

Environment and Communications References
Answers to questions on notice
Climate Change, Energy, the Environment and Water Portfolio

Inquiry: Inquiry into Australian Antarctic Division funding
Question No: IQ24-000019
Hearing Date: 29 January 2024
Division/Agency: Australian Antarctic Division (AAD)
Topic: DCCEEW commitments in response to the Russell Review
Question Date: 06 February 2024
Question Type: Written

Senator Whish-Wilson asked:

Leadership commitment to a culture that enables the mission

Commitment 2.1b

1. What are the metrics used to monitor the responsibilities and performance on cultural reform?
2. How will the metrics be collected and used to monitor cultural reform and delivery of the response plan?
3. What should “day to day accountability” look like in practice from the point of view of non-executive level employees? How is this measured?
4. What leadership development and executive coaching has taken place in the Executive team ?
5. What metrics are used to measure the attendance at these development and coaching programs?

Commitment 2.2c

6. Please list the membership of the AAD Executive Committee, highlighting specific positions that conform to the description of “additional members (beyond AAD Branch Heads)”?
7. What criteria has been used to include these additional members?
8. What dispute mechanism has been in place for a position considered, or requested, but rejected?
9. On what dates has the Program Management Board met?
10. On what dates has the Planning Committee met?
11. Has the “integrated planning outlook” been produced? If so, please provide this.
12. Has the Executive Committee, Program Management Board and Planning Committee fulfilled the objective of issuing regular meeting schedules and agendas?
13. Has decision-making been documented for all these meetings?
14. How have report outcomes been issued to staff, and how is “transparently” measured in this context?

Commitment 2.2d

15. How has this commitment been measured?
16. When was the taskforce established? How long did it operate for?
17. If it is still in operation, what are the barriers to progressing to “a core part of the department’s people support offering”?

Commitment 2.2e

18. Please list the dates that the Reform Council has met since its creation.
19. Please list the current Reform Council membership.
20. How has “independent representation and governance oversight” been considered and included in the work of the Reform Council?
21. What independent representation from outside the AAD and the department is included (if not listed above)?
22. When was the AAD Diversity Equity & Inclusion Action Plan reviewed and implemented?

Please provide a copy or link to this plan.

23. To whom does the Reform Council provide advice?

24. What metrics are used to measure the role of the Reform Council as “shepherd for AAD’s culture”?

Commitment 2.3f

25. Has each Executive reported to the Reform Council at least once since the Response Plan was implemented?

Ensuring everyone is safe and supported

Commitment 3.1a

The Russell Review states:

This section provides a general analysis of the Respect at Work Bill and how it may apply to the AAD. Legal advice is recommended to ensure that the AAD complies with all parts of the Bill.

The Department Response states:

Consistent with Respect@Work legislation, every employer has a positive obligation to prevent and address unacceptable behaviour and workplace harm.

26. Did the department seek legal advice to ensure that the AAD is complying with all parts of the Bill?

27. How is the AAD complying with all parts of the Bill?

From Estimates 28 November 2022:

Senator WATERS: Has the AAD sought any advice about whether its base stations would be considered hostile work environments under the new respect at work laws which passed last week?

Mr Ellis: No. We haven't investigated that.

Senator WATERS: Can I make a humble suggestion that you might seek such advice. Can I ask specifically about what's being done, or whether you've sought advice, about how to comply with the new positive duty to provide a safe workplace, which was also established under those laws that just passed last week?

Ms McCulloch: As part of Russell's review, we've asked her to assess what we are currently doing against a range of pieces of best practice, including respect at work et cetera. It's specifically in her terms of reference to advise us against those pieces of information.

28. Are any of the AAD base stations currently considered hostile work environments under Respect@Work legislation? Please provide details if so.

29. Have any been considered hostile work environments since the Estimates session in November 2022? Please provide details.

30. How are leaders' role-modelling, encouragement and reinforcing desired behaviours being measured?

31. What timescales have been applied to review policies and procedures (i.e. how often are they expected to be reviewed)?

32. What training has been provided to staff in respect of reporting harmful behaviours and the mechanisms in place to protect those making reports? What proportion of staff have completed that training?

33. What cohort does “all staff” relate to; all staff in DCCEEW, or a smaller group relevant to the operation of the AAD?

Commitment 3.1c

34. What methods for communicating upfront and consistent messaging, about the importance of reporting harm and reinforcing support for workers, have been used?

35. How is “human centred people support” being implemented in practice?

36. What proportion of staff have completed training on new systems and updated web-accessible instructions and policies?

37. What are the action KPIs for the Harmful Behaviours report?

Commitment 3.2d

38. What is the progress on designing and implementing a new reporting system in respect of managing referrals relating to harmful behaviours?

Commitment 3.2e

39. What progress has been reached on creating independent safe spaces, in both nipaluna/Hobart and Antarctica?

40. In reference to “in a phased way”, what timeline has been established for creating safe spaces?

Commitment 3.3f

41. What additional department resources have been identified for provision to staff?

42. What is the progress in providing these resources?

43. Who has oversight on this provision?

44. What is the source of funding for any of these additional resources (e.g. existing funds, additional requests etc.)?

Commitment 3.3g

45. What is the status of the panel of mentors?

46. If established, what work have they undertaken with expeditioners?

47. How is the effectiveness of the panel measured?

Commitment 3.4h

48. Which policies and practices have been updated in respect of harmful behaviours and consistent and proportional outcomes?

49. Is there a schedule of policies and practices yet to be updated? If so, please provide this schedule.

50. How is taking appropriate action (in respect of incidents and reports of harmful behaviours) by leaders measured?

51. How is progress on this measurement communicated to staff?

Building awareness and practical skills

Commitment 4.1a

52. What training, on the nature and impacts of bullying, sexual harassment, and all forms of discrimination, has been designed and provided to staff by the people operations taskforce?

53. What proportion of staff have undertaken that training?

54. What targets have been set for staff to complete this training, and what is the status of these?

55. What targets are set for new staff joining the AAD to have this training, such as target times for completion after starting?

56. When is it expected that staff attend or undertake refresher training?

Commitment 4.2b

57. What constitutes the “leadership cohort”?

58. What proportion of the leadership cohort have undertaken bystander training?

59. What training, on the role of the bystander and unconscious bias, has been designed and provided to staff by the people operations taskforce?

60. What diverse groups did the people operations taskforce engage with to get input on the design of training?

61. What proportion of staff have undertaken the training?

Commitment 4.2c

62. What proportion of leaders have undertaken leadership development coaching and training?

63. How are leaders held accountable for implanting culture reform?

64. How is this accountability observable to staff?

65. What proportion of leaders have undertaken training on inclusive leadership?
66. What trauma-informed incident response training is planned or has been undertaken for leaders, beyond the “initial training” already provided?

Commitment 4.2d

67. What coaching or training on collaborative leadership has been provided to people leaders?
68. What proportion of people leaders have undertaken this training/coaching?
69. What targets have been set for all people leaders to undertake this training/coaching?

Commitment 4.2e

70. Who is leading on the design, content, and application of specialised training for embarking expeditioners?
71. What proportion of embarking expeditioners have undertaken this training?
72. What targets have been set for the completion of this training?

Working together to deliver results

Commitment 5.1a

73. What action has been undertaken in the creation of better staff networks between the AAD and the rest of the department?
74. Have AAD signs, letterheads, templates, and other symbols been updated?
75. How are the effectiveness and outcomes of the above actions being assessed?

Commitment 5.1b

76. What policies have been created in relation to contractors, and demonstrated compliance with the Workplace Gender Equality Act (2012) and the alignment with the AAD cultural reform?
77. Which policies are awaiting completion (including those in draft form), and when are they expected to be completed?
78. What options have been explored in relation to Work Health and Safety plans and codes of conducts for contractors that incorporate the prevention of workplace harm, sexual harassment, and discrimination?

Commitment 5.1c

79. What options have been explored, or what progress has been made, in respect of appointing and overseeing a working group focusing on engagement?

Commitment 5.2d

80. What progress has been made in reviewing and updating recruitment policies, job roles and employment policies?
81. What training has been provided to staff in respect of unconscious bias?
82. What proportion of staff have undertaken this training?

Commitment 5.2e

83. What steps have been taken to establish or update existing policies relating to the design, operation and upgrades of facilities and equipment?
84. What consultations have been undertaken with “other functions and facility users”?

Commitment 5.2f

85. What is the progress on reviewing the station leadership model?
86. What options have been explored in the context of providing a people operations presence in Antarctica?
87. What consultation has been undertaken with ICE experts, staff, leadership, and the people operations taskforce?

