



Russell Response Year in Review 2024

As at 24 December 2024

Leadership commitment to a culture that enables the mission



Commitment

- ✓ AAD Head of Division maintained **regular rhythm of engagement** with staff
- ✓ **Division planning day** held to engage staff in dialogue around the AAD's vision, purpose and culture
- ✓ Inclusion of **performance expectations** specifically relating to behaviours
- ✓ **EL2 cohort** engaged in monthly **SES leadership forum**



Governance

- ✓ **Program Management Board** has been established and meets every 6 weeks
- ✓ **Division Management Committee** has been established to support good governance, and meets monthly
- ✓ **3-year summary** published



Accountability

- ✓ SES have established a regular rhythm of **reporting to the Reform Council** on their actions to **ensure a safe and respectful work environment**

Ensuring everyone is safe and supported



Expectations

- ✓ **Person-centred approach** established for managing reports of inappropriate behaviour
- ✓ Opportunities to attend virtual and in-person **integrity and performance** sessions provided to all staff
- ✓ **SES** have established a regular rhythm of **communicating with staff** via meetings and weekly email updates
- ✓ Review of AAD's **psychosocial risk assessment** to thoroughly identify, manage and document psychosocial risks
- ✓ Launch of **'Safe to Speak Up'** campaign encouraging reporting of inappropriate workplace behaviours



Reporting

- ✓ Development of **more flexible options** for both present and past employees to **report harmful behaviour**, including a web form
- ✓ **All stations and the ship** now have **quiet spaces available** to enable private conversations



Supports

- ✓ Soft launch of **mentor program** in **September 2024** to support **expeditioners** deploying in 24/25 season
- ✓ **Embedded frameworks agreed to be sufficient** for reporting and case management of workplace concerns



Follow through

- ✓ Publication of **Workplace Behaviour Policy** and **Sexual Harassment and Sex Discrimination Policy**
- ✓ **24 reports** of alleged inappropriate **behaviours** **were made** to the Professional and Ethical Standards team between 1 January 2024 and 31 December 2024
- ✓ Review of **cultural performance expectations** in **branch workshops** conducted following the division planning day

Key

- ✓ Completed
- In progress



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Building awareness and practical skills



Awareness

- ✓ Mandatory **Integrity Essentials training module** updated with clear definitions of inappropriate workplace behaviour
- ✓ Continued delivery of **culture-related training** with staggered sessions in bystander awareness, unconscious bias, and creating psychological safety



Leadership capability

- ✓ **Delivery of training packages** in bystander awareness, unconscious bias, bullying and harassment, addressing harmful behaviours, creating a psychologically safe workplace, incident reporting, trauma-informed response and giving and receiving feedback.
- ✓ Delivery of **Mid-cycle performance review** training in February 2024 to build psychological safety by helping leaders coach their staff to see mistakes as learning opportunities



Contextual skills

- ✓ Four expeditioner summits delivered **specialised expeditioner training**, contextualised to the Antarctic experience, to over 130 attendees. Summit content has been digitised for online delivery as required.

Working together to deliver results



Collaboration

- ✓ **Visual identity** guidelines aligned with the department's identity made available to all staff
- ✓ Options explored to highlight **obligations for contractors** that incorporate **prevention of workplace harm**
- ✓ AAD worked with other **Antarctic programs** to establish relationships and build alignment on best practices for preventing harm and **led intersessional work** on developing a **CCAMLR Code of Conduct**



Inclusion

- ✓ **Support model** made available to **expeditioners** outlining all resources available to staff while on station
- ✓ Addition of **deputy station leader** role to **Casey station** template
- ✓ 2025/26 **recruitment process refined** and streamlined to make applying easier for a **diverse range of applicants**
- ❑ Currently examining resource availability to progress the **review of existing policies** around facilities design

Measurement and continuous improvement



Measurement

- ✓ Regular **staff pulse surveys** continued, with 3 conducted throughout 2024
- ❑ **Broaden debrief process** to include **focus groups** of underrepresented expeditioners



Improvement

- ✓ **62% response rate** for **APS staff census**
- ✓ Development of **People Indicators Dashboard** to increase visibility of reporting and data relating to people matters and harmful behaviours
- ✓ Publication of **12-month review of progress** on the **Russell response**

Key

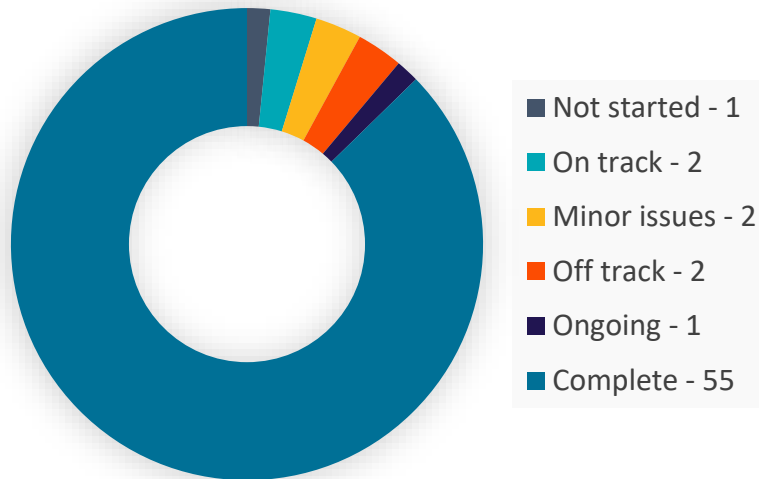
- ✓ Completed
- ❑ In progress



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Response Plan Actions



Minor issues

There are 2 actions which remain incomplete beyond their due date but are anticipated to be completed by the next reporting cycle.

Off track

Two actions were not completed by their due date of April 2024 due to a need to prioritise work to maintain essential services on station.

Key 2025 dates

- 14 February – Expeditioner Summit
- 17 February – AAD Pulse Survey 5
- 20 February – Ninth Reform Council Meeting
- 7 March – Expeditioner Summit