORT PERIOD (2021–22)

	Ongoing	Non-ongoing	Total
NSW	1	0	1
Qld	0	0	0
SA	2	1	3
Tas	0	0	0
Vic	0	0	0
WA	0	0	0
ACT	80	10	90
NT	0	0	0
External Territories	0	0	0
Overseas	0	0	0
Total	83	11	94

Appendix 6 – Disability reporting mechanism

Since 1994, non-corporate Commonwealth entities have reported on their performance as policy adviser, purchaser, employer, regulator, and provider under the Commonwealth Disability Strategy. In 2007–08, reporting on the employer role was transferred to the Australian Public Service Commission (APSC) State of the Service reports and the APS Statistical Bulletin. These reports are available on the APSC website. From 2010–11, entities have not been required to report on these functions.

The Australian Public Service Disability Employment Strategy 2020–2025 was launched in December 2020. It continues the momentum from the previous APS disability employment strategy, setting out a comprehensive plan to improve the employment outcomes for people with disability. Portfolios will be required to report on measures of success. Portfolio coordinators will be responsible for coordinating reporting requirements to the Secretaries Board and other governance bodies through the APSC. Additionally, public reporting against implementation and progress will be included in:

- agency annual reports
- the annual State of the Service report
- updates to the APS contribution to the National Disability Strategy
- a mid-strategy progress report, and
- a final evaluation of the strategy.

Appendix 7 – Allowances and non-remuneration benefits

Allowances and non-remuneration benefits provided to non-SES employees under the enterprise agreement include:

- pay point advancement for meeting the criteria of the Performance and Development Scheme
- access to flexible working conditions
- temporary performance loading for performing work at a higher classification for 3 continuous weeks or more
- salary packaging
- Christmas close-down from 12.30 pm on the last working day before Christmas Day until the first working day in January
- time off in lieu for Executive Level employees
- workplace responsibility allowance
- annual health and wellbeing allowance
- various leave provisions
- community and Indigenous Australian languages allowance
- overtime meal allowance
- loss, damage and indemnity allowance
- travel allowance and motor vehicle allowance
- relocation assistance
- access to the Employee Assistance Program, and
- support for professional and personal development including studies assistance.

Part 8 – References

Acronyms and abbreviations

2018 Review	2018 Review of the model WHS Laws
AAIs	Accountable Authority Instructions
ACCI	Australian Chamber of Commerce and Industry
ABS	Australian Bureau of Statistics
ACT	Australian Capital Territory
ACTU	Australian Council of Trade Unions
Ai Group	Australian Industry Group
AIHW	Australian Institute of Health and Welfare
AGARG	Federal Safety Commissioner's Australian Government Agency Reference Group
AMR	Australian Mesothelioma Registry
APS	Australian Public Service
APSC	Australian Public Service Commission
Australian Strategy	Australian Work Health and Safety Strategy 2023–2033 (previously Australian Work Health and Safety Strategy 2012–2022)
BETA	Behavioural Economics Team of the Australian Government
CEO	Chief Executive Officer
COMPARE	Compensation Policy and Return to Work Effectiveness
corporate plan	Safe Work Australia Corporate Plan 2022–2026
CPM	Comparative Performance Monitoring
CRG	Communications Reference Group
Cth	Commonwealth
ECF	Employee Consultative Forum
enterprise agreement	Safe Work Australia Enterprise Agreement 2019–2022
FOI Act	<i>Freedom of Information Act 1982</i> (Cth)
G20	Group of 20