Ongoing measurement and improvement

Commitment 6.1b

88. What targets have been set for the completion of psychological assessments and 1:1 debriefings with all returning expeditioners (e.g. timeframes for completion)?

89. What is the progress on meeting these targets?

90. Who is responsible for the completion of debrief summary reports? How are these reports quality checked?

Commitment 6.1c

91. What key diversity metrics are being measured?

Commitment 6.2d

92. What is the progress on the co-design of KPI's?

93. What additional indicators have been developed?

94. Please list dates for the completion of Harmful Behaviours Reports.

Answer:

- The Department of Climate Change, Energy, the Environment and Water has made a significant and long-term commitment to implementing the recommendations of Leigh Russell's review of workplace culture and change at the Australian Antarctic Division in full.
- We are committed to making the workplace safe and inclusive for everyone by improving leadership, supporting staff to report inappropriate workplace behaviour, improving governance, and increasing accountability.
- Culture change takes time, and this is a two-year journey.
- We have made considerable progress in delivering the Response Plan and will continue to measure the impact of this through quarterly pulse surveys, the annual APS census, and an external independent review in 2025 - two years after the Review.
- There are 63 actions in the Response Plan.
- We will develop a full report in mid-2024 to show evidence of implementation, challenges, and successes.

Key Achievements

- The department has established a Respect and Equality Reform Council, a Program Management Board, and a Divisional Management Committee. Terms of Reference are attached.
 - **Attachment A** - Reform Council Terms of Reference
 - **Attachment B** - Program Management Board Terms of Reference
 - **Attachment C** - Division Management Committee Terms of Reference
- Since their establishment, the Reform Council has met five times, the Program Management Board eight times, and the Division Management Committee has met twice.
- A range of training and awareness sessions have been run to build capability and understanding of harmful behaviours and how to manage them including:
 - 401 staff attended bystander and unconscious bias training.
 - 295 staff attended bullying, harassment, and discrimination training.
 - Trauma-informed care training delivered to all SES, EL2 leaders and station leaders.

- Specialised expeditioner training, contextualised to the Antarctic experience, has been delivered to over 220 attendees. All expeditioners deploying to Antarctica, Sub-Antarctica and round-trip voyages participate in either an in-person or online version.
- Statements of commitment made by the Secretary and AAD Executive with frequent all-staff updates driven by the leadership team.
- The Executive team is undertaking formal coaching in leadership including 360 degree feedback.
- Cultural performance expectations have been implemented for people leaders and staff including program partner staff/students.



Australian Government

Department of Climate Change, Energy,
the Environment and Water

RESPECT AND EQUALITY REFORM COUNCIL TERMS OF REFERENCE

Purpose

The Respect and Equality Reform Council (the Council) will advise on and drive the implementation of the change program at the Australian Antarctic Division (AAD) following the release of the [Independent Review of Workplace Culture and Change](#) (the Russell Review).

The Council will provide governance and oversight to ensure delivery of the Russell Review Response Plan in the short term, and to hold the department to account for the establishment and embedding of a safe and inclusive culture within AAD in the long term.

Role and function of the Council

The Council will:

- drive the delivery of the Russell Review Response Plan, including monitoring the progress of key deliverables through reports provided by key stakeholders
- provide advice to Members, Executive Board and the Secretary as required
- have oversight of risks, track their progress, and escalate risks that are outside the tolerance level.

A summary of the Council's responsibilities listed within the Russell Review Response Plan is at [Attachment A](#).

The advice of members will inform departmental decisions considering available data and evidence.

In discharging its duties, the Council will be mindful of the Secretaries' obligations for safety and responsible and sustainable stewardship of taxpayers' resources under the PGPA Act, the Work Health and Safety Regulations 2011, and to deliver outcomes for the Government and the Australian people.

Council membership

The Council is led by the Chair, the Deputy Secretary responsible for the Australian Antarctic Division.

The independent members of the Council will be:

- Leigh Russell, Russell Performance Co.
- Sue Bird, Sue Bird Consulting
- Mark Tucker, IMAS Board Member

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The remaining membership will consist of:

- Head of Division, Australian Antarctic Division
- Head of Division, People Division
- All AAD Branch Heads
- AAD staff member
- AAD staff member
- AAD staff member
- AAD staff member
- AAD staff member.

Secretariat support is provided by the Executive Officer to the Chair.

With the approval of the Chair, departmental officials may be invited to attend to provide the Council with advice or to observe.

Responsibilities of the Chair and members

Chair

The Chair is responsible for facilitating the effective contribution of all members and promoting constructive and respectful relations.

The Chair is also responsible for approving meeting agendas, ensuring that adequate time is available for discussion of all agenda items, reviewing papers and supporting material, and approving meeting actions and decisions.

The Council will have representation from a diversity of backgrounds.

In the Chair's absence, meetings are chaired by Head of Division, Australian Antarctic Division.

Members

Members are to:

- actively engage in the work of the Council and provide advice and guidance related to their areas of responsibility, expertise or experience
- act objectively in the best interests of AAD and the Department's reform agenda, while maintaining a people-centric and leadership focus
- express opinions constructively and openly, and raise issues that relate to the Council's responsibilities
- contribute adequate time to meet their responsibilities as members
- promote and model the values and behaviours of the Department.

The Council will include five staff members from AAD, chosen via an expression of interest process. These members are appointed as individuals to bring a diversity of views to the Council. These members are not appointed to represent their work areas and will not be able to send proxies.

All members will be offered a position on the Council for a 12-month period, with renewal at the discretion of the Chair.

Meetings

Frequency

The Council will meet for two hours every four to six (4-6) weeks during the period of delivering initial and Phase 1 actions in the Russell Review Response Plan (May 2023 – October 2023). Following this period, the Council will meet every eight (8) weeks, or as required.

The Chair can call an extraordinary meeting, hold meetings out of session, or cancel meetings due to lack of quorum or topics for consideration.

Quorum

A quorum for a meeting will be ten (10) members, including the Chair and a minimum of two of the three independent members and two of the five staff members. Officers formally acting in a member position will be counted towards a quorum (except for independent and staff members).

Apologies and absence

Executive members may only nominate a proxy to attend a meeting on their behalf where there are formal acting arrangements for that position in place, or with the prior permission of the Chair. In these cases, the proxy will undertake all responsibilities of the executive member and will count towards the quorum.

Independent members and staff members are not able to nominate proxies.

Operations

Papers and presentations are to be submitted to the Secretariat ahead of the scheduled meeting, as requested by the Secretariat.

The Secretariat will distribute papers to members electronically prior to the meeting.

Decisions and actions will be recorded in writing and circulated to the Chair for approval and distributed to members.

Review

The Council may amend its Terms of Reference at any time following endorsement by Members.

This is a time limited Council. The extinguishment of the Council will be at the discretion of the Chair.

Communications

In the interests of transparency, the Council's Terms of Reference and meeting outcomes will be published on the AAD's intranet.

Members may communicate the outcomes of Council meetings to non-members. However, the Chair may request non-disclosure of information that he considers sensitive or personal in nature.

Conflict of Interest

If a member becomes aware of an actual or perceived conflict of interest, the member must notify the Chair immediately and fully disclose relevant information relating to the conflict. The Chair will determine what steps are reasonably required to resolve or otherwise deal with the conflict.

If the Chair becomes aware of an actual or perceived conflict of interest arising in exercising his function, the Chair must notify the Secretary and fully disclose relevant information relating to the conflict. The Secretary will determine what steps are reasonably required to resolve or otherwise deal with the conflict.

Russell Review Response Plan Actions

The table below lists actions of the Council from the Russell Review Response Plan. Additional items will be added to the agenda at the discretion of the Chair.

Response Plan Ref	Action
1.2e	<ul style="list-style-type: none"> Review the draft AAD Diversity Equity & Inclusion Action Plan to align it with this implementation plan.
1.3f	<ul style="list-style-type: none"> Each Executive will report twice a year to the Respect and Equality Reform Council on their actions to ensure a safe and respectful work environment.
5.1b	<ul style="list-style-type: none"> “Debrief summary report” after each mission including a summary of feedback, any issues raised, Work Health and Safety reports and a plan to address issues.
5.1c	<ul style="list-style-type: none"> Reporting on key diversity metrics across the leadership cohort and progress through the leadership pipeline over time, to ensure visibility and accountability for improvement.
5.2d	<ul style="list-style-type: none"> Establishment of systems to monitor workplace harm including: <ul style="list-style-type: none"> KPIs tracking critical indicators of incidents & responses and implementation progress, co-designed with the Taskforce, Respect and Equality Reform Council, the department’s people operations, Work Health and Safety specialists, and the Executive Council. Additional indicators of employment pathways and outcomes for individuals following reporting of incidents or having previously been found to have engaged in harmful behaviour. A quarterly <i>Harmful Behaviours Report</i> summarising the indicators above.



