



Burnet
reach for the many

2024 to 2027

Commitment to Action: Burnet Disability Plan



The Burnet Disability Plan demonstrates Burnet's commitment to inclusivity and accessibility for people with disability. It aims to create a sustainable framework for removing obstacles, promoting equal opportunities and enhancing the overall experience within Burnet's workplace culture, research and development work, advocacy and communication. This reflects Burnet's commitment to diversity and inclusion by aligning with disability rights laws and striving for best practice to foster an environment where everyone can thrive.

We at Burnet acknowledge the Boon Wurrung/Bunurong people of the Kulin Nations, the Traditional Owners and Custodians of the land where our head office stands. We recognise their deep-rooted connection to Country and commit to working alongside Aboriginal and Torres Strait Islander communities to advance health and justice.

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Message from the Director and Chief Executive Officer, Burnet Institute



On behalf of the Institute, I am pleased to present Commitment to Action: Burnet Disability Plan 2024 to 2027.

Burnet is the first medical research institute in Australia to implement a disability action plan (DAP). As an organisation striving for a better, fairer, healthier world, we are immensely proud to be leading change in our sector.

Our DAP underscores our dedication to eliminating barriers, fostering equal opportunities and enhancing experiences across workplace culture, research and development, and advocacy and communication. It provides a framework for our endeavours within the Institute and when engaging with our communities, and ensures we work alongside those with lived experience of disability in our development and delivery.

I would like to thank everyone who was involved in creating this DAP, particularly our Disability Inclusion Committee, for their dedication and continued work in this space.

Professor Brendan Crabb AC FAA FAHMS
Director and Chief Executive Officer

Message from the Chief Executive Officer, Australian Disability Network



The Australian Disability Network congratulates Burnet Institute on this first comprehensive and ambitious DAP.

We are proud of the work that has gone into developing this DAP. As an international agency and a medical research institute, Burnet has included its international offices, employees with disability, students and stakeholders from across the entire organisation in the development of the DAP.

This DAP demonstrates Burnet's commitment to identifying and addressing barriers to access and inclusion of people with disability by building a long-term sustainable framework. The DAP aligns with Burnet's 2030 Strategy and demonstrates a strong commitment to remove structural, social, and systemic barriers to progress the equitable access and inclusion for people with disability. This includes the establishment of an advisory group consisting of individuals with lived experience to ensure consultation is embedded as a practice. Burnet's DAP encompasses 3 central pillars: Workplace Culture, Research and Development Work, and Advocacy and Communication. It also sets out specific actions for Burnet's offices in Papua New Guinea and Myanmar.

We applaud the breadth, detail and ambition of each of the actions. It will no doubt significantly progress access and inclusion in the work Burnet does and for their employees.

Corene Strauss
Chief Executive Officer

Foreword from the Disability Champion



Burnet Institute is committed to the objectives outlined in this DAP, signifying its formal dedication to fostering an inclusive environment and context. With offices in Australia, Papua New Guinea (PNG) and Myanmar, and a globally dispersed workforce, we aspire to create a dynamic and equitable workplace aligned with our purpose of leaving no-one behind.

The development of our DAP spanned a 2-year journey, with needs identified in 2022 and an extensive collaborative effort throughout 2023. Diversity and Inclusion Manager Ella Shellshear led this initiative with support from the Disability Inclusion Committee,

which she leads alongside co-chair Kate Mills. Their roles were pivotal in steering the work and ensuring robust engagement across the Institute.

Acknowledgement extends to the Gender Equity, Diversity and Inclusion (GEDI) Committee for its oversight and unwavering support.

We are equally grateful for the stewardship and guidance provided by the Australian Disability Network, which contributed significantly to the DAP's development. Special recognition goes to our exemplary Steering Group of more than 20 staff members from across the Institute who represent all aspects of our work and activities.

Our teams in PNG and Myanmar have been wholeheartedly supportive of the DAP, contributing valuable insights and experiences. The collective efforts of so many have brought this DAP to fruition – time, wisdom, ideas and experiences have informed its development. Thank you to everyone who has made this possible.

This DAP is our blueprint for the future and aligns with our Burnet 2030 Strategy. It reinforces our commitment to being an aspirational workplace within the sector and ensures we are building a culture based on our key values of Respect, Equality, Inclusiveness and Diversity.

I look forward to working with you all to implement this DAP.

Professor Caroline Homer AO

Deputy Director, Gender Equity, Diversity and Inclusion



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This DAP will streamline and enhance the exceptional support I have received at Burnet, enabling me to complete my Doctor of Philosophy and transition to a postdoctoral position. It makes vital support systems more visible and coordinated – this includes occupational health and safety assistance, my assistance dog Monty’s seamless inclusion, mentorship from within the organisation, and supportive colleagues. I’m especially grateful for the support of my supervisor, Professor Heidi Drummer, and Dr Margarete White who have truly made a difference to my experience at Burnet.

Dr Joey McGregor, Postdoctoral Research Officer

Burnet – Together, we are the future of health.

Burnet is an independent, not-for-profit medical research institute that is passionate about social justice, equality and evidence-based research.

Since its inception in 1986, Burnet has remained at the forefront of infectious disease research in Australia, especially in HIV and hepatitis C prevention and treatment.

We're working towards a future where diseases are eliminated, mothers and children thrive, the world is better prepared for health challenges and those at risk are supported to reduce harm to their health. We place equity at the centre of what we do and pay close attention to the effects of a rapidly changing climate and environment.

Our goal is a safer, healthier world in which all people – no matter who they are or where they live – can benefit from life-changing healthcare.

With over 550 staff members in Australia, Papua New Guinea and Myanmar, our aim is to be the employer of choice and a leading workplace in the sector. We prioritise ethical values and cultivate a culture dedicated to developing talent for future leadership and rewarding careers.



Our vision

A more equitable world
through better health.

Our purpose

Create and translate
knowledge into better
health, so no-one
is left behind.

