# 2025 Annual Collection for Public Sector Agencies

## Purpose of this collection

The Public Sector Commission conducts integrity and conduct data collection as a way of fulfilling annual reporting obligations under the [*Public Sector Management Act 1994*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_771_homepage.html) (PSM Act), [*Public Interest Disclosure Act 2003*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_767_homepage.html) (PID Act), and [*Corruption, Crime and Misconduct Act 2003*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_207_homepage.html) (CCM Act)*.*

Your responses help the Public Sector Commissioner to:

* monitor compliance with ethical codes under section 21 of the PSM Act
* monitor compliance with the PID Act, required under Part 4
* prevent misconduct by informing the Commissioner’s prevention and education activities under section 45A of the CCM Act.

Your response also assists your Principal Executive Officer to meet their obligation to report annually to the Commissioner under section 23 of the PID Act.

The Public Sector Commission also conducts equal employment opportunity (EEO) data collection on behalf of the Director of Equal Opportunity in Public Employment as a way of assisting authorities to fulfil annual reporting obligations under Part IX of the *Equal Opportunity Act 1984* (EO Act).

## Timeframe to complete your response

You must complete your response **online** between **Tuesday 25 March and Tuesday 29 April 2025**.

## Who and what is being captured in the collection

This annual collection is based on processes, initiatives and activities related to integrity and conduct, and activities and programs related to equal employment opportunities, undertaken by your authority **between 1 April 2024 and 31 March 2025**.

It is provided to all public sector agencies, local governments, public universities, government trading enterprises and other authorities. For the purposes of this collection, the term ‘authority’ is used throughout to refer to all these entities.

## Authorisation

The online submission is made with the approval of the head of your authority.

## Changes since 2024

The 2025 annual collection combines the previously separate Integrity and Conduct, Government Boards and Committees, and Equal Employment Opportunity Annual Collections into one annual collection. Functionally, this requires a renumbering and reordering of all sections of these collections.

### Changes to the Integrity and conduct annual collection

The collection reference period has been changed to 1 April to 31 March (previously 1 July to 30 June). Dates and date ranges have been updated on all questions to reference the collection reference period of 1 April 2024 to 31 March 2025.

A question on the use of the Commission’s new Integrity Strategy has been added.

### Changes to the Equal Employment Opportunity annual collection

The 2025 collection has been streamlined to support authorities to balance reporting obligations and provide information of value. Key changes include:

* Removal of question about Equal Employment Opportunity management plans.
* Reduction of the information requested about activities that aim to improve the representation of, promote the inclusion of and/or reduce discrimination against any of the given diversity groups (reduced to 3 plans or activities from up to 10), with a focus on high impact plans and activities.
* New and changed questions on equity index focusing on target setting, and activities to meet the target/s or barriers faced in setting targets.
* New and changed questions on gender pay gap focusing on mitigating activities or barriers to conducting a pay gap audit.

## Structure of the collection

A small number of public sector agencies are required to submit a compliance statement. This question is indicated by a green outline.

## Data storage and management

Data storage through the online collection tool is compliant with the information security requirements of AS ISO/IEC 27001:2015 – Information technology – Security techniques – Information security management systems – Requirements. Access to the system is managed by the Data Analytics and Technology division at the Commission, and roles are managed to ensure controlled access to data.

## Using and sharing collected data

The information you report as part of this collection is provided to the Commission on the understanding that it may be shared solely for the purpose of workforce, diversity and integrity reporting.

The workforce data collection process provides your authority with a summary of activity across a range of integrity and conduct functions. It is a chance for you to review how information about integrity and conduct is captured in your authority and whether it is fit for purpose.

Your authority’s submission provides the Public Sector Commission and Director of Equal Opportunity in Public Employment with valuable information about your authority’s workforce, diversity and integrity environment, and informs development of:

* the [Director’s report](https://www.wa.gov.au/government/document-collections/director-of-equal-opportunity-public-employment-annual-reports) to the Premier under section 144 of the EO Act
* the [Public Sector Commissioner’s report](https://www.wa.gov.au/government/document-collections/state-of-the-wa-government-sector-workforce) to Parliament under Section 22D of the PSM Act, Section 22 of the PID Act and Section 45ZD of the CCM Act
* guidelines to assist authorities in preparing Equal Employment Opportunity Management Plans, and workforce and diversity plans.

The data and information you provide is published by the Director as part of the Director of Equal Opportunity in Public Employment annual report and by the Commission as part of the Statistical Bulletin associated with the annual State of the WA Government Sector Workforce report. Data may be aggregated or de-identified for public use.