AAD Program Management Board

Terms of Reference

1. Purpose

The AAD Program Management Board is responsible for approval of, and visibility and oversight of, major initiatives undertaken by the Division. The Board does not replace existing governance arrangements for projects.

2. Role and Function of the Board

The AAD Program Management Board will oversee progress of major initiatives in all areas of AAD activity. It is responsible for:

- Identifying activities to be brought to the Board.
- Considering existing major initiatives, and new major initiatives as they arise, including tracking budget, identification and management of risk, delivery against milestones and assessing ongoing strategic alignment.
- Ensuring alignment with Departmental and whole of government objectives.
- Recommending and tracking actions to project/initiative managers where necessary to support the successful delivery or completion of an initiative.
- Communicating outcomes of deliberations and decisions to staff.

3. Membership

- Deputy Secretary (Chair)
- Australian Antarctic Division Head of Division
- Australian Antarctic Division Branch Heads
- DCCEEW Chief Financial Officer
- DCCEEW Chief People Officer
- DCCEEW General Counsel
- Independent (External)

Other Australian Antarctic Division and Enabling Division staff will be invited for specific items when required.

4. Responsibilities

Members agree to:

- Contribute to the Board's business from a whole-of-department perspective.
- Provide requested information in a complete form and a timely manner.

- Attend and actively participate in meetings (delegating/proxies will be with the agreement of the Chair only).
- Build a collegial working relationship with other members that contributes to a consensus approach to decisions.
- Use own skills, experience and knowledge to support the growth and success of the Division.
- Help communicate and promote the Board's purpose and service to the department to ensure a transparent and accountable Board.
- Advise the Chair of any actual or perceived conflict of interest. The Chair will determine what steps are reasonably required to resolve or otherwise deal with the conflict.

5. Operational arrangements

- Secretariat will be provided by the Strategy and Communications Branch, AAD.
- The Secretariat will develop the agenda in consultation with the Chair.
- The Secretariat, in consultation with the Chair, will prepare a forward work program of major initiatives for consideration.
- The Secretariat will distribute the agenda, minutes and papers to the Board no later than one week prior to each meeting.
- Minutes will be made available for all staff within two weeks of a meeting, with initiative owners informed of all outcomes from meetings.
- A review of the operation of the Board will be conducted by the Chair within one year of its first meeting.

The following table provides guidance on whether an initiative may require oversight from the Program Management Board. The criteria reflect the relative risk they pose, with Tier 1 projects presenting the greatest risks and/or sensitivities.

	Tier 1 – meets any criteria below	Tier 2 – meets any criteria below	Tier 3 – meets any criteria below
Time	<ul style="list-style-type: none"> • > 5 years • Short timeframes with ambitious outputs 	<ul style="list-style-type: none"> • 3 - 5 years 	<ul style="list-style-type: none"> • < 3 years
Cost	<ul style="list-style-type: none"> • >\$15 million • Unsecured budget • Budget allocation exceeded 	<ul style="list-style-type: none"> • \$5-15 million 	<ul style="list-style-type: none"> • <\$5 million
Risk	<ul style="list-style-type: none"> • Reflected in Division Risk Register 	<ul style="list-style-type: none"> • Reflected in Branch Risk Register 	-
Delivery	<ul style="list-style-type: none"> • Aggressive delivery schedule • Multiple locations • Unfamiliar / technically complex work type • Complex contract terms 	<ul style="list-style-type: none"> • Moderate complexity in location; work type; resourcing; stakeholders, technical complexity; duration and delivery schedule. • Standard contractual obligations and contract terms and conditions 	<ul style="list-style-type: none"> • Low complexity in location; work type; resourcing; stakeholders; technical complexity; duration and delivery schedule. • Service only (existing assets)
Reputation and Strategic Importance	<ul style="list-style-type: none"> • High ministerial interest. • Significant attention from community, media, Minister, government and public. • High level, complex stakeholder management is required to facilitate delivery. 	<ul style="list-style-type: none"> • Moderate attention from community, media, government and public. • Intermediate stakeholder management is required to facilitate delivery. 	<ul style="list-style-type: none"> • Limited or no external attention. • No indication of public interest. • Basic stakeholder management requirements.
Environment / Safety	<ul style="list-style-type: none"> • High consideration of adverse environmental impacts required. • Worksite has complex challenges regarding access and location. • Significant health and safety impacts or considerations for an extended time. • Specific or multiple training additions required to onboard workforce. • Large volume or type of additions or modifications to assets/equipment required. 	<ul style="list-style-type: none"> • Moderate consideration of adverse environmental impacts required. • Worksite has constraints to consider regarding access and location • Moderate health and safety impacts or considerations associated with the work. • Moderate additional training required to onboard workforce. • Moderate additions or modifications to assets/equipment required. 	<ul style="list-style-type: none"> • No consideration of adverse environmental impacts required. • Minimal health and safety impacts or considerations associated with the work. • No/minimal additional training required for our team.



Australian Government

Department of Climate Change, Energy,
the Environment and Water
Australian Antarctic Division

Division Management Committee Terms of Reference

Purpose

The Division Management Committee (DMC) is an SES-level forum for discussions on strategic priorities, opportunities for and barriers to the operation of the Australian Antarctic Division (AAD) and the delivery of the Australian Antarctic Program.

Role and Function

The DMC will provide advice to all decision makers on key AAD matters. It is not a decision making committee.

The DMC will consider and provide advice on:

- Strategic issues relevant to the delivery of AAD objectives, including government commitments and department-wide programs of work and emerging risks
- Assessing the effectiveness of AAD processes to deliver on AAD objectives
- Division risk, workplace health and safety, budget development and accountability, and workforce planning
- Proposals for delivering AAD objectives, including proposals to amend or alter activities already underway to meet those objectives
- Reports on progress toward delivering AAD objectives, including providing advice and assurance in relation to current and proposed activities
- On a quarterly basis, planning and tracking in relation to delivery against the AAD Three-Year Plan.

For all matters presented to the DMC, the responsible branch must consult with other branches and enabling partners (where appropriate) and include a summary of this consultation with the DMC paper and subsequent decision brief.

Any matter within the control of an Incident Management Team is not required to be considered by the DMC, unless directed by the decision maker.

In discharging its duties, DMC will consider the HoD's obligations for responsible and sustainable stewardship of taxpayers' resources under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and for maintaining the capabilities of the AAD over the medium-to-long term to deliver effective outcomes for the Australian Government and the Australian people.

The DMC will support the AAD's strategic forward agenda and members will work cooperatively within the AAD and the department in discharging its duties.

In providing its advice, the DMC will respond to directives, including from the department's Executive Board, taking into account emerging priorities or new government decisions.

The DMC may establish sub-committees to consider processes, rules, reports or requirements to control and manage the execution of its responsibilities.

The Chair has the power to request any financial or resourcing information from AAD business areas to support the deliberations and work of the committee, as needed.

Membership

Members

- Head of Division - Australian Antarctic Division (Chair)
- Australian Antarctic Division Chief Scientist
- Branch Head, Policy and Strategy
- Branch Head, Operations and Logistics
- Branch Head, Assets and Technology
- Branch Head, People and Culture
- Three members from the AAD EL2 cohort will be chosen through an EOI process run by the Head of Division, rotating on a six-monthly basis.

Observers

- Enabling Services SES to participate in discussions relevant to their work areas
- Other Australian Antarctic Division and Enabling Divisions staff, invited for specific items as required.
- Planning experts, invited for the quarterly planning discussion.

Responsibilities

The Chair is responsible for setting the agenda and facilitating discussion at meetings.

Members are responsible for:

- Providing requested information in a complete and timely manner.
- Attending and actively participating in meetings from a whole of Division perspective (proxies, except for EL2 members, are allowable with the agreement of the Chair).
- Using their skills, experience and knowledge to support the growth and success of the Division.
- Building and maintaining a collegial working relationship with other members
- Identifying future issues for discussion.
- Advising the Chair of any actual or perceived conflict of interest. The Chair will determine what steps are reasonably required to resolve or otherwise deal with the conflict.
- Helping to communicate and promote the committee's, purpose, and service to the AAD to ensure transparent and accountable governance.
- Communicating meeting discussions to relevant staff.

Observers are responsible for:

- Assisting the DMC in its work by providing background information on the agenda item under consideration.
- Providing requested information in a complete and timely manner.
- Communicating meeting discussions to relevant staff.

The Secretariat is responsible for:

- Scheduling meetings.
- Circulating any meeting papers in advance (at least five working days).
- Preparing minutes and tracking actions.
- Preparing timely communiques on meeting outcomes.

