



safe work
australia

annual report
2023-24

Annual Report

2023–24



Acknowledgement of Country

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

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

Letter of transmittal

Senator the Hon Murray Watt

Minister for Employment and Workplace Relations
PO Box 6100
Senate, Parliament House
CANBERRA ACT 2600

Dear Minister

I am pleased to present the annual report of Safe Work Australia for the financial year 2023–24.

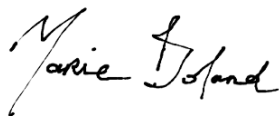
This report has been prepared in accordance with all applicable obligations of the *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act) and section 70 of the *Safe Work Australia Act 2008* (Cth).

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 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



26 September 2024

Marie Boland
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 in Australia and, while the number fluctuates, around 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. Our research shows 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%.

Our community impact

Safe Work Australia has an important national role to play in achieving significant and continuous reductions in the incidence of work-related death, injury and illness, and in improving outcomes for injured workers and their employers.

We are a tripartite body representing the interests of the Commonwealth, states and territories, as well as those of workers and employers in Australia. Together our role is to:

- collaborate on national work health and safety (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.

We implement strategies in consultation with Safe Work Australia Members and agreed by WHS ministers that:

- 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 that WHS and workers' compensation research, analysis and data is robust and useful.

Part 1 – Overview



Chief Executive Officer's year in review

It is a pleasure to present my first annual report as CEO of Safe Work Australia.

I am very proud of the work Safe Work Australia has achieved over the last 12 months, delivering evidence-based national policy and legislative changes that will make a real difference to the health and safety of workers, their families, businesses and communities across Australia. I acknowledge Safe Work Australia staff and Members, without whose commitment and hard work these important changes could not have been achieved. Of course, I was not the only CEO during this period, and I also recognise the important contribution of my predecessor, Michelle Baxter PSM, who led the agency from 2013.

The passing of Safe Work Australia's inaugural chair, Tom Phillips AM, in July 2024 brought back memories for me of all the dedicated stewards of the model WHS laws in Australia over many years, and particularly in those early days. Tom's motto, 'Well enough is not good enough', reminds us that while so much has been achieved by those who have been involved with Safe Work Australia before us, there is always more to do to make workplaces healthy and safe.

At the core of our work is our mission to reduce work-related injuries and fatalities. In 2022, 195 workers lost their lives. This has a devastating impact on workplaces, families and communities. One of the first things WHS ministers asked me to do when I was appointed CEO was to meet with affected workers and families, consultative committees and family support officers to inform improvements to the framework for investigating and prosecuting workplace deaths and serious injuries, and support for families following a workplace fatality. Hearing the experiences directly from the families of workers who did not come home and learning about the devastating impact this has had on their lives strengthens my resolve, while I lead Safe Work Australia, to do as much as I can to make workplaces safe.

One of the most significant accomplishments during 2023–24 was our instrumental work relating to Australia's ban on the manufacture, supply, processing and installation of engineered stone benchtops, panels and slabs. The world-first ban, which comes into effect on 1 July 2024, represents the realisation of Safe Work Australia's recommendation and the unanimous decision by WHS ministers to ban engineered stone and protect workers from silicosis – a lung disease caused by exposure to respirable crystalline silica. Between December 2023 and June 2024, in consultation with Safe Work Australia Members, we drafted amendments to the model WHS Regulations, developed guidance material for persons conducting a business or undertaking (PCBUs) and communicated with PCBUs and workers to help them understand their WHS obligations relating to the ban.

Consultation is essential to our role as a tripartite body and an integral part of our policy development process, and it underpins all we do. This year we asked for stakeholder views on options to improve the way WHS incidents are notified to regulators, ways to improve crane licensing under the model WHS laws and how we communicate safety messaging during National Safe Work Month. In addition to more targeted stakeholder consultation, broad public consultation allows us to gather feedback and ideas from across the Australian community, helping us explore the issues and impacts of potential policy options.

After extensive consultation on approximately 700 chemicals in the *Workplace exposure standards (WES) for airborne contaminants*, WHS ministers agreed to new workplace exposure limits in April 2024. This is a significant milestone in ensuring ongoing worker protection from exposure to hazardous chemicals. Even the name change is critical. It signifies that these limits are not to be exceeded, better aligning with international terminology. During 2024–25, we will develop guidance to support the transition to the new workplace exposure limits, which come into effect on 1 December 2026, and conduct additional impact analysis of various chemicals.

Safe Work Australia provides the only published national view of WHS and workers' compensation data. During the year we continued to build and promote our strong evidence base, publishing research reports on a variety of topics and fully implementing our award-winning *Our Data. Your Stories* website. The *Psychological health and safety in the workplace report* provided a detailed understanding of the links between work-related psychosocial hazards and mental health conditions. With our recent psychosocial regulations, model Code of Practice and awareness raising, we continue to encourage employers to better understand, identify and manage psychosocial hazards at work.

We ran 2 targeted education and communication campaigns this year. The Deliver Yourself Home Safely campaign was targeted at food delivery workers, food outlets and platforms, and aimed to provide practical information and resources to increase awareness and understanding of WHS. The campaign was translated into Mandarin, Hindi, Nepali, Punjabi, Urdu and Vietnamese. The Clean Air. Clear Lungs. Be Silica Smart campaign provided workers, employers and consumers with information on how to manage the risks of

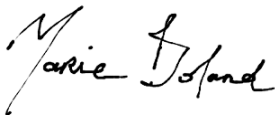
working with silica. We will build on the success of Be Silica Smart in 2024–25 as we communicate the stronger regulation of all crystalline silica substances.

I place a high value on collaboration and making time for engagement across the WHS ecosystem. Having continuous conversations about WHS and workers' compensation policy issues has been a deliberate feature of my approach to the role of CEO. I have contributed to a wide range of conferences, summits, networks and meetings, including the National Employers Work Health and Safety Summit, the Finance Sector Union forum on sexual harassment in the workplace and the Australian Institute of Health and Safety's National Health and Safety Conference. On the international stage, I attended my first G20 Occupational Safety and Health (OSH) group meeting on the sidelines of the World Congress in Sydney last November. We also facilitated the inaugural G20 OSH Data Collection Workshop on occupational lung diseases in March 2024.

Safe Work Australia Members have a clear vision for Safe Work Australia's role into the future, including that the model WHS laws remain relevant and effective nationally. To support this vision, we will encourage continuous improvement in WHS and workers' compensation arrangements, where the fundamentals such as risk identification and management, consultation with workers, training, monitoring and reviewing risk control measures are embedded firmly in workplaces. I also see Safe Work Australia playing an important role in developing creative and innovative messaging and education materials that support businesses, workers and the community to collectively understand their WHS duties.

In 2024–25 we will also establish a dedicated research function to inform our policies and strategies and to build deeper relationships with the research community. Enhancing our research capacity will ensure our policies remain evidence based and future focused.

I look forward to working with Safe Work Australia Members, staff and the broader WHS and workers' compensation communities to realise our shared vision over the next 12 months and beyond.



Marie Boland

Chief Executive Officer

Agency overview

Role and functions

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

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 workers' compensation arrangements and promoting national consistency
- 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 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. See appendices 1 and 2 for 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 Chief Executive Officer (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 workplace safety and compensation outcomes.

Authority

Michelle Baxter PSM was Safe Work Australia's CEO and accountable authority of the entity from 1 July to 31 October 2023.

Marie Boland was Safe Work Australia's CEO and accountable authority of the entity from 1 November 2023 and for the remainder of the reporting period. The CEO is appointed under the SWA Act and performs their functions in accordance with this Act. Staff who support Safe Work Australia are engaged under the *Public Service Act 1999* (Cth).

Funding

In 2023–24, Safe Work Australia received \$24.46 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.

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 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 then 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 was in place until 30 June 2021 and was extended for a further 3 years to 30 June 2024.

The Department of Finance's Service Delivery Office provides Safe Work Australia with enterprise resource planning system services and human resource services, including payroll.

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 Minister and Members



A word from the Chair

Safety at work affects everyone. Throughout my career and as Chair of Safe Work Australia, I have seen many improvements in WHS that have contributed to keeping workers healthy and safe.

However, complacency is not an option. Too frequently, workers are still being injured or made unwell by work, and further action is needed to address and prevent harm.

In December 2023, Commonwealth, state and territory governments unanimously agreed to ban the manufacture, supply, processing and installation of engineered stone benchtops, panels and slabs. This is a decision of national significance, and I am proud to be part of Safe Work Australia's work to bring the ban into effect. This achievement has been an ongoing collaboration with our Members, who represent their jurisdictions and the interests of employers and workers. I commend Safe Work Australia Members for their dedication to a common goal: protecting the health and safety of engineered stone workers, who represented the majority of silicosis cases identified in recent years.

Sexual and gender-based harassment can have a huge impact on workers' physical and mental health. In late 2023, Members agreed to the model Code of Practice: Sexual and gender-based harassment. This new code provides practical guidance for PCBUs to meet their positive duties under WHS laws to prevent sexual harassment occurring at work and addresses the relevant recommendations in the Australian Human Rights Commission's report *Respect@Work: National Inquiry into Sexual Harassment in Australian Workplaces*.

Safe Work Australia has been working to build a workers' compensation evidence base which will benefit both workers and their employers. We

commissioned Monash University to conduct research on early intervention in workers' compensation, exploring best-practice early intervention models and identifying a range of barriers and enablers to effective early intervention after claim lodgement.

We also commissioned Dr Tim Driscoll, an occupational epidemiologist and a specialist in occupational and environmental medicine and public health medicine, to lead an interim review of the List of Deemed Diseases. The list was consequently updated to include malignant mesothelioma and bladder cancer associated with work as a firefighter. Safe Work Australia Members also endorsed the removal of COVID-19 from the list.

Our data website, *Our Data. Your Stories*, was officially launched in August 2023. It provides a range of data through dashboards, insights and reports. In November 2023, the website received an award from the GovCMS web development community, recognising our innovative approach in making data available for everyone. Evidence is a key legislated function under the SWA Act, and I am looking forward to building further capability in this area as Safe Work Australia looks to strengthen its contribution to research and evaluation.

The agency continues to innovate in other areas too. The Safe Work Method Statement (SWMS) online tool was published at the beginning of 2024 and is helping employers and workers to better understand and apply their duties in high-risk construction work. SWMS can be made overly complex, and are often misunderstood or misused. Safe Work Australia worked hard to develop simple, interactive modules and resources to explain when a SWMS is required and how to use it. I celebrate these new ways of communicating complex information in a user-friendly way and hope to see more in the future.

I warmly welcome Marie Boland as CEO of Safe Work Australia. I know she is up to tackling the big challenges ahead with her innovative and forward-thinking approach. What we do at Safe Work Australia has a real impact on people's lives. Improving the WHS legislative framework through consultation, increasing awareness of health and safety and strengthening our evidence base will allow us to keep up with new and future challenges.

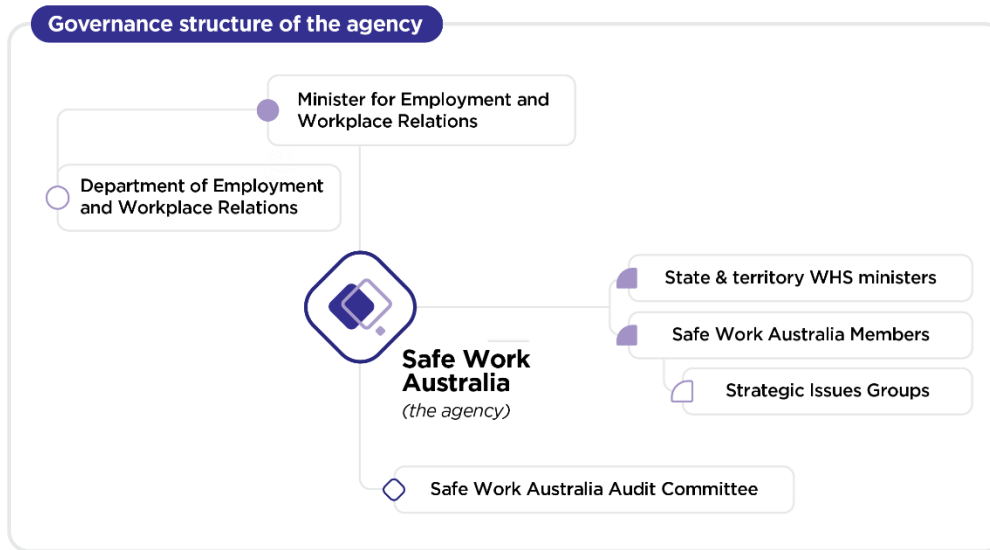
A handwritten signature in black ink, appearing to read 'Joanne Farrell'. The signature is fluid and cursive, with a large loop at the end.

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 is responsible for skills, vocational and employment pathways; workplace relations; WHS; and rehabilitation and compensation. Safe Work Australia reported to the Minister for Employment and Workplace Relations, the Hon Tony Burke MP, for the reporting period.

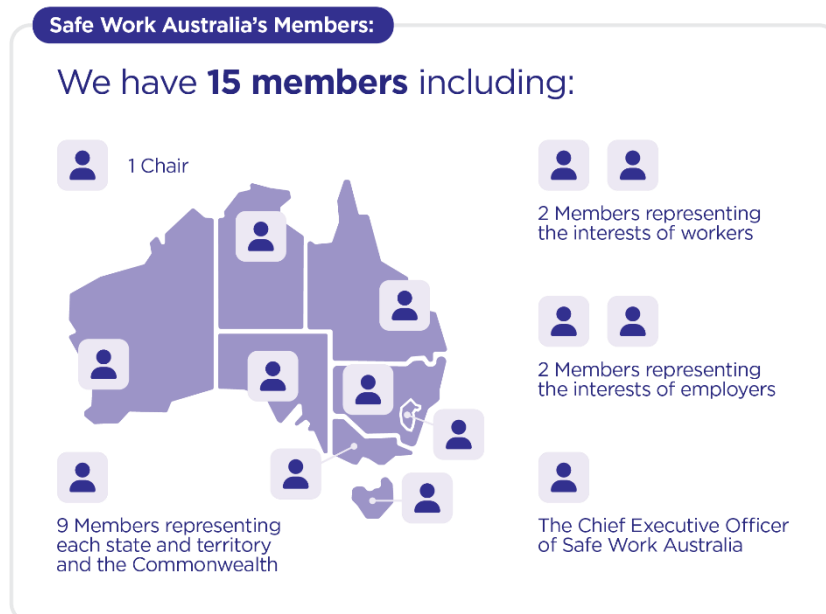
Safe Work Australia Members

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), Chair of Brightwater Care Group, and a member of the Senate of the University of Western Australia.

Ms Farrell holds a Bachelors 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. Jody commenced these roles in 2018. Previously, 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 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).



Trent Curtin – New South Wales

Trent Curtin serves as the Acting Deputy Secretary and Head of SafeWork NSW, bringing over 2 decades of experience in improving community safety to his role.

Trent embarked on his career in 1999 with the Metropolitan Fire Brigade in Melbourne, where he served as a firefighter before advancing to strategic roles. He then joined Fire and Rescue NSW in 2020, continuing his focus on community safety. Throughout his career, Trent has been instrumental in leading major emergency responses, from industrial and high-rise building fires to devastating bushfires and floods. His proactive approach extends to collaborating with regulators, industry bodies and community groups to mitigate community safety risks.

At SafeWork NSW, Trent is leading a program of major reform to ensure NSW has a strong, modern and fit-for-purpose WHS regulator focused on securing safer and healthier workplaces for all workers across NSW. Trent is committed to fostering inclusive and diverse workplace cultures. He holds a Bachelor of Science and Master of Business Administration and is a graduate of the Australian Institute of Company Directors.



Joe Calafiore – Victoria

Joe Calafiore joined WorkSafe Victoria as CEO in October 2023 and is responsible for occupational health and safety and workplace injury insurance.

Prior to WorkSafe, Joe worked at Victoria's Transport Accident Commission for 15 years, including 8 years as the CEO. During his tenure, serious trauma incidents were reduced and the organisation was returned to a strong and sustainable position. Joe has also served as Senior Political Advisor in a number of challenging portfolios, including WorkCover, Finance, Industrial Relations, Transport, Police and Emergency Services.

He holds a Master of Commerce from the University of Melbourne and is the Chair of the Kardinia Park Stadium Trust in his home town of Geelong.



Andrea Fox – Queensland

Andrea Fox's career has spanned the public sector in Queensland, and she has also worked for a non-government organisation and taught 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 within 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. In addition to her role as the Queensland Member of Safe Work Australia, she is also a member of the Strategic Issues Group for WHS, where she contributes to the development of national 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 Gross Domestic Product and towards the reconciliation of economics with ecology. Andrea holds a Bachelor of Economics, as well as a Master of Social Science (Economics) from the University of Queensland.



Sally North – Western Australia

Sally North is the WorkSafe Commissioner in Western Australia. In this role she is the WHS regulator for the resources and general industries sectors. Commencing as an inspector, Sally has over 20 years' experience at WorkSafe WA in operational and leadership roles. She is involved in state and national committees and working groups on WHS and has qualifications in chemistry, occupational safety and health, occupational hygiene and business administration.