Burnet's commitment to disability inclusion

Research programs

- Strengthened, better-resourced interdisciplinary programs with technically diverse experts working together to solve global health problems.
- A sharper focus on 3 core programs: Disease Elimination, Health Security and Pandemic Preparedness, and Maternal, Child and Adolescent Health.
- Increased investment in our 3 flagship initiatives (Eliminate Hepatitis C Australia, Healthy Mothers, Healthy Babies, and Know-C19) and developing the Burnet Diagnostics Initiative and the Aboriginal and Torres Strait Islander Capacity and Capability Building Initiative.

Environment

- Creating an environment with the resources, capability and conviction to undertake and support world-class research and programs.
- Strengthening operations in 3 priority countries: Australia, Myanmar and PNG.
- Enhanced focus on strategy implementation, alignment and performance measurement and reporting.
- Strengthening our ability to deliver through a foundation partnership with the groundbreaking Australian Institute for Infectious Disease (AIID), a purpose-built facility and Burnet's new Melbourne home.

People

- Being an aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.
- Investing in job security, gender equity, our Reconciliation Action Plan and creating opportunities for emerging scientists.
- Building a culture based on our key values of Respect, Equality, Inclusiveness and Diversity.

At Burnet, we recognise and commit to a legislative framework that encompasses federal and jurisdictional laws and standards addressing disability and discrimination, including:

- *Disability Discrimination Act 1992*
- *Australian Human Rights Commission Act 1986*
- *Fair Work Act 2009 (Cth)*
- *Charter of Human Rights and Responsibilities Act 2006 (VIC)*
- *Equal Opportunity Act 2010 (VIC)*
- *Disability (Access to Premises – Buildings) Standards 2010.*

In addition, Australia is a signatory to the United Nations Convention on the Rights of Persons with Disabilities (2006). Burnet's commitment extends beyond compliance. We aim to continually evolve and exceed standards to achieve best practice. Our goal is to ensure equity and inclusion for people with disability.

We voluntarily submit this DAP to the relevant authorities, such as the Australian Human Rights Commission, in alignment with the Australian Government's Disability Discrimination Act. This DAP is readily accessible to the public, prominently featured on the Burnet website and actively promoted to inform current and prospective staff and students.

Burnet's definition of disability

Our understanding of disability is evolving. We celebrate the transformative shift from the medical model of disability to the social model of disability. This recognises social and environmental factors as the primary causes of disability rather than an individual's impairment or condition.

We embrace an expansive definition of disability that respects and values the diversity of lived experience within the disability community. Using a twin-track approach based on disability justice (defined on the following page), we aim to remove structural, social and systemic barriers to champion the rights and dignity of all individuals.

Our approach to disability is guided by the recognition that efforts to promote inclusivity for all, including individuals with disability, can have positive effects on a wide range of people. We also recognise the experience of disability that can be shared by family members and carers of people with disability.



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Managing my work responsibilities after sustaining a serious shoulder injury was incredibly challenging. However, the support I received from Dr Margarete White (Head, OHS and Compliance) and my managers was crucial. Disability is a dynamic process; it isn't fixed, so having managers who are equipped and trained to support staff during periods of disability and adapt to their needs is key. Initiatives like the DAP support this and ultimately help to foster a supportive and inclusive environment at Burnet.

Dr Aoife Hurley, Public Health Registrar

Definitions

Disability

Disability is part of human diversity and can be characterised as any physical or mental condition that interacts with a person's living or working environment to create physical, attitudinal, communication or social barriers to participation. It encompasses a diverse range of conditions that can affect vision, mobility, cognition, memory, learning, communication, hearing, and social and emotional wellbeing. It is important to acknowledge that disability can be temporary, cyclical or continuous, and its impacts are unique and individualised.

Disability justice

Guided by the principle 'nothing about us without us', disability justice is a framework that advocates for the rights of people with disability. It prioritises inclusivity and intersectionality. The framework aims to dismantle ableism and aspires to construct an accessible, inclusive society that dignifies the participation of all individuals.

Twin-track approach

The twin-track approach is a strategy used in contexts such as development and public policy to address inequality using 2 parallel approaches, or tracks, simultaneously. The first track is 'mainstreaming' or ensuring that people with disability can fully participate in and benefit from interventions or projects on an equal basis with others in the community. The second track is 'targeting' or embarking on interventions or projects that specifically address the needs and priorities of people with disability, including barriers to their full participation in society.

A holistic approach to disability inclusion at Burnet

Our commitment to advancing equitable access, inclusion and success for people with disability is central to our vision. In 2021, we established the Disability Inclusion Committee as a subcommittee of our GEDI (Gender Equity, Diversity and Inclusion) Committee. This subcommittee sought out a partnership with the Australian Disability Network in late 2022 to support the development of our inaugural DAP.

Burnet's DAP underscores our commitment to fostering inclusivity and accessibility for staff and students. Beyond creating an inclusive workplace culture, our DAP extends to ensuring disability inclusion is fundamental to our research and development work, and advocacy and communication. This reflects a holistic approach to disability inclusion, aligning with the twin-track approach by combining targeted programming and mainstreaming in our activities. Our DAP provides a cornerstone for an inclusive, accessible and diverse workplace culture that emphasises the importance of integrating disability inclusion in all aspects of work.

This DAP is a pivotal tool for reviewing, evaluating and developing actions to improve disability inclusion at Burnet based on a sustainable foundation. It is closely informed by those with lived experience of disability.

To support our DAP, the Disability Inclusion Committee undertook comprehensive stakeholder mapping to identify a team of key individuals and departments. Our Deputy Director, Gender Equity, Diversity and Inclusion plays an important role as Disability Champion and chair of the Steering Group. The Steering Group is a diverse group of representatives from departments and disciplines across the Institute, such as Occupational Health and Safety (OHS), Facilities, Information Technology (IT), Marketing and Communication, and People. This group also includes discipline heads and country representatives from PNG and Myanmar.

The Steering Group and Disability Inclusion Committee include several individuals with lived experience of disability. Disability Inclusion Committee members actively participate in the Steering Group, and the committee co-chairs are responsible for coordinating the development and implementation of our DAP. Our Diversity and Inclusion Manager provides governance and administrative support.