Meetings

Meetings will be held monthly, with additional meetings scheduled as required.

Communication

Following each meeting the Secretariat will prepare a communique on the meeting outcomes, approved by the Head of Division and published with 10 working days of the meeting.

Sub-Committees and Working Groups

The DMC may be supported by sub-committees and working groups established at the discretion of the HoD, on advice of the DMC.

- A sub-committee will only be established for the specific purpose of providing advice.
- The terms of reference for the sub-committee must specify the scope of that purpose.
- The sub-committee must provide regular reports for the DMC, either periodically or as requested.
- A sub-committee may be established for a specific purpose, or for a specific timeframe, or both.

Review

The terms of reference and any other matters associated with the operation of the DMC will be reviewed annually, or at the direction of the Chair.

Environment and Communications References
Answers to questions on notice
Climate Change, Energy, the Environment and Water Portfolio

Inquiry: Inquiry into Australian Antarctic Division funding

Question No: IQ24-000022

Hearing Date: 29 January 2024

Division/Agency: Australian Antarctic Division (AAD)

Topic: Antarctic Treaty

Question Date: 06 February 2024

Question Type: Written

Senator Whish-Wilson asked:

1. Who from the AAD, the department or any other government department, attended the 45th Antarctic Treaty Consultative Meeting and the 25th meeting of the Committee for Environmental Protection in Helsinki, Finland between 29 May and 8 June?
2. Were there any limits on attendees for the above sessions in Helsinki based on budgetary considerations? Please give details if so.
3. Were any positions not able to attend Helsinki, which have previously been a normal part of any delegation? If so, which position/s and provide reasons.

Answer:

1. The Australian Government delegation to the 45th Antarctic Treaty Consultative Meeting and 25th meeting of the Committee for Environmental Protection held in Helsinki, Finland, from 29 May to 8 June 2023 comprised:
 - Department of Foreign Affairs and Trade (DFAT)
 - Chief Counsel and First Assistance Secretary, Legal Division (SES2)
 - Assistant Director, Antarctic Section (EL1)
 - Department of Climate Change, Energy, the Environment and Water (DCCEEW), Australian Antarctic Division (AAD)
 - Chief Scientist (SES1)
 - Manager, International Section (EL2)
 - Senior Environmental Policy Adviser, International Section (EL1)
 - Senior Policy Adviser, International Section (EL1)
 - Attorney-General's Department
 - Senior Legal Officer, Office of International Law (EL1)
2. There are always limits on delegation size due to the agenda with a view to minimum viable delegation for practical and budgetary considerations.
3. The Head of the Australian Antarctic Division would normally attend however Ms Campbell did not attend as she had only just commenced as Head of Division. No other AAD positions which have previously been a normal part of the Australian delegation were not able to attend the meetings in Helsinki.

Environment and Communications References
Answers to questions on notice
Climate Change, Energy, the Environment and Water Portfolio

Inquiry: Inquiry into Australian Antarctic Division funding
Question No: IQ24-000025
Hearing Date: 29 January 2024
Division/Agency: Australian Antarctic Division (AAD)
Topic: Chief Scientist
Question Date: 06 February 2024
Question Type: Written

Senator Whish-Wilson asked:

From the 29th January 2024 hearing:

CHAIR: We're not going to have time to go into it today, but the more I read on this the more I think no one human being can do the chief scientist role with that much work, in terms of the number of things they have to do, particularly with some of the recommendations around potential reform by the AASC, where the Chief Scientist plays a critical role in the whole process around science prioritisation and selection working. It seems like it's a really big job. Has the chief scientist role always been this way, or has it evolved over the years?

Ms Campbell: In terms of history, I don't know the answer to that. It is a big job. I will say that it is a leader of a team of 95 people.

1. Please provide a structure diagram that shows the relationship between the Chief Scientist and the (above) team they are responsible for.
2. What are the delegated functions of the Chief Scientist?
3. What are the statutory obligations (i.e. legislative, regulatory) for the Chief Scientist (if any)?
4. How many staff does the Chief Scientist have direct oversight of (i.e. supervision)?
5. Please provide a list of nationally based external forums, meetings, governance committees, high-level discussions and negotiations with key stakeholders and external organisations that the Chief Scientist has attended (or was expected to attend) as officially representing the AAD, over the past 5 years.
6. Please provide a list of internationally based forums, meetings, governance committees, high-level discussions and negotiations with key stakeholders and external organisations that the Chief Scientist has attended (or was expected to attend) as officially representing the AAD, over the past 5 years.
7. Please list identified external forums, meetings, governance committees, high-level discussions and negotiations with key stakeholders and external organisations (national and international) that the Chief Scientist is anticipated/expected to attend in 2024.

From the 29th January 2024 hearing:

CHAIR: Thanks. We received some public evidence from the CPSU, where they gave us an example of where the new recruitment was important for the krill fishery project they were working on, as an example. When we asked you about the 40 positions last time, Ms Campbell—I think it was in the Canberra hearing—you said you agreed science positions are valuable and you said, 'My ambition is to get those', and you've just mentioned that you're still working on that. My question is more about how this fits in with the decadal plan and the priorities in how you plan for future employment for future science programs—where this is all going to come to confluence. I noticed that, in your responses to questions on notice on projects that weren't supported in the Antarctic this summer, there was one your department said has been deferred to next year based on the decadal plan, which we haven't seen yet. So I'm just wondering: do you have enough information now to start making these decisions if

you're going to be looking at that long-term plan in how you prioritise and fund?

Ms Campbell: The question about having enough information I might put to the side.

1. In respect of approvals of scientific projects, what information to inform decisions on prioritising and funding is expected to be available, from the decadal plan, which is currently not available?

Answer:

1. See response to IQ24-000018.
2. The Australian Antarctic Division's (AAD) Chief Scientist leads the Science Branch to deliver world class scientific research and environmental management to support Australia's Antarctic policy objectives, including participation in the Antarctic Treaty system and other international fora.
3. The Chief Scientist, as an employee of the Australian Public Service, has a range of statutory functions and responsibilities in relation to Commonwealth legislation of general application.
4. The Chief Scientist has nine direct reports.
- 5-7.

The Chief Scientist leads a branch of 95 people (as at 31 December 2023). Many of AAD's scientists are world renowned in their fields and are often highly sought after to participate in a range of national and international fora. As with all SES, the Chief Scientist is required to exercise judgement in determining which forums require AAD participation and the appropriate level of representation.

8. The Australian Antarctic Science Decadal Plan (the Decadal Plan) has been under development through a broad consultative process. A key element of the Decadal Plan will be the identification of six priority science outcomes. These outcomes will provide a framework for resourcing and implementing priority science research activities and projects over the next ten years. They will provide a level of detail on priority science that is not currently available.

Environment and Communications References
Answers to questions on notice
Climate Change, Energy, the Environment and Water Portfolio

Inquiry: Inquiry into Australian Antarctic Division funding
Question No: IQ24-000026
Hearing Date: 29 January 2024
Division/Agency: Australian Antarctic Division (AAD)
Topic: Threatened Species
Question Date: 06 February 2024
Question Type: Written

Senator Whish-Wilson asked:

1. What international treaties apply to the role of the AAD, with respect to threatened species in Antarctica?
2. What role does the AAD play in the context of the Government's 2022-2032 Threatened Species Action Plan?
3. What intersection of the Government's 2022-2032 Threatened Species Action Plan, if any, exists between the work of the AAD and threatened species in the non-Australian territory of Antarctica?

Answer:

1. AAD specifically has responsibility for the Protocol on Environmental Protection to the Antarctic Treaty and the Agreement on the Conservation of Albatrosses and Petrels. The *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) also applies in the Australian Antarctic Territory. As a Commonwealth agency, the EPBC Act covers AAD's actions that have a significant impact on the environment (even if that significant impact is not on one of the nine matters of 'national environmental significance').
- 2 & 3. The Government's *Threatened Species Action Plan 2022-2032* includes a number of priority species and places. None of these are found in Antarctica.

AAD takes its responsibilities for threatened species seriously. All Australian activities in Antarctica, including those of the AAD, are regulated in accordance with the [Antarctic Treaty \(Environment Protection\) Act 1980](#) (the ATEP Act). The ATEP Act implements Australia's commitments under the Protocol on Environmental Protection to the Antarctic Treaty.

As part of this regulation, all Australian citizens, organisations and expeditioners must apply for prior environmental approval before conducting scientific, operational, recreational or any other activities in the Antarctic region. This assessment and approval of Australian activities includes consideration of potential impacts on all Antarctic species (including any threatened species), and mitigation and management measures to reduce these impacts. This is one way that the AAD ensures that in all our Antarctic activities, wildlife is protected as per Australia's international commitments and best practice environmental standards.