Sally values the opportunity to make a difference to the community through WorkSafe's education, support and compliance teams and through collaborating with stakeholders.



Glenn Farrell – South Australia

Glenn Farrell is the Executive Director of SafeWork SA.

His career began in mechanical engineering within the aerospace industry in England, where he spent 15 years working for Rolls Royce, a manufacturer of industrial, commercial and defence jet aircraft engines. Glenn's move to Australia secured him a role at SafeWork SA, and for the past 20 years he has worked across all areas of the regulator, developing and implementing successful processes and delivering successful enforcement outcomes.

His extensive experience in world-class processes in the UK and in operating in a regulatory environment have enabled him to provide compliance, investigative, technical and educational support services to a variety of stakeholders and to become the state's WHS regulator.

In addition to his role as a Safe Work Australia Member, Glenn is South Australia's representative at the Heads of Workplace Safety Authorities.



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 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 Council.

Peggy holds a Bachelor of Science from the University of Western Australia and a Bachelor of Law 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 ACT's industrial relations, workers' compensation and work safety regulatory frameworks.

Michael 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 was re-elected as Assistant Secretary at the Australian Council of Trade Unions (ACTU) Congress in June 2024.

Before joining the ACTU, Liam was the Victorian Assistant Secretary and National Vice-President of the Australian Workers' Union (AWU). It was there that 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 movement's 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. He is a member of the Asbestos and Silica Safety and Eradication Council. Liam is also responsible for the skills and vocational education and training (VET) portfolio at the ACTU and is a member of the Jobs and Skills Australia Ministerial Advisory Board.

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, 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 and Silica 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 was a member of 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 and 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.



Marie Boland – Chief Executive Officer, Safe Work Australia

Marie joined Safe Work Australia as CEO on 1 November 2023.

Marie is a Member of Safe Work Australia and its subsidiary committees and a Commissioner of the Safety, Rehabilitation and Compensation Commission. She is a member of the Respect@Work Council and the G20 OSH Expert Network, and an observer on the Heads of Workplace Safety Authorities and the Heads of Workers' Compensation Authorities.

Marie's WHS experience spans many roles, including completing the 2023 review of the Office of the Federal Safety Commissioner, the 2022 Review of the Conduct of Work Health and Safety Prosecutions in the ACT, an independent review of the South Australian local government sector's One System WHS Management System in December 2020 and the 2018 National Review of the model WHS laws (Boland Review). Marie was the 2021 Inaugural Thinker in Residence at the University of South Australia's Psychosocial Safety Climate Global Observatory. Marie has held senior roles at SafeWork South Australia as an Executive Director, Policy and Community Engagement Director and Chief Policy Officer.

Before joining Safe Work Australia, Marie offered independent WHS and workplace relations consultancy services.

Marie holds a Bachelor of Arts (Hons) and Master of Arts from University College, Dublin, and a Bachelor of Laws (Hons) from the University of Adelaide.

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 2023–24, Safe Work Australia Members met on 8 occasions, including:

- 3 extraordinary meetings on the engineered stone prohibition and the stronger regulation of working with crystalline silica substances:
 - 8 February 2024
 - 23 February 2024
 - 16 April 2024
- a Strategic Planning Day for Members on 20 March 2024
- 4 regular scheduled meetings:
 - 6 September 2023
 - 7 December 2023
 - 21 March 2024, and
 - 20 June 2024.

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

- implementing, in all jurisdictions, and communicating the decision of WHS ministers to prohibit engineered stone, including amending the model WHS Regulations (the Model Work Health and Safety (Engineered Stone) Amendment 2024) to give effect to the prohibition
- implementing and communicating the decision of WHS ministers for stronger regulation of all materials containing crystalline silica by developing amendments to the model WHS Regulations (the Model Work Health and Safety Regulations (Crystalline Silica Substances) Amendment 2024) for commencement on 1 September 2024
- implementing and communicating the decision of WHS ministers for new workplace exposure limits for airborne contaminants, which will come into effect on 1 December 2026 following a harmonised transitional period
- developing the updated National Compliance and Enforcement Policy, subsequently agreed by WHS ministers and published in June 2024
- progressing recommendations to improve the incident notification provisions in the model WHS Act
- introducing an immediate reduction to the WES for welding fumes to better protect workers
- amending the model WHS Regulations to clarify high-risk work licensing arrangements for boilers

- approving publication of:
 - the model Code of Practice: Sexual and gender-based harassment
 - guidance to assist PCBUs to understand their obligations in relation to the engineered stone prohibition
 - an updated *Family and domestic violence at work information sheet*
 - return to work plan guidance and templates for supervisors
 - the *Beta Occupational Hazards Dataset analysis report* on the Safe Work Australia interactive data website
 - an interactive Safe Work Method Statements (SWMS) tool that provides guidance and dispels common myths about SWMS
 - a fact sheet on preventing vehicle roll-aways
 - an interactive *Know your duties: a tool for working safely* for the construction industry, and
 - the *Guide to managing the risks of rooftop solar installation work*.
- progressing a number of research, guidance, and other national initiatives under the National Return to Work Strategy 2020–2030 to address the barriers that affected workers face in returning to work, including changes to the National Return to Work Survey to improve available evidence
- updating the List of Deemed Diseases in Australia based on the findings of the *2023 Interim review of the List of Deemed Disease in Australia report* (<https://www.safeworkaustralia.gov.au/doc/2023-interim-review-list-deemed-disease-australia-report>)
- updating the Template National Guidelines for the Assessment of Permanent Impairment based on the Template National Guidelines for the Assessment of Permanent Impairment review report 2024
- developing a comprehensive analysis of key issues and focus areas to address through the baseline report on targets for the Australian Work Health and Safety Strategy 2023–2033, and
- delivering successful awareness campaigns, including the engineered stone ban, Be Silica Smart, Deliver Yourself Home Safely, and National Safe Work Month.

Members also considered a range of matters out of session.

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 2023–24, SIG-WHS convened on 3 occasions: 27 July 2023, 26 October 2023 and 9 May 2024.

TABLE 1: SIG-WHS MEMBERS AS AT 30 JUNE 2024

SIG-WHS MEMBERS AS AT 30 JUNE 2024	
Member	Membership
Ellen Lukins	Chair
Sally North	Western Australia
Andrea Fox	Queensland
Elizabeth de Hoog	Commonwealth
Rebecca Sullivan	Australian Capital Territory
Sarah Low	New South Wales
Alice Morris	Tasmania
Sam Jenkin	Victoria
Brett Pfeffer	South Australia
Daniel McElholum	Northern Territory
Tracey Browne	Australian Industry Group
Jennifer Low	Australian Chamber of Commerce and Industry
Katie Biddlestone	Australian Council of Trade Unions
Veronica Black	Australian Council of Trade Unions
Marie Boland	CEO, Safe Work Australia

SIG-Workers' Compensation

SIG-Workers' Compensation assists Safe Work Australia in performing its functions regarding workers' compensation matters. In 2023–24, SIG-Workers' Compensation convened on 3 occasions: 15 August 2023, 21 November 2023 and 7 March 2024.

TABLE 2: SIG-WORKERS' COMPENSATION MEMBERS AS AT 30 JUNE 2024

SIG-WORKERS' COMPENSATION MEMBERS AS AT 30 JUNE 2024	
Member	Membership
Darren Parker	Chair
Tracey Browne	Australian Industry Group
Jennifer Low	Australian Chamber of Commerce and Industry
Jack Kenchington-Evans	Australian Council of Trade Unions
Nate Tosh	Australian Council of Trade Unions
Michael Young	Australian Capital Territory
Kerry Barnaart	Northern Territory
Chris White	Western Australia
Janene Hillhouse	Queensland
Rachel Thomas	Commonwealth
Christian Fanker	New South Wales
Damian Davidson	Tasmania
Roger Arnold	Victoria
James Large	South Australia
Megan Buick	Comcare
Marie Boland	CEO, Safe Work Australia

Reference groups

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 Safe Work Australia.

The agency chaired 5 CRG meetings during 2023–24, including one extraordinary meeting that focused on communication relating to the engineered stone ban. This meeting provided a platform for the CRG to share updates about jurisdictional communication activities and common questions they were receiving about the ban to support knowledge sharing and message consistency.

The CRG's work included research on and development of national campaigns, such as those for the engineered stone ban, Clean Air. Clear Lungs. Be Silica Smart, National Safe Work Month, 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 Codes of Practice, guides, publications, data and research to distribute through its networks.

Other contributing roles

Safe Work Australia is represented on a number of important forums, including those discussed below, and provides them with advice and support.

Australian Centre for Disease Control Interdepartmental Committee

The Department of Health and Aged Care has established an interdepartmental committee (IDC) to support the establishment of the Australian Centre for Disease Control (CDC). IDC members are senior officials from across the Commonwealth Government with responsibility for areas related to, or that will be affected by, the activities of the Australian CDC. Branch Manager, Dr Rebecca Newton, represents Safe Work Australia on the IDC.

Federal Safety Commissioner’s Australian Government Agency Reference Group

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.

First Responder Mental Health Working Group

The First Responder Mental Health Working Group is managed by the Department of Employment and Workplace Relations and was reactivated at the 10 May 2024 meeting of Work Health and Safety and Workers’ Compensation Ministers as part of the Australian Government’s response to the Senate Education and Employment References Committee’s inquiry into the mental health of first responders. The working group considers and progresses measures to improve the mental health and psychological safety of first responders nationally. This includes progressing the recommendations of the committee’s report, *The people behind 000, Mental health of our first responders*, and implementation of the National Approach for Presumptive Liability for First Responders with Post-traumatic Stress Disorder, which was developed by the working group and unanimously endorsed by WHS ministers in 2022. Safe Work Australia is an observer on the working group.

G20 Network on Safe and Healthy Workplaces

Australian delegate – CEO, Marie Boland

The G20 Network on Safe and Healthy Workplaces, commonly known as the G20 OSH 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.

Heads of Workers' Compensation Authorities

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. Safe Work Australia's CEO attends HWCA meetings as an observer.

Heads of Workplace Safety Authorities

The Heads of Workplace Safety Authorities (HWSA) is made up of representatives from WHS regulators across Australia and New Zealand. They work together to promote and implement best practice in WHS in the areas of policy and legislative matters, education and enforcement. Safe Work Australia's CEO attends HWSA meetings as an observer.

Mentally Healthy Workplace Alliance

The Mentally Healthy Workplace Alliance is made up of national organisations from the business, union, community and government sectors that lead change to promote and create mentally healthy workplaces. Safe Work Australia's CEO is a member of the alliance.

Respect@Work Council

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. Safe Work Australia's CEO is a member of the council.

Safety, Rehabilitation and Compensation Commission

Commissioner – CEO, Marie Boland

Deputy Commissioner – Branch Manager, Sarah Costelloe

The Safety, Rehabilitation and Compensation Commission (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.

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 the implementation of the Globally Harmonized System of Classification and Labelling of Chemicals 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. The Australian delegation presents the agreed Australian Government position on chemical classification and labelling issues in Australia.

Part 3 – Our performance

Annual performance statement

Statement of preparation

I, Marie Boland, as the accountable authority of Safe Work Australia, present the agency's 2023–24 annual performance statement, prepared for paragraph 39(1) 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 2023–24 reporting period and complies with subsection 39(2) of the PGPA Act (section 16F of the PGPA Rule).



Marie Boland

Chief Executive Officer
Safe Work Australia

16 September 2024

Performance overview

TABLE 3: SUMMARY OF PERFORMANCE RESULTS

Outcome

As set out in the Portfolio Budget Statements 2023–24, the outcome statement for Safe Work Australia is: Healthier, safer and more productive workplaces through improvements to Australian WHS and workers' compensation arrangements.

In 2023–24, Safe Work Australia continued to achieve this outcome.

Our 4 performance measures (see Tables 4–7) address both short- and long-term outcomes associated with SWA's outcome, directly relate to our performance in exercising our functions and can be reliably and objectively measured.

We achieved all 4 of the performance targets set for 2023–24. We 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.

Performance measures	Planned performance results	2023–24 result
The activities identified in the Safe Work Australia Operational Plan are achieved.	75% of voting Safe Work Australia Members are satisfied with the achievements against the activities outlined in the 2023–24 Operational Plan.	Achieved
Safe Work Australia provides an inclusive tripartite forum for representatives of governments, workers and employers to collaborate on national WHS and workers' compensation matters.	Safe Work Australia exceeds the minimum number of legislated Safe Work Australia Members' meetings, convenes Strategic Issues Group meetings, and facilitates and engages in other workshops and fora.	Achieved
The WHS regulatory framework is strengthened through evidence-based improvements to the model WHS laws, policies, guidance material and information.	<p>Safe Work Australia grows the evidence base for WHS and workers' compensation through compiling and publishing:</p> <ul style="list-style-type: none"> • National dataset for compensation-based statistics • Traumatic Injury Fatalities dataset • Comparative Performance Monitoring dataset • National Return to Work survey • Quad bikes dataset, and • the prosecutions repository. <p>Safe Work Australia delivers improvements to the model WHS laws, policies, guidance material and information by ensuring they are evidence based, contemporary and developed through our tripartite arrangements.</p>	Achieved
Education and awareness levels of WHS and workers' compensation are raised.	Education and awareness in persons conducting a business or undertaking is advanced through the development and promotion of resources, and education and awareness campaigns, including National Safe Work Month.	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 *Public Governance, Performance and Accountability Act 2013* (Cth) (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.

Performance results and analysis

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

TABLE 4: PERFORMANCE MEASURE 1

The activities identified in the Safe Work Australia Operational Plan are achieved.

Reference: Portfolio Budget Statements 2023–24, Budget Related Paper No. 1.6, 9 May 2023, p. 202

2023–24 target	2023–24 result	Previous result
75% of voting Safe Work Australia Members are satisfied with the achievements against the activities outlined in the 2023–24 Operational Plan.	Achieved – 100%	Achieved – 93%

Methodology: Survey of voting Safe Work Australia Members, July 2024.

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.

As part of the 2023–24 annual performance reporting cycle, a survey of the 14 voting Safe Work Australia Members was undertaken in July 2024. Members 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, 14 responses (100%) indicated they were either satisfied or very satisfied with Safe Work Australia delivering on the activities identified in the Operational Plan 2023–24.

Respondents were satisfied that the agency delivered the activities identified in the Operational Plan 2023–24 and noted the significant workload in relation to the engineered stone prohibition. Further, respondents praised the agency in the areas of communication, collaboration, transparency, and responsiveness, and for fostering a positive and collegiate environment for Members to collectively tackle emerging challenges and achieve best outcomes in national policy development.

TABLE 5: PERFORMANCE MEASURE 2

Safe Work Australia provides an inclusive tripartite forum for representatives of governments, workers and employers to collaborate on national WHS and workers' compensation matters.

Reference: Portfolio Budget Statements 2023–24, Budget Related Paper No. 1.6, 9 May, p. 202

2023–24 target	2023–24 result	Previous result
Safe Work Australia exceeds the minimum number of legislated Safe Work Australia Members' meetings, convenes Strategic Issues Group meetings, and facilitates and engages in other workshops and fora.	Achieved	N/A – new performance measure

Under the SWA Act, Safe Work Australia must convene at least 3 meetings each financial year. In 2023–24, Safe Work Australia Members met on 8 occasions, including:

- 3 extraordinary meetings on engineered stone and silica
- 1 strategic planning day, and
- 4 regular scheduled meetings.

The Strategic Issues Group (SIG)–Workers' Compensation and SIG-WHS met 3 times each in 2023–24.

Further, Safe Work Australia also convened key policy work through specialist groups such as the:

- Silica Policy Work Group, and
- Crane Licence Working Group.

Safe Work Australia is represented on a number of important fora including:

- Australian Centre for Disease Control Inter-departmental Committee
- Federal Safety Commissioner's Australian Government Agency Reference Group
- First Responder Mental Health Working Group
- G20 Network on Safe and Healthy Workplaces
- Heads of Workers' Compensation Authorities
- Heads of Workplace Safety Authorities
- Mentally Healthy Workplace Alliance
- Respect@Work Council
- Safety, Rehabilitation and Compensation Commission, and
- United Nations Sub-Committee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals.

TABLE 6: PERFORMANCE MEASURE 3

The WHS regulatory framework is strengthened through evidence-based improvements to the model WHS laws, policies, guidance material and information.