In addition to annual reporting, data may also be used in responses to Parliamentary questions and other matters relevant to the functions of the Director and Commission.

From time to time there are requests for information relating to data in this collection. The Commission considers these requests on an individual basis. Any personal data shared on this basis is de-identified for public use.

## Guidance notes

This document contains all the questions and answer options for the 2025 annual collection, along with guidance notes to help your authority prepare its response. It also helps you to gather the required information and approvals ahead of completing your submission online.

Guidance notes may be updated from time to time and you are encouraged to check online before completing the collection.

## Reporting tool

Your submission must be made online.

When the collection is opened, your authority receives a link to complete the annual collection online. This link is unique to your authority. Do not share this link with other authorities.

The link may be shared in your authority, recognising that different users may need to complete and review responses before submission. While users may collaborate to complete your submission, it is recommended that only one user accesses the tool at any one time to ensure responses are saved correctly.

Your submission may be completed in multiple sittings. Responses are automatically saved when you click the **Next** or **Back** button at the bottom of each page. If you cannot locate the **Next** button on any page, please scroll down until it is visible.

## Navigating the online reporting tool

A table of contents panel on the lefthand side of the screen can be expanded or minimised by selecting the **3 bars icon**. Most questions in this collection require a response before proceeding to the next question.

As you complete each section a tick appears. You can navigate back to previously answered questions at any time using the table of contents.

Depending on your responses, you may skip some questions or be asked to complete additional information. Please take care to provide accurate information and ensure all reporting requirements are met.

All sections of the collection must have a tick before you submit the survey.

All text based answers have a 1,000 character limit (approximately 150 words). To provide additional information above this limit, email collections@psc.wa.gov.au and include your authority name and the question your information relates to.

## Contact

If you have any questions or experience technical issues please email collections@psc.wa.gov.au.

## 2025 annual collection: guidance notes for public sector agencies

### SECTION A: INTEGRITY PRACTICES

1. **In October 2024, the Commission released the second** [**Integrity Strategy for WA Public Authorities 2024-2028**](https://www.wa.gov.au/government/publications/embedding-integrity-integrity-strategy-wa-public-authorities-2024-28)**. Has the strategy informed your authority’s approach to embedding integrity since its release?**
* Yes, the strategy has informed significant changes to our approach
* Yes, the strategy has informed moderate changes to our approach
* Yes, the strategy has informed minor changes to our approach
* The strategy has confirmed that our approach meets or exceeds requirements
* No, but we expect the strategy will inform changes in the next 12 months
* No (specify why)

Guidance notes

This question aims to understand whether your authority has used the Integrity Strategy to inform its approach to integrity. For example, the Integrity Strategy might have prompted changes to how your authority practices, manages and accounts for integrity.

**Significant changes** to your authority’s approach to integrity indicates the Strategy has had an impact across your authority. This might include developing or refining an authority specific integrity strategy or a comprehensive review of integrity-related internal controls, cultural and education initiatives, and accountability mechanisms.

**Moderate changes** to your authority’s approach to integrity indicates the Strategy has had some impact across your authority. This might include reviewing old or outdated integrity-related internal controls, and reprioritising work on integrity-related cultural and education initiatives, and accountability mechanisms.

**Minor changes** to your authority’s approach to integrity indicates the Strategy’s impact only relates to some of your authority’s functional areas. This might include a brief review of integrity-related internal controls, cultural and education initiatives, and accountability mechanisms for currency and relevance.

1. **Does your authority have an integrity framework in place that meets the requirements of** [**Commissioner’s Instruction 40: Ethical Foundations**](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations)**?**
* Yes, we have our own integrity framework
* Yes, we apply the integrity framework of another public sector body under a documented arrangement (specify body)
* No (describe why)

Guidance notes

To answer this question refer to clause 5 of [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations). If you have a documented arrangement in place refer to clauses 5 and 6.