GHS	Globally Harmonized System of Classification and Labelling of Chemicals
GHS 7	7th revised edition of the Globally Harmonized System of Classification and Labelling of Chemicals
GST	goods and services tax
HWCA	Heads of Workers' Compensation Authorities
HWSA	Heads of Workplace Safety Authorities
IDC	Interdepartmental Committee
IT	information technology
MoU	memorandum of understanding
NDS	National Dataset for Compensation-based Statistics
NSW	New South Wales
NT	Northern Territory
Operational Plan	Safe Work Australia Operational Plan 2022–23
PBS	Portfolio Budget Statements
PCBU	person conducting a business or undertaking
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i> (Cth)
PGPA Rule	Public Governance, Performance and Accountability Rule 2014
PS Act	<i>Public Service Act 1999</i> (Cth)
Qld	Queensland
SA	South Australia
SES	Senior Executive Service
SIG	Strategic Issues Group
SMEs	small and medium enterprises
SRC Act	<i>Safety, Rehabilitation and Compensation Act 1988</i> (Cth)
SRCC	Safety, Rehabilitation and Compensation Commission
SWA Act	<i>Safe Work Australia Act 2008</i> (Cth)
Tas	Tasmania
TIF	Work-related Traumatic Injury Fatalities
UK	United Kingdom
UN	United Nations
Vic	Victoria
WA	Western Australia
WHS	work health and safety
WHS Act	<i>Work Health and Safety Act 2011</i> (Cth)
World Day	World Day for Safety and Health at Work

Glossary of terms

2018 Review	The independent review of the model WHS laws, completed by Marie Boland in 2018.
airborne contaminant	A contaminant in the form of a fume, mist, gas, vapour or dust; this can include micro-organisms.
annual performance statement	A requirement under the <i>Public Governance, Performance and Accountability Act 2013</i> (Cth), taking effect from 1 July 2015. The statement is designed to provide a line of sight between planned non-financial performance outlined in the agency's planning documents and actual performance over the reporting period.
the Australian Strategy	The Australian Work Health and Safety Strategy 2023–2033 (replacing the 2012–2022 Australian Strategy) is a framework to help improve work health and safety in Australia. Its vision is healthy, safe and productive working lives. It promotes collaboration between the Commonwealth, state and territory governments, industry, unions and other organisations to reach the vision.
corporate plan	Safe Work Australia is required by the <i>Safe Work Australia Act 2008</i> (Cth) each year to prepare a corporate plan covering a 4-year period which deals only with the outcomes to be achieved by Safe Work Australia and the strategies that are to be followed to achieve those outcomes.
duty holder	Any person who owes a work health and safety duty under the <i>Work Health and Safety Act 2011</i> (Cth) (WHS Act), including a PCBU, a designer, a manufacturer, an importer, a supplier, an installer of products or plant used at work (upstream duty holder), an officer and workers.
G20	The premier international forum for cooperation on global economic governance. The members of the G20 are Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Republic of Korea, Mexico, Russia, Saudi Arabia, South Africa, Turkey, United Kingdom, United States, and European Union.
gig economy	A situation where a person (gig worker) is hired through an app or website to undertake a role for a third party.
GHS	The Globally Harmonized System of Classification and Labelling of Chemicals (GHS) is a global method of classifying chemicals and preparing labels.
model Codes of Practice	Practical guides to achieving the standards of health, safety and welfare required under the WHS Act and the WHS Regulations in a jurisdiction. To have legal effect in a jurisdiction a model Code of Practice must be approved as a code of practice in that jurisdiction.
model WHS Act	The model WHS Act establishes WHS duties requiring the elimination or minimisation of risks arising from work and provides for worker consultation, representation and participation relating to WHS matters. It enables compliance with and enforcement of the model WHS laws through the regulator and provides for the making of model WHS Regulations and Codes to support the objectives of the model WHS Act.
model WHS framework	Any model Act, model regulations or model Codes of Practice relating to WHS, as amended from time to time, developed by Safe Work Australia for adoption by the Commonwealth, the states and the territories.