Reference: Portfolio Budget Statements 2023–24, Budget Related Paper No. 1.6, May, p. 203

2023–24 target	2023–24 result	Previous result
<p>Safe Work Australia grows the evidence base for WHS and workers' compensation through compiling and publishing:</p> <ul style="list-style-type: none"> • National Dataset for Compensation-based statistics • Traumatic Injury Fatalities dataset • Comparative Performance Monitoring dataset • National Return to Work survey • Quad Bikes Dataset, and • the prosecutions repository. 	Achieved	N/A – new performance measure
<p>Safe Work Australia delivers improvements to the model WHS laws, policies, guidance material and information by ensuring they are evidence based, contemporary and developed through our tripartite arrangements.</p>		
<p>Safe Work Australia collects, analyses and publishes data and research that:</p>		
<ul style="list-style-type: none"> • provides a reliable evidence base to inform WHS and workers' compensation policy and practice • creates a national picture of work-related injuries, fatalities, and diseases, and • helps to identify emerging work-related issues. 		
<p>In 2023–24, Safe Work Australia grew the evidence base for WHS and workers' compensation by compiling and publishing data and analysis on work-related deaths, injuries and illnesses in 6 main collections:</p>		
<ul style="list-style-type: none"> • National Dataset for Compensation-based Statistics, which provides information on workers' compensation claims – dashboard of final 2022 data published on 29 September 2023 • Work-related Traumatic Injury Fatalities, which provides information on workers and bystanders fatally injured at work – published on 29 September 2023. In addition, a published dashboard of preliminary fatalities is updated fortnightly • <i>Comparative performance monitoring report</i>, which compares WHS and workers' compensation performance between jurisdictions – published on 18 December 2023 • National Return to Work Survey, which provides information on return-to-work experiences for injured workers – an interactive dashboard of 2021 data went live on the data website on 29 September 2023. In addition, a pilot of a redesigned survey was conducted, with findings to inform the next full National Return to Work Survey in 2024–25 		

- Quad Bike Fatalities, which reports on work-related and non-work-related quad bike fatalities in Australia – published fortnightly, and
- the WHS prosecutions repository – first published on 29 September 2023 and updated on 30 November 2023.

In September 2023, Safe Work Australia also published the *Key work health and safety statistics Australia, 2023*.

Safe Work Australia delivers improvements to the model WHS laws, policies, guidance material and information by ensuring they are evidence based, contemporary and developed through our tripartite arrangements. Over the reporting period we achieved a range of outcomes in this area, including:

- implementing and communicating the decision of WHS ministers to prohibit engineered stone
- implementing and communicating the decision of WHS ministers for stronger regulation of all materials containing crystalline silica
- implementing and communicating the decision of WHS ministers for new workplace exposure limits for airborne contaminants
- developing and publishing the updated National Compliance and Enforcement Policy
- progressing recommendations to improve the incident notification provisions in the model WHS Act
- introducing an immediate reduction to the *Workplace exposure standard (WES) for welding fumes* to better protect workers
- amending the model WHS Regulations to clarify high-risk work licensing arrangements for boilers
- approving publication of:
 - the model Code of Practice: Sexual and gender-based harassment
 - guidance to assist PCBUs understand their obligations in relation to the engineered stone prohibition
 - an updated *Family and domestic violence at work information sheet*
 - return to work plan guidance and templates for supervisors
 - the *Beta Occupational Hazards Dataset analysis report* on the Safe Work Australia interactive data website
 - an interactive Safe Work Method Statements (SWMS) tool that provides guidance and dispels common myths about SWMS
 - a fact sheet on preventing vehicle roll-aways
 - an interactive *Know your duties: a tool for working safely* for the construction industry, and
 - the *Guide to managing the risks of rooftop solar installation work*.

TABLE 7: PERFORMANCE MEASURE 4**Education and awareness levels of WHS and workers' compensation are raised.**

Reference: Portfolio Budget Statements 2023–24, Budget Related Paper No. 1.6, May, p. 203

2023–24 target	2023–24 result	Previous result
Education and awareness in persons conducting a business or undertaking is advanced through the development and promotion of resources, and education and awareness campaigns, including National Safe Work Month.	Achieved	N/A – new performance measure

In 2023–24, Safe Work Australia raised education and awareness levels of WHS and workers' compensation through national communication campaigns and the development and promotion of resources, including guidance, data and research.

Education and awareness activities were delivered throughout 2023–24, leveraging Safe Work Australia's websites, social media, traditional media and electronic direct mail to successfully engage with target audiences:

- The Deliver Yourself Home Safely campaign ran from May to September 2023. The campaign provided practical information to influence positive WHS attitudes and behaviours amongst food delivery workers. The campaign promoted 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 were complemented by targeted digital display and social media advertising, as well as culturally and linguistically diverse community engagement and stakeholder engagement.
- The National Safe Work Month campaign took place in October 2023. This annual campaign aims to build community awareness and knowledge of WHS. The 2023 campaign theme was 'For everyone's safety, work safely' and highlighted key topics each week including risk management, mental health, supporting vulnerable workers and the future of work. The campaign also incorporated a 'SafeTea' initiative to encourage workplaces to gather and have a conversation about WHS.
- The Clean Air. Clear Lungs. Be Silica Smart education and awareness campaign ran in late 2023 and provided workers, employers and consumers with information on how to manage the risks of working with silica. Due to the large number of migrant workers in the target audience, the campaign website and materials were available in English, Chinese, Arabic, Vietnamese, Hazaragi and Korean. Targeted in-language digital display and social media advertising placements were promoted throughout the campaign.
- Safe Work Australia implemented communication activities to support the prohibition on the use of engineered stone following the decision of WHS ministers in December 2023. A new engineered stone ban website was launched in May 2024. It provides the latest information on the implementation of the ban with guidance for PCBUs and links to resources from state and territory regulators.

Part 4 – Our achievements

Engineered stone prohibition and regulation of crystalline silica substances

On 16 August 2023, Safe Work Australia provided the *Decision Regulation Impact Statement: Prohibition on the use of engineered stone* (Prohibition Decision RIS) to Commonwealth, state and territory WHS ministers. The Prohibition Decision RIS recommended a prohibition on the use of engineered stone and provided an analysis of the impact of options for a prohibition under the model WHS laws.

On 13 December 2023, WHS ministers unanimously agreed with Safe Work Australia's recommendation to prohibit the use, supply and manufacture of engineered stone, with the majority of jurisdictions agreeing to commence the ban from 1 July 2024.

On 10 May 2024, WHS ministers agreed to 2 tranches of amendments to the model WHS Regulations: the Model Work Health and Safety (Engineered Stone) Amendment 2024 and the Model Work Health and Safety (Crystalline Silica Substances) Amendment 2024. WHS ministers also tasked Safe Work Australia with reviewing the effectiveness of the engineered stone prohibition and the health risks to workers associated with processing benchtops, panels and slabs made from alternative materials. Safe Work Australia will complete this review by 31 July 2025.

The engineered stone amendment makes it an offence, from 1 July 2024, for a person conducting a business or undertaking (PCBU) to carry out, or direct or allow a worker to carry out, work involving the manufacture, supply, processing or installation of engineered stone benchtops, panels or slabs.

The amendments also include 2 new national frameworks relating to the ban:

- a notification framework to carry out permitted work to remove, dispose of, repair or make minor modifications to legacy engineered stone, and
- an exemption framework that provides a process for a WHS regulator to exempt a type of engineered stone from the ban where there is compelling evidence that it can be worked with safely.

The crystalline silica substances amendment provides, from 1 September 2024, stronger regulation of all materials containing crystalline silica. These stronger regulations prohibit the uncontrolled processing of materials containing crystalline silica across all industries and include specific requirements for PCBUs carrying out processing of such materials that are assessed as high risk.

Safe Work Australia has developed and published *Engineered stone prohibition: Guidance for PCBUs* and has updated the *Working with silica and silica containing products* guidance material so that PCBUs can understand how the engineered stone prohibition affects them. Safe Work Australia is continuing to work on further guidance so that PCBUs can understand their duties in relation to the crystalline silica substances amendment and on a new Code of Practice on managing the risks of crystalline silica in the workplace.

Australian Work Health and Safety Strategy 2023–2033

The Australian Work Health and Safety Strategy 2023–2033 sets an ambitious vision for WHS outcomes in Australia – safe and healthy work for all.

Achieving the goal of reduced worker fatalities, injuries and illnesses will require sustained effort across identified priority action areas, including information and awareness, national coordination, data and intelligence gathering, health and safety leadership, and compliance and enforcement.

The strategy was launched in 2023 and is agreed by Safe Work Australia Members and ministers with responsibility for WHS, demonstrating the commitment of all parties to work cooperatively to drive continual improvements in Australia’s WHS performance.

More information about the strategy can be found on the Safe Work Australia website (https://www.safeworkaustralia.gov.au/awhs-strategy_23-33), including further discussion of the systemic shifts that need to occur to effect change.

Baseline report on targets

In June 2024, Safe Work Australia approved a baseline report on the targets in the strategy. The report explores the WHS context for Australia in 2023, the year in which the strategy was introduced. The report considers the data against which performance will be assessed over the next 10 years through a set of measurable targets aimed at driving systemic improvements in WHS outcomes.

The baseline report presents the targets, explains why they are important and highlights where change is needed, as well as setting the targets in a broader context. An accompanying technical report, *About the data*, contains further information about the main datasets used in the baseline report, including how progress against each target will be measured, as well as an introduction to the crucial evidence needed to build a complete picture of WHS and guidance about how to interpret what the data does and does not say.

Safe Work Australia has taken a landscape monitoring approach to developing the baseline report to frame the discussion of the targets. Consideration of a range of evidence sources helps to improve understanding of where and how gains can be made, identify what works to deliver systemic change, and respond effectively to potential areas of increased risk. This will ensure the evidence base for taking action against the framework of the strategy is informed by the increasingly complex and dynamic nature of the changing world of work.

Actions taken by Safe Work Australia Members in support of the strategy

The strategy includes a focus on actions that Safe Work Australia Members are taking to increase preventative action in key areas – exposure to harmful substances and psychosocial hazards.

In the first half of the strategy, Safe Work Australia Members opted to focus on action being taken to reduce these harms, rather than estimating their prevalence, given the lack of high-quality data and the changing nature of work-related exposures in these areas as new regulatory and preventative strategies are introduced and assessed in terms of their ability to prevent harm across workplaces.

Beyond the immediate set of targets and the actions being taken by Members, Safe Work Australia continues to produce insights into the performance of the WHS system in delivering safe and healthy work for all. In 2023–24, Safe Work Australia published an analysis on WHS outcomes for apprentices and trainees (<https://data.safeworkaustralia.gov.au/snapshot/whs-outcomes-apprentices-and-trainees>) and on psychological health and safety in the workplace (<https://data.safeworkaustralia.gov.au/report/psychological-health-and-safety-workplace>) to explore the unique issues and challenges being experienced by different cohorts of workers and for particular hazards.

Growing our evidence base through data and research will be an area of focus for Safe Work Australia throughout the 10-year period of the strategy, so that informed decisions can be made on the actions needed to reduce worker fatalities, injuries and illnesses.

Work health and safety policy

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

Safe Work Australia has completed all recommendations of the 2018 Review of the model WHS laws (2018 Review). 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 2023–24, the following 2018 Review recommendations were finalised:

- 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 34a: Improving the quality of asbestos registers, and
- Recommendation 34b: Competent persons in relation to asbestos.

Amendments to the model WHS laws

Safe Work Australia progressed a number of amendments to the model WHS laws in 2023–24. A full list of amendments can be found on the Safe Work Australia website (<https://www.safeworkaustralia.gov.au/law-and-regulation/legislation/amendments-model-whs-laws>).

In 2023–24, the following amendments to the model WHS laws were finalised:

- Model Work Health and Safety Legislation Amendment (Offences and Penalties) 2023. This amendment includes:
 - a jurisdictional note and model penalties for the offence of industrial manslaughter in the model WHS Act
 - amendments to the way WHS penalty provisions are expressed, increasing penalty amounts and providing for the indexation of penalty amounts
 - a technical amendment to clarify that an officer may commit an offence under section 31 of the model WHS Act
 - allowing for aggregation of conduct for body corporate PCBUs
 - a minor technical amendment of regulations 55C and 55D of the model WHS Regulations
- Model Work Health and Safety Legislation Amendment (Gross Negligence Offences) 2023. This amendment introduced the

aggregation of conduct for body corporate PCBUs in relation to offences which involve gross negligence as a fault element

- Model Work Health and Safety Regulations (Engineered Stone) 2024. This amendment imposed a ban on the use, supply and manufacture of engineered stone benchtops, panels and slabs under the model WHS laws, and
- Model Work Health and Safety Regulations (Crystalline Silica Substances) Amendment 2024. This amendment introduced stronger regulation of materials containing crystalline silica across all industries.

Improving the framework for investigating and prosecuting workplace deaths and supporting families following a workplace fatality report

On 27 October 2023, WHS ministers from the Commonwealth, states and territories requested Safe Work Australia undertake a stocktake of jurisdictional initiatives and reforms to improve the framework for investigating and prosecuting workplace deaths and serious injuries and support for workers and families following a workplace fatality or serious injury. Ministers asked Safe Work Australia to provide advice on what more could be done, with advice informed by consultation with affected workers and families.

In April 2024, Safe Work Australia delivered the advice to WHS ministers. The advice was developed in consultation with individual families, the consultative committees in NSW, Victoria and Queensland, and jurisdictional family support liaison officers. Safe Work Australia Members and WHS regulators were also consulted in relation to the initiatives and reforms undertaken by jurisdictions to improve investigations and prosecutions of workplace fatalities.

National Compliance and Enforcement Policy

The updated National Compliance and Enforcement Policy was published in June 2024, following agreement from the requisite majority of WHS ministers. The policy supports harmonised WHS laws by seeking to ensure they are complemented by a nationally consistent approach to compliance and enforcement.

Announcement of the workplace exposure limits for airborne contaminants

Safe Work Australia is responsible for developing and maintaining the *Workplace exposure standards (WES) for airborne contaminants* – a list of nearly 700 chemicals and chemical groups. In 2023–24, Safe Work Australia announced the completion of a multi-year review of the WES. The purpose of the review was to ensure the standards reflect current evidence to best protect workers. To communicate that the values are limits not to be exceeded and to align Australia with terms used internationally, the WES will be renamed as the workplace exposure limits (WEL).

Safe Work Australia published the list of WEL on 23 April 2024, following WHS ministers' agreement. The WEL will be implemented from 1 December 2026 in the Commonwealth, states and territories. Safe Work Australia will produce guidance to assist PCBUs with the transition.

Welding fumes workplace exposure standard

In January 2024, the WES for welding fumes (not otherwise classified) was reduced from 5 mg/m³ to 1 mg/m³. The reduction is to better protect workers from the adverse health effects associated with welding fumes.

Respirable crystalline silica in the workplace

In 2023–24, Safe Work Australia continued to drive regulatory change to protect workers from exposure to harmful substances, particularly respirable crystalline silica.

The Australian Work Health and Safety Strategy 2023–2033 included a commitment to targets of no new cases of accelerated silicosis and an overall reduction in the rate of work-related respiratory diseases by 20%. In recognition of the devastating effects of silicosis and the preventable nature of the disease, Commonwealth, state and territory WHS ministers agreed with Safe Work Australia's recommendation to prohibit the manufacture, supply, processing and installation of engineered stone from 1 July 2024, along with stronger regulation of all materials containing crystalline silica from 1 September 2024.

The engineered stone prohibition is a world first, with Australia leading the way in protecting workers from silicosis and reducing the incidence of work-related death, injury and illness.

Model Code of Practice on sexual and gender-based harassment

Safe Work Australia continued to address sexual harassment at work as part of broader work on psychosocial hazards. In December 2023, Safe Work Australia published the model Code of Practice: Sexual and gender-based harassment. The new model Code provides practical guidance on how to effectively identify and control the risks of sexual and gender-based harassment. The model Code complements the model Code of Practice: Managing psychosocial hazards at work, published in August 2022.

Preventing and responding to sexual harassment

Safe Work Australia continued to support the implementation of the recommendations of the Australian Human Rights Commission's Respect@Work inquiry into sexual harassment through the participation of the CEO of Safe Work Australia, Marie Boland, as a member of the Respect@Work Council.

Incident notification

In 2022, Safe Work Australia completed a review of the incident notification provisions in the model WHS Act, with the objective of ensuring:

- the incident notification provisions meet the intention outlined in the 2008 National Review into Model Occupational Health and Safety laws
- the provisions capture relevant incidents, injuries and illnesses that are emerging from new work practices, industries and work arrangements, and
- WHS regulators have appropriate visibility of work-related psychological injuries and illnesses.

Throughout 2023, Safe Work Australia carried out extensive stakeholder consultation on the findings of the review, including a public consultation period to understand the impacts of various options for improving the incident notification framework under the model WHS Act. This evidence was used to develop and refine recommendations that were presented to WHS ministers for consideration.

In June 2024, a majority of WHS ministers agreed to 16 recommendations to amend incident notification requirements, including recommendations to capture psychosocial hazards and psychological harm – for example, serious workplace violence, sexual assault, suicide and attempted suicide.

Safe Work Australia is now progressing the drafting of amendments to the model WHS Act with the Parliamentary Counsel's Committee for implementation in jurisdictional WHS laws.

Supporting materials for psychosocial hazards

Safe Work Australia commissioned 2 literature reviews in 2023–24 to inform policy development on fatigue and harmful behaviours. The fatigue literature review conducted by La Trobe University assesses the current state of knowledge on fatigue hazards, risk assessment and available control measures. The harmful behaviours literature review conducted by Flinders University assesses the current state of knowledge on harmful behaviours. The reports from these reviews are published on the Safe Work Australia website.