1. **Has your authority used the Commission’s** [**Integrity Framework Maturity Self Assessment Tool**](https://www.wa.gov.au/government/publications/integrity-framework-maturity-self-assessment-tool) **to assess and improve your approach to integrity?**
* Yes
* No, but we plan to use this tool in the next 12 months *– Skip to A4*
* No, we have not used this resource (specify why)       *– Skip to A4*
1. **What areas has your assessment identified for improvement?** (select all that apply)
* Clear expectations
* Roles and responsibilities
* Legislation and regulations
* Risk analysis and planning for integrity
* Internal controls, audit and governance
* Fraud and corruption detection systems
* Values and standards
* Leadership and management attitude
* Organisational culture
* Integrity education and capacity
* Responses to integrity breaches
* Self analysis and review
* Oversight
* No areas for improvement were identified – *Skip to A4*
1. **Have you developed a plan to improve these areas?**
* Yes, we have developed a plan for each area we identified
* No, but we plan to do so in the next 12 months
* No (describe why)
1. **In the last 12 months which of the following approaches has your authority used to assess its integrity environment?** (select all that apply)
* We have evaluated the integrity environment internally using the Public Sector Commission’s[Integrity Snapshot Tool](https://www.wa.gov.au/system/files/2023-09/integrity_snapshot_tool.DOCX)
* We have evaluated the integrity environment using the services of an external consultant
* We have evaluated policies, procedures and systems in line with the recommendations of WA integrity agencies (eg Public Sector Commission, Corruption and Crime Commission, Office of the Auditor General)
* We have conducted a staff perception survey including questions on integrity and ethics
* We have conducted a broader satisfaction or perception survey (eg to customers, suppliers, contractors) including questions on integrity and ethics
* We have assessed completion rates of training and information sessions related to integrity
* We have assessed knowledge gained or skills developed as a result of training and information sessions related to integrity
* We have evaluated how integrity matters are addressed and resolved (eg quality of and time taken to complete discipline processes, investigations)
* We have reviewed completed actions resulting from reviews and internal and external audits
* Other (describe)
* None of the above – we have not assessed the integrity environment in the last 12 months

Guidance notes

Your integrity environment is shaped by the combination of strategies, initiatives and cultural factors that have been put in place and ideally work together to improve integrity in your authority. This question aims to understand how your authority assesses the efforts taken to promote integrity and prevent misconduct and corruption.

### SECTION B: CODE OF CONDUCT

1. **Does your authority have a code of conduct?**
* Yes *– go to B1.2*
* Yes, we apply the code of conduct of another public sector body under a documented arrangement (specify body)       *– go to B1.2*
* No *– Skip to C1*
* Other (specify)       *– go to B1.2*
1. **Does your authority's code of conduct meet the requirements of** [**Commissioner’s Instruction 40: Ethical Foundations**](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations)**?**
* Yes
* No (describe why)

Guidance notes

To answer this question refer to clauses 2 (a) (i, ii and iii) and 3 of [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations). For those with a documented arrangement also refer to clause 6.

1. **Which measures did your authority have in the last 12 months to ensure all employees are familiar with your code of conduct?** (select all that apply)
* Our code’s requirements are covered in induction programs for new employees
* Formal and planned training on our code is provided to all new employees
* Formal and planned refresher training on our code is provided to employees throughout their tenure
* Employees acknowledge in writing that they have read, understand and commit to our code
* The code’s requirements are reinforced in performance management meetings
* Information sessions are held about our code or that refer to our code
* Information about our code is included in staff newsletters or bulletins
* Information is provided to managers and leaders about their role in upholding our code
* The requirement to comply with our code is included in position descriptions
* Our code is promoted on our intranet
* Other (specify)
* None of the above

Guidance notes

Public sector agencies are required to deliver formal and planned training on their code of conduct under clause 4 [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations). Support for [Developing code of conduct training](https://www.wa.gov.au/government/multi-step-guides/developing-code-of-conduct-training) is specifically designed to meet the requirements of Commissioner’s Instruction 40 and can be used or adapted by other authorities to suit their context.

1. **Which approaches has your authority used in the last 12 months to monitor compliance with your code of conduct?** (select all that apply)
* Internal reviews or audits (eg audits of procurement decisions, gifts and benefits registers, conflicts of interest declarations)
* External reviews or audits
* General staff survey feedback
* Exit interview/survey feedback
* Employee consultative committees
* Analysis of external complaints and/or reports of integrity issues
* Analysis of internal staff reports of integrity issues
* Leadership team monitoring compliance (eg integrity and conduct matters are a standing item on the leadership team meeting agenda)
* Other (specify)
* None of the above
1. **Does your authority provide training on your code of conduct to your employees?**
* Yes, we conduct our own training *– go to B5*
* Yes, we receive training from another public sector body under a documented arrangement (specify body) *– go to B5*
* No (describe why) *– Skip to C1*
1. **What percentage of your current employees are trained on your code of conduct as at 31 March 2025?**

Percentage of employees (if none enter '0')

Guidance notes

Enter your response as a percentage without commas, decimals or spaces. Only count **current** employees who your authority has provided initial code of conduct training to at least once. Even if employees have participated in training several times, only count them once.