Environment and Communications References
Answers to questions on notice
Climate Change, Energy, the Environment and Water Portfolio

Inquiry: Inquiry into Australian Antarctic Division funding
Question No: IQ24-000027
Hearing Date: 29 January 2024
Division/Agency: People Division
Topic: Culture
Question Date: 06 February 2024
Question Type: Written

Senator Whish-Wilson asked:

In Estimates on 28 November 2022, Mr Ellis stated “We revised our alcohol policy” .
In the Russell Review:

The Alcohol Policy was raised by participants of the Review time and time again as an example of poor change management, with many seeing the change to policy as a superficial way to address sexual harassment. With no data available to assess sexual harassment prevalence (or other harmful workplace behaviour) before or after the introduction of the policy, it is difficult to assess if the policy has had the desired behavioural change. It is noted that the current AAD Alcohol and Drug Policies are currently under internal review, with external support for this from an expert consultant.

1. Has this internal review been completed? If so, when and what was the outcome.
2. Please provide a copy of the current alcohol and drug policies for the AAD (whether arising from the review or otherwise available).
3. If not explicitly referenced in any updated policies, how has the department and/or AAD approached the above criticism described in the Russell Review?
4. What measurements are used to monitor the effectiveness of the Alcohol and Drug Policies?

In Estimates on 28 November 2022 :

Senator DUNIAM: Thank you. How many recommendations were there in total from the Nash report?

Mr Ellis: There were 42 recommendations in the academic review.

Senator DUNIAM: Okay. And the AAD has responded or is responding to and complying with all of those recommendations?

Mr Ellis: We have developed a diversity, equity and inclusion plan that addresses every one of those 42 recommendations and provides measurable outcomes. It's a program that looks at each one of the recommendations and how we measure the outcomes from that. That will be a living document that will adapt and change as we learn more about this and as we get more input from outside, but every one of those recommendations will be addressed, and we'll be able to report on those back to the department, to the minister and to the staff.

Further on :

Mr Ellis: Yes. They're in the diversity, equity and inclusion plan. We've had wide consultation on that because it's not just for the Australian Antarctic Division; this is the Australian Antarctic Program. So we've engaged and consulted with all of our partner organisations. That plan is now in its final stages of completion, and we will be seeking confirmation from the department that they're comfortable with that process. Once that's done, we'll be able to provide that.

Senator DUNIAM: Publicly?

Mr Ellis: Yes.

Senator DUNIAM: Excellent. Mr Ellis: Yes, the final plan will be made public.

Senator DUNIAM: So it will be available on the division's website on the department's website?

Mr Ellis: Yes.

5. Please provide the link for the diversity, equity and inclusion plan referenced above.

6. The Russell Review references a draft Diversity and Inclusion Plan for the AAD.

Is this the same document as the AAD Diversity Equity & Inclusion Action Plan (mentioned in the Department response to the Russell Review)? If not, how do these documents differ?

7. What is the distinction/relationship between the diversity, equity and inclusion plan referenced in Estimates November 2022, and the AAD Diversity Equity & Inclusion Action Plan?

Answer:

1. No, the internal review has not yet been completed.
2. A copy of the *Drug and Alcohol Policy – 2022-2024* has been provided (**Attachment A**).
3. The Russell Review outlines the actions that the Department of Climate Change, Energy, the Environment and Water are undertaking to address the concerns identified.
4. The effectiveness of the *Drug and Alcohol Policy – 2022-2024* is measured by a range of metrics including, the number of individuals who return positive breath alcohol tests during workplace testing, the number of incidents where alcohol or other substances were deemed to be a likely contributing factor, and the general level of satisfaction reported by expeditioners.
5. The AAD Diversity Equity and Inclusion Action Plan has not yet been finalised.
6. Yes, this is the same document.
7. Nil, they are the same document.

Attachments

- A. *Drug and Alcohol Policy – 2022-2024*



AAD Safety Standard

Drug and Alcohol Policy

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1 Context

AAD manages both remote stations where people live and work and traditional workplaces. Within this context, AAD strives to create a culture and environment focused on the health and wellbeing of all Australian Antarctic Division (AAD) staff and Australian Antarctic program (AAP) participants. We aim to create psychologically safe and inclusive workplaces: places where alcohol is consumed responsibly, at appropriate times, in accordance with current health guidelines, and as a positive adjunct to healthy station communities, places where illicit drugs are never used.

Our drug and alcohol policy reflects an understanding that culture is shaped by many factors including: social norms, physical workplace design, language, symbols and the behaviours of leaders and team members. This policy sets out the AAD's requirements related to the use and management of drugs and alcohol aligned with our AAD Work Health and Safety Commitment Statement, the APS Code of Conduct, and the Antarctic Service Code of Personal Behaviour.

2 Application

This Policy applies to all AAD work areas including stations and field camps. This policy applies to all work and recreational activities conducted at these sites.

Specific additional requirements related to vehicles and Safety Sensitive Aviation Activities are addressed in the following two documents:

- [AAD Vehicle policy](#)
- Aviation [AAD Drug and Alcohol Management Plan \(DAMP\)](#)

Note: Discretion in the application of this Policy shall only be permitted where explicitly stated.

3 Australian Government Guidelines

It is intended that this document reflects current Australian Government health guidelines on the safe use, consumption and management of drugs and alcohol. Based on our current risk profile, alcohol consumption, rather than illicit drug use, is the primary driver for the structure and content of this document.

According to the [Department of Health](#), drinking alcohol is never free of risk. The less you drink, the lower your risk of harm from alcohol. Illicit drug use is never safe.

To reduce the risk of harm from alcohol-related disease or injury, healthy adults should drink no more than 10 standard drinks a week and no more than 4 standard drinks on any one day. A standard drink contains 10 grams of alcohol.

In addition, current [advice](#) recommends two alcohol free days a week.

Refer to:

<https://www.nhmrc.gov.au/health-advice/alcohol>

www.health.gov.au/health-topics/alcohol/about-alcohol/how-much-alcohol-is-safe-to-drink

4 General Requirements

4.1 Culture

We seek to deliberately shape our desired culture; a culture that values wellbeing of our people. We also acknowledge that culture is in large part the product of leadership. Given this, we expect our leaders to be mindful how their language, and the workplace symbols, norms and artifacts that they permit to endure, promotes:

- the wellbeing of Our People generally, and discourages the immoderate use of alcohol and other drugs (e.g. tobacco),
- compliance with the law, Code of Conduct and Antarctic Service Code of Personal Behaviour, and
- Conformance to this Policy.

4.2 Education

As part of AAD commitment to wellbeing, we will actively educate Our People about:

- the ill effects of alcohol and other drugs,
- access to Drug and Alcohol Cessation programs,
- the Employee Assistance Program (Section 9), and
- the requirements of this Policy.

4.3 Compliance

In accordance with the AAD code of conduct, it is expected that Our People:

- comply with the law. This specifically pertains to matters relating to drug and alcohol usage, possession and supply.
- are fit for work.

4.4 Fitness for Work

An individual's Fitness for Work may be affected by a variety of factors, including the adverse effects of medical conditions, fatigue, stress, an individual's emotional state, and alcohol or other drugs. These factors can lead to work performance and behavioural issues and may lead to a higher likelihood of workplace incidents.

Note: This document only addresses Fitness for Work as affected by alcohol or other drugs.

AAD has a legislative obligation to manage the risks to health and safety associated with Fitness for Work, and specifically the management alcohol or other drugs. Equally Our People have a reciprocal duty to manage their Fitness for Work and consequently their use of alcohol or other drugs.

Put simply, everyone must present to work in a state wherein they are able to perform assigned tasks competently, and in a manner which does not endanger the health and safety of themselves or others. AAD is compelled both morally and in law to respond in circumstances where individuals are suspected or found to be unfit for work.

All AAD supervisory staff have a duty to ensure that their people are fit for work. The AAD reserves the right to test individuals for the presence of drugs and alcohol. Testing is addressed in Section 11.

Any person deemed Unfit for Work shall be temporarily stood down and not permitted to work until they are Fit for Work.

Any person deemed Unfit for Work as a consequence of the use of drugs or alcohol shall only be deemed fit for work following re-testing or as otherwise assessed in accordance with Section 10.9.

4.5 Tobacco Smoking

AAD actively discourages smoking.

Tobacco or cigarette smoking shall be restricted to Designated Smoking Areas. In the absence of a designated smoking area, smoking is prohibited.

Personal vaporisers (also known as electronic cigarettes, e-cigarettes or vape pens) are prohibited inside any and all AAD workplaces, vehicles, aeroplanes and ships.

