

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
CRIMTRAC

**Question No. 32**

**Senator Humphries asked the following question at the hearing on 12 February 2013:**

**Senator HUMPHRIES:** So there have been new policies or procedures put in place in CrimTrac [to manage matters of bullying and harassment].

**Mr Smith:** Definitely, yes: quite extensive policies covering a whole range of matters that I felt needed to be attended to.

**Senator HUMPHRIES:** Could you, on notice, provide us with details of those policies.

**Mr Smith:** Definitely.

**The answer to the honourable senator's question is as follows:**

The following policies, procedures and activities relating to matters of bullying and harassment were released or undertaken during 2012:

- i) Release of an updated CrimTrac Workplace Harassment Policy
- ii) Development of a 'Behaviour at CrimTrac Guide'
- iii) Mandatory 'all-staff' Workplace Respect Training delivered by the Australian Public Service Commission (APSC)
- iv) APSC Workplace Respect Booklets distributed to all Executive Level 2 managers
- v) Release of updated CrimTrac Whistleblower Policy and Procedures
- vi) Workplace behavioural expectations outlined within all staff performance agreements
- vii) Establishment of the CrimTrac Integrity Committee

CrimTrac continued to inform staff of workplace behavioural expectations during new employee induction activities, and also, within mandatory 'all-staff' corporate awareness training.

In addition, employee support materials continued to be easily accessible via the CrimTrac intranet. CrimTrac also provided staff, including their immediate family, with access to free and confidential support services through an accredited employee assistance provider.