### SECTION C: REPORTING

1. **In the last 12 months which measures did your authority have in place to encourage employees to report unethical conduct including any behaviour considered to be a breach of the code?** (select all that apply)
* The way to report unethical conduct is published in our code or policy
* The option for a person to report anonymously is provided for in our code or policy
* Our code or policy states that victimisation of employees reporting unethical conduct is not tolerated
* Our chief executive regularly publicises their commitment to speaking up and reporting unethical conduct
* Our authority communicates to employees (eg via newsletters, emails) about how to report unethical conduct
* Managers are trained in how to deal with reports of unethical conduct
* Contact names for reporting unethical conduct are accessible to employees
* A confidential phone or email service is available to report unethical conduct
* Public interest disclosure procedures are accessible to all employees
* Information about external reporting avenues (eg Corruption and Crime Commission, Public Sector Commission) is included in our code or policy
* Other (specify)
* None of the above
1. **How does your authority advise its contractors and suppliers about the ethical conduct requirements for your employees and how they can report any concerns?** (select all that apply)
* Direct engagement such as induction, feedback surveys and/or interviews
* Promotional material such as posters and/or notices in public areas
* Formal documentation such as contracts, tenders and/or service agreements
* Informal ad hoc measures or word of mouth
* Currently under consideration
* Other (specify)
* None of the above

### SECTION D: DISCIPLINE

Guidance notes for completing this section

The following questions are intended to capture a snapshot of all disciplinary matters your authority dealt with in the last 12 months and the outcomes of finalised processes. The information provided after each question helps you count processes and outcomes.

1. **How many discipline processes were finalised (ie processes were completed or discontinued) in your authority between 1 April 2024 and 31 March 2025?**

Total number of discipline processes finalised (if none enter ‘0’ and skip to E1)

Guidance notes

A **finalised** discipline process is one that reached a final outcome (ie was completed or discontinued) between **1 April 2024 and 31 March 2025**, for example a decision was made that allegations were or were not substantiated and action was or was not taken.

A finalised process reported here may have commenced in a previous financial year but must have reached its final outcome between **1 April 2024 and 31 March 2025**. Do not include processes that were still in progress on 31 March 2025.

1. **Of the finalised discipline processes, how many were discontinued?**

Total number of discipline processes discontinued (if none enter ‘0’)

*If D2>0, please complete the following table:*

|  |  |
| --- | --- |
| Reason discipline process was discontinued | Number of processes |
| Identified that improvement action was a more appropriate course of action |  |
| Had insufficient evidence to progress any further |  |
| Employee ceased employment (ie resigned, retired, employment contract expired, terminated through another process) |  |
| Other (specify) |  |

Guidance notes

This question relates to discipline processes that your authority commenced but decided not to continue. If the number of discontinued discipline processes is **greater than 0** provide the reasons the process(es) were discontinued in the above table. For example, if 3 discipline processes were discontinued because there was insufficient evidence to progress them, place a 3 in the box next to this reason.

1. **How many completed processes related to a person who was no longer an employee of the authority?**

Total number of processes (if none enter ‘0’)

Guidance notes

This question seeks to understand how many discipline processes were completed even though an employee ceased employment (eg resigned) prior to completion of the process.

Under part 5 of the PSM Act, a **former employee** who committed a breach of discipline while employed at the authority **may be disciplined**. Commissioner’s Instruction 4: Discipline – Former Employees details the circumstances in which an authority may commence or continue a discipline process against a former employee.

1. **For discipline processes that were completed (ie finalised but not discontinued) what were the types of conduct considered or investigated**? (if none enter ‘0’)