Safe Work Australia maintained its role in providing guidance materials and communication products to workers and resources to support PCBUs to understand and comply with their WHS duties. Materials that were developed included:

- Managing psychosocial hazards at work – retail case study
- Communicating with migrant and culturally and linguistically diverse (CALD) workers about work health and safety – residential aged care case study
- *Communicating with migrant and CALD workers* – PCBU information sheet
- *Work health and safety in Australia* – information for migrant and CALD workers

- *Family and domestic violence at work information sheet*, and
- 'Fatigue: a WHS Issue' – infographic.

Asbestos registers at the workplace

On 5 September 2023, Safe Work Australia published a new guide, *Asbestos registers at the workplace*, implementing the decision made by WHS ministers in May 2021 to improve the quality of asbestos registers at the workplace. The new guide provides practical information for persons who have management or control of the workplace on what an asbestos register is, when a workplace needs one, and how to develop and maintain a comprehensive asbestos register to prevent accidental exposure to asbestos fibres.

Vehicle roll-aways

On 5 September 2023, Safe Work Australia published a fact sheet, *Prevention of vehicle roll-aways and safe immobilisation*. The fact sheet provides practical guidance to support PCBUs to prevent the risk of vehicle roll-aways, which are a major cause of work-related fatalities in Australia.

Know your duties: a tool for working safely

In October 2023, Safe Work Australia published an interactive online tool, *Know your duties: a tool for working safely*. The tool provides information for PCBUs and workers on duties under the model WHS laws, with the aim of making WHS regulations easier to understand.

Safe Work Method Statement interactive tool

In January 2024, Safe Work Australia published a SWMS interactive tool. The tool provides practical guidance on what a SWMS is, how to prepare one and how to use it in the workplace to keep workers safe. The tool aims to dispel common myths about SWMS and includes videos and other interactive content.

Licence prerequisite for advanced boilers

In December 2023, Safe Work Australia amended the model WHS Regulations to remove the requirement for holders of an Advanced Boiler high-risk work licence to hold a Standard Boiler high-risk work licence first. This change recognises that the types of work undertaken by standard and advanced boiler operators are distinct, and any shared competencies are separately provided for in the training for each licence.

Crane licensing improvements

On 7 June 2024, Safe Work Australia released the consultation paper *Improving crane licensing under the model work health and safety laws*. The paper seeks public comment on a range of potential improvements to crane licensing, including organising licences by function rather than lifting capacity,

requiring more experience for crane operators than previously required, and introducing new licences for telehandlers, piling rigs and straddle carriers.

Feedback received on the consultation paper will inform future improvements to Australia's crane licensing framework.

Guide to managing the risks of rooftop solar installation work

On 20 June 2024, Safe Work Australia Members agreed to publish a guide to managing the risks of rooftop solar installation work. The guide provides practical information to help PCBUs in the rapidly growing solar industry to manage WHS risks, including through a focus on preventing falls.

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. Nearing the end of its fifth 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 2023–24, Safe Work Australia:

- partnered with the Behavioural Economics Team of the Australian Government to publish a guide and step-by-step template on developing a return to work plan (<https://www.safeworkaustralia.gov.au/doc/developing-return-work-plan-guide-and-template>)
- published an independent research report by Monash University on early intervention in the workers' compensation process (<https://www.safeworkaustralia.gov.au/doc/early-intervention-workers-compensation-process>)
- updated the strategy resource library to improve access and promotion on the latest research reports, practical tools, evidence and data, and jurisdictional resources and initiatives
- published the *Key achievements and scorecard report 2023 (Year 3)* (<https://www.safeworkaustralia.gov.au/doc/key-achievements-and-scorecard-report-2023-year-3>) to outline the progress made in the first years towards the vision and strategic outcomes of the strategy
- commenced planning to conduct the redesigned National Return to Work Survey to collect data from employees and employers about their experiences with the return to work process, and
- commenced planning for the mid-term review of the strategy to provide an in-depth analysis of its effectiveness in the first 5 years and insights on challenges and areas requiring focus in its remaining 5 years.

Comparison of workers' compensation arrangements in Australia and New Zealand

The *Comparison of workers' compensation arrangements in Australia and New Zealand 2023* (<https://www.safeworkaustralia.gov.au/doc/comparison-workers-compensation-arrangements-australia-and-new-zealand-2023>) was finalised in April 2024. The report, produced biennially, compares Australia's and New Zealand's workers' compensation arrangements. It is a useful tool for regulators, employers, unions, lawyers, academics, trainers and policy developers.

Review of the deemed diseases in Australia report

Dr Tim Driscoll, an occupational epidemiologist and a specialist in occupational and environmental medicine and public health medicine, was commissioned by Safe Work Australia to undertake an interim review of the 2021 List of Deemed Diseases in Australia. The *2023 Interim review of the List of Deemed Disease in Australia report* (<https://www.safeworkaustralia.gov.au/doc/2023-interim-review-list-deemed-disease-australia-report>), published in April 2024, considered the current scientific evidence on COVID-19, cancers related to firefighter work, Japanese encephalitis and other veterinarian diseases; and recommends evidence-based changes to the List of Deemed Diseases in Australia and supporting guidance material.

National permanent impairment guidelines

Dr Jim Stewart, a preeminent Australian permanent impairment expert, was commissioned by Safe Work Australia to undertake a review of the Template National Guidelines for the Assessment of Permanent Impairment. The review report and revised guidelines were finalised in March 2024. The guidelines were developed to promote nationally consistent arrangements to assess permanent impairment in the workers' compensation context.

Education and communication

In 2023–24, the agency delivered a range of strategies and initiatives to support Safe Work Australia’s education and communication function. The agency delivered several national communication campaigns, as well as publishing and promoting WHS and workers’ compensation guidance, data and research; and sharing information with stakeholders and the community through our communication channels.



Engineered stone ban

In December 2023, WHS ministers tasked the Commonwealth, in consultation with states and territories, Safe Work Australia, unions and industry, to lead national communication activities to provide information to consumers, businesses and workers about the ban on engineered stone benchtops, panels and slabs.

The agency used a combination of organic communication and stakeholder engagement to deliver timely and accurate WHS information for PCBUs and workers about the engineered stone ban. A dedicated engineered stone ban website was developed, providing a central hub of information relating to the ban, frequently asked questions and a summary of jurisdictional arrangements. A suite of resources, including infographics and flowcharts, was published on the engineered stone ban website to assist PCBUs understand their WHS obligations related to the ban.

Be Silica Smart campaign

Launched in November 2023, the Be Silica Smart campaign provided workers, employers and consumers with information on how to manage the risks of working with silica. Be Silica Smart built on the Clean Air. Clear Lungs

campaign, which ran in 2021 and focused more broadly on managing the risks of occupational lung diseases across priority industries including construction and manufacturing.

The Be Silica Smart campaign website and materials were translated into 5 priority languages – Chinese, Arabic, Vietnamese, Korean and Hazaragi – to ensure CALD audiences had access to information on silica dust. The campaign was complemented by a short burst of English and translated digital display and social media advertising to reach the CALD audience.

National Safe Work Month 2023

The agency has run National Safe Work Month every October since 2009. The campaign aims to build community awareness and knowledge of WHS and workers' compensation. 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 2023 was 'For everyone's safety, work safely'. The popular 'SafeTea' sub-campaign ran again in 2023, encouraging PCBU's to hold an event such as a morning tea or toolbox talk to discuss WHS with their workers.

The campaign toolkit provided a range of customisable resources including posters, social tiles and digital assets to help workplaces get involved and raise awareness of WHS.

Deliver Yourself Home Safely campaign

In 2021, WHS ministers tasked Safe Work Australia with strengthening and promoting education around WHS to food delivery workers. The Deliver Yourself Home Safely (<https://www.safeworkaustralia.gov.au/deliversafely>) campaign ran from May to September 2023 and provided practical information to influence positive WHS attitudes and good safety behaviours among these workers.

The campaign website and campaign materials, including fact sheets, infographics and checklists, were published in 7 languages – Mandarin, Punjabi, Nepali, Vietnamese, Hindi, Urdu and English. As well as using organic promotion on our social and digital channels, the campaign was promoted by targeted digital display and social media advertising as well as CALD community engagement, stakeholder engagement and proactive media engagement.

The campaign was successful in meeting its objectives, with nearly 30,000 web page views across the English and translated versions of the website. The advertising in English reached over 1.7 million people and the translated versions reached over 800,000 people.

Safe Work Australia quarterly newsletter

Four editions of the newsletter were published in 2023–24 to highlight the agency's work across the spectrum of WHS and workers' compensation. Each edition has a different theme to promote the variety of work the agency does and to profile the range and expertise of agency staff who contribute.

2024 World Day for Safety and Health at Work and Workers' Memorial Day

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. The International Labour Organization's (ILO) theme for World Day 2024 explored the impacts of climate change on occupational safety and health.

Know your duties: a tool for working safely

After its initial launch in December 2022 for the agriculture industry, further industries are gradually being added to the interactive online *Know your duties: a tool for working safely*. The construction module launched in November 2023 and in May 2024 the labour hire arrangement module was added.

The tool provides information about duties under the model WHS laws, including duties for PCBUs, workers and people who fall under both roles – for example, those who are self-employed. Work is continuing on the development of future modules. The tool also focuses on hazards specific to the different industries.

Interactive Safe Work Method Statements tool

A new interactive tool was published in January 2024 that provides information about SWMS. SWMS are commonly used in the construction industry.

Information provided in the SWMS tool is based on the model WHS laws, is easy to use and helps PCBUs consider hazards and risks and use the best possible controls to keep workers safe.

Hearing Australia

Safe Work Australia collaborated with Hearing Australia on a co-branded campaign to raise awareness of noise-induced occupational hearing loss. Both agencies developed guidance materials consisting of awareness-raising social media posts, infographics and newsletter articles. The successful campaign commenced on World Hearing Day 2023 and concluded during National Safe Work Month with positive engagement from stakeholders.

Community consultation and engagement

We used our online community engagement platform, Consultation Hub, to seek feedback from stakeholders and the public on 5 projects:

1. Improving crane licensing under the model WHS laws
2. National Safe Work Month themes for 2024
3. Requirements for competent persons in relation to asbestos-related tasks
4. Options to improve the WHS incident notification framework, and
5. Non-threshold genotoxic carcinogens (NTGCs) survey.

Collaboration

Effective policy development requires genuine and comprehensive stakeholder consultation. Safe Work Australia consults broadly so that it can deliver strategies that provide workplace protections for all working Australians and understand the health and safety risks and challenges that workers and workplaces face.

As a national tripartite decision-making body, we rely on the valuable contributions and expertise of Commonwealth, state and territory governments, as well as workers and employer representatives.

We do not regulate and enforce WHS laws or manage workers' compensation claims or insurance. This is the role of the Commonwealth, states and territories. We work closely with WHS regulators and workers' compensation authorities when developing national WHS and workers' compensation policy.

Workers and employers are the groups most directly affected by national policy on WHS and workers' compensation. We work closely with unions and employer associations to ensure the valuable insights and perspectives of employers and workers are taken into consideration when developing national policy. Unions and employers' associations are represented on Safe Work Australia by:

- the Australian Council of Trade Unions (<https://www.actu.org.au/>)
- the Australian Chamber of Commerce and Industry (<http://www.acci.asn.au/>)
- the Australian Industry Group (<http://www.aigroup.com.au/>).

Safe Work Australia also leads bilateral consultation with industry representatives, peak bodies, 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 positively contributed to and informed our national policy work in 2023–24 include:

- meeting with affected workers and families, consultative committees and family support liaison officers to inform improvements to the framework for investigating and prosecuting workplace deaths and serious injuries and support for families following a workplace fatality
- working collaboratively with Members to develop and recommend updates to the National Compliance and Enforcement Policy now published on the Safe Work Australia website following agreement by WHS ministers
- chairing a technical working group to assist with a review of crane licensing arrangements in Australia

- consulting with the wider Australian community on a range of WHS and workers' compensation issues, including conducting public consultation on:
 - options to improve the incident notification provisions in the model WHS Act
 - 6 proposals aimed at improving the high-risk work licensing framework for cranes
- through our CEO, participating in conferences, roundtables and individual stakeholder consultations, including:
 - other government agencies:
 - Asbestos and Silica Safety and Eradication Agency
 - Australian Research Council
 - Fair Work Ombudsman
 - National Mental Health Commission
 - Australian Institute of Health and Safety National Health and Safety Conference
 - Australian Institute of Occupational Hygienists
 - Clayton Utz In-Counsel panel discussion on psychological safety
 - Finance Sector Union industry roundtable on sexual harassment in the workplace
 - Housing Industry Association of Australia
 - Minerals Council of Australia safety policy roundtable
 - Mentally Healthy Workplace Alliance
 - National Employers Work Health and Safety Summit
 - Psych Health and Safety Conference
 - Supporting Small Business roundtable
 - University of South Australia, and
 - a wide range of employer and industry associations and unions.

We target at-risk industries that are experiencing high rates of workplace illness, injury or death. These priority industries include agriculture, road transport, manufacturing, construction, accommodation and food services, public administration and safety, and health care and social assistance. We also engage with the international WHS community, including through our representation on the G20 Occupational Safety and Health Expert Network (G20 OSH Expert Network).

Another Safe Work Australia priority is engaging with stakeholders to develop proposals to improve workers' compensation arrangements and strengthen the connection with positive 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

G20 Occupational Safety and Health Expert Network

One aspect of our collaboration function is working with international bodies on WHS and workers' compensation policy matters of international importance. Marie Boland, Safe Work Australia CEO, represents Australia on the G20 OSH Expert Network, which helps G20 countries to exchange WHS knowledge, expertise and best practices, as well as identify and coordinate global responses to policy and technical challenges. Marie Boland attended her first meeting of the group on the sidelines of the World Congress on Safety and Health at Work in November 2023.

As part of the G20 OSH Expert Network workplan, on 12 March 2024, Safe Work Australia facilitated the inaugural Data Collection Workshop, focusing on the topic of occupational lung diseases. The workshop brought together an expert panel from a range of organisations, research institutions and national OSH bodies. The panel explored the challenges and approaches that have been taken to collect relevant data on occupational lung diseases, sharing their experience and insights to support better practice among OSH bodies.

The workshop was facilitated by Phillip Wise, Director, Data Improvement and Analysis at Safe Work Australia, and featured Safe Work Australia CEO, Marie Boland, as well as international panellists including:

- Professor Tim Driscoll, Professor of Epidemiology and Occupational Medicine at the School of Public Health, University of Sydney (Australia)
- Dr Renee Carey, Curtin University (Australia)
- Dr David Blackley, Respiratory Health Division, National Institute of Occupational Safety and Health (USA)
- Dr Halim Hamzaoui, Occupational Safety and Health specialist, International Labour Organization
- Dr Ivan Ivanov, Team Leader of the Occupational Health Programme, World Health Organization, and
- Dr Elke Schneider, Senior OSH and Policy specialist, European Agency for Safety and Health at Work.

The panel highlighted challenges with collecting representative data on exposures and outcomes; the importance of drawing on multiple sources of data, including insights from workers, to build an evidence base; and limited awareness of exposure circumstances and preventative strategies.

The workshop concluded that:

- stakeholders in the WHS system need more exposure data to help interpret what is happening in workplaces and to shape action
- public health information systems and data linkage activities have potential to unlock additional evidence if they can capture workplace characteristics, and
- a renewed commitment to investigating the work-related burden of disease will help ensure countries can proactively address persistent and emerging challenges in WHS.

Safe Work Australia is grateful for the support of the cooperating partners for the event, the International Trade Union Confederation, Türkiye, and the United States of America.

On 23 April 2024, the CEO also participated in a G20 OSH Expert Network technical workshop on Workplace Harassment and Violence Prevention hosted by Canada. The workshop included an overview of the development and implementation of Canada's workplace harassment and violence prevention regime and provided an opportunity for participants to share their approaches to the prevention of workplace violence and harassment.

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 United Nations Sub-Committee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals. The sub-committee meets in person twice annually to revise and update the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) to reflect national, regional and international experiences in implementing the GHS into laws.

Dr Rebecca Newton, Branch Manager for Chemicals, Occupational Hygiene and Occupational Diseases Policy, is the head of the Australian delegation at the sub-committee meetings and represents the Australian Government on GHS issues in Australia. In 2023–24, Dr Newton attended one meeting.

Meeting of experts: International Labour Organization Code of Practice on Safety and Health in Forestry Work

In May 2024, Nathan Lee, Director, High Risk Work and Industries Policy, attended the meeting of experts to update and adopt the 1998 ILO code of practice on safety and health in forestry work in Geneva, Switzerland.

ILO codes are used all around the world. Many of the revisions agreed for the new code draw from Safe Work Australia's extensive suite of forestry guidance materials and other guides, including sections on fall prevention, ladder safety, vehicle roll-aways, cable logging, solar radiation and psychosocial risks.

Evidence

Performance criteria

The WHS regulatory framework is strengthened through evidence-based improvements to the model WHS laws, policies, guidance material and information.

Safe Work Australia delivers improvements to the model WHS laws, policies, guidance material and information by ensuring they are evidence based, contemporary and developed through our tripartite arrangements.