4.6 Prescription Medication

If a worker is taking prescription medication, it is their responsibility to seek medical advice to determine if the medication has the potential to impact their fitness for work.

All expeditioners are required to disclose their prescription medication requirements to the AAD Polar Medicine Unit.

If prescribed medication impairs an individual's ability to conduct their duties safely, that individual must discuss the availability of suitable alternative duties with their supervisor. In the absence of other suitable activities, it may be appropriate that the worker be temporarily stood down. This decision rests with the Supervisor following receipt of medical advice.

4.7 Illegal Drugs

Illegal and illicit drugs are prohibited within all AAD workplaces. Equally the inappropriate use of prescription medication is prohibited. Persons found to be in possession of illegal substances, or unprescribed prescription medication may be subject to the APS disciplinary process (or that of their employer in the case of non-APS personnel). AAD reserves the right to engage the relevant statutory authority, including police, in any such matter.

It is the responsibility of all workers to ensure that they are not under the influence of illegal, illicit or synthetic drugs.

A person will be deemed unfit for work in circumstances where they have a Non-Negative or Confirmed Positive illicit drug test result.

4.8 Alcohol

AAD permits the recreational use of alcohol in some AAD workplaces subject to strict controls. Specific rules apply to:

- Aviation and air travel (Section 5)
- Shipping (Section 6)
- Alcohol Supply and Control on Station (Section 7)
- AAD Functions and Special Occasion Events (Section 8)

At Stations and Field camps, the consumption of alcoholic beverages shall only be permitted at designated times outside of Work Hours. These shall be determined by Station Leaders in consultation with the AAD Station & Field Operations Manager.

Outside of designated times, AAD requires Our People to be Fit for Work.

For those potentially impaired by alcohol, Fitness for Work shall be determined by testing Breath Alcohol Concentration. Testing is addressed in Section 10.

4.8.1 Breath Alcohol Concentration (BrAC)

A person will be deemed unfit for work in circumstances where they have a Breath Alcohol Concentration of greater than or equal to 0.05.

Additionally, a person will be deemed unfit to undertake Safety Sensitive Activities (refer Section 4.8.2) in circumstances where they have a Breath Alcohol Concentration of greater than 0.00 (i.e. zero).

For the avoidance of doubt, this requirement applies to all AAD workplaces and in all circumstances where AAP participants are working in third party premises.

Note: No person shall drive a Commonwealth vehicle at any location where they have a Breath Alcohol Concentration of greater than 0.00 (i.e. zero).

4.8.2 Safety Sensitive Activities

Safety Sensitive Activities are defined as including:

- Safety Sensitive Aviation Activities including activities at Wilkins Aerodrome (refer to the Aviation AAD Drug and Alcohol Management Plan (DAMP)).
- Operating mobile and fixed plant and equipment, including driving any AAP vehicle;
- All activities requiring a High-Risk Work Licence (scaffolding, forklifts, hoists, cranes, pressure equipment, rigging and dogging equipment, elevating work platforms)
- Working at heights
- Confined spaces;
- Operating small watercraft, LARCs and barges; and working as crew;
- Diving activities as stipulated in the AAD Diving Standard Operating Procedure;
- Travel to, from or in the field;
- Direct supervision of any of the above activities.

4.8.3 Emergency response/responders

AAD's emergency response capacity at Stations and in the Field is dependent on our capacity to respond at any time. It is the responsibility of Emergency Response Team Leaders to ensure their team members are fit to participate in an emergency response before tasking. Those 'on call' must not have a Breath Alcohol Concentration of greater than or equal to 0.05.

Note: No person shall drive a Commonwealth vehicle at any location where they have a Breath Alcohol Concentration of greater than 0.00 (i.e. zero).

4.9 Conformance to drug and alcohol testing requirements

As a condition of access to AAD workplaces, AAD reserves the right to complete drug and alcohol testing to assess compliance. Testing is addressed in Section 10. AAD's response to testing non-conformance is addressed in Section 10.6.

Any person found to have drugs or alcohol in the system above prescribed limits as determined by testing shall be deemed Unfit for Work and may be subject to the APS disciplinary process or such processes as agreed under their conditions of employment.

5 Aviation and air travel

5.1 General

An aircraft captain or ground control staff may refuse to transport any person, who in their assessment, may be under the influence of alcohol or other substances. Alcohol cannot be carried on-board any vessel for in transit consumption. Alcohol will not be served on any flight.

5.2 Safety-sensitive aviation activity

The AAD is required by Part 99B of the Civil Aviation Safety Regulations 1998 (CASR) to develop a Drug and Alcohol Management Plan (DAMP), covering employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA). For further information on the management of safety-sensitive aviation activity' refer to the Aviation AAD Drug and Alcohol Management Plan (DAMP).

6 Shipping

6.1 Ship to shore activities and Resupply

Alcohol is not to be consumed in any location on station during periods when active ship to shore activities or resupply is occurring or scheduled for the following day.

6.2 AAD chartered and owned ships

The ship's master may refuse to board any persons under the influence, or suspected of being under the influence of alcohol or other controlled substances.

No persons travelling in AAD operated or chartered ships are to use or be in possession of alcohol. Alcohol can only be shipped as consigned cargo.

At all times, all Australian Antarctic Program (AAP) participants must comply with vessel requirements. In general, AAD chartered or owned vessels are 'dry' i.e. alcohol use is prohibited on-board at all times.

Without limiting vessel requirements, the authority of the Ship's Master, persons aboard AAD owned or chartered ships may only consume alcoholic beverages at Special Occasion Events (refer to Section 8) as approved by the AAD Director. No more than 4 standard drinks should be consumed per occasion.

6.3 Traveling on other vessels

All AAP participants travelling on any vessel including tourist vessels must at all times conduct themselves in a manner consistent with the Antarctic Service Code of Personal Behaviour and/or the Values and the APS Code of Conduct. Expeditioners must not take alcohol on board, except as consigned cargo.

7 Alcohol Supply and Control on Station

7.1 Alcohol consignment

An expeditioner may send south, as consigned personal effects, a supply of alcoholic beverages for personal consumption.

The purchase of alcohol shall be coordinated through the Station Leader or such other person as they designate to coordinate the task. All alcohol consignments shall be managed through eCon.

Alcohol consignments shall only be permitted by ship. Alcohol consignments by air are not permitted.

Alcohol consignments must be delivered to the AAD Cargo Operations facility by no later than the advertised cargo cut-off date. The AAD reserves the right to check expeditioner alcohol consignments before they are sealed for shipping.

7.2 Alcohol consignment volumes

The volume of alcoholic beverages consigned shall be limited to 10 standard drinks per week that the individual is scheduled to be on Station or in the field.

For the avoidance of doubt, and to aid calculation of permitted volumes, this limitation shall be deemed to equate to the following allowance per week:

- 7 cans/bottles (375ml) of full-strength beverage ($\leq 4.8\%$ alcohol) per week; or
- 10 cans/bottles (375ml) of mid-strength beverage ($\leq 3.5\%$ alcohol) per week; or
- 13 cans/bottles (375ml) of low strength beverage ($\leq 2.7\%$ alcohol) per week; or
- 1.5 bottles of wine or champagne (750ml bottle) ($\leq 15\%$ alcohol) per week; or
- 1/2 bottle of spirits ($\leq 700\text{ml}$ @40%) per week

Refer to WHS Manager for further guidance.

7.3 Purchase Costs

The cost of personal alcohol purchases for consumption at stations and/or field locations is to be met by individual expeditioners.

7.4 Carry-on luggage

Expeditioners must not take alcohol on board ships or aircraft, except as consigned cargo.

Carry-on baggage may be subject to inspection to ensure that departing passengers comply with this policy.

7.5 Allocation and consumption of alcohol

In so far as is practicable, Station Leaders shall, subject to their reasonable discretion, establish and administer arrangements to a) limit the consumption of alcoholic beverages to no more than 10 [standard drinks](#) per week, and b) encourage two alcohol free days a week.

At Stations and Field camps, the consumption of alcoholic beverages shall only be permitted at designated times outside of Work Hours. These shall be determined by the Station Leader.

Alcohol must not be consumed in a workspace or field hut unless prior approval is received from the Station Leader for a defined duration and particular occasion.

Alcohol may only be consumed in living areas (e.g. bar, lounge) as designated by the Station Leader. This may include areas designated for special purpose events (e.g. Friday afternoon get-togethers).

In so far as is practicable, Station Leaders shall establish arrangements to ensure the safe conduct of activities involving the consumption of alcohol and care for any individual adversely affected by alcohol.

7.6 Station Leader Discretion

At any time, the Station Leader, and anybody more senior in the chain of command, has the authority to close a station bar and or mandate that alcohol is not to be consumed in any AAD workplace. This specifically includes stations and field camps.