*Use the table below to categorise the allegations considered or investigated*

|  |  |  |
| --- | --- | --- |
| Category of conduct | Number of allegations | Number of substantiated allegations |
| Fraud or falsification of records |  |  |
| Corrupt use of position with intent (for benefit or detriment) |  |  |
| Theft or misappropriation of public money or assets |  |  |
| Misuse of public resources |  |  |
| Unauthorised or improper accessing of confidential information |  |  |
| Unauthorised use or release of confidential information  |  |  |
| Failure to manage conflicts of interest |  |  |
| Improper management of gifts, benefits or hospitality  |  |  |
| Assault or excessive use of force |  |  |
| Threatening, abusive or harassing conduct |  |  |
| Sexual misbehaviour and or sexual harassment  |  |  |
| Bullying  |  |  |
| Racism or other discriminatory behaviour  |  |  |
| Offensive or inappropriate personal behaviour  |  |  |
| Reprisal action (in response to reporting matters including an act of victimisation within the meaning of section 15 of the *Public Interest Disclosure Act 2003*) |  |  |
| Inappropriate use of drugs or alcohol |  |  |
| Criminal offences affecting ongoing employment |  |  |
| Careless or negligent performance of duties |  |  |
| Failure to declare, or unauthorised, secondary employment |  |  |
| Disobeying or disregarding a lawful instruction  |  |  |
| Other (specify)       |  |  |
| **TOTAL** |  |  |

Guidance notes

The categories of conduct have been revised since the last annual collection and aligned to the Public Sector Commission’s categorisation of misconduct matters it receives. This question provides insight into the types of behaviours that may be cause for concern at the sectorwide level.

Each **completed** process contains at least one **allegation**. This means the total **number of allegations** should be equal to or greater than the number of completed discipline processes reported in questions D1 and D2 (completed discipline processes = finalised processes minus discontinued processes).

Complete both columns of the table. The **number of substantiated allegations** must be equal to or less than the number of allegations.

1. **How many completed disciplinary processes resulted in substantiated allegations?**

Total number of completed processes with substantiated allegations (if none enter ‘0’ and skip to D7)

Guidance notes

Where question D4 relates to individual **allegations**, this question relates to **completed processes**. For example if your authority had one process which contained 2 substantiated allegations, enter 1 here.

1. **How many times was the following discipline action and or improvement action applied for the completed discipline processes where a breach of discipline was found to have occurred?** (if none enter ‘0’)

*Use the table below to categorise the type of action taken*

|  |  |
| --- | --- |
| Type of action taken | Number of times action was applied |
| Reprimand |  |
| Imposition of fine (eg financial penalty) |  |
| Transfer  |  |
| Reduction in monetary remuneration of employee |  |
| Reduction in level of classification |  |
| Dismissal |  |
| Discipline action – other (specify)       |  |
| Improvement action - counselling |  |
| Improvement action - training |  |
| Improvement action – other (specify)       |  |

Guidance notes

This question aims to count how many completed processes resulted in disciplinary action. The listed disciplinary actions fall under Part 5 of the PSM Act. If this section is not applicable to your authority, choose the action that best aligns with the action taken. In some cases, more than one action is applied to an employee at the completion of the process (eg a reprimand and a fine). The total for this question should be equal to or greater than the number reported in question D5.

1. **What was the estimated average time taken to complete a discipline process that was finalised between 1 April 2024 and 31 March 2025?**
* Less than 3 months
* Between 3 and 6 months
* Between 6 and 12 months
* More than 12 months

### SECTION E: PUBLIC INTEREST DISCLOSURES (PID)

Guidance notes for completing this section

Completing this section ensures reporting requirements under section 23 of the [*Public Interest Disclosure Act 2003*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_767_homepage.html) are met. Your principal PID officer may be best placed to complete this section.

1. **Has your authority designated at least one public interest disclosure (PID) officer to receive public interest disclosures (as required under section 23(1)(a) of the PID Act)?**
* Yes
* No
1. **Has your authority published internal procedures relating to your authority’s obligations under the PID Act (section 23(1)(e))?**
* Yes
* No – *Skip to E4.1*
1. **Are your authority’s procedures consistent with the** [**guidelines issued by the Public Sector Commission**](https://www.wa.gov.au/system/files/2024-03/guidelines_for_public_authorities_0.pdf) **(section 23(2) of the PID Act)?**
* Yes
* No
1. **Between 1 April 2024 and 31 March 2025 was your authority found to be non-compliant with the PID Act or PID Officer’s Code of Conduct and Integrity (code)?**
* No – *Skip to E5.1*
* Yes
1. **Provide further information including which section of the PID Act or code the non-compliance related to, who made the finding of non-compliance and any sanctions that were imposed as a result.**

Guidance notes

This question relates to **non-compliance with** the PID Act and PID Officer’s Code of Conduct and Integrity and **does not relate to** the requirement to designate a PID officer or publish internal procedures **which are covered in previous questions**.