Progress in 2023–24

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.

Why our data work is important

A safe and healthy work environment is one of the ILO Fundamental Principles and Rights at Work. Health and safety is also widely recognised as a key dimension of job quality.¹

In Australia, the safety of work has improved significantly over time; however, in recent years, this momentum has slowed. There are still too many injuries and illnesses arising from work. Work-related fatalities, injuries and illnesses have a devastating impact on workers, their families and the community.² Each year, around 200 workers are killed by, and over 120,000 workers are compensated for, work-related injury or illness.

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, 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%.

¹ University of Warwick and Chartered Institute of Personnel and Development (2017), [Understanding and measuring job quality](#), research report, Part 1 – Thematic literature review.

² Senate Education and Employment References Committee (2018), [They never came home – the framework surrounding the prevention, investigation and prosecution of industrial deaths in Australia](#).

Our national data and research:

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

Our datasets

Safe Work Australia provides data and analysis on work-related deaths, injuries and illnesses in 6 main collections:

1. Work-related Traumatic Injury Fatalities dataset, which provides information on workers and bystanders fatally injured at work
2. National Dataset for Compensation-based Statistics, which provides information on workers' compensation claims
3. Comparative Performance Monitoring dataset, which compares WHS and workers' compensation performance between jurisdictions
4. Quad Bike Fatalities dataset, which reports on work-related and non-work-related quad bike fatalities in Australia
5. National Return to Work Survey, which provides information on return to work experiences for injured workers
6. WHS prosecutions repository.

Annual statistical reports

In 2023–24, Safe Work Australia published the following annual statistical reports:

- *Key work health and safety statistics Australia, 2023*
- *Comparative performance monitoring report, 25th edition* – analyses trends in WHS and workers' compensation scheme performance across Australia and New Zealand.

Key work health and safety statistics

The findings from the latest *Key work health and safety statistics Australia, 2023* show that:

- body stressing, falls, slips and trips, and being hit by moving objects are the cause of most work-related injuries in Australia
- vehicle incidents and being hit by moving objects continue to account for most work-related fatalities, and
- work-related mental health conditions are rising, with time off work in these cases more than 4 times longer than for other injuries.

Traumatic injury fatalities

Safe Work Australia compiles the Traumatic Injury Fatalities dataset, which provides national statistics on all workers and bystanders fatally injured at work.

In 2022, there were 195 worker fatalities due to traumatic injuries sustained in the course of a work-related activity. Overall, the number and rate of fatalities have been trending downward since 2007; however, the numbers have been relatively static in recent years:

- Over the past 5 years (2018 to 2022), the average fatality rate was 1.4 fatalities per 100,000 workers and an average of 180 workers died per year.
- Vehicle incidents (81 workers; 42%) and being hit by moving objects (26 workers; 13%) accounted for more than half (55%) of all worker fatalities in 2022.

In 2022, 71% of worker fatalities occurred in 3 industries. Transport, postal and warehousing fatalities accounted for 34% (67 fatalities), followed by fatalities in the agriculture, forestry and fishing industry (22%; 44 fatalities) and construction industry (14%; 27 fatalities).

Work-related injuries and illnesses

Safe Work Australia compiles national workers' compensation statistics using data obtained from workers' compensation authorities in each state, territory and the Commonwealth Government. These data are collated into the National Disability Services (NDS), which is Safe Work Australia's primary source of information on work-related injuries and diseases.

In 2021–22, there were 127,800 serious workers' compensation claims (involving one week or more of time lost from work). From 2020–21 to 2021–22, while the number of serious claims fell slightly by 1,400 (or 1.1%). There was a large increase in serious claims for COVID-19, up by 9,100 over the year.

Compared with 10 years ago (2011–12), the number of serious claims has increased marginally by 3,000, or 2.4%. When accounting for changes in hours worked, the serious claims frequency rate (serious claims per million hours worked) fell 9.7%, to 6.5 in 2020–21.

Mental health conditions accounted for 9.2% or 11,700 serious claims in 2021–22. While this was a slight decline on 2020–21, it remains substantially higher than 10 years ago:

- Over the 10 years to 2021–22, the growth in the number of serious claims each year for mental health conditions, of 3,500 claims or 43.3%, represents the largest increase for a Nature of injury/illness Major group observed over the period.

- Workplace mental health conditions are one of the costliest forms of workplace injury. They lead to significantly more time off work and higher compensation paid when compared to physical injuries and diseases.
- The median time lost from mental health condition claims in 2020–21 (34.2 working weeks) was more than 4 times the median time lost across all claims (8 working weeks).
- The median compensation paid for mental health condition claims in 2020–21 (\$58,615) was close to 4 times the median compensation paid across all claims (\$15,743).

The serious claims frequency rate was highest for persons employed in the agriculture, forestry and fishing industry (10.9 serious claims per million hours worked), followed by construction (9.8) and public administration and safety (9.8).

Data improvement project

In 2023–24, we completed this project to redesign the way we manage and communicate data and other evidence on work-related injuries, fatalities and workers' compensation claims.

The project was 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 2023–24 were to:

- adopt and mature the infrastructure for the agency's data in a Power BI platform, which supports the interactive data website
- transition the agency's data to the Power BI platform, including for the publication of key WHS statistics such as NDS and Traumatic Injury Fatalities data
- complete the full production release of the data website
- continue to improve the approach to data management in this new operating environment, and
- increase organisational data maturity, driving a new data culture in WHS and enabling streamlined data sharing for approved projects.

Data website case study

In August 2023, we launched an 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 data collected by Safe Work Australia on work-related fatalities, injuries and illnesses, return to work experiences, WHS prosecutions, quad bike fatalities and more. Using Power BI dashboards, users can discover

graphs and charts that allow sorting data by industry, occupation, year, mechanism of injury and more.

A wide range of data is now available, with a number of updates and enhancements made regularly to improve the utility of the data dashboards and add a range of analytical insights on WHS issues and trends.

The data website includes a range of industry-focused dashboards covering the agriculture, road transport, manufacturing, construction, mining, and health care and social assistance industries as well.

A help video and user guide have also been created to walk users through how to get the most out of the data on the site. Explore *Our Data. Your Stories* at <https://data.safeworkaustralia.gov.au>.

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 350 data requests and enquiries from Australian industry, worker, government and academic representatives.

We convened the inaugural Data Collection Workshop for members of the G20 OSH Expert Network focused on occupational lung diseases. This event brought international bodies with responsibility for WHS together with experts from the research, regulatory and policy communities to discuss best-practice strategies for improving the evidence available on this topic.

National Return to Work Survey

Consistent with the National Return to Work Strategy 2020–2030, in 2023 we completed 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. The next full National Return to Work Survey, building on the lessons learnt from this pilot, will be conducted in 2024–25.

Australian Mesothelioma Registry

Safe Work Australia funds the Australian Mesothelioma Registry (AMR), which is compiled by the Australian Institute of Health and Welfare (AIHW) on our behalf. This standalone dataset contains information about mesothelioma and asbestos exposure.

The AMR annual report, published in November 2023, shows that 708 people died in Australia from mesothelioma in 2021 and a further 637 cases were diagnosed in 2022. Between 1990 and 1994 and 2015 and 2019, the age-adjusted relative survival of people with mesothelioma, most notably one-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 Australian Bureau of Statistics 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.

Supporting high-quality research

Safe Work Australia provided funding to the Centre for Transformative Work Design at Curtin University to research interventions to manage psychosocial risks in the aged care sector through the Interventions to Manage Work-related Psychosocial Hazards grant opportunity.

The 2-year research project, completed in 2023–24, was conducted across 4 residential care facilities of a large Australian not-for-profit aged care provider. The project aimed to eliminate or minimise psychosocial risks associated with increased job demands in the aged care sector. The research report concluded that a work redesign process can identify effective and cost-efficient ways an organisation may reduce job demands and that involving workers in identifying psychosocial hazards and the redesign process can result in improvements over and above directly implementing control measures.

Supporting high-quality research such as this is a priority for Safe Work Australia. Rigorous studies by external organisations help expand our evidence base and inform how to tackle future challenges in WHS and workers' compensation.

Part 5 – Our organisation

Achievements in organisational effectiveness

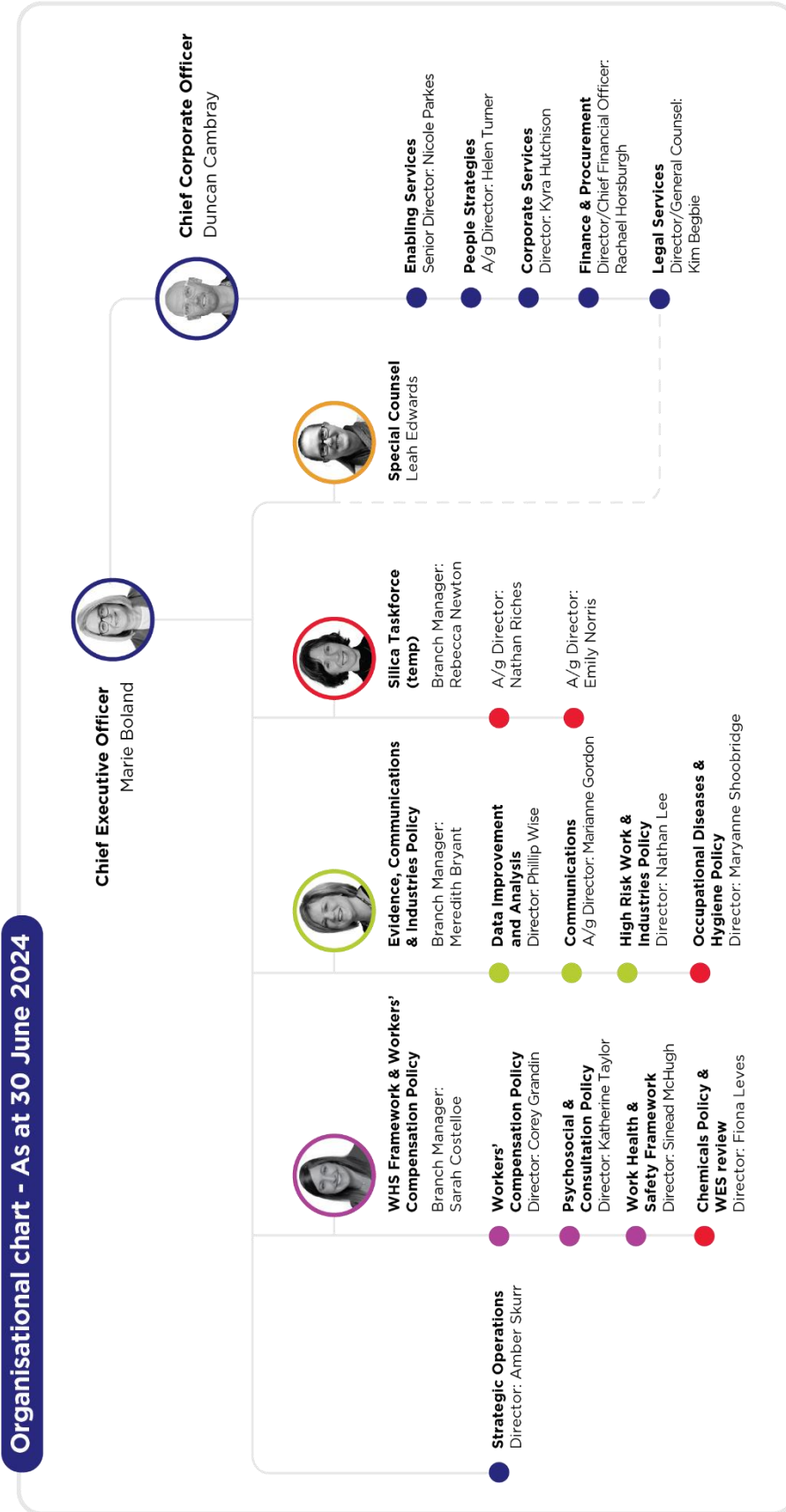
Our vision of healthier and safer workplaces drives our work and shapes how we respond to the ongoing and emerging challenges of keeping people safe at work.

Safe Work Australia's staff are dedicated to upholding the agency's vision and are committed to the purpose and objectives of the agency and its 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 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 Baxter was Safe Work Australia's Chief Executive Officer (CEO) from 2 November 2013 to 31 October 2023.



Marie Boland, Chief Executive Officer from 1 November 2023

Marie Boland has been the CEO of Safe Work Australia since 1 November 2023.

Marie's WHS experience spans many roles, including completing the 2023 review of the Office of the Federal Safety Commissioner, the 2022 Review of the Conduct of Work Health and Safety Prosecutions in the Australian Capital Territory, an independent review of the South Australian local government sector's One System WHS Management System in December 2020 and the 2018 National Review of the model WHS laws (Boland Review).

Marie is a Member of Safe Work Australia and its subsidiary committees and a Commissioner of the Safety, Rehabilitation and Compensation Commission. She is a member of the Respect@Work Council and the G20 Occupational Safety and Health Expert Network and an observer on the Heads of Workplace Safety Authorities and the Heads of Workers' Compensation Authorities.

Before joining Safe Work Australia, Marie offered independent WHS and workplace relations consultancy services. Marie was the 2021 Inaugural Thinker in Residence at the University of South Australia's Psychosocial Safety Climate Global Observatory. Marie has held senior roles at SafeWork South

Australia as an Executive Director, Policy and Community Engagement Director and Chief Policy Officer.

Marie holds a Bachelor of Arts (Hons) and Master of Arts from University College, Dublin, and a Bachelor of Laws (Hons) from the University of Adelaide.



Amanda Johnston, Deputy Chief Executive Officer

Amanda Johnson was Safe Work Australia’s Deputy CEO from 16 April 2020 to 4 March 2024.



Duncan Cambray, Chief Corporate Officer

Duncan Cambray has been the Chief Corporate Officer of Safe Work Australia since 20 May 2024.

Duncan is a people-focused government executive with diverse experience across corporate services functions including people and HR, strategy and governance, internal and external audit, risk management, communications, operations and finance.

With over 20 years’ experience in public service, Duncan offers a deep understanding and experience of public sector organisations, including small government agencies, authorities and state-owned enterprises.

Duncan is a former board director at Total Recreation Inc – a non-profit organisation that provides sporting and recreational activities for people with disabilities. He has a Bachelor of Arts and Masters of Tourism from the University of Otago, New Zealand.



Meredith Bryant, Branch Manager

Meredith Bryant joined Safe Work Australia in July 2018. She is the Branch Manager for Evidence, Communications and Industries Policy, responsible for overseeing the agency's data, communication and education functions, as well as national policy work for higher risk industries such as construction, health care and social assistance.

She has served in several senior executive roles over this time, including leading the COVID-19 Response Branch and the former Hazards Branch. She recently led a significant change program to improve our data capability and culture as well as the development of the Australian Work Health and Safety Strategy 2023–2033.

Meredith is also the agency's Privacy Champion. With over 20 years' experience in the public sector, Meredith has worked extensively in the wider workplace relations portfolio, having held a range of positions in the former Commonwealth Department of Employment and its predecessors. She has a Bachelor of Science and a Master of Population Studies from the Australian National University.



Sarah Costelloe, Branch Manager

Sarah Costelloe joined Safe Work Australia in July 2017. She is the Branch Manager for WHS Framework and Workers' Compensation Policy.

In this position she leads the development of key policy initiatives to improve the model WHS legislative framework. This has included implementing many of the recommendations from the Boland Review, improvements to the model WHS laws 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 led a range of other policy and corporate functions 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 Agency's 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.



Leah Edwards, Special Counsel

Leah Edwards joined Safe Work Australia in 2021 as 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.



Dr Rebecca Newton, Branch Manager

Rebecca Newton joined Safe Work Australia in July 2020 and is the Branch Manager for Chemicals, Occupational Disease and Hygiene Policy.

In this position she is responsible for providing policy advice on the model WHS laws in relation to workplace hazardous chemicals and occupational diseases, including infectious diseases, silicosis and asbestosis.

Rebecca has progressed key work on silicosis in 2023–24, including completion of the *Decision Regulation Impact Statement: Prohibition on the use of engineered stone* and implementation of WHS ministers' decisions to prohibit engineered stone and for stronger regulation of high-risk work with silica. Rebecca also finalised the review of the exposure standards for over 700 workplace chemicals, with WHS ministers agreeing to implement health-based exposure limits by 1 December 2026.

Rebecca has over 18 years' experience in the Australian Public Service (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.

Human resources management

Staff management and workforce demographics

The CEO of Safe Work Australia is a statutory appointment.

As of 30 June 2024, Safe Work Australia had 100 ongoing and non-ongoing staff, with an average staffing level of 92.9:

- 95% of staff are engaged on an ongoing basis, and
- 19% of staff work in a part-time capacity and the majority of staff work a hybrid arrangement (in most cases 3 days in the office and 2 days from home).

Our diverse representation was highlighted in the 2024 APS Employee Census:

- 65% of all employees identify as female
- 16% of employees self-identify as having a disability
- 15% of employees identify as lesbian, gay, bisexual, transgender and/or gender diverse
- 1% of employees identify as non-binary
- 54% of employees have carer responsibilities, and
- 1% of employees identified as Aboriginal or Torres Strait Islander

Female representation at the senior executive level is also high, with 83% representation including the CEO.