7.7 Field camps and recreational activities

Operational field activities will be alcohol free, except where explicitly approved for Special Occasion Events (refer to Section 8). Alcohol may be permitted at recreational field activities subject to Station or Field Leader approval. At any time, the Station or Field Leader, and anybody more senior in the chain of command, has the authority to declare any field camp a “dry camp”, thus prohibiting the consumption of alcohol.

7.8 Storage of alcoholic beverages

The Station Leader shall establish and administer arrangements to ensure the secure storage of alcoholic beverages at Station in a designated location(s). Uncontrolled access shall not be permitted.

Alcohol must not be stored in any workspace (e.g. laboratory, workshop, office, etc.) or field hut unless approved by the Station Leader for a defined duration and particular occasion.

7.9 Station alcohol stock

In the past, unassigned, supplementary stocks of alcoholic beverages have been shipped to Station (including that arranged and overseen by the AAD Social Club). This shall no longer be permitted.

7.10 Station home brewing

In the past AAD has provided materials for home brewing. This shall no longer be permitted.

Distilling of spirits or any other substances is not permitted.

The Station Leader shall establish and administer arrangements to ensure excess materials and equipment associated with historic home brewing practices are RTA.

7.11 End of season excess alcohol

In so far as is practicable, Station Leaders shall establish and administer arrangements to ensure that any excess alcohol sent to stations above the individual expeditioner fortnightly allowance is secured prior to RTA or disposal.

Expeditioners may re-import their excess alcohol back into Australia subject to them meeting customs requirements including re-importation taxes and handling duties.

Any alcohol that has not been consumed at the end of season and is not to be re-imported must be either:

- disposed of subject to AAD requirements, or

- gifted or otherwise provided to oncoming expeditioners, or the station alcohol store subject to, in so far as is practical, the total volume of alcohol at Station or in the field not exceeding a volume equivalent to 10 standard drinks per week per individual.

7.12 Crisis Management Response

The station bar will be closed at all times and alcohol is not to be consumed in any other location on station while there is an active crisis management response (CMR) on station.

8 AAD & APP Functions and Special Occasion Events

8.1 General

Without limiting the requirement of this Policy, from time to time the AAD Director may, at their discretion, approve Functions or Special Occasion Events at which alcohol is supplied by AAD or served in AAD managed workplaces.

All such events must have a designated responsible manager.

All such events are only permitted where:

- the provision of alcohol is overseen by a person whom has completed 'Responsible Service of Alcohol' Training, and
- Participants have access to a BrAC device to enable self-testing

All workers attending AAD or AAP Functions or Special Occasion Events must ensure they conduct themselves in a manner consistent with the Antarctic Service Code of Personal Behaviour and/or the APS Values and the APS Code of Conduct. Unacceptable behaviour will not be tolerated and may result in functions or events being ended or otherwise curtailed at the discretion of the designated responsible manager.

At stations or in field camps, Functions or Special Occasion Events approved by the AAD Director shall be under the direction of either the Station Leader and Deputy Station Leaders or their nominee.

Station Leaders and Deputy Station Leaders must complete Responsible Service of Alcohol training.

Without limiting the discretion of AAD Director, station provisioning with include a volume of alcohol for 5 special occasion events in any given year.

9 Employee Assistance Program

To assist workers who may be affected by personal or work-related difficulties, the AAD department provides an Employee Assistance Program (EAP). An EAP is a confidential counselling and advice service which provides specialist and professional counsel services.

For confidential information and appointments call 1300 360 364.

10 Drug and Alcohol Testing

10.1 Types of testing

AAD completes three types of testing: self-testing, 'for cause' testing and 'random testing'.

10.2 Self-testing

Breathalysers shall be available at all Stations and other AAD workplaces, and at AAD Functions or Special Occasion Events, to enable voluntary private self-testing. Our People are encouraged to self-test to ensure that they are fit for work. Similarly, those attending AAD Functions or Special Occasion Events are encouraged to self-test before the drive home.

The results of voluntary self-testing results are private. However, people who have an adverse self-test result prior to the commencement of work should inform their supervisor. Your supervisor will consider what risk mitigation strategies can be implemented (e.g. delaying a task, allocating a task to someone else, re-testing after a period of time).

Subject to there being no previous pattern of behaviour related to unfitness for work, individuals who voluntarily inform their supervisor of an adverse test result will not be subject to disciplinary action.

10.3 'For cause' and 'random' testing

Outside of the requirements for testing as set out in the Aviation Drug and Alcohol Management Plan, the AAD may require a person:

- suspected of breaching the requirements outlined in this policy
- involved in accident or incident
- selected as part of a random test program

To undertake a drug or alcohol test.

10.4 Testing methodology

Testing shall be completed in accordance with the AAD Drug and Alcohol Testing Procedure.

10.5 Aviation expeditioners (SSAA)

Testing for the Wilkins Aerodrome is set out in the AAD DAMP.

10.6 Returning a positive drug and or alcohol result

Any person found to have drugs or alcohol in the system above prescribed limits as determined by testing shall be deemed Unfit for Work and on confirmation by the AAD Medical Review Officer may be subject to the APS disciplinary process.

10.7 Refusal to test, or inability to provide a sample.

Any person refusing to participate in testing, or is unable to provide sample, will be deemed unfit for work, and thus should be stood down from further work, until such time as they have completed and successfully passed testing on advice from the AAD Medical Review Officer.

10.8 Adulteration of test samples or interference with testing

Any person found to altered or interfered with testing samples:

- will be deemed unfit for work, and thus should be stood down from further work, until such time as they have completed and successfully passed testing, and
- may be subject to disciplinary processes.

10.9 Unavailability of test devices

In circumstances where no test device is available (or the test device is out of calibration), and there is reasonable suspicion that an individual is unfit for work, their supervisor may stand them down as being Unfit for Work. Their supervisor will specify a 'stand down' period after which time the affected person will be deemed Fit for Work subject to further assessment by their supervisor in consultation with the AAD Medical Review Officer.

10.10 Applicants to the AAP failing testing

Where an individual has applied to be an expeditioner or to travel south for other reasons, and has been found to have an adverse AAD medical or adaptability screening assessment by way of drugs or alcohol, their ongoing participation shall be reconsidered.

11 Disciplinary action

AAD reserves the right to provide counselling and or take disciplinary action in respect of an individual whom is determined to be Unfit for Work as a consequence of drugs or alcohol in accordance with APS and or AAP participant management processes.

At Stations or Field camps, AAD reserves the right to provide counselling and or take disciplinary action in respect of an individual whose alcohol consumption negatively impacts the station community.

Disciplinary action up to and including return to Australia and termination, may occur if a person is determined to have any amount of alcohol or illicit drug in their system while conducting any Safety Sensitive Activities.

At stations or Field camps, Station or Field Leaders are authorised to take the following action, as they determine to be reasonably appropriate:

- Restrict an individual's access to alcohol;
- Require an individual to complete Alcohol-related/ drug counselling (with a trained alcohol/drug counsellor); and or

The AAD reserves the right to return to Australia any AAP participant who fails to meet the required standards of behaviour.

Note related to self-testing: Subject to there being no previous pattern of behaviour related to unfitness for work, individuals who voluntarily inform their supervisor of an adverse test result will not be subject to disciplinary action.

12 Reporting of Policy Non-compliance

Non-compliance with this Policy is a reportable incident.

Supervisors/managers must report, at the earliest practicable opportunity, any alleged breaches of the drug and alcohol policy. They must advise those involved in any alleged breaches to comply with the policies, otherwise disciplinary action may be instigated.

For the avoidance of doubt, all incidents related to the use of alcohol or drugs shall be reported to the AAD Station & Field Operations Manager and in the incident management system (excluding any detail that identifies the individual). All breaches of this policy shall be reported to the AAD Station & Field Operations Manager and in the incident management system.