1. **How many public interest disclosures were lodged with your authority between 1 April 2024 and 31 March 2025?**

Total number of public interest disclosures received (if none enter ‘0’ and skip to F1)

1. **Of the [answer from E5.1] public interest disclosures lodged with your authority between 1 April 2024 and 31 March 2025, how many are still pending assessment?**

Total number of public interest disclosures pending assessment (if none enter ‘0’)

1. **Of the [answer from E5.1] public interest disclosures lodged with your authority between 1 April 2024 and 31 March 2025, how many were assessed as a disclosure under the PID Act (ie an appropriate disclosure of public interest information made to a proper authority)?**

Total number of public interest disclosures assessed as a disclosure (if none enter ‘0’)

*If E5.3>0 the following question will be displayed:*

1. **Your PID officer/s must provide additional information for each public interest disclosure assessed by your authority as a disclosure for the purposes of the PID Act (ie an appropriate disclosure of public interest information made to a proper authority).**

**Important**: Forward the PID collection link *[a link will be generated within the online collection]* to the appropriate PID officer/s via email requesting them to complete one collection for each PID assessed by your authority as a disclosure for the purposes of the PID Act. The same collection link can be sent to more than one PID officer.

*Provide the contact details of one PID officer below:*

|  |  |
| --- | --- |
| Contact Information Required | PID Officer Details |
| Name |       |
| Position |       |
| Email |       |
| Telephone |       |

Guidance notes

While the additional information requested about your authority’s public interest disclosures is limited, the information (and handling of the information) must comply with the **confidentiality requirements of section 16 of the PID Act**. Therefore, the officer/s you nominate supply this information through a separate collection accessed through the link. The collection contains additional information and guidance for officers.

1. **Of those disclosures lodged with your authority between 1 April 2024 and 31 March 2025 but not assessed as a disclosure for the purposes of the PID Act, why was this decision made?**
* Did not meet the definition of public interest information in the PID Act
* Was not made to the proper authority
* Other (specify)

### SECTION F: GRIEVANCES

1. **How many grievance processes did your authority finalise between
1 April 2024 and 31 March 2025?**

Total number of grievance processes dealt with (if none enter ‘0’)

### SECTION G: BREACH OF PUBLIC SECTOR STANDARDS

1. **How many breach of public sector standard claims did your authority resolve between 1 April 2024 and 31 March 2025 without needing to send them to the Commission?** (if none enter ‘0’)

|  |  |
| --- | --- |
| Public sector standard to which the breach related | Number of breach claims resolved per category |
| Employment |  |
| Grievance resolution |  |
| Performance management |  |
| Redeployment |  |
| Termination |  |
| **TOTAL** |  |

1. **For breach claims you were able to resolve, how many were:**

Total number upheld by agency (if none enter ‘0’)

Total number resolved through conciliation with claimant (if none enter ‘0’)

*If G1.2 ‘total number upheld by agency’ > 0 please answer the following question:*

1. **Provide a short description of the claim(s) and any change to agency practice undertaken**.

### SECTION H: COMPLIANCE STATEMENTS

This section is only displayed to the following agencies:

* Architects Board of WA
* Commissioner for Children and Young People
* Conservation and Parks Commission
* Legal Practice Board
* Office of the Information Commissioner
* Ombudsman WA
* Veterinary Practice Board
1. **<Your agency> is required to submit a compliance statement under section 31(2) of *the*** [***Public Sector Management Act 1994***](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_771_homepage.html)***.* Enter your compliance statement below.**

Guidance notes

Section 31(2) of the Public Sector Management Act 1994 states:

“The chief executive officer or chief employee of an organisation which is not a statutory authority within the meaning of the Financial Management Act 2006 shall, before 31 August in each year or such earlier date in that year as the Commissioner may determine by order published in the Gazette, cause to be prepared and submitted to the Commissioner a report, prepared in accordance with the relevant Commissioner’s instructions, if any, on the extent to which public sector standards, codes of ethics and any relevant code of conduct have been complied with in relation to that organisation.”

The compliance statement you provide is published in full.

### EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLANS

**Section guidance**

Public sector agencies are no longer required to submit their Equal Employment Opportunity (EEO) Management Plan in this collection.

Agencies can email an updated EEO management plan at any time throughout 2025 to workforceanddiversity@psc.wa.gov.au.

