

Domestic and Family Violence Policy Directive

Version No.: 3.0
Approval date: 22/06/2020

INFORMAL COPY WHEN PRINTED



**Government
of South Australia**

SA Health

Contents

1.	Policy Statement.....	3
2.	Roles and Responsibilities	3
2.1	The Chief Executive, DHW	3
2.2	DHW, the LHNs and SAAS	3
2.3	Managers and Supervisors	3
2.4	All employees	4
3.	Policy Requirements.....	4
3.1	Confidentiality.....	4
3.2	Support services	4
3.3	Workplace support for employees experiencing domestic and family violence.....	5
3.3.1	Flexible work options.....	5
3.3.2	Leave provisions	6
3.3.3	Returning to Work and a Workplace Domestic and Family Violence Safety Plan	6
3.4	Employees perpetrating domestic and family violence whilst at the workplace	6
4.	Implementation & Monitoring.....	7
5.	Definitions	7
6.	Associated Policy Directives / Policy Guidelines and Resources	7
6.1	Legislation	7
6.2	SA Health publications	7
6.3	Other relevant sources.....	8
7.	Document Ownership & History	8
	Appendix 1. Domestic and Family Violence Support Services.....	9

INFORMAL COPY WHEN PRINTED

Domestic and Family Violence Policy Directive

1. Policy Statement

SA Health recognises the devastating impact domestic and family violence may have on the life, work and financial security of employees and is committed to:

- providing a workplace that is safe and free from any violence, including domestic and family violence;
- preventing, reducing and responding to violence against women and their children; and
- gender equality.

SA Health is committed to supporting employees who experience domestic and family violence by providing a workplace environment that supports their safety and provides flexibility to support them to live free from violence. This includes having clear protocols for managers and staff to refer to when seeking assistance for, or responding to, employees experiencing domestic and family violence.

This Policy Directive applies to all SA Health employees, including Local Health Networks (LHNs) and the SA Ambulance Service (SAAS) including, where applicable, contractors, agency temporary staff, work experience and industry placements, trainees and volunteers.

2. Roles and Responsibilities

2.1 The Chief Executive, DHW

The Chief Executive, DHW, as System Leader, is responsible for:

- taking reasonably practical steps to develop and issue system-wide policies, that promote gender equality and demonstrate commitment to prevent violence against women, applicable to Local Health Networks, the SA Ambulance Service, and the Department for Health and Wellbeing (DHW); and
- ensuring the creation and implementation of a Policy Directive that encourages a culture of gender equality, respect, safety and support and a commitment to the prevention of domestic and family violence.

2.2 DHW, the LHNs and SAAS

The Deputy Chief Executives of DHW and the Chief Executive Officers (CEO's) of each LHN and SAAS are responsible for the implementation of this Policy Directive, including:

- ensuring that effective clinical and corporate governance frameworks (where relevant) are in place to ensure DHW, the LHNs and SAAS are compliant with this policy directive;
- modelling the public sector values, including behaving in a way that promotes a work environment free from any form of violence;
- promoting an organisational culture of gender equality, respect, safety and support that makes active prevention of domestic and family violence the responsibility of all SA Health employees;
- ensuring Managers/Supervisors are provided with the appropriate training in relation to awareness and effective management of any domestic and family violence matters arising in the workplace; and
- ensuring compliance by public officers with this Policy Directive.

2.3 Managers and Supervisors

Managers will:

- model the public sector values, including behaving in a way that promotes a work environment free from any form of violence;
- ensure employees experiencing domestic and family violence are provided with appropriate, respectful, sensitive and non-judgemental support;
- conduct a risk assessment and implement a safety plan where there are reported safety concerns or domestic violence orders that impose workplace conditions;

- ensure confidentiality of information is maintained and information is dealt with according to the Information Privacy Principles;
- ensure child abuse mandatory notification requirements are complied with when dealing with disclosures of domestic and family violence;
- ensure all direct reports are familiar with this Policy Directive; and
- complete the three (3) e-learning modules “*Understanding men’s violence against women*”, “*Preventing men’s violence against women*” and “*Preventing and responding to men’s violence against women in the workplace*” on their local intranet site at least every three (3) years together with any other training as deemed appropriate.

2.4 All employees

Will:

- comply with this Policy Directive and all relevant legislation, instruments, policies and procedures;
- model the public sector values, including behaving in a way that promotes a work environment free from any form of violence;
- seek advice from their manager/supervisor or local HR consultant should they be impacted by domestic and family violence and discuss what provisions may be available to assist them; and
- produce evidence, if possible, to satisfy that the special leave with pay was for the purposes of attending medical appointments, legal proceedings, legal assistance, court appearances, counselling, relocation to a safe place, the making of safety arrangements or other activities associated with domestic and family violence.