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. We are in consultation with our award-winning, employee-led Workplace Inclusion Network (WIN) on a new Diversity and Inclusion Strategy 2024–2027.

The WIN raises the profile of our diversity areas by celebrating days of significance and building our networks with external diversity groups. It meets regularly to discuss diversity, raise issues and share experiences of diversity and inclusion.

Safe Work Australia continued its membership with key diversity organisations, including the Diversity Council of Australia, the Australian Network on Disability, Hidden Disabilities Sunflower and Pride in Diversity. We are also an Australian Breastfeeding Association best practice 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 *Public Service Act 1999* (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 2024–2027 commenced operation on 2 April 2024. In accordance with Australian Government policy, a determination was made from 14 March 2024 to provide a 4% increase to salary and workplace responsibility allowances for non-SES employees. SES employees also received a 4% increase to salaries from 14 March 2024.

As of 30 June 2024, there were 2 non-SES employees and 5 SES employees who had a section 24(1) determination made under the PS Act. There were 23 employees who had an individual flexibility arrangement in place.

As of 30 June 2024, there were no other highly paid staff 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 8: APS EMPLOYMENT ARRANGEMENTS, CURRENT REPORT PERIOD (2023–24)

Arrangement title	SES	Non-SES	Total
Enterprise agreement	0	95	95
Individual flexibility arrangements	0	23	23
Determinations under subsection 24(1) of the <i>Public Service Act 1999</i> (Cth)	5	2	7

Salary ranges by classification level

TABLE 9: APS EMPLOYMENT SALARY RANGES BY CLASSIFICATION LEVEL, CURRENT REPORT PERIOD (2023–24)

	Minimum salary	Maximum salary
SES 3	0	0
SES 2	276,040	312,700
SES 1	206,810	267,402
EL 2	142,828	175,699
EL 1	121,205	149,503
APS 6	98,606	108,765
APS 5	87,781	93,659
APS 4	79,478	85,514
APS 3	73,067	76,067
APS 2	65,435	69,766
APS 1	55,711	60,916
Other	0	0
Minimum/maximum range	55,711	312,700

Executive remuneration

TABLE 10: EXECUTIVE REMUNERATION

Name	Position	Length of term as key management personnel
Marie Boland	Chief Executive Officer	Part year from 1 November 2023 to 30 June 2024
Michelle Baxter	Prior Chief Executive Officer	Part year from 1 July 2023 to 31 October 2023
Amanda Johnston	Deputy Chief Executive Officer	Part year from 1 July 2023 to 5 March 2024
Duncan Cambray ¹	Chief Corporate Officer	Part year from 20 May 2024 to 30 June 2024
Meredith Bryant	Branch Manager	Full year
Sarah Costelloe	Branch Manager	Full year
Leah Edwards	Special Counsel	Full year
Rebecca Newton	Branch Manager	Full year

¹ Duncan Cambray is included in Table 10 but not Table 11 due to the fact that as at 30 June 2024 he had been engaged for less than 3 months.

TABLE 11: 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		
Marie Boland	Chief Executive Officer	292,443	0	2,649	17,915	3,510	0	0	316,517
Michelle Baxter	Prior Chief Executive Officer	168,720	0	1,806	19,993	45,723	0	0	236,242
Amanda Johnston	Branch Manager / Deputy CEO	212,527	0	35,939	39,416	10,536	0	317,121	615,539
Meredith Bryant	Branch Manager	225,564	0	2,849	41,539	10,525	0	0	280,477
Sarah Costelloe	Branch Manager	232,204	0	33,500	45,722	15,071	0	0	326,497
Leah Edwards	Special Counsel	272,109	0	2,649	48,857	12,826	0	272,078	608,519
Rebecca Newton	Branch Manager	232,679	0	2,849	34,389	12,540	0	0	282,457
Total		1,636,246	0	82,241	247,831	110,731	0	589,199	2,666,248

¹ Includes base salary and annual leave benefits.

Capability development

Performance and development

Safe Work Australia's Performance and Development Scheme centres on providing regular constructive and relevant feedback that highlights effective performance management, builds capability and sets clear expectations.

Safe Work Australia recently implemented an electronic database to record performance agreements. This improvement streamlines the documentation process, enhances accessibility, and ensures accuracy in tracking performance metrics.

By leveraging this technology, the agency is better equipped to support transparency, accountability and continuous development across the organisation.

Learning and development

Safe Work Australia executed a learning and development program aimed at enhancing workforce skills and capabilities and fostering a high-performance culture.

All employees are allocated an individual annual learning and development budget. This funding provides employees an opportunity to study relevant courses, seminars and conferences aligned to their individual needs. The individual learning and development budget is also separate from study assistance.

In 2024, Safe Work Australia identified specific training needs to help respond to change, and to build upon capability and skill shortages. These include:

- leadership coaching and training
- online modules through well-known learning providers, including updating the mandatory training to align with legislative changes and best practices
- access to effective communication courses 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 programs.

Safe Work Australia's Graduate Program

The Graduate Program concentrates on attracting and engaging highly talented and motivated graduates with a diverse array of skills, knowledge and experiences.

Safe Work Australia graduates complete several internal work placements and have access to individual and agency professional development. Our graduates participate in the Australian Public Service Commission Graduate Development Program, which gives them an opportunity to establish networks across the APS, complete assessment activities and participate in whole of stream activities and functions.

2024 Graduate Program

This year Safe Work Australia participated in the Australian Government Graduate Program Science, Technology, Engineering and Mathematics stream and the Generalist stream to employ 4 graduates. In addition, we conducted our own call for graduate nominations and employed one successful graduate.

Work health and safety

Safe Work Australia is committed to providing and maintaining a safe and healthy workplace for all employees.

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 consider new or changed physical or psychosocial risks. We consult with staff, Health and Safety Representatives and the Employee Consultative Forum 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.

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 2023–24, we supported several employees through graduated return to work programs, early intervention and access to ergonomic equipment.

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
- 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 2023–24 Safe Work Australia notified Comcare of 2 incidents. There were no new workers' compensation claims accepted by Comcare during this period.

Employee Consultative Forum

The Employee Consultative Forum (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 2023–24, one investigation into a suspected breach of the APS Code of Conduct was 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 *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act) and our enabling legislation, that details our performance against our legislated outcome.

Risk management framework

Safe Work Australia maintains a Risk Management Framework in line with the Commonwealth Risk Management Policy, including a Risk Appetite Statement; a Risk Management Policy; a Risk Management Guide, including risk assessment templates; and an enterprise risk assessment.

Business continuity management

Safe Work Australia conducts business continuity planning and reviews to ensure it remains prepared to respond quickly and effectively to an emergency situation.

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. Safe Work Australia continues to remind staff of their responsibility for the prevention and detection of fraud against the Commonwealth through training, as part of the induction process for new starters and through internal communications.

Existing fraud controls are deemed to be operating effectively with no potential fraud incidents being identified during the 2023–24 reporting period.

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. In accordance with section 9(1) of the FOI Act, Safe Work Australia last reviewed the IPS Agency Plan in October 2023 and has accordingly updated the IPS Agency Plan.

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

Safe Work Australia received 10 valid requests under the FOI Act in 2023–24. These requests were managed in compliance with the FOI Act.

Safe Work Australia did not receive any requests for internal review under the FOI Act during 2023–24. No applications to the Office of the Australian Information Commissioner or the Administrative Appeals Tribunal were made in 2023–24 with respect to any decision made by Safe Work Australia 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 2023–24.

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 respect of 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. In 2023–24 the Privacy Commissioner conducted preliminary inquiries under section 42 of the *Privacy Act 1988* (Cth) into one privacy complaint involving the agency.

The Privacy Commissioner made the decision not to investigate the matter on the basis that the Commissioner was satisfied that the agency had adequately dealt with the complaint and the act or practice complained about was not an interference with the privacy of an individual in accordance with sections 41(2)(a) and 41(1)(a) of the Privacy Act.

Safe Work Australia has not reported any notifiable data breaches under the Notifiable Data Breaches Scheme under the Privacy Act in 2023–24.

Safe Work Australia prepared a privacy management plan for the year 2023–24 under the *Privacy (Australian Government Agencies – Governance) APP Code 2027* (APP Code).

The agency's Privacy Champion reviewed Safe Work Australia's performance under the 2023–24 plan. Most of the actions under the 2023–24 privacy management plan were successfully achieved, including updating the Safe Work Australia Privacy Policy and Personal Information Register and reviewing Safe Work Australia's privacy policies and procedures. The remainder of Safe Work Australia's actions under the 2023–24 privacy management plan which have been either partially achieved or not achieved have been included in the 2024–25 privacy management plan.

To comply with its obligations under the APP Code, Safe Work Australia has undertaken actions including approving updates to the Personal Information Register, undertaking an annual review and update of its privacy governance materials and providing appropriate privacy education and mandatory training to staff, including specialised privacy training to staff who have access to personal information in the course of their duties as staff members.

In accordance with the APP Code, Safe Work Australia is required to undertake a written Privacy Impact Assessment Register for all 'high privacy risk' projects or initiatives that involve new or changed ways of handling personal information. Where a project or initiative is not a 'high privacy risk' project, Safe Work Australia may also undertake a privacy impact assessment as a privacy best practice measure. Safe Work Australia maintains an up-to-date register of completed privacy impact assessments on our website (<https://www.safeworkaustralia.gov.au/privacy-impact-assessment-register>).

Intellectual property

Safe Work Australia has developed a register of its intellectual property materials and is in the process of developing and implementing its internal intellectual property policy having regard to the Australian Government Intellectual Property Principles. Safe Work Australia aims to finalise this policy within the 2024–25 reporting period.

Accountable Authority Instructions

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

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

Safe Work Australia's AAIs, financial delegations and non-financial delegations were updated and approved in November 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 (<https://www.safeworkaustralia.gov.au/doc/safe-work-australia-audit-committee-charter-2023>).

The Audit Committee held 4 meetings throughout the financial year, in September and November 2023 and March and June 2024.

Audit Committee current 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 4 meetings held in 2023–24 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 4 meetings held in 2023–24 and was remunerated a total of \$9,900 (including GST) for the year.

Susan Ryan (independent member)

Susan Ryan is a Chartered Accountant, holds a Diploma of Fraud Control and a Bachelor of Commerce and is a member of the Australian Institute of Company Directors and the Institute of Internal Auditors (Australia).

Susan has more than 25 years' experience in risk and advisory firms, including as a principal in a Big 4 accounting firm and as a managing director of a global consulting firm.

She has also held positions in the SES in 2 Australian Government agencies. Susan serves as an independent audit and risk committee member of Commonwealth entity committees and is the managing director of a small consulting firm.

Susan has a strong background in internal audit, risk advisory and assurance services to a range of public and private sector organisations. Susan's areas of specialty include risk management, fraud prevention and detection and internal control redesign.

Susan attended one meeting held in 2023–24 and was remunerated a total of \$0 for the year.

Audit Committee non-current membership

Martyn Campbell (former independent member)

Martyn Campbell attended 3 meetings in 2023–24 and was remunerated a total of \$9,351 (including GST) for the year. Martyn resigned his position on the Audit Committee effective 5 April 2024.

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 2023–24.

Commonwealth Ombudsman

No adverse reports on Safe Work Australia's operations were made in 2023–24 by the Commonwealth Ombudsman. No complaints in relation to Safe Work Australia's actions were made to the Commonwealth Ombudsman in 2023–24. There were no earlier complaints that remained open.

Auditor-General

Safe Work Australia were subject to an audit by the Australian National Audit Office during 2023–24 over the 2023-24 Financial Statements. No other audits were undertaken by the Auditor-General.

Parliamentary committees

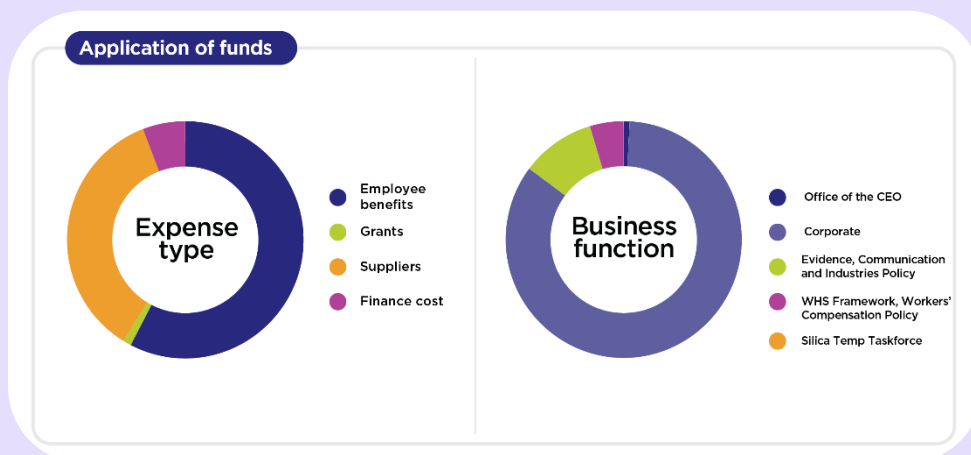
No adverse reports on Safe Work Australia's operations were given in 2023–24 by a parliamentary committee.

Part 6 – Financial performance

Financial overview

Safe Work Australia is jointly funded by the Commonwealth through appropriations and by contributions from state and territory governments through the Intergovernmental Agreement for Regulatory and Operational Reform in Occupational Health and Safety. Funding is held in Safe Work Australia's Special Account and is used to fund work that relates to the functions as specified in the SWA Act.

The application of 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 the financial statements in this section.

Financial performance results

In 2023–24, Safe Work Australia reported a net surplus of **\$2.20 million** against a forecasted deficit of **\$0.45 million** as reported in the 2023–24 Portfolio Budget Statements. During the financial year the Silica Taskforce was established as a priority of the Minister and states and territories. This work, as well as a change in Safe Work Australia's Senior Management, resulted in the shifting of project priorities and contributed to the 39.6% underspend in

supplier expenses. Safe Work Australia remains in a strong financial position with net assets of \$24.56 million, largely made up of cash held in the special account.

Australian National Audit Office access clause

All contracts with a value of \$100,000 (inclusive of GST) or more entered during 2023–24 included an Australian National Audit Office access clause.

Exempt contracts

Safe Work Australia had no contracts or standing offers with a value greater than \$10,000 (inclusive of GST) that were exempt from being published on AusTender during 2023–24.

Purchasing

Safe Work Australia procured all goods and services in 2023–24 in accordance with the PGPA Act, the Commonwealth Procurement Rules (CPRs) and relevant internal policies.

Safe Work Australia's approach to purchasing and procurement is directed by the CPRs and reflected in our Accountable Authority Instructions and internal guidance material. Guidance materials are reviewed regularly to ensure consistency with the Commonwealth Procurement Framework. Safe Work Australia recognises that value for money is a core requirement and the agency's procurement policies and practices reflect the principles in the CPRs, which are enhanced by:

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

Support of small and medium enterprises

Safe Work Australia supports small business participation in 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, and

- utilising Whole of Australian Government Coordinated Procurement Arrangements and the Commonwealth Contract 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, which SMEs would be familiar with.

Safe Work Australia's implementation of the Australian Government's Indigenous Procurement Policy is designed to increase opportunities for businesses owned by Aboriginal and Torres Strait Islander people.

Safe Work Australia continues to monitor developments in Commonwealth procurement practices and liaises with the Department of Finance and other agencies to ensure its practices are commensurate with the risks involved and as simple as possible.

Safe Work Australia 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 (treasury.gov.au).

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 2023–24. 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 2024.

Consultancy contracts

Safe Work Australia engages consultants when specialist expertise or independent research, review or assessment is required which is not available in-house. Decisions to engage a consultant are made in accordance with the PGPA Act and related regulations, including the CPRs and relevant internal policies. Consultants are typically engaged to investigate or diagnose a defined issue or problem; carry out defined reviews, evaluations or data collection for research; or provide independent advice, information or creative solutions to assist in Safe Work Australia's decision-making.

The methods of selection for consultancies are either panel arrangements or limited tender.

During 2023–24, 17 new reportable consultancy contracts were entered into involving total actual expenditure of \$0.56 million. In addition, 8 ongoing

reportable consultancy contracts were active during the period, involving total actual expenditure of \$0.55 million.

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 (www.tenders.gov.au).

TABLE 12: EXPENDITURE ON REPORTABLE CONSULTANCY CONTRACTS 2023–24

Reportable consultancy contracts 2023–24	Number	Expenditure \$
New contracts entered into during the reporting period	18	\$561,855.32
Ongoing contracts entered into during a previous reporting period	8	\$547,729.71
Total	26	\$1,109,585.03

Total reportable consultancy contract expenditure in 2023–24 was \$1.11 million.