SECTION I: DIVERSITY ACTIVITIES

**Section guidance**

The following questions aim to understand:

* high leverage activities and programs undertaken in the period 1 April 2024 to 31 March 2025 to address the representation of, promote the inclusion of and/or reduce discrimination against identified diversity groups in your authority’s workforce
* the results achieved by these activities and programs
* any additional factors (internal or external) that may have influenced the representation of identified diversity groups in recent years
* high leverage activities and programs planned for the next 12 months to improve the representation of, promote the inclusion of and/or reduce discrimination against identified diversity groups in your authority’s workforce
* the results these planned activities and programs aim to achieve.

When selecting which activities or plans to report on consider the activities or plans which are considered to have the highest impact within your authority’s workforce.

Your authority should analyse statistics and consider performance against your sector, community demographics and core business requirements.

In completing these questions it is expected your authority references resources such as your authority’s EEO management plan or workforce and diversity plan, the [Workforce Diversification and Inclusion Strategy for WA Public Sector Employment 2020-2025](https://www.wa.gov.au/government/publications/workforce-diversification-and-inclusion-strategy-wa-public-sector-employment-2020-2025) and related action plans. Your authority should include:

* a brief description of the activities and programs, their purpose, and how they were evaluated
* observations such as barriers which may have impacted outcomes and how these were managed
* how the activities and programs link to service delivery, policy and government priorities.
* do not include any personal identifying information in responses.

Examples of employment focused activities and programs include: providing targeted entry pathways; diversity and inclusion related training; supporting employee networks and using exceptions in the EO Act to make appointments.

**Technical requirements**

* There is a 1000 character limit (approximate 150 words) to each free text field.

You are required to provide 3 activities across the diversity groups.

1. **What activities and programs has your authority undertaken in the period 1 April 2024 to 31 March 2025 to improve the representation of, promote the inclusion of and/or reduce discrimination against any of the following 6 diversity groups in your authority’s workforce? What results were achieved?**
* Women
* Youth (people aged 24 years and younger)
* Aboriginal and Torres Strait Islander people
* Culturally and linguistic diverse people
* People with disability
* People of diverse sexualities and genders

**Guidance notes**

Authorities must provide a response for 3 activities.

In your response, consider the activities and programs you provided in last year’s collection as planned activities, focussing on the *highest impact activities.*

While community focused activities and programs address the broader principles of equal opportunity, this question is focused on equal employment opportunity and should only address what your authority delivered in your workforce. New and ongoing activities may be reported.

|  |  |
| --- | --- |
| Activity/program 1 |       |
| Results 1 |       |

|  |  |
| --- | --- |
| Activity/program 2 |       |
| Results 2 |       |

|  |  |
| --- | --- |
| Activity/program 3 |       |
| Results 3 |       |

1. **What activities and programs does your authority plan to commence in the next 12 months to improve the representation of, promote the inclusion of and/or reduce discrimination against any of these 6 diversity groups in your authority’s workforce? What results does your authority aim to achieve?**

**Guidance notes**

Authorities must provide a response for 3 activities.

While community focused activities and programs address the broader principles of equal opportunity, this question is focused on equal employment opportunity and should only address what your authority plans to deliver in your workforce.

|  |  |
| --- | --- |
| Planned activity/program 1 |       |
| Desired results 1 |       |

|  |  |
| --- | --- |
| Planned activity/program 2 |       |
| Desired results 2 |       |

|  |  |
| --- | --- |
| Planned activity/program 3 |       |
| Desired results 3 |       |

1. **Which of the following diversity groups has your agency set targets to improve the** [**equity index**](https://www.wa.gov.au/government/publications/understanding-and-using-workforce-diversity-information) **for?** (select all that apply)
* Women
* Aboriginal and Torres Strait Islander employees
* Culturally and linguistically diverse employees
* Employees with disability
* None *– Skip to I5*
* Other (specify)

*If all four targets are selected then Question I5 will not appear*

1. **What activities and programs has your agency undertaken in the past 12 months to meet** [**equity index**](https://www.wa.gov.au/government/publications/understanding-and-using-workforce-diversity-information) **target(s)?** (select all that apply)
* Used exceptions in the EO Act *(to make employment and development decisions in favour of diversity groups to support representation of employees from diversity groups in higher level roles)*
* Used Commissioner’s Instruction 39 *(to appoint employees from diversity groups in mid to higher level roles)*
* Focused on inclusive recruitment *(such as provided training on inclusive recruitment and selection processes including addressing unconscious bias)*
* Provided capability development *(such as leadership development programs designed for employees from diversity groups)*
* Provided career development & progression opportunities *(such as provided targeted mentoring support, prioritised higher-level acting and secondment opportunities for staff from diverse groups)*
* Increased transparency & accountability *(such as provided regular reporting to executive level, established dedicated role with responsibility for diversity, equity and inclusion outcomes)*
* Used workforce data *(such as mapping employees from diversity groups across classification levels, role-type and work area, captured employee views on barriers and biases faced, used data insights to identify and address barriers and support decision making)*
* Other (specify)
1. **What barriers prevented setting a target to improve the** [**equity index**](https://www.wa.gov.au/government/publications/understanding-and-using-workforce-diversity-information) **for any group you have not set a target for?**