It is recommended that all employees complete the e-learning module “*Understanding men’s violence against women*” on their local intranet site at least every three (3) years together with any other training as deemed appropriate.

3. Policy Requirements

3.1 Confidentiality

Information disclosed by an employee in relation to domestic and family violence will be kept confidential and restricted, except to the extent that disclosure is required or permitted by law (for example, mandatory notification relating to child abuse). Any individual who fails to properly maintain confidentiality of domestic and family violence information, may be subject to disciplinary action.

Employees experiencing domestic and family violence are encouraged to discuss their circumstances with their manager/supervisor or, where applicable, a designated Contact Officer so that assistance and support can be given and safety measures can be put in place, should they be required.

Where domestic violence orders exist that impose conditions relating to the workplace, employees are encouraged to inform their manager/supervisor and/or local HR consultant so that precautions can be taken to manage any safety risks that might impact them in the workplace.

3.2 Support services

If an employee is in immediate danger they should call 000, contact their local Security, if available, or contact management.

Experiencing domestic and family violence can have serious detrimental impacts on a person’s physical, mental and emotional health, financial and housing security. SA Health is committed to creating a safe working environment where its employees feel confident to seek support.

A range of support services are available to all employees, these include:

- The employee’s manager/supervisor. SA Health will provide training and support to managers/supervisors to equip them with the skills to assist employees experiencing domestic and family violence;

- Where applicable, designated Contact Officers, trained to be equipped to assist in such situations. The Contact Officers are also able to provide support in instances where the individual may not be comfortable in approaching their manager/supervisor;
- Local HR consultants are also able to provide support in instances where the individual may not be comfortable in approaching their manager/supervisor;
- Expert professional counselling and support from professional services such as the [Employee Assistance Program](#), the employee's medical practitioner or an external provider. A list of external service providers and their contact details can be found at Appendix 1;
- A risk assessment and implementation of a workplace safety plan;
- The SA Government Domestic Violence and Aboriginal Family Violence Gateway Service (DVAFVGS). This is a 24/7 telephone service that assists people who are experiencing domestic or Aboriginal family violence in South Australia, DVAFVGS provides information, counselling, support and assistance with emergency and/or longer term housing; and with referral to local specialist domestic and Aboriginal family violence services; and
- 1800RESPECT. The national sexual assault and domestic family violence counselling service offering 24/7 telephone counselling for:
 - People experiencing, or at risk of experiencing, sexual assault, domestic and family violence;
 - Their friends and family; and
 - Workers and professionals supporting someone experiencing, or at risk of experiencing sexual assault, domestic or family violence.

Managers may also wish to seek the assistance of professional counselling services if they experience distress when assisting an employee experiencing domestic and family violence.

3.3 Workplace support for employees experiencing domestic and family violence

There are a number of support options available to assist employees experiencing domestic and family violence. These arrangements should be reviewed regularly to ensure appropriateness and include:

3.3.1 Flexible work options

There are times when an employee who is experiencing or escaping domestic and family violence may need time away from work. This could be for a range of reasons, e.g. to address health, legal, child care, housing or other personal matters.

Flexible work arrangements should be designed by the employee in consultation with their manager/supervisor in order to assist in balancing organisational requirements with employee needs.

Types of flexible working arrangements may include:

- Flexi time;
- Compressed Weeks;
- Purchased Leave;
- Part Time/ Job Share; and
- Working from another location.

Employees should inform their manager/supervisor if the perpetrator of domestic and family violence is also an employee of the agency in which they are employed so that the agency can assess the risks and determine whether there is a need to relocate the perpetrator's place of work, if possible.

Should an employee not feel comfortable speaking to their manager/supervisor to request approval to participate in a flexible working arrangement or to discuss their reasons for applying for leave, they can, in the first instance, seek advice and assistance from a designated Contact Officer, where applicable, and/or their local HR Consultant.

Employees who are providing care or support for a family or household member experiencing or escaping domestic and family violence, are eligible to request flexible working arrangements for this purpose.

3.3.2 Leave provisions

There are times when an employee who is experiencing or escaping domestic violence may need time away from work for a range of reasons.

CEO's or their delegate will allow employees (other than casual employees) to access up to fifteen (15) days Special Leave With Pay in a twelve (12) month period in addition to existing leave entitlements and any applicable flexible and safe working arrangements.

The entitlement applies to part-time employees on a pro-rata basis which means that the amount of days available would be proportionate to the full time equivalent (FTE) of that employee (e.g. where a full time employee is entitled to 15 days, an employee who work 0.5 FTE hours will be eligible for 7.5 days).