13 References

- [APS Code of Conduct](#)
- [Antarctic Service Code of Personal Behaviour](#)
- [APS Values of the Public Service Act 1999](#)
- Australian [Guidelines to reduce Health Risks from Drinking Alcohol 2020](#) National Health and Medical Research Council Australian Government
- [Alcohol Guidelines and standard drink fact sheet](#)
- [Australian Drug Foundation Drugs and their effects Fact Sheet](#)

Appendix A - Who has health and safety duties

Table 1. Health and safety duties in relation to managing risks relating to the use of drugs and alcohol in the workplace

Who (refer to appendix B for definitions)	Duties
AAD	<p>Has the primary duty to ensure, so far as is reasonably practicable, Our People are not exposed to health and safety risks arising from the business or undertaking. This includes ensuring, so far as is reasonably practicable, that:</p> <ul style="list-style-type: none">• We provide and maintain a work environment without unmitigated risks to the health, safety and well-being of Our People• We provide and maintain a safe system of work,• We monitor the health of Our People and the conditions at the workplace for the purpose of preventing illness or injury to our People.
Managers and Supervisors	<p>Supervisors must exercise due diligence in ensuring they and the AAD complies with its work health and safety duties in general. This includes taking reasonable steps to ensure that we have and use appropriate resources and processes to manage the risks associated with drug and alcohol use.</p>
AAD Work Area Managers	<p>The duties of AAD Work Area Managers are listed through this document.</p>
Our people	<p>Our people must take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. AAD's people must also comply with any reasonable instruction and cooperate with any reasonable policy or procedure.</p>

Appendix B - Definitions

Key terms	Meaning
AAD Work Area Manager	The AAD employee (EL1 or above) designated as being responsible for an AAD work area. For the avoidance of doubt, on Station, the Station Leader is the designated AAD Work Area Manager for the purposes of this standard unless expressly stated otherwise in a position description of another person (eg a Laboratory Supervisor). On an AAD owner or chartered vessel, the Voyage Leader is the designated AAD Work Area Manager for the purposes of this standard unless expressly stated otherwise in a position description of another person (eg a Laboratory Supervisor).
Breath Alcohol Concentration	Breath Alcohol Concentration (BrAC) is the amount (grams) of alcohol per 210 litres of breath.
Designated Smoking Area	Designated Smoking Area is defined as locations and or areas specified by work area managers or Station Leaders that are not situated: <ul style="list-style-type: none"> • In any enclosed buildings or structures • In any work vehicle with another person in it • within three metres of the entrance/exit to a building • in and within three metres of an outdoor dining area • within 10 metres of a building's ventilation air intake
Fitness for Work	Fitness For Work means that an individual is in a state (physical, mental and emotional) where the individual can perform assigned tasks competently and in a manner which does not endanger the health and safety of themselves or others.
Our People	Our People is defined as all APS employees, contractors, subcontractor, visitors, employees of contractor or subcontractor, labour hire, trainee, student, volunteer, and other persons participating in the AAP. The term our people and worker shall be read as synonymous.
Safety Sensitive Aviation Activities	Safety Sensitive Aviation Activities (SSAA) is defined in section 33 (1) of the Civil Aviation Act 1988 as 'activities that impact directly or indirectly on the safety of civil air operations in the Australian territory; or the operation of Australian aircraft outside Australian territory'.
Work Hours	Work Hours is defined, for the purpose of this policy, as the hours of work specified by shift requirements Station Leader for any given role or individual.
Work Area	Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, factories, ships, stations, workshops, vehicles, ships, aircraft or other mobile structures on land or water.
Work Area Manager	Manager / Supervisor responsible for a designated work area and has responsibility for overall management of the work area/ section.

Environment and Communications References
Answers to questions on notice
Climate Change, Energy, the Environment and Water Portfolio

Inquiry: Inquiry into Australian Antarctic Division funding
Question No: IQ24-000028
Hearing Date: 29 January 2024
Division/Agency: People Division
Topic: Sexual harassment
Question Date: 06 February 2024
Question Type: Written

Senator Whish-Wilson asked:

From the Russell Review:

As a low response rate was recorded for the question, 'Who did you report the sexual harassment to?' these figures are not broken down. Of those that answered the question, there was a range of responses, including reporting to a manager, executive leader, HR manager, Integrity Department or 'other.' If sexual harassment was reported, it was most likely reported to the respondent's direct manager.

And;

There is little trust by employees in current systems to report inappropriate workplace behaviour, with the systems not well utilised. Employees believe that perpetrators of bullying and sexual harassment face few consequences (or that little action will be taken). Approximately 45% of respondents to the Russell Review survey answered that they preferred not to say/other when it came to identifying the perpetrator of sexual harassment.

1. What steps have been taken to encourage and support employees (whether they be victim or witness) to identify the source of the harassment?
2. What culture changes have taken place to improve the level of action against those perpetrating harassment, and further to communicate this to staff to promote open recording?
3. Is there any way to compare this figure to the pulse survey in terms of reporting harmful behaviours?
4. Does this represent an improvement, no significant change, or worsening of the situation?

Answer:

1. The Department of Climate Change, Energy, the Environment and Water has taken several steps to encourage and support Australian Antarctic Division (AAD) employees who may have experienced or witnessed inappropriate behaviour (including sexual harassment) to report, including identifying those involved in the inappropriate behaviour. These steps include:
 - Delivering tailored, comprehensive guidance and awareness integrity sessions for the AAD that endeavour to prevent and/or support early intervention activities.
 - Continuing to support existing and former AAD employees to make reports, with an ongoing commitment to providing additional and more accessible options for individuals to make reports, including safe anonymous reporting channels.
 - Delivering Bystander training in 2023 for 401 employees. This training empowers individuals to speak up and to confront everyday inappropriate behaviour.
2. DCCEEW has committed to several initiatives that promote a 'safe to speak' culture. These include:

- Promoting a person-centred approach that focuses on the needs of the individual rather than focusing on the process to support and manage reports of inappropriate behaviour.
- Standing up the Professional and Ethical Standards (PES) Branch within People Division. This branch brings together a range of integrity related functions and is the single point of contact for staff to seek advice or raise concerns in relation to integrity-related matters.
- The implementation of a comprehensive Russell Review Response Plan.

3. No.

4. As DCCEEW is a relatively new department, over time the department will have access to a broader range of data to inform integrity measurements, and analysis of trends.

Environment and Communications References
Answers to questions on notice
Climate Change, Energy, the Environment and Water Portfolio

Inquiry: Inquiry into Australian Antarctic Division funding
Question No: IQ24-000030
Hearing Date: 29 January 2024
Division/Agency: Australian Antarctic Division (AAD)
Topic: Surveys and measuring cultural change
Question Date: 06 February 2024
Question Type: Written

Senator Whish-Wilson asked:

The pulse survey shows a third of female respondents had experienced or seen harmful behaviours – including bullying, harassment, and exclusion – in the past three months but had not reported it.

1. What are the continuing barriers to harmful behaviours being reported? How have these not been overcome?
2. What actions are being undertaken to resolve this?
The pulse survey stated that more than 850 staff in total were potentially able to respond. The overview of the survey states “61% of AAD and other eligible DCCEE staff (443 out of 732 staff)”.
3. Please provide a breakdown of the office/work location of the ‘other eligible DCCEE staff.’
4. Considering that the first pulse survey is establishing a baseline, how is the Department managing the potential for dilution of perspective from AAD staff in future pulse surveys, as opposed to those across the wider department and in different locations (e.g. by gender)?
5. How was the 55% target response rate for AAD and wider DCCEE staff set?
6. What barriers, to improving confidence in the reporting system and reducing concern about career repercussions, have been identified arising from the first pulse survey (again, considering it is the baseline survey)?

Answer:

25% of respondents (125 people) from the October 2023 quarterly pulse survey indicated they did not formally report harmful behaviour. The primary reasons for not reporting the behaviour are as follows:

- a. 45% indicated that they had ‘no confidence in the reporting system’
- b. 42% indicated that they were ‘worried about career repercussions’
- c. 40% selected ‘other reason’ which is being explored further in the February 2024 pulse survey. Comments indicated in some cases they were aware of others reporting or dealt with the matter themselves or with their manager.

These are barriers identified in the Russell Review and are being addressed in the response plan.

The department acknowledges that cultural change takes time – it was always envisaged to be a two-year journey, and while fundamentals and commitment are in place, there is still more to do.

The ‘other eligible DCCEE staff’ group in the pulse survey work from Hobart, Canberra and remotely from locations throughout Australia. This group includes our staff working in Hobart

delivering enabling services. The exact work location of those staff that chose to respond was not captured in the survey.

55% was set as the target response rate for the quarterly survey based upon advice from the survey designers to capture a majority response.

Environment and Communications References
Answers to questions on notice
Climate Change, Energy, the Environment and Water Portfolio

Inquiry: Inquiry into Australian Antarctic Division funding

Question No: IQ24-000035

Hearing Date: 29 January 2024

Division/Agency: People Division

Topic: Integrity Investigations

Question Date: 06 February 2024

Question Type: Written

Senator Whish-Wilson asked:

1. Are there any class actions being undertaken against the AAD/DCCEEW in respect of harmful behaviours or matters related to issues identified by the Russell Review?
 - a. If so, how many?

Answer:

As at 29 January 2023, nil (0) class actions have been made against the Australian Antarctic Division (AAD) or the Department of Climate Change, Energy, the Environment and Water.