Please specify

1. **Has your agency conducted a** [**gender pay gap**](https://www.abs.gov.au/statistics/understanding-statistics/guide-labour-statistics/gender-pay-gap-guide) **audit in the last twelve months?**
* Yes *– Question I8 will not appear*
* No *– Skip to I8*
1. What activities and programs has your agency undertaken in the past 12 months to address your [gender pay gap](https://www.abs.gov.au/statistics/understanding-statistics/guide-labour-statistics/gender-pay-gap-guide)? (select all that apply)
* Targeted approaches to succession and progression planning *(such as expanding awareness and availability of promotion and higher duty opportunities)*
* Leadership development programs *(such as targeted opportunities for women, establishing gender targets for development opportunities)*
* Improved access to workplace flexibilities for carers *(such as improving awareness of flexible options such as new Parental Leave provisions)*
* Conducted targeted attraction campaigns *(to increase the number of applications to senior level and leadership positions from women)*
* Assigning responsibility for improvements to senior executive leaders
* Establishing dedicated roles *(such as appointing gender equity officers or gender equity working groups)*
* Other (specify)
1. **What barriers prevented conducting an annual** [**gender pay gap**](https://www.abs.gov.au/statistics/understanding-statistics/guide-labour-statistics/gender-pay-gap-guide) **audit?**

Please specify

Guidance notes

In April 2023, the Public Sector Commissioner set an expectation that public sector agencies set targets to improve the equity index for diverse groups, and conduct an annual gender pay gap audit and compare performance to sectorwide results.

These actions arise from the Workforce Diversification and Inclusion Strategy, specifically the action plans for women, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, and people with disability.

SECTION J: CULTURAL AWARENESS TRAINING

1. **As at 31 March 2025, how many of your employees are required to have completed** [**Aboriginal and Torres Strait Islander cultural awareness training**](https://www.wa.gov.au/service/human-resource-management/training-and-development/aboriginal-and-torres-strait-islander-cultural-awareness-training)**?**

Number of employees required to complete training (if none, enter '0')

1. **How many of these employees completed** [**Aboriginal and Torres Strait Islander cultural awareness training**](https://www.wa.gov.au/service/human-resource-management/training-and-development/aboriginal-and-torres-strait-islander-cultural-awareness-training)**?**

Number of employees between April 2021 and March 2025

Number of employees before April 2021

**Guidance notes**

In July 2021, the Public Sector Commission released [Commissioner’s Instruction 29](https://www.wa.gov.au/government/publications/commissioners-instruction-no29-aboriginal-and-torres-strait-islander-cultural-awareness-training): Aboriginal and Torres Strait Islander Cultural Awareness Training.

Responding to these questions fulfils public sector agency reporting requirements under Commissioner’s Instruction 29.

When reporting the number of employees who have completed Aboriginal and Torres Strait Islander cultural awareness training, note that:

* ‘employee’ means any current employee at 31 March 2025
* ‘required to complete training’ means those employees who have been continuously employed for longer than 3 months at 31 March 2025
* board members should not be included in your response.

Only count current employees who your agency has provided training once. Even if an employee has participated in cultural awareness training several times, or has completed different types of cultural awareness training, only count them once.

Enter your response as a whole number without decimal points or commas.

### SUBMITTING YOUR RESPONSE

|  |
| --- |
| **Details of the officer submitting the collection** |
| Name |       |
| Position |       |
| Email |       |
| Telephone |       |

### AUTHORISATION

To review your responses and data before submitting, use the table of contents menu. If you click **Submit** and proceed to the next page, you cannot go back and edit your responses.

By clicking the **Submit** button and finalising your submission, you are confirming the data is current and accurate, and that your responses have been approved by the head of your authority.

Once you click the **Submit** button you are taken to a summary of your finalised responses and can download a PDF version. It is strongly recommended that you download a PDF of your responses and file it for record keeping purposes.