The provision of up to fifteen (15) days Special Leave With Pay, in addition to existing entitlements and any applicable flexible and safe working arrangements, is to enable the employee to attend medical appointments, counselling, legal assistance court appearances, or other arrangements that may be necessary to maintain their safety and welfare progress.

Leave for domestic/family violence may be taken as consecutive or single days, part days or hours and, in order to maintain confidentiality, leave granted may, for example, be recorded as 'urgent pressing necessity'.

An employee may be required to provide evidence for the leave upon request.

Employees may be eligible for other types of leave including, but not limited to:

- Recreation leave;
- Long Service Leave;
- Retention Leave;
- Purchased Leave;
- Leave without pay; or
- Further Special Leave with Pay.

3.3.3 Returning to Work and a Workplace Domestic and Family Violence Safety Plan

When returning to work after any leave taken due to domestic and family violence, employees are encouraged to talk to their manager/supervisor regarding any concerns they may have. Employees who have identified a risk to their safety or that of their colleagues in the workplace, are encouraged to develop a 'Workplace Domestic and Family Violence Safety Plan' if they have not previously developed one, or to review any existing safety plan if circumstances have changed.

Where the perpetrator has come to the workplace and threatened or harassed the employee or any other employee, police are to be advised immediately and the incident should also be reported via the Safety Learning System (SLS), notified to the local Agency Security Advisor and the local HR consultant.

Managers may also seek advice on supporting employees with domestic and family violence disclosures from the SA Health Women's Safety Strategy Manager on (08) 8239 9624.

3.4 Employees perpetrating domestic and family violence whilst at the workplace

SA Health does not tolerate domestic and family violence being perpetrated whilst at the workplace. This includes the use of workplace resources such as telephones, email, social media, government vehicles or other means to threaten or abuse a family member.

Managers have a responsibility to take appropriate action to contain any immediate risk (e.g. by contacting Security and/or SA Police), if an employee is observed, or suspected of threatening, harassing or abusing a family or household member whilst at the workplace.

Perpetrating domestic and family violence is a breach of the *Code of Ethics for the South Australian Public Sector* and the perpetrator may be liable to disciplinary action. It is acknowledged that some employees may be concerned about their use of violence and wish to seek help and agencies will support employees who self-disclose and seek support to change their behaviour, including referral to appropriate specialist services.

Managers should seek advice from their local HR Department regarding the appropriate action to take.

4. Implementation & Monitoring

- To operationalise this Policy Directive, DHW, LHNs and SAAS should develop a Domestic and Family Violence Workplace Domestic and Family Violence Risk Assessment and Safety Plan template together with procedural guidelines on how to practically implement the Policy Directive;
- Where applicable, appropriately trained Contact Officers are in place and their contact details published on the intranet; and
- Managers are required, and all staff are encouraged, to complete the three (3) e-learning modules “*Preventing men’s violence against women*”, “*Understanding men’s violence against women*” and “*Preventing and responding to men’s violence against women in the workplace*” on their local health intranet and are aware of the expectations of SA Health when it comes to the prevention of domestic and family violence.

5. Definitions

In the context of this document:

- **Aboriginal family violence** means: the term more appropriately accepted amongst Aboriginal and Torres Strait Islander people to describe violence perpetrated against or amongst Aboriginal people, families and communities. The term includes violence perpetrated within intimate partner relationships, however, it also encompasses other forms of violence perpetrated against individuals, families and communities. Whilst the term domestic and family violence is used throughout this Policy Directive, it is recognised that for Aboriginal employees the term family violence may be more appropriate.
- **domestic and family violence** means: a pattern of abusive behaviours by one person against another, within an intimate relationship such as marriage, domestic partnerships, cohabitation, dating or within a family - including across generations. Domestic and family violence takes many forms including physical, sexual, emotional, financial and psychological abuse; threatening or coercive behaviour aimed at control and domination of the other person through fear.

6. Associated Policy Directives / Policy Guidelines and Resources

6.1 Legislation

- [Public Sector Act 2009](#)
- [Public Sector Regulations 2010 - Regulation 9\(8\)](#)
- [Commissioner’s Determination 3.1: Employment Conditions - Hours of Work, Overtime and Leave – Section F \(November 2019\)](#)
- [Commissioner’s Guideline – Domestic and Family Violence 2016](#)
- [Code of Ethics for the South Australian Public Sector](#)
- [Intervention Orders \(Prevention of Abuse\) Act 2009](#)

6.2 SA Health publications

- [Reporting and Investigating WHS Hazards and Incidents Procedure](#)
- [SA Health \(Health Care Act\) Human Resources Manual](#)