model WHS laws	The model WHS laws consist of the model WHS Act, supported by model WHS Regulations, model Codes of Practice and a National Compliance and Enforcement Policy.
model WHS Regulations	The model WHS Regulations specify the way in which some duties under the model WHS Act must be met by setting out detailed requirements that must be applied to specific work activities and hazards. The model WHS Regulations also prescribe procedural or administrative requirements to support the model WHS Act (for example, requiring licences for specific activities and the keeping of records).
musculoskeletal disorders	Musculoskeletal disorders include a wide range of inflammatory and degenerative conditions affecting the muscles, tendons, ligaments, joints, peripheral nerves and supporting blood vessels.
National Return to Work Strategy 2020–2030	A national strategy to drive and leverage national action to improve return to work outcomes for workers with a work-related injury or illness. It promotes collaboration between the Commonwealth, state and territory governments, industry, unions and other organisations to achieve the vision of minimising the impact of work-related injury and illness and enabling workers to have a timely, safe and durable return to work.
occupational lung diseases	Occupational lung diseases are conditions of the respiratory system that have occupational exposure as a risk factor for developing the disease. These diseases may be acute, sub-acute or chronic, and either malignant, non-malignant or infectious in nature.
Operational Plan	Safe Work Australia's Operational Plan describes the activities Safe Work Australia will undertake in performing its statutory functions during a financial year. The activities give effect to the strategies outlined in the Corporate Plan.
PCBU	The model WHS Act places the primary duty of care on the person conducting a business or undertaking (PCBU). The term PCBU is an umbrella concept used to capture all types of working arrangements or structures. A PCBU can be a company, an unincorporated body or association, a sole trader or a self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.
PBS	Portfolio Budget Statements (PBS) are budget-related papers detailing budget initiatives and explanations of appropriations specified by outcome and program by each agency within a portfolio.
regulatory impact assessment	The regulatory impact assessment process seeks to assist government officials to move towards best practice regulatory design and implementation by requiring the completion of a detailed cost–benefit analysis.
serious claim	An accepted workers' compensation claim for an incapacity that results in a total absence from work for one working week or more. It includes claims that receive common-law payments. Claims that arise from a journey to or from work, or during a recess period, are not compensable in all jurisdictions and are excluded, as are compensated fatalities.
silicosis	A lung disease caused by breathing in respirable crystalline silica – a common mineral found in sand, concrete, glass, quartz natural stone and engineered stones.
WHS ministers	Commonwealth, state and territory ministers with responsibility for WHS.

WHS regulators	WHS regulators enforce WHS laws and provide advice on the WHS regulations in their jurisdictions.
workers' compensation authorities	Workers' compensation authorities are responsible for the regulation and administration of workers' compensation in their jurisdiction.
workplace exposure standards	A workplace exposure standard for a particular chemical sets out the legal concentration limit of that chemical that must not be exceeded.

List of requirements

Non-corporate Commonwealth entities

PGPA Rule Reference	Description	Requirement	Page number
17AD(g)	Letter of transmittal		
17AI	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	3
17AD(h)	Aids to access		
17AJ(a)	Table of contents (print only).	Mandatory	4–6
17AJ(b)	Alphabetical index (print only).	Mandatory	149–163
17AJ(c)	Glossary of abbreviations and acronyms.	Mandatory	137–139
17AJ(d)	List of requirements.	Mandatory	140–148
17AJ(e)	Details of contact officer.	Mandatory	164
17AJ(f)	Entity's website address.	Mandatory	164
17AJ(g)	Electronic address of report.	Mandatory	164
17AD(a)	Review by accountable authority		
17AD(a)	A review by the accountable authority of the entity.	Mandatory	10–12
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	A description of the role and functions of the entity.	Mandatory	13–14
17AE(1)(a)(ii)	A description of the organisational structure of the entity.	Mandatory	65
17AE(1)(a)(iii)	A description of the outcomes and programmes administered by the entity.	Mandatory	14

PGPA Rule Reference	Description	Requirement	Page number
17AE(1)(a)(iv)	A description of the purposes of the entity as included in corporate plan.	Mandatory	14
17AE(1)(aa)(i)	Name of the accountable authority or each member of the accountable authority	Mandatory	14
17AE(1)(aa)(ii)	Position title of the accountable authority or each member of the accountable authority	Mandatory	14
17AE(1)(aa)(iii)	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory	14
17AE(1)(b)	An outline of the structure of the portfolio of the entity.	Portfolio departments - mandatory	N/A
17AE(2)	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory	N/A
17AD(c)	Report on the Performance of the entity		
Annual performance Statements			
17AD(c)(i); 16F	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	35–43
17AD(c)(ii)	Report on Financial Performance		
17AF(1)(a)	A discussion and analysis of the entity's financial performance.	Mandatory	86–92
17AF(1)(b)	A table summarising the total resources and total payments of the entity.	Mandatory	91
17AF(2)	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or	If applicable, Mandatory.	N/A