TABLE 13: ORGANISATIONS RECEIVING A SHARE OF REPORTABLE CONSULTANCY CONTRACT EXPENDITURE 2023–24

Organisations receiving a share of reportable consultancy contract expenditure 2023–24	Expenditure \$
Deloitte Touche Tomatsu	\$171,800.00
ORIMA Research Pty Ltd	\$151,651.56
LATROBE UNIVERSITY	\$90,256.09
Monash University	\$83,829.11
Whereto Research Based Consulting Pty Ltd	\$78,600.00
Total of the largest shares	\$576,136.76

Non-consultancy contracts

Non-consultancy contracts include all procurement-related contracts not deemed to be a consultancy.

During 2023–24, 21 new reportable non-consultancy contracts were entered into involving total actual expenditure of \$0.53 million. In addition, 17 ongoing reportable non-consultancy contracts were active during the period, involving total actual expenditure of \$2.45 million.

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.

TABLE 14: EXPENDITURE ON REPORTABLE NON-CONSULTANCY CONTRACTS 2023–24

Reportable non-consultancy contracts 2023–24	Number	Expenditure \$
New contracts entered into during the reporting period	21	\$525,394.75
Ongoing contracts entered into during a previous reporting period	17	\$2,545,391.72
Total	38	\$2,979,786.47

Total reportable non-consultancy contract expenditure in 2023–24 was \$2.98 million.

TABLE 15: ORGANISATIONS RECEIVING A SHARE OF REPORTABLE NON-CONSULTANCY CONTRACT EXPENDITURE 2023–24

Organisations receiving a share of reportable non-consultancy contract expenditure 2023–24	Expenditure \$
Jones Lang LaSalle (ACT) Pty Ltd	\$1,205,157.59
Australian Institute of Health and Welfare	\$737,818.59
Universal McCann Mediabrands Australia Pty Ltd	\$145,411.26
CLAYTON UTZ	\$106,875.00
DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY	\$99,786.82
Total of the largest shares	\$2,295,049.26

Entity resource statement and expenses by outcome

Safe Work Australia resource statement 2023–24

	Actual available appropriation for 2023-24	Payments made 2023-24	Balance remaining 2023-24
	\$'000	\$'000	\$'000
	(a)	(b)	(c)
Departmental			
Annual appropriations	12,227	12,227	0
Annual appropriations - other services - non-operating	-	0	-
Total departmental annual appropriations	12,227	12,227	0
Departmental special appropriations	-	0	-
Total special appropriations	-	0	-
Special Accounts ¹	50,499	22,069	28,430
Total Special Accounts	50,499	22,069	28,430
Less departmental appropriations drawn from annual appropriation and credited to special accounts	12,227	12,227	0
Total departmental resourcing	50,499	22,069	28,430
Total resourcing and payments for Safe Work Australia	50,499	22,069	28,430

¹ Excludes 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 2023-24 \$'000 (a)	Actual expenses 2023-24 \$'000 (b)	Variation 2023-24 \$'000 (a) - (b)
Program 1.1: Reform of and improvements to Australian work health and safety and workers' compensation arrangements			
Departmental appropriation	11,939	11,939	0
s74 External Revenue	-	-	-
Special appropriations	-	-	-
Special accounts	11,387	8,644	2,743
Expenses not requiring appropriation in the Budget year ¹	1,351	1,593	-242
Departmental total	24,677	22,176	2,501
Total expenses for Outcome 1	24,677	22,176	2,501
Average Staffing Level (number)	101	93	8

¹ Expenses not requiring appropriation in the Budget year are made up of 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 2024:

- (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 2024 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 2024 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 material accounting policy information 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.

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

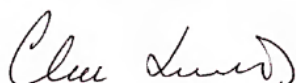
My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that 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

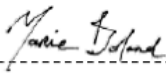
Canberra
13 September 2024

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 2024 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.



Marie Boland
Chief Executive Officer

13 September 2024



Rachael Horsburgh
Chief Financial Officer

13 September 2024

Financial statements

Statement of Comprehensive Income

For the period ended 30 June 2024

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	1.1A	15,057	13,786	14,261
Suppliers	1.1B	5,387	5,353	8,921
Depreciation and amortisation	2.2A	1,535	1,418	1,291
Grants	1.1C	119	178	140
Finance cost	1.1D	42	52	64
Impairment loss on financial instruments		36	-	-
Total expenses		22,176	20,787	24,677
Own-Source Income				
Sale of goods and rendering of services	1.2A	12,233	11,146	12,233
Other revenue	1.2B	139	62	60
Total own-source revenue		12,372	11,208	12,293
Gains				
Other gains	1.2C	63	-	-
Total gains		63	-	-
Total own-source income		12,435	11,208	12,293
Net cost of service		(9,741)	(9,579)	(12,384)
Revenue from Government	1.2D	11,939	10,843	11,939
Surplus/(Deficit) on continuing operations		2,198	1,264	(445)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve		135	-	-
Total other comprehensive income		135	-	-
Total comprehensive income		2,333	1,264	(445)

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

Budget Variances Commentary

Employee benefits: The overspend of \$0.80 million (5.6%) is due to the impact of a 4% pay rise subsequent to the Safe Work Australia Enterprise Agreement 2024-27 coming into operation on 2 April 2024 with the pay rise backdated to 1 March 2024. In addition, the agency made two redundancy payments during the year that were not planned at the time the 2023-24 Portfolio Budget Statement (budget) was tabled. Safe Work Australia's (SWA) full time equivalent (FTE) in 2023-24 was 92.9 (Budgeted FTE: 101).

Supplier expenses: An underspend of \$3.53 million (39.6%) is due to delays in project expenditure as a result of a change in senior management, resourcing challenges and changing priorities driven by requirements of the external environment.

Statement of Financial Position

As at 30 June 2024

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash	2.1A	28,430	24,921	23,454
Trade and other receivables	2.1B	208	1,245	214
Total financial assets		28,638	26,166	23,668
Non-financial assets				
Buildings ¹	2.2A	4,617	5,870	4,341
Plant and equipment	2.2A	402	259	795
Prepayments		358	206	208
Total non-financial assets		5,377	6,335	5,344
Total assets		34,015	32,501	29,012
LIABILITIES				
Payables				
Suppliers	2.3A	1,414	990	628
Other payables	2.3B	673	401	1,100
Total payables		2,087	1,391	1,728
Interest bearing liabilities				
Leases	2.4A	3,901	4,899	4,160
Total interest bearing liabilities		3,901	4,899	4,160
Provisions				
Employee provisions	4.1A	3,467	4,272	3,379
Total provisions		3,467	4,272	3,379
Total liabilities		9,455	10,562	9,267
Net assets		24,560	21,939	19,745
EQUITY				
Contributed equity		6,357	6,069	6,357
Reserves		2,342	2,207	2,207
Retained surplus		15,861	13,663	11,181
Total equity		24,560	21,939	19,745

1. A 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 2024 is \$3.47 million.

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

Budget Variances Commentary

Cash: An increase of \$4.98 million (21.2%) is consistent with the surplus reported in the Statement of Comprehensive Income and is a result of a reduction in planned expenditure during 2023-24 as well as the decrease in trade and other receivables from 2022-23.

Suppliers: An increase of \$0.79 million (125.2%) is largely due to an increase in payables relating to leave liability transfers out of SWA as a result of the departure of staff with high leave balances as well as timing of the final quarter invoice to Department of Employment and Workplace Relations relating to a Memorandum of Understanding for ICT Services.

Statement of Changes in Equity

For the period ended 30 June 2024

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
CONTRIBUTED EQUITY				
Opening balance				
Balance carried forward from previous period		6,069	5,807	6,069
Contributions by owners				
Departmental capital budget		288	262	288
Closing balance as at 30 June		6,357	6,069	6,357
ASSET REVALUATION RESERVE				
Opening balance				
Balance carried forward from previous period		2,207	2,207	2,207
Comprehensive income				
Change in revaluation reserve		135	-	-
Closing balance as at 30 June		2,342	2,207	2,207
RETAINED EARNINGS				
Opening balance				
Balance carried forward from previous period		13,663	12,399	11,626
Comprehensive income				
Surplus/(Deficit) for the period		2,198	1,264	(445)
Total comprehensive income		2,198	1,264	(445)
Closing balance as at 30 June		15,861	13,663	11,181
TOTAL EQUITY				
Opening balance				
Balance carried forward from previous period		21,939	20,413	19,902
Comprehensive income				
Surplus/(Deficit) for the period		2,198	1,264	(445)
Change in revaluation reserve		135	-	-
Total comprehensive income		2,333	1,264	(445)
Contributions by owners				
Departmental capital budget		288	262	288
Closing balance as at 30 June		24,560	21,939	19,745

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

Accounting Policy

Departmental 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 \$2.64 million (593.9%) is a result of the operating surplus in 2023-24. More information can be found in the Statement of Comprehensive Income.

Cashflow Statement

For the period ended 30 June 24

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
OPERATING ACTIVITIES				
Cash received				
Appropriations		11,939	10,843	11,939
Sale of goods and rendering of services		13,210	10,243	12,233
GST received		-	337	1,127
Other		141	3	-
Total cash received		25,290	21,426	25,299
Cash used				
Employees		15,190	12,964	14,261
Suppliers		4,597	5,044	8,971
GST paid		833	973	1,127
Grants		119	178	140
Interest payments on lease liabilities		42	52	64
Total cash used		20,781	19,211	24,563
Net cash from operating activities		4,509	2,215	736
INVESTING ACTIVITIES				
Cash used				
Purchase of plant and equipment		290	227	429
Total cash used		290	227	429
Net cash used by investing activities		(290)	(227)	(429)
FINANCING ACTIVITIES				
Cash received				
Departmental capital budget		288	262	672
Total cash received		288	262	672
Cash used				
Principal payments of lease liabilities		998	898	846
Total cash used		998	898	846
Net cash used by financing activities		(710)	(636)	(174)
Net increase in cash held		3,509	1,352	133
Cash at the beginning of the reporting period		24,921	23,569	23,321
Cash at the end of the reporting period	2.1A	28,430	24,921	23,454

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 \$0.98 million (8.0%) variance is due to the timing of final quarter 2022-23 receipts relating to contributions from states and territories.

Cash received – GST received: The \$1.13 million (99.9%) variance has occurred as a result of a budget entry being made for both GST received and GST paid rather than only GST payable.

Cash used – Employees: The \$0.93 million (6.5%) overspend is due a 4% pay rise subsequent to the Safe Work Australia Enterprise Agreement 2024-27 coming into operation on 2 April 2024 with the pay rise backdated to 1 March 2024 as well as two redundancy payments that were not planned at the time the budget was tabled.

Suppliers: The \$4.45 million (49.6%) 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

There were no new accounting standards that had an impact on these statements.

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.

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Financial performance

This section analyses the financial performance of Safe Work Australia for the year ended 30 June 2024.

1.1 Expenses

	2024 \$'000	2023 \$'000
1.1A: Employee Benefits		
Wages and salaries	10,554	9,790
Leave and other entitlements	1,934	2,149
Superannuation		
Defined contribution plans	1,465	1,280
Defined benefit plans	515	567
Separation and redundancies	589	-
Total employee benefits	15,057	13,786

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

Consultants	1,150	1,057
Corporate costs	935	791
Contractors	877	1,517
IT services	631	567
Other	351	319
Recruitment and training	276	185
Legal ¹	273	68
Subscriptions	243	120
Travel	190	100
Advertising	165	305
Property costs	157	207
Meeting expenses	62	26
Office supplies	25	37
Total goods and services supplied or rendered	5,335	5,299

Goods supplied	131	35
Services rendered	5,204	5,264
Total goods and services supplied or rendered	5,335	5,299

Other suppliers

Workers' compensation expenses	52	54
Total other suppliers	52	54
Total suppliers	5,387	5,353

1. Previously reported in 'Other' category. Comparatives have been adjusted.

1.1C: Grants

Grants	119	178
Total grants	119	178

1.1D: Finance costs

Interest on lease liabilities	42	52
Total finance costs	42	52

1.2 Own-Source Revenue and Gains

	2024	2023
	\$'000	\$'000
1.2A: Sale of Goods and Rendering of Services		
State and territory contributions ¹	12,233	11,146
Total sale of goods and rendering of services	12,233	11,146

1. Following a review AASB 1058 was applied. Comparative disclosures have been adjusted with no effect on reported balances.

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	80	3
Total other revenue	139	62

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: Other Gains

Other	63	-
Total other gains	63	-

1.2D: Revenue from Government

Departmental appropriations	11,939	10,843
Total revenue from Government	11,939	10,843

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

	2024 \$'000	2023 \$'000
2.1A: Cash		
Cash at hand	425	604
Cash in the special account	28,005	24,317
Total cash	28,430	24,921

Accounting policy

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

2.1B: Trade and Other Receivables

Goods and services receivables

Goods and services	155	1,195
Total goods and services receivables	155	1,195

Other receivables

GST receivable	89	52
Total other receivables	89	52
Total trade and other receivables (gross)	244	1,247

Less expected credit loss allowance	(36)	(2)
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Total trade and other receivables (net)	208	1,245
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Credit terms for goods and services were within 30 days (2023: 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 using the simplified approach for trade and other receivables which measures the loss allowance as the amount equal to the lifetime credit losses. SWA has used historical experience to determine the estimated future losses.

2.2 Non-Financial Assets

2.2A: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment for 2024

	Buildings \$'000	Plant and equipment \$'000	Total \$'000
As at 1 July 2023			
Gross book value	9,865	377	10,242
Accumulated depreciation, amortisation and impairment	(3,995)	(118)	(4,113)
Total as at 1 July 2023	5,870	259	6,129
Additions			
Purchased	-	290	290
Revaluations of non-financial and intangible assets ¹	142	(7)	135
Depreciation and amortisation	(385)	(140)	(525)
Depreciation on right-of-use assets	(1,010)	-	(1,010)
Total as at 30 June 2024	4,617	402	5,019
Total as at 30 June 2024 represented by			
Gross book value	9,466	446	9,912
Accumulated depreciation, amortisation and impairment	(4,849)	(44)	(4,893)
Total as at 30 June 2024	4,617	402	5,019
Carrying amount of right-of-use assets	3,467	-	3,467

1. Revaluations are conducted in accordance with the revaluation policy stated at Note 2.2. A full revaluation was performed by a qualified valuer (Jones Lang LaSalle Advisory Services Pty Ltd) as at 30 April 2024.

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 and 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:

	2024	2023
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 do 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. During 2023-24 Jones Lang LaSalle Advisory Services Pty Ltd (JLL) were engaged to ensure that reported asset values reflect observable market values.

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 2024 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

	2024	2023
	\$'000	\$'000
2.3A: Suppliers		
Trade creditors and accruals	1,414	990
Total suppliers	1,414	990
2.3B: Other Payables		
Salaries and wages	333	325
Superannuation	51	53
Separations and redundancies	272	-
Other	17	23
Total other payables	673	401

2.4 Leases

2.4A: Leases		
Lease liabilities	3,901	4,899
Total leases	3,901	4,899

Total cash outflow for leases for the year ended 30 June 2024 was \$1.00 million (2023: \$0.90 million).

Maturity analysis - contractual undiscounted cash flows		
Within 1 year	1,077	1,039
Between 1 to 5 years	2,824	3,967
Total leases	3,901	5,006

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 2024

	Annual Appropriation \$'000	Total appropriation \$'000	Appropriation applied in 2024 (current and prior years) \$'000	Variance \$'000
Departmental				
Ordinary annual services	11,939	11,939	11,939	-
Capital budget ¹	288	288	288	-
Total departmental	12,227	12,227	12,227	-

1. Departmental 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.

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

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

Safe Work Australia did not receive special appropriations in 2023-24 (2023: Nil)

3.1B: Unspent Annual Appropriations ('Recoverable GST exclusive')

	2024 \$'000	2023 \$'000
Departmental		
Appropriation Act (No. 1) 2022-23 ¹	-	35
Total departmental	-	35

1. During 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	
	2024 \$'000	2023 \$'000
Balance brought forward from previous period	24,921	23,569
Increases		
Appropriation credited to special account	11,939	10,843
Capital injection - departmental capital budget	288	262
Revenue from services	13,210	10,243
Other receipts	141	340
Total increases	25,578	21,688
Available for payments	50,499	45,257
Decreases		
Payment made to suppliers	6,879	7,372
Payment made to employees	15,190	12,964
Total decreases	22,069	20,336
Total balance carried to the next period	28,430	24,921
Balance represented by:		
Cash held in entity bank accounts	425	604
Cash held in the Official Public Account	28,005	24,317
Total balance carried to the next period	28,430	24,921

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

	2024 \$'000	2023 \$'000
3.3A: Net Cash Appropriation Arrangements		
Total comprehensive surplus/deficit - as per the Statement of Comprehensive Income	2,198	1,264
Plus: depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) ¹	525	408
Plus: depreciation of right-of-use assets ²	1,010	1,010
Less: lease principal repayments ²	998	898
Net Cash Operating Surplus	2,735	1,784

- From 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.
- The inclusion of depreciation/amortisation expenses related to right-of-use 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

	2024 \$'000	2023 \$'000
4.1A: Employee Provisions		
Leave	3,467	4,272
Total employee provisions	3,467	4,272

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:

	2024 \$'000	2023 \$'000
Short-term employee benefits	1,718	1,656
Post-employment benefits	248	271
Other long-term employee benefits	111	59
Termination benefits	589	-
Total key management personnel remuneration expenses¹	2,666	1,986

There are seven key management personnel included in the above table (2023: 6 key management personnel). The increased cost in 2023-24 reflects a pay rise and increase to executive remuneration together with two redundancies during 2023-24.