6.3 Other relevant sources

- [Women's safety - SA Health - Domestic Violence and Aboriginal Family Violence Gateway Services](#)
- [Women's Information Service](#)
- [Women's Safety Services](#)
- [Fact sheet: Domestic and family violence - a workplace issue, a discrimination issue](#)
- [Renewed commitment to the prevention of domestic, family and sexual violence in South Australia](#)

7. Document Ownership & History

Document developed by: Risk, Assurance and Integrity Services
File / Objective No.: A2129969
Next review due: 30/06/2023
Policy history: Is this a new Policy Directive (V1)? **N**
Does this Policy Directive amend or update an existing Policy Directive version? **Y**
If so, which version? **V2.0**
Does this Policy Directive replace another Policy Directive with a different title? **Y**
If so, which Policy Directive (title)? **Domestic Violence Policy Directive**

ISBN No.: 978-1-76083-288-9

Approval Date	Version	Who approved New / Revised Version	Reason for Change
22/06/2020	V3.0	Deputy Chief Executive, Corporate & System Support Services	Reviewed to include White Ribbon accreditation requirements and responsibilities post devolution of the LHNs and SAAS
27/02/2019	V2.0	Portfolio Executive	Updated version
04/03/2014	V1.0	Portfolio Executive	Original version

Appendix 1. Domestic and Family Violence Support Services

Adelaide Domestic Violence Crisis Accommodation- Bramwell House

Ph: (08) 8379 7223

Coober Pedy Regional Domestic Violence and Aboriginal Family Violence Service

Ph: 0488 991 945

Domestic Violence and Aboriginal Family Violence Gateway (DVAFIG)

Phone: 1800 800 098 - Free call: 1300 782 200

Fleurieu and Kangaroo Island Domestic Violence Service

Ph: (08) 8392 3000

Migrant Women's Support Program

Ph: (08) 8152 9260

Ninko Kurtangga Patpangga (Ninko) The Southern Regional Aboriginal Family Violence Service

Ph: (08) 8297 9644

Northern Regional Aboriginal Domestic Violence and Family Violence Services - Nuga Mi: Minar

Ph: (08) 8367 6474

Port Lincoln Regional Domestic Violence Service

Ph: (08) 8683 0311

Staying Home, Staying Safe

Ph: (08) 1800 182 368

Whyalla Regional Domestic Violence Service

Ph: (08) 8645 3655

Yorke and Mid North Domestic Violence Service

Ph: 0428 326 536

Youth and Women's Safety and Wellbeing Services

Ph: 1800 800 098 or (08) 8239 9624

South Australian Domestic Violence Crisis Line

A statewide service offering assistance to women experiencing domestic violence in South Australia by providing information, counselling and safe accommodation options

Ph: 1800 800 098 (24 hour service)

Ceduna Regional Domestic Violence and Aboriginal Family Violence Service

Ph: (08) 8625 3810

Cross Border/ APY Lands Aboriginal Family Violence Service

Ph: (08) 8958 2375

Eastern Adelaide Domestic Violence Service (Campbelltown)

Ph: (08) 8365 5033

Limestone Coast Domestic Violence Service

Ph: (08) 8723 1385

Murray Mallee and Adelaide Hills Domestic Violence Service (includes Riverland, Murray Bridge and Adelaide Hills)

Ph: (08) 8582 2100

Northern Adelaide Domestic Violence Service (Includes Gawler/ Barossa)

Ph: (08) 8255 3622

Port Augusta Regional Domestic Violence and Aboriginal Family Violence Service

Ph: (08) 8642 4357

SA Health Women's Safety Strategy Manager

Ph: (08) 8239 9624

Southern Adelaide Domestic Violence Service

Ph: (08) 8382 0066

Western Adelaide Domestic Violence Service

Ph: (08) 8268 7700

Women's Information Service

Ph: (08) 8303 0590

Women's Health Service

Ph: (08) 8444 0700

Men's referral service

A men's family violence telephone counselling, information and referral service. It also provides support and referrals for women and men seeking information on behalf of their male partners, friends, family members and colleagues.

Ph: 1300 766 491

National Domestic and Family Violence Services Across Australia

1800RESPECT

Australia's National sexual assault, domestic and family violence counselling service.

Ph: 1800 737 732 (24 hour service)

Web: www.1800respect.org.au

Yarrow Place

Rape and sexual assault service

Ph: (08) 8226 8777

Ph: 1800 737 732

Crisis Care

After hours crisis support (violence and abuse, suicide, child protection etc.)

Ph: 131 611 (4pm-9am Mon-Fri/ 24 hrs weekends and Public Holidays)

Mensline Australia

A dedicated service for men with relationship and family concerns.

Ph: 1300 78 99 78

Web: www.mensline.org.au

INFORMAL COPY WHEN PRINTED