PGPA Rule Reference	Description	Requirement	Page number
	circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.		
17AD(d)	Management and Accountability		
	Corporate Governance		
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	80
17AG(2)(b)(i)	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	3
17AG(2)(b)(ii)	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory	3
17AG(2)(b)(iii)	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	3
17AG(2)(c)	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	3
17AG(2)(d) – (e)	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory	N/A
	Audit Committee		
17AG(2A)(a)	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory	83
17AG(2A)(b)	The name of each member of the entity's audit committee.	Mandatory	83–84
17AG(2A)(c)	The qualifications, knowledge, skills or experience of each	Mandatory	83–84

PGPA Rule Reference	Description	Requirement	Page number
	member of the entity's audit committee.		
17AG(2A)(d)	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	83–84
17AG(2A)(e)	The remuneration of each member of the entity's audit committee.	Mandatory	83–84
External Scrutiny			
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	85
17AG(3)(a)	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory	85
17AG(3)(b)	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory	85
17AG(3)(c)	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	N/A
Management of Human Resources			
17AG(4)(a)	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory	75–76
17AG(4)(aa)	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: (a) statistics on full-time employees; (b) statistics on part-time employees; (c) statistics on gender (d) statistics on staff location	Mandatory	123–132
17AG(4)(b)	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following:	Mandatory	70, 123–132

PGPA Rule Reference	Description	Requirement	Page number
	<ul style="list-style-type: none"> Statistics on staffing classification level; Statistics on full-time employees; Statistics on part-time employees; Statistics on gender; Statistics on staff location; Statistics on employees who identify as Indigenous. 		
17AG(4)(c)	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the PS Act.	Mandatory	71
17AG(4)(c)(i)	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	72
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level.	Mandatory	72
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees.	Mandatory	134
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory	N/A
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory	N/A
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	N/A
17AG(4)(d)(iv)	Information on aggregate amount of performance payments.	If applicable, Mandatory	N/A
Assets Management			
17AG(5)	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory	N/A

PGPA Rule Reference	Description	Requirement	Page number
Purchasing			
17AG(6)	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	81
Reportable consultancy contracts			
17AG(7)(a)	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory	88–89
17AG(7)(b)	A statement that “During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]”.	Mandatory	88
17AG(7)(c)	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory	88
17AG(7)(d)	A statement that “Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.”	Mandatory	88
Reportable non-consultancy contracts			
17AG(7A)(a)	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of	Mandatory	89–90

PGPA Rule Reference	Description	Requirement	Page number
	GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).		
17AG(7A)(b)	A statement that “Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.”	Mandatory	89
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		
17AGA	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory	89–90
	Australian National Audit Office Access Clauses		
17AG(8)	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor’s premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory	87
	Exempt contracts		
17AG(9)	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to	If applicable, Mandatory	N/A

PGPA Rule Reference	Description	Requirement	Page number
	the extent that doing so does not disclose the exempt matters.		
	Small business		
17AG(10)(a)	A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”	Mandatory	87
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	87–88
17AG(10)(c)	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.”	If applicable, Mandatory	88
	Financial Statements		
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	96–114
	Executive Remuneration		
17AD(da)	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory	73–74
17AD(f)	Other Mandatory Information		
17AH(1)(a)(i)	If the entity conducted advertising campaigns, a statement that “During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the	If applicable, Mandatory	120

PGPA Rule Reference	Description	Requirement	Page number
	reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website."		
17AH(1)(a)(ii)	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	N/A
17AH(1)(b)	A statement that "Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website]."	If applicable, Mandatory	88
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	133
17AH(1)(d)	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	80
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, mandatory	N/A
17AH(2)	Information required by other legislation	Mandatory	77–78, 120–121

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