Our DAP bolsters and advances our Burnet 2030 strategy. It encompasses 3 equally important central pillars.

Pillar 1: Workplace Culture

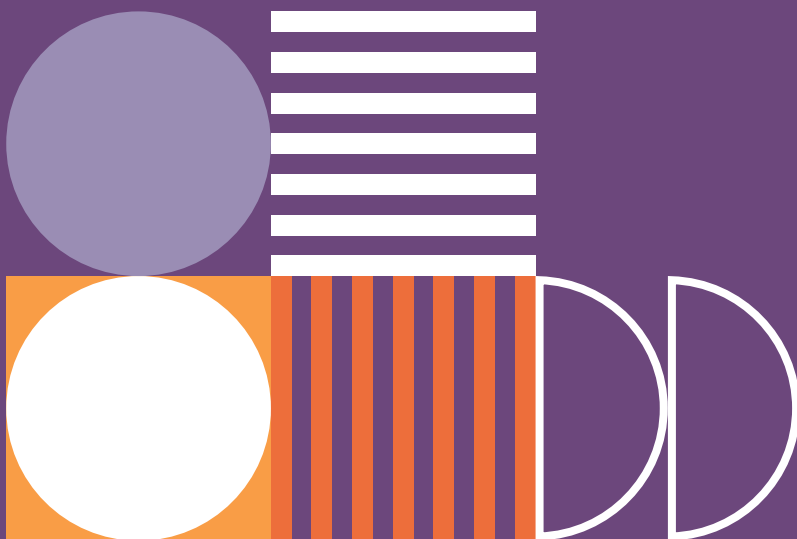
This pillar encompasses various dimensions, such as organisational governance, recruitment and career development, and extends to procurement and the digital environment.

Pillar 2: Research and Development Work

This pillar relates to our dedication to research and innovation. It outlines how we incorporate disability considerations into our research and development work, foster collaboration with partners and engage with our communities.

Pillar 3: Advocacy and Communication

Focusing on our communication strategies and advocacy initiatives, this pillar highlights how we effectively convey our disability-related commitments, achievements and progress to internal and external audiences.





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My elderly father has a physical disability due to an acquired brain injury, as well as other complex chronic health conditions. Up until recently, he was able to live independently with homecare support. However, he needed continuous assistance that would not have been possible without flexible working. It means a great deal to me that Burnet’s commitment to diversity and inclusion is reflected in the organisation’s DAP.

**Christine Elmer SCMP,
Executive General Manager,
Communication and Marketing**



Image: Peter Elmer pictured at his new residential aged care home VMCH O’Neill House.

Governance and reporting

Commitment

Our commitment to promoting and implementing this DAP is unwavering, and we will continuously assess the allocation of resources for its execution, monitoring, reporting and evaluation. Stakeholders identified in the DAP will collaborate to develop and execute operational plans that align seamlessly with the DAP and our objectives.