- The 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 2024 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

	2024 \$'000	2023 \$'000
5.2A: Categories of Financial Instruments		
Financial assets at amortised cost		
Cash	28,430	24,921
Goods and other receivables	155	1,195
Total financial assets at amortised cost	28,585	26,116
Total financial assets	28,585	26,116
Financial Liabilities		
Financial liabilities measured at amortised cost		
Suppliers	1,414	990
Total financial liabilities measured at amortised cost	1,414	990
Total financial liabilities	1,414	990

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	
	2024 \$'000	2023 \$'000
Non-financial assets		
Buildings	1,150	1,393
Plant and equipment	402	259

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. All assets were revalued during the reporting period by Jones Lang LaSalle Advisory Services Pty Ltd (JLL), an independent valuer.

Other information

6.1 Current/Non-current Distinction for Assets and Liabilities

	2024 \$'000	2023 \$'000
6.1A: Current/Non-current Distinction for Assets and Liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash	28,430	24,921
Trade and other receivables	208	1,245
Prepayments	358	206
Total no more than 12 months	28,996	26,372
More than 12 months		
Buildings	4,617	5,870
Plant and equipment	402	259
Total more than 12 months	5,019	6,129
Total assets	34,015	32,501
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	1,414	990
Other payables	673	401
Leases	1,077	1,109
Employee provisions	1,420	1,808
Total no more than 12 months	4,584	4,308
More than 12 months		
Leases	2,824	3,790
Employee provisions	2,047	2,464
Total more than 12 months	4,871	6,254
Total liabilities	9,455	10,562

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Part 7 – Appendices

Appendix 1 – Corporate Plan 2023–2027

Safe Work Australia was established under the Safe Work Australia Act 2008 (Cth) (the SWA Act) and, as a non-corporate Commonwealth entity, operates in accordance with the *Public Governance, Performance and Accountability Act 2013* (Cth). However, where the requirements of the 2 Acts are inconsistent, the SWA Act prevails.³

Our Corporate Plan covers a 4-year period from 2023 to 2027 and, consistent with section 27(2) of the SWA Act, deals only with the outcome to be achieved and the strategies to be followed to achieve that outcome.

Notwithstanding the 4-year outlook of the Corporate Plan, the intended outcome and strategies are reviewed and updated annually.

Safe Work Australia's outcome

Consistent with our 2023–24 Portfolio Budget Statements, the outcome intended from our Corporate Plan is healthier, safer and more productive workplaces through improvements to Australian WHS and workers' compensation arrangements.

Strategies to achieve our outcome

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

³ Section 27(1) of the SWA Act outlines the requirement for the CEO to prepare a Corporate Plan under section 35 of the PGPA Act. However, section 27(2) of the SWA Act says that, despite that section, the draft Corporate Plan must deal only with the outcomes to be achieved by Safe Work Australia and the strategies that are to be followed by Safe Work Australia to achieve those outcomes. It follows that the only requirements that may be dealt with in the Corporate Plan are those outlined in section 27(2) and not the broader requirements of the PGPA Act and associated rules. Our performance in delivering on the strategies identified in this plan will be measured against the performance measures and planned performance results included in the 2023–24 Safe Work Australia Portfolio Budget Statements and reported in the 2023–24 Safe Work Australia Annual Report.

Our strategies for 2023–2027

1. Drive regulatory change to protect workers from exposure to harmful substances, particularly respirable crystalline silica.
2. Finalise the implementation of WHS ministers' responses to the recommendations of the independent 2018 review of the model WHS laws.
3. Respond to emerging WHS issues as work and workplaces continue to evolve.
4. Monitor the progress of and drive certain actions in the Australian Work Health and Safety Strategy 2023–2033.
5. 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.
6. 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.

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 Safe Work Australia's 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.

In performing these functions, we also have regard to the objectives of the Australian Work Health and Safety Strategy 2023–2033 and the National Return to Work Strategy 2020–2030. In addition, we monitor and respond to new and emerging WHS risks as they arise.

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

The Safe Work Australia 2023–24 Operational Plan provides further detail on the specific activities we will undertake in 2023–24 in support of these strategies.

Appendix 2 – Operational Plan 2023–24

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 2023–2027 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 2023–24, within the total operating budget of \$24.677 million.

The activities we will undertake in 2023–24

The activities we will undertake in 2023–24 support the strategies outlined in the Safe Work Australia Corporate Plan 2023–2027 and reflect the priorities agreed by Safe Work Australia Members.

During 2023–24 we will progress key activities including:

- progressing the February 2023 decisions of WHS ministers on minimising the risks of exposure to silica dust and the development of silicosis and silica-associated diseases, including:
 - delivery of national awareness and behaviour change initiatives, in partnership with Members
 - stronger regulation of high-risk crystalline silica processes for all materials (including engineered stone) across all industries

- progressing any decision by WHS ministers on a prohibition on the use of some or all engineered stone
- finalising the agreed recommendations from the 2018 Review of the model WHS laws
- conducting a public consultation process to progress amendments to the incident notification provisions
- undertaking education and awareness activities in relation to new and changing workplace exposure standards, as agreed by WHS ministers
- developing new model WHS Regulations and model Codes of Practice for WHS ministers to consider, including the model Code of Practice on sexual harassment
- developing and refining guidance in relation to priority industries and hazards, including the gig economy, psychosocial hazards and harmful behaviours
- monitoring the progress of actions contained in the Australian Work Health and Safety Strategy 2023–2033
- 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 the official launch of Safe Work Australia's data website.

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

- developing 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 in October 2023.

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 Safe Work Australia 2023–24 Portfolio Budget Statements and reported in the Safe Work Australia Annual Report.

Appendix 3 – Advertising

In 2023–24, 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 16: ADVERTISING COSTS

Provider	Reason	Cost (including GST where applicable)
Universal McCann Media Brands Australia Pty Ltd	Deliver yourself home safely	\$49,952.44
Universal McCann Media Brands Australia Pty Ltd	Be Silica Smart	\$109,999.95
Total		\$159,952.39
Universal McCann Media Brands Australia Pty Ltd	2023-2024 Recruitment Advertising	\$1,195.56
Total (w. recruitment advertising)		\$161,147.95

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 Safe Work Australia's commitment to minimising the environmental impact of its operations. We do this by:

- effective use of electricity by using energy-efficient office machinery
- using energy-efficient computer monitors
- using low-wattage lights in the office
- operating lighting via motion sensors to reduce energy consumption
- operating a paper, plastic, glass and cardboard recycling program
- toner cartridge and waste toner recycling
- 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 17: 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	61,092	4,874	65,967
Natural gas	–	N/A	–	–
Fleet vehicles	–	N/A	–	–
Domestic flights	N/A	N/A	25,432	25,432
Domestic Accommodation	N/A	N/A	12,026	12,026
Other energy	–	N/A	–	–
Total kg CO₂-e	–	61,092	42,332	103,424

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 large-scale generation certificates and/or being located in the Australian Capital Territory, the total emissions for electricity, are below.

TABLE 18: 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	5,228	645	5,873
Natural gas	–	N/A	–	–
Fleet vehicles	–	N/A	–	–
Domestic flights	N/A	N/A	25,432	25,432
Other energy	–	N/A	–	–
Domestic Accommodation	N/A	N/A	12,026	12,026
Total kg CO₂-e	–	5,228	38,103	43,331

N/A = Not all data sources were available at the time of the report and adjustments to baseline data may be required in future reports.

Appendix 5 – Our workforce profile – demographics and statistics

TABLE 19: ALL ONGOING EMPLOYEES CURRENT REPORT PERIOD (2023–24)

	Male			Female			Non-binary			Prefers not to answer			Uses a different term		Grand total		
	Full time	Part time	Male total	Full time	Part time	Female total	Full time	Part time	Total non-binary	Full time	Part time	Total prefers not to Answer	Full time	Part time	Total uses a different term		
NSW	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	0	2
Qld	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SA	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Tas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ACT	25	2	27	49	14	63	0	0	0	0	0	0	1	0	1	91	
NT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
External Territories	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	27	2	29	51	14	65	0	0	0	0	0	0	1	0	1	95	

TABLE 23: AUSTRALIAN PUBLIC SERVICE ACT ONGOING EMPLOYEES CURRENT REPORT PERIOD (2023–24)

	Male			Female			Non-binary			Prefers not to answer			Uses a different term			Grand total
	Full time	Part time	Male total	Full time	Part time	Female total	Full time	Part time	Total non-binary	Full time	Part time	Total prefers not to answer	Full time	Part time	Total uses a different term	
SES 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES 1	0	0	0	4	0	4	0	0	0	0	0	0	0	0	0	4
EL 2	4	0	4	12	0	12	0	0	0	0	0	0	0	0	0	16
EL 1	12	1	13	13	10	23	0	0	0	0	0	0	0	0	0	36
APS 6	4	0	4	9	2	11	0	0	0	0	0	0	1	0	1	16
APS 5	2	0	2	8	1	9	0	0	0	0	0	0	0	0	0	11
APS 4	5	1	6	5	1	6	0	0	0	0	0	0	0	0	0	12
APS 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
APS 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	27	2	29	51	14	65	0	0	0	0	0	0	1	0	1	95

TABLE 27: AUSTRALIAN PUBLIC SERVICE EMPLOYEES BY FULL-TIME AND PART-TIME STATUS CURRENT REPORT PERIOD (2023–24)

	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	0	0	0	1	0	1	1
SES 1	4	0	4	0	0	0	4
EL 2	16	0	16	0	0	0	16
EL 1	25	11	36	0	0	0	36
APS 6	14	2	16	1	1	2	18
APS 5	10	1	11	0	0	0	11
APS 4	10	2	12	0	2	2	14
APS 3	0	0	0	0	0	0	0
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
Total	79	16	95	2	3	5	100

TABLE 28: AUSTRALIAN PUBLIC SERVICE ACT EMPLOYMENT TYPE BY LOCATION CURRENT REPORT PERIOD (2023–24)

	Ongoing	Non-ongoing	Total
NSW	2	0	2
Qld	0	0	0
SA	2	0	2
Tas	0	0	0
Vic	0	0	0
WA	0	0	0
ACT	91	5	96
NT	0	0	0
External Territories	0	0	0
Overseas	0	0	0
Total	95	5	100

TABLE 29: AUSTRALIAN PUBLIC SERVICE ACT EMPLOYMENT TYPE BY LOCATION PREVIOUS 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

Appendix 6 – Disability reporting mechanism

Australia's Disability Strategy 2021–2031 is the overarching framework for inclusive policies, programs and infrastructure that will support people with disability to participate in all areas of Australian life. The strategy sets out where practical changes will be made to improve the lives of people with disability in Australia. It acts to ensure the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia's policies and programs that affect people with disability, their families and carers. All levels of government have committed to deliver more comprehensive and visible reporting under the strategy.

The Australian Public Service (APS) Disability Employment Strategy 2020–2025 aims to increase the employment of people with disability across the APS to 7% by 2025. It does this by recommending a number of actions across 2 focus areas (attract, recruit and retain more people with disability; and accessible and inclusive workplace cultures and environments), and with actions specifically for the Australian Public Service Commission, departments and agencies, and the Senior Executive Service.

The agency will continue to contribute to the above strategies through:

- 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 published in September 2023, and
- a final evaluation of the strategy, to be completed in 2026.

Appendix 7 – Allowances and non-remuneration benefits

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

- access to flexible working conditions, including hybrid work, condensed working hours and flex time. Executive level employees receive time off in lieu
- paid end of year close-down period
- salary packaging
- annual health and wellbeing allowance
- free annual flu vaccinations
- generous support for professional and personal development, including studies assistance
- access to an Employee Assistance Program for employees and their immediate families
- various leave provisions (including cultural, ceremonial and NAIDOC leave)
- community, First Nations and AUSLAN languages allowance, and
- various workplace responsibility allowances.

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
ACT	Australian Capital Territory
ACTU	Australian Council of Trade Unions
AGARG	Federal Safety Commissioner’s Australian Government Agency Reference Group
Ai Group	Australian Industry Group
AIHW	Australian Institute of Health and Welfare
AMR	Australian Mesothelioma Registry
APS	Australian Public Service
AWU	Australian Workers’ Union
CALD	culturally and linguistically diverse
CDC	Centre for Disease Control
CEO	Chief Executive Officer
Corporate Plan	Safe Work Australia Corporate Plan 2023–2027
CPRs	Commonwealth Procurement Rules
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
HR	human resources
HWCA	Heads of Workers' Compensation Authorities
HWSA	Heads of Workplace Safety Authorities
IDC	Interdepartmental Committee
ILO	International Labour Organization
IPS	Information Publication Scheme
IT	information technology
MoU	memorandum of understanding
NABERS	National Australian Built Environment Rating System
NDS	National Disability Services
NSW	New South Wales
NT	Northern Territory
NTGC	non-threshold genotoxic carcinogens
Operational Plan	Safe Work Australia Operational Plan 2023–24
OSH	occupational safety and health
PBS	Portfolio Budget Statements
PCBU	person conducting a business or undertaking
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013 (Cth)</i>
PGPA Rule	Public Governance, Performance and Accountability Rule 2014
PS Act	<i>Public Service Act 1999 (Cth)</i>
Qld	Queensland
RIS	Regulation Impact Statement
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 (Cth)</i>
SRCC	Safety, Rehabilitation and Compensation Commission
SWA Act	<i>Safe Work Australia Act 2008 (Cth)</i>
SWMS	Safe Work Method Statement
Tas	Tasmania
UK	United Kingdom
UN	United Nations
Vic	Victoria
WA	Western Australia

WEL	workplace exposure limits
WES	workplace exposure standard
WHS	work health and safety
WHS Act	<i>Work Health and Safety Act 2011</i> (Cth)
WIN	Workplace Inclusion Network
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 Work Health and Safety Strategy 2022-2033	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).
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.
Safe Work Method Statement (SWMS)	A SWMS is a document that sets out the high risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

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	157
17AJ(c)	Glossary of abbreviations and acronyms.	Mandatory	143–145
17AJ(d)	List of requirements.	Mandatory	148
17AJ(e)	Details of contact officer.	Mandatory	158
17AJ(f)	Entity's website address.	Mandatory	158
17AJ(g)	Electronic address of report.	Mandatory	158
17AD(a)	Review by accountable authority		
17AD(a)	A review by the accountable authority of the entity.	Mandatory	37
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	A description of the role and functions of the entity.	Mandatory	13–15
17AE(1)(a)(ii)	A description of the organisational structure of the entity.	Mandatory	18, 72
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	8–9
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	37
17AD(c)(ii)	Report on Financial Performance		
17AF(1)(a)	A discussion and analysis of the entity's financial performance.	Mandatory	37–44
17AF(1)(b)	A table summarising the total resources and total payments of the entity.	Mandatory	99
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	98
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	87–90
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	91
17AG(2A)(b)	The name of each member of the entity's audit committee.	Mandatory	91–92
17AG(2A)(c)	The qualifications, knowledge, skills or experience of each	Mandatory	91–92

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	91–92
17AG(2A)(e)	The remuneration of each member of the entity's audit committee.	Mandatory	91–92
External Scrutiny			
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	93
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	93
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	93
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	78–82
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	131–140
17AG(4)(b)	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following:	Mandatory	80–82, 131–140

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	80
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	80
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level.	Mandatory	80
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees.	Mandatory	142
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	If applicable, mandatory	N/A

PGPA Rule Reference	Description	Requirement	Page number
	significant part of the entity's activities		
	Purchasing		
17AG(6)	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	95–98
	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	96–97
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	96–97
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	96
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	97
	Reportable non-consultancy contracts		
17AG(7A)(a)	A summary statement detailing the number of new reportable non-consultancy contracts	Mandatory	97–98

PGPA Rule Reference	Description	Requirement	Page number
	entered into during the period; the total actual expenditure on such contracts (inclusive of 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	97
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	97–98
	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	95
	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	If applicable, Mandatory	N/A

PGPA Rule Reference	Description	Requirement	Page number
	been exempted, and the value of the contract or standing offer, to 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	xx
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	95-96
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	95
Financial Statements			
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	101–122
Executive Remuneration			
17AD(da)	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory	81–82
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	If applicable, Mandatory	128

PGPA Rule Reference	Description	Requirement	Page number
	is available at [address of entity's website] 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."		
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	96
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	141
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	88
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, mandatory	N/A
17AH(2)	Information required by other legislation	Mandatory	88–90

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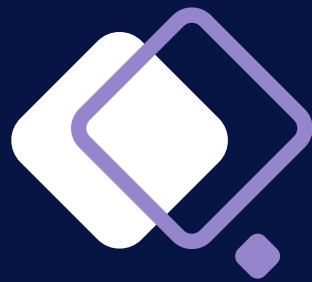
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