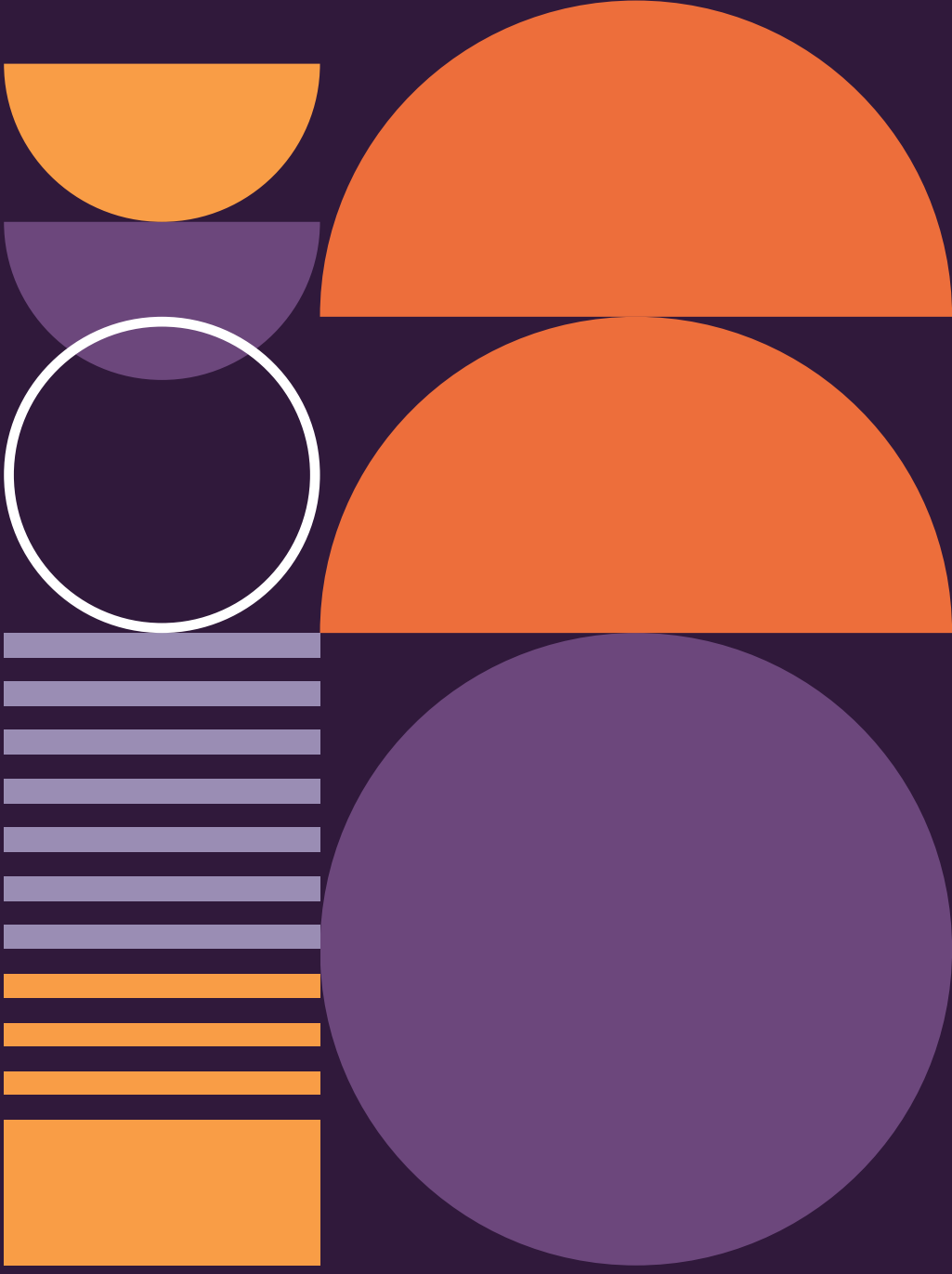
Oversight and accountability

Oversight of this DAP's implementation rests with the Deputy Director, Gender Equity, Diversity and Inclusion, who works closely with the Disability Inclusion Committee, the Chief People Officer and the Diversity and Inclusion Manager to support and monitor the progress of the DAP. The Deputy Director, Gender Equity, Diversity and Inclusion also offers support to our People team in tracking the participation and experiences of our staff and students with disability.

Stakeholder reporting structure for implementing the DAP

To ensure accountability and transparency, stakeholders share progress reports with the Disability Inclusion Committee through our Steering Group. Initially formed for the DAP's development, this group continues during implementation with quarterly progress updates in routine meetings. The Diversity and Inclusion Manager consolidates these into structured half-yearly reports to the Executive team and annual reports to the Board and wider Institute.

Burnet Disability Plan



Governance framework targets

Action 1.1: Obtain formal approval and public endorsement for the DAP from the Executive team and the Board

Timing

2024

Accountability

Deputy Director, Gender Equity, Diversity and Inclusion

Success measures

Formal approval for this DAP from the Executive Team and the Board for endorsement.

Action 1.2: Register this DAP with the Human Rights Commission

Timing

2024

Accountability

Deputy Director, Gender Equity, Diversity and Inclusion

Success measures

Successful registration with the Human Rights Commission, completing all required documentation and meeting relevant requirements.

Action 1.3: Scope the resourcing of this DAP to ensure consistency in implementation and create a dedicated budget

Timing

2024–2026

Accountability

Chief Operating Officer; Chief People Officer

Success measures

Completion of the scope for resourcing our DAP, including establishing a dedicated budget for its implementation.

Consistent implementation of our DAP across all stakeholders.

Action 1.4: Continuously involve essential stakeholders in action plan development and implementation

Timing

2024–2027

Accountability

Deputy Director, Gender Equity, Diversity and Inclusion

Success measures

Effective stakeholder engagement gauged by increased meeting attendance, the collection of valuable feedback and prompt resolution of concerns, resulting in well-informed, effectively executed action plans.

Action 1.5: Disseminate an Institute-wide progress update at least once a year

Timing

2024–2027

Accountability

Executive General Manager, Communication and Marketing

Success measures

An annual report of Institute-wide progress updates documenting key achievements, milestones and areas of improvement.

Action 1.6: Convey updates in policies, processes and procedures through suitable communication channels to inform staff and students.

Organise workshops and training sessions as necessary to ensure comprehensive awareness and understanding of these changes

Timing

2024–2027

Accountability

Chief People Officer

Success measures

Continuous monitoring of policy and procedural updates, communication, stakeholder awareness, and comprehension evaluation, and confirmation of alignment with our DAP's objectives.

Governance framework targets

Action 1.7: Ensure that research and development work, advocacy and communication progress within this DAP aligns with Burnet’s quality assurance initiatives

Timing

2024–2027

Accountability

Co-Head, Strategy Insights and Impact; Head, Development Effectiveness

Success measures

Regular assessments to ensure that the progress in research and development work, advocacy and communication aligns with Burnet’s quality assurance initiatives.

Simultaneous ongoing collaboration to review the implementation of respective actions.

Action 1.8: Create an advisory group consisting of individuals with lived experience of disability. Consult regularly with this group to gather insights and recommendations on disability inclusion initiatives

Timing

2024

Accountability

Disability Inclusion Committee

Success measures

Establishment and maintenance of an advisory group comprising individuals with lived experience of disability.

Continuous engagement in consultations with this group through multiple avenues for gathering insights, recommendations and feedback on the disability inclusion initiatives in this DAP and the efforts of the Disability Inclusion Committee to ensure ongoing collaboration and enhance effectiveness.

Action 1.9: Support the Disability Inclusion Committee by being chaired by a member with lived experience of disability and increasing representation of members with lived experience of disability

Timing

2024

Accountability

Diversity and Inclusion Manager

Success measures

Appointment of a Disability Inclusion Committee leader with lived experience of disability.

Maintenance of Disability Inclusion Committee with a significant proportion of members with lived experience of disability.

Compensation for the leader with lived experience on par with other subcommittee leaders; provision of training from the Disability Leadership Institute to support effective leadership.

Action 1.10: Develop a forum or channel for those with lived experience of disability to share their experiences and help shape Burnet’s disability and inclusion progress

Timing

2024

Accountability

Disability Inclusion Committee

Success measures

Establishment and maintenance of a forum for individuals with lived experience of disability at Burnet that enables them to share insights and actively participate in Burnet’s disability and inclusion progress.

Determination of the most appropriate format led by people with disability.

Burnet Disability Plan targets in Pillar 1: Workplace Culture

Action 2.1: Establish a robust method for monitoring the Board's diversity, including disability representation

Timing

2024–2025

Accountability

Board Chair

Success measures

A diversity monitoring method for overseeing diversity within Board, including considering the representation of various demographics, such as disability.

Regular updates on progress at Board meetings.

Action 2.2: Request regular and comprehensive reporting on the progress of our DAP

Timing

2024–2027

Accountability

Board Chair

Success measures

Half-yearly reports on our DAP progress assessing the implementation of key initiatives, their impact and alignment with Burnet's goals.

Action 2.3: Establish a method for monitoring the Executive team's diversity, including disability representation

Timing

2024–2025

Accountability

Chief Executive Officer

Success measures

A diversity monitoring method for overseeing diversity within the Executive team, including considering the representation of various demographics, such as disability.

Regular updates on progress at Executive meetings.

Action 2.4: Formulate and endorse a disability definition that serves as the basis for Burnet’s disability inclusion strategy

Timing

2024

Accountability

Deputy Director, Equity, Diversity and Inclusion

Success measures

A comprehensive disability definition that aligns with our Burnet 2030 strategy.
Endorsement from the Executive team.

Action 2.5: Conduct a comprehensive review of current practices, policies and governance in relation to disability inclusion

Timing

2024–2027

Accountability

Chief Operating Officer

Success measures

Integration of the disability definition into Burnet’s governance structure, policies and guidelines.

Action 2.6: Review the current Disability Inclusion Policy and ensure alignment with Burnet’s 2023 Gender Equality Policy pillars

Timing

2024

Accountability

Chief People Officer

Success measures

A uniform policy structure across diversity priorities.
Revision that includes the pillars in our DAP and implementation of improvements to streamline tracking and reporting processes. Reporting on progress in annual diversity reports.

Burnet Disability Plan targets in Pillar 1: Workplace Culture

Action 2.7: Establish measurement and reporting mechanisms for assessing impact of the DAP.

Determine who is responsible for measuring and reporting the 3 core pillars of the DAP

Timing

2024–2027

Accountability

Co-Head, Strategy Insights and Impact; Head, Development Effectiveness

Success measures

Clear criteria for assessing impact and assignment of responsibilities for measurement and reporting across the 3 core pillars.

Integration of impact assessment criteria into Burnet’s practices and reporting structures.

Action 2.8: Assess the need for, and explore the possibility of, introducing a new position to support Gender Equality, Diversity and Social Inclusion¹ in research and development work

Timing

2024

Accountability

Chief People Officer

Success measures

A comprehensive analysis of Burnet’s need for a Gender Equality, Diversity and Social Inclusion role.

A clear, detailed job description for the new role and a process for integrating this role into existing structures.

Action 2.9 Research and identify best practices for integrating accessibility and universal design as mandatory criteria for products and services in our procurement policy

¹ Gender Equality, Diversity, and Social Inclusion (GEDSI) is predominately used in the field of international development. It serves as a framework and guiding principle within this sector, ensuring that gender equality, diversity and social inclusion are integral considerations in planning, implementing and evaluating programs and initiatives.

Timing

2024–2026

Accountability

Chief Financial Officer

Success measures

A list summarising identified best practices and their applicability to Burnet’s procurement policy, starting with training sessions focused on disability and broader diversity inclusion.

Action 2.10 Establish and share a list of preferred suppliers

Timing

2024–2026

Accountability

Chief Financial Officer

Success measures

A readily accessible dedicated space for a comprehensive list of preferred suppliers that meet accessibility, universal design and recruitment standards to enhance procurement efficiency.

Action 2.11: Develop mechanisms within the procurement process to actively gather staff feedback on accessibility challenges. Utilise this feedback to inform future policies and purchasing practices

Timing

2024–2027

Accountability

Chief Financial Officer

Success measures

Regular collection of staff feedback on accessibility challenges to evaluate the effectiveness of established measures.

Documentation of integrating feedback into policies and procurement practices.

Burnet Disability Plan targets in Pillar 1: Workplace Culture

Action 2.12: Review accessibility of online platforms (application, virtual interviewing and onboarding) to identify possible improvements

Timing

2024

Accountability

Talent Acquisition Lead

Success measures

Identification of areas for improvement, including via surveys, to create a priority list for implementation.

Action 2.13: Assess the candidate experience and create an extensive list of best-practice enhancements to accommodate and assist at every phase of the recruitment cycle, including advertising, screening, interviews, assessments and selection

Timing

2024–2025

Accountability

Talent Acquisition Lead

Success measures

Analysis of assessment results, prioritisation of areas for enhancement based on identified needs and implementation.

Integration of a feedback mechanism to gather input from candidates with disability regarding their recruitment experience.

Action 2.14: Complete Australian Disability Network's Confident Recruitment modules.

Review steps involved to achieve Disability Confident Recruiter organisational status

Timing

2024

Accountability

Talent Acquisition Lead

Success measures

Completion of Disability Confident Recruitment modules by the Talent Acquisition Lead.

Review of steps involved in attaining Disability Confident Recruiter organisational status.

Consideration of implementing Institute-wide rollout.

Action 2.15: Collect more comprehensive candidate data on disability to inform future actions

Timing

2024–2027

Accountability

Talent Acquisition Lead

Success measures

Effective integration of disability-related questions in the application process and recruitment and onboarding survey.

Improvement in the collection of candidate data related to disability to inform future actions and monitor bias in the selection process.

Action 2.16: Develop a formal commitment to include staff with disability in career development and retention strategies

Timing

2024–2025

Accountability

Chief People Officer

Success measures

A formal commitment to disability inclusion in the Learning and Career Development Policy.

Burnet Disability Plan targets in Pillar 1: Workplace Culture

Action 2.17: Ensure that leaders and managers understand and support their people, including through:

- proficiency in evaluating roles to better accommodate people with disability
- attunement to people's needs
- facilitating connections to workplace adjustments, staff support programs and other resources
- regularly offering and promoting disability inclusion learning opportunities.

Timing

2024–2027

Accountability

Chief People Officer

Success measures

A guideline document for managers and leaders, internal training sessions and lists of external training options and preferred training providers.

Surveyed outcomes of disability inclusion that determine the efficacy of the training sessions and resources provided.

Action 2.18: Negotiate funding to support internship programs and mentoring opportunities for students and jobseekers with disability

Timing

2024–2025

Accountability

Chief People Officer

Success measures

Funding commitments that enable the successful launch and sustained operation of internship programs and mentoring opportunities catering to students and jobseekers with disability.

Action 2.19: Review and implement guidelines to ensure learning and development programs and activities are accessible in appropriate formats, including online and written materials, workshops, and external suppliers

Timing

2024–2025

Accountability

Chief People Officer

Success measures

Reviewed guidelines integrated into internal onboarding processes for new hires.

Action 2.20: Review current professional development awards to identify gaps or opportunities to improve opportunities for people with disability

Timing

2024–2026

Accountability

Chief People Officer

Success measures

Identification of gaps and improvement in current professional development awards.

Action 2.21: Develop, seek approval for and implement a workplace adjustment policy and procedure

Timing

2024

Accountability

Chief People Officer

Success measures

Implementation of a workplace adjustment policy and procedure that is well communicated across the Institute.

Exploration of options for a workplace adjustment passport.

Burnet Disability Plan targets in Pillar 1: Workplace Culture

Action 2.22: Become acquainted with JobAccess and its services, discern the benefits for Burnet and proactively share this knowledge in an appropriate manner

Timing

2024

Accountability

Diversity and Inclusion Manager

Success measures

Review of JobAccess, including a thorough understanding of benefits.

Communication to stakeholders across the Institute.

Action 2.23: Provide concise resources and tools for staff and managers to guide discussions about required adjustments

Timing

2024–2025

Accountability

Head, OHS and Compliance

Success measures

Resources and tools piloted with staff and students with disability and their managers.

Resources and tools disseminated via various communication channels.

Action 2.24: Develop a feedback mechanism, including de-identified options, for staff to share their experiences and feedback on requesting and accessing workplace adjustments to help identify areas for improvement

Timing

2025–2027

Accountability

Chief People Officer

Success measures

A feedback mechanism, including de-identified options, and disseminated information about access and useability.

Analysis of feedback received, implementation of suggested improvements and evaluation of staff satisfaction with the process.

Action 2.25: Create a user-friendly disability inclusion intranet page with information and resources for people with disability and managers that covers diverse aspects of disability inclusion in our work and research and includes resources, guidance and success stories demonstrating our advancements in disability inclusion

Timing

2024-2027

Accountability

Diversity and Inclusion Manager

Success measures

A user-friendly disability inclusion page on the intranet.

Regular addition of relevant resources, tools, guidelines, policies and procedures, including case studies and success stories.

A pilot of the page for people with disability and managers to identify areas for improvement.

Action 2.26: Share success stories and case studies of staff who have benefited from adjustments

Timing

2024-2027

Accountability

Head, OHS and Compliance

Success measures

Automated collection of staff testimonials on workplace adjustments on the intranet to enhance visibility.

Assessment of whether sharing these stories positively impacts workplace inclusivity and accessibility perceptions.

Burnet Disability Plan targets in Pillar 1: Workplace Culture

Action 2.27: Audit all sites for accessibility and commit to remediation

Timing

2024

Accountability

Head, Laboratories and Facilities

Success measures

Accessibility assessments for all facilities with a dedicated commitment to addressing identified concerns.

Action 2.28: Ensure that concerns regarding accessibility for facilities are considered in the AIID building plans and equipment

Timing

2024–2027

Accountability

Head, Laboratories and Facilities

Success measures

Implementation of accessible features, facilities and equipment in the AIID building, as assessed through compliance with relevant accessibility standards and guidelines.

Action 2.29: Include Personal Emergency Evacuation Procedures (PEEPs) in standard induction packs for new staff as part of the onboarding process

Timing

2024

Accountability

Head, OHS and Compliance

Success measures

Incorporation of PEEPs in new staff induction packs to enhance emergency preparedness.

Action 2.30: Collaborate with emergency wardens to ensure they thoroughly comprehend their responsibilities. Integrate PEEPs into their training to elevate workplace safety and preparedness

Timing

2024–2025

Accountability

Head, OHS and Compliance

Success measures

Total compliance in emergency wardens' comprehensive understanding of their responsibilities and the successful integration of PEEPs in their training.

Mechanisms for ongoing compliance to ensure continued workplace safety and preparedness enhancement.

Action 2.31: Set up a clear stage-based consultation process that defines roles as a vital part of our physical environment adjustments.

Specify the timing and participants at each stage.

Ensure that staff and students, particularly those with firsthand experience, have early opportunities to provide input and address these factors well before any changes are implemented.

Communicate alterations efficiently after renovation completion and incorporate relevant processes necessary to accommodate these modifications to our plans

Timing

2024–2026

Accountability

Head, Laboratories and Facilities

Success measures

A document that describes and integrates the process into standard business procedures.

Total compliance with the staged consultation process for physical environment changes.

Collection of feedback from staff and students at least one month before any modifications and an update of all relevant processes within 2 weeks of completing renovations.

Burnet Disability Plan targets in Pillar 1: Workplace Culture

Action 2.32: Discover and review existing industry standards and training for IT on disability inclusion and determine next steps

Timing

2024–2025

Accountability

Chief Technology Officer

Success measures

A research document detailing existing industry standards and training materials related to disability inclusion in IT.

A plan for implementing IT training programs focused on disability inclusion.

Action 2.33: Assess existing IT software

Timing

2024–2025

Accountability

Chief Technology Officer

Success measures

A document of the results identifying areas that require improvement or adjustment to meet the standards.

Action 2.34: Incorporate a process for evaluating disability inclusion when acquiring new software

Timing

2026–2027

Accountability

Chief Technology Officer

Success measures

A workflow that includes a disability inclusion review.

Published key outputs of these reviews, demonstrating a commitment to digital accessibility.

A collaborative communication channel between the IT and Procurement teams to ensure that vendor contracts for new software systems are appropriately formulated to support disability inclusion and accessibility goals.

Action 2.35: Publish key information about disability inclusion and software, including a method for people to request support or share feedback

Timing

2025–2027

Accountability

Chief Technology Officer

Success measures

Relevant information about disability inclusion disseminated within software on the intranet with accessible and user-friendly tools for individuals to seek assistance or offer feedback, thus advancing inclusivity within the digital environment.

Action 2.36: Develop and implement an inclusive language guide as a key component of the revision and update of Burnet’s existing communication guidelines

Timing

2024–2026

Accountability

Executive General Manager, Communication and Marketing

Success measures

An inclusive language guide, developed in consultation with relevant stakeholders.

Availability of the guide to staff and students to ensure they have resources and guidance on inclusive language.

Action 2.37: Conduct an accessibility review of the Burnet website

Timing

2024

Accountability

Executive General Manager, Communication and Marketing

Success measures

An accessibility review analysing and prioritising recommendations to develop an action plan and appropriate implementation.

Burnet Disability Plan targets in Pillar 1: Workplace Culture

Action 2.38 Conduct an inclusive language audit of the Burnet website, including plain language, to identify areas for improvement

Timing

2024

Accountability

Executive General Manager, Communication and Marketing

Success measures

An inclusive language audit, a recommendation review and implementation of prioritised actions.

Action 2.39: Incorporate alt text in all social media posts containing images

Timing

2024–2025

Accountability

Executive General Manager, Communication and Marketing

Completion of relevant training in the use of alt text and inclusion of alt text in all social media posts containing images.

Action 2.40: Incorporate closed captions in the development of internal and external videos where appropriate

Timing

2025–2026

Accountability

Executive General Manager, Communication and Marketing

Success measures

Integration of closed captions in internal and external videos developed by the Marketing and Communication team.

Mechanisms for ongoing compliance.

Action 2.41: Maintain the use of accessible visual treatments for external and internal communication in line with Burnet’s Brand Guidelines

Timing

2024–2026

Accountability

Executive General Manager, Communication and Marketing

Success measures

Maintenance of the use of accessible visual treatments and mechanisms for ongoing compliance.

Provision of information to staff and students about these accessible design practices, thus promoting universal accessibility across all communication materials.

Action 2.42: Establish a streamlined process for gathering information about student adjustment needs and necessary support prior to their start date

Timing

2024–2025

Accountability

Chair, Education and Research Integrity

Success measures

A process where incoming students can provide information about their adjustment requirements and necessary support before their enrolment, leading to improved preparedness and tailored assistance.

Action 2.43: Develop a welcome kit for new students that intentionally considers disability inclusion

Timing

2024–2025

Accountability

Chair, Education and Research Integrity

Provision of a welcome kit for students as part of the 2025 intake and assessment of its impact, ensuring an increased number of students complete their profiles.

Burnet Disability Plan targets in Pillar 1: Workplace Culture

Action 2.44: Create a comprehensive resource outlining how to best support students with disability

Timing

2024–2025

Accountability

Chair, Education and Research Integrity

Success measures

A comprehensive resource for addressing disability inclusion and specific student needs.

Automatic direction to or provision of these resources to staff responsible for students.

Action 2.45: Develop comprehensive academic adjustment plan guidelines, incorporating specific eligibility criteria for students

Timing

2024–2027

Accountability

Chair, Education and Research Integrity

Success measures

Comprehensive academic adjustment plan guidelines.

Action 2.46: Assess the curriculum and assessment methods, generating a comprehensive list of enhancements to strengthen support systems for students throughout their academic journey

Timing

2025–2027

Accountability

Chair, Education and Research Integrity

Success measures

A list of proposed improvements, including a robust monitoring system to track the progress and evaluate the effectiveness of these enhancements.

Burnet Disability Plan targets in Pillar 2: Research and Development Work

Action 3.1: Formalise commitment to the design and delivery of accessible, inclusive research projects and development work

Timing

2024

Accountability

Discipline Heads, International Development

Discipline Heads, Public Health

Discipline Heads, Life Sciences

Success measures

A formal commitment document that outlines principles for accessible and inclusive research projects.

Clear communication of its implementation to research teams.

Action 3.2: Conduct a comprehensive staff needs assessment that considers Australian Council for International Development, Department of Foreign Affairs and Trade, and National Health and Medical Research Council criteria and challenges related to integrating disability.

Identify resources, tools and staffing, funding and training requirements for disability inclusion in research and development work

Timing

2024–2025

Accountability

Discipline Heads, International Development

Discipline Heads, Public Health

Discipline Heads, Life Sciences

Success measures

Analysis of the assessment results and prioritisation of training areas based on identified needs.

A comprehensive list of resources, tools, staffing, funding and training topics, and content based on prioritised needs.

Burnet Disability Plan targets in Pillar 2: Research and Development Work

Action 3.3: Develop a training program addressing staff needs and identified barriers to integrating disability

Timing

2025–2026

Accountability

Discipline Heads, International Development

Discipline Heads, Public Health

Discipline Heads, Life Sciences

Success measures

Tailored training for staff, including online and in-person programs.

Action 3.4: Implement the tailored training program addressing staff needs and identified barriers to integrating disability

Timing

2025–2027

Accountability

Discipline Heads, International Development

Discipline Heads, Public Health

Discipline Heads, Life Sciences

Success measures

A high level of satisfaction among participants in the customised training programs, evidenced by post-training evaluation and feedback.

Action 3.5: Develop guidance on disability-inclusive data collection, including the Washington Group Short Set questions and other major methodologies

Timing

2024–2027

Accountability

Discipline Heads, International Development

Discipline Heads, Public Health

Success measures

A robust guidance document for disability-inclusive data collection enriched with best practices, expert input and stakeholder feedback.

Dissemination of this guidance to relevant staff and stakeholders, ensuring they utilise it effectively in their data collection processes.

Evaluation of this endeavour by measuring the quality of data collected on disability-related aspects.

Action 3.6: Undertake a comprehensive review of the detailed international development manual encompassing fieldwork activities and facilitate a collaborative co-design process that welcomes input from individuals with disability and experienced staff in the relevant field

Timing

2024–2025

Accountability

Discipline Heads, International Development

Success measures

A comprehensive review of the manual that actively involves individuals with disability and experienced staff, generating a list of essential improvements.

Action 3.7: Create a centralised repository for storing local, contextual information from the countries where Burnet operates

Timing

2024–2027

Accountability

Discipline Heads, International Development

Discipline Heads, Public Health

Success measures

A central repository of contextual information from the regions where Burnet operates on the dedicated disability inclusion intranet page.

Links to disability training resources specific to each region and an up-to-date directory of local disability-focused organisations.

Burnet Disability Plan targets in Pillar 2: Research and Development Work

Action 3.8: Conduct a basic scoping exercise to identify existing resources, guidelines and training relating to disability inclusion in life sciences research

Timing

2024–2025

Accountability

Discipline Heads, Life Sciences

Success measures

A catalogue detailing accessible resources, guidelines, training materials and information regarding disability inclusion within life sciences research.



“

Relying on software assistance due to my disability, initiatives like the DAP not only enhance my confidence in accessing support effectively but also help me perform effectively at work. Burnet fosters an inclusive environment where everyone, regardless of their challenges, can contribute to nurturing resilience and strength in each of us.

Rachel Smith, Senior Midwifery Specialist

Burnet Disability Plan targets in Pillar 3: Advocacy and Communication

Action 4.1: Develop internal strategies for disability-related awareness campaigns, including promoting the work of disability-related programs and projects

Timing

2024–2027

Accountability

Executive General Manager, Communication and Marketing

Success measures

Assessment of opportunities for disability-related awareness campaigns and implementation where appropriate.

Evaluation of campaign engagement and adjustment of communication activities as necessary.

Action 4.2: Integrate disability inclusion into existing risk management templates for project and research work

Timing

2024–2025

Accountability

Co-Head, Strategy Insights and Impact; Head, Development Effectiveness

Success measures

Risk management templates that consider disability inclusion.

Inclusion of mitigation strategies relating to disability inclusion and awareness by project leads and managers where applicable.

Action 4.3: Share stories and successes from our work relating to disability inclusion with the Marketing and Communication team for internal and external dissemination

Timing

2024–2027

Accountability

Executive General Manager, Communication and Marketing

Burnet Disability Plan targets in Pillar 3: Advocacy and Communication

Success measures

An automated system, educated staff members and updated processes to ensure the effective communication of success stories and accomplishments of disability inclusion using internal and external communication channels.

Action 4.4: Establish a comprehensive map of partnership networks with disability inclusion organisations across Australia, Myanmar, PNG and any other relevant contexts

Timing

2024–2026

Accountability

Executive General Manager, Business Development and Funding Partnerships

Success measures

A detailed mapping system outlining partnership definitions and scope.

Evaluative categories or criteria to facilitate comments on the value and impact of collaboration with partner organisations.

Action 4.5: Identify and share funding opportunities that encompass mainstreaming disability inclusion into broader initiatives or specifically benefit people with disability

Timing

2024–2027

Accountability

Director, Strategic Funding Partnerships Innovation and Communication

Success measures

Partnerships and quality submissions for funding opportunities.

Collaboration with partner organisations to enhance the overall funding acquired for disability inclusion efforts.

Burnet Myanmar targets

Action 5.1: Explore comparable actions to those listed in Workplace Culture

Timing

2024

Accountability

Country Director, Myanmar

Success measures

Analysis and identification of comparable actions to those listed in the Workplace Culture section.

An implementation plan to enhance disability inclusion efforts.

Action 5.2: Recruit an in-country (Burnet Myanmar) disability inclusion position

Timing

2024

Accountability

Country Director, Myanmar

Success measures

Successful onboarding of a dedicated disability inclusion position.

Action 5.3: Identify training needs and develop a training plan that begins with integrating inclusive language in the workplace

Timing

2024

Accountability

Country Director, Myanmar

Success measures

A comprehensive evaluation of disability inclusion training requirements, commencing with integrating inclusive language in the workplace.

Continuous assessment of language usage and staff awareness of inclusivity to gauge progress and improvements.

Burnet Myanmar targets

Action 5.4: Ensure that every existing and new staff member receives and complies with disability inclusion training

Timing

2024

Accountability

HR Manager, Myanmar

Success measures

Total participation and compliance with disability inclusion training for existing and new staff members.

Action 5.5: Audit sites for accessibility and commit to remediation, including workplace adjustment for staff and stakeholders

Timing

2025

Accountability

HR Manager, Myanmar

Success measures

Accessibility audits for all sites and initiation of necessary remediation actions, including workplace adjustments, to ensure inclusivity for staff and stakeholders.

Action 5.6: Establish a staff voice committee to facilitate consistent communication with disability inclusion groups in Australia and PNG

Timing

2025

Accountability

Country Director, Myanmar

Success measures

A staff voice committee that incorporates the responsibility to uphold regular, effective communication with disability inclusion groups in Australia and PNG, ensuring active engagement and collaboration.

Action 5.7: Develop inclusive project design frameworks

Timing

2024–2025

Accountability

Country Director, Myanmar

Success measures

Inclusive project design frameworks that promote active collaboration and shared expertise between the Australian and Myanmar offices.

Action 5.8: Develop inclusive data collection protocols, including the Washington Group Short Set questions

Timing

2024 Research Director, Myanmar

Success measures

Inclusive data collection protocols, including the Washington Group Short Set questions, developed in collaboration with discipline heads as part of their broader efforts to enhance disability inclusion.

Protocol development, adoption, continuous improvement and data quality enhancement across all projects and research activities.

Action 5.9: Identify training needs and develop a training plan

Timing

2024

Accountability

Country Director, Myanmar

Success measures

Analysis and implementation of a collaborative training plan for disability inclusion, coordinated with discipline heads as part of their broader efforts.

Monitoring of the plan to ensure its effectiveness and relevance.

Engagement with discipline heads for their input and support.

Burnet Myanmar targets

Action 5.10: Develop and deliver a diversity and inclusion toolkit

Timing

2024–2025

Accountability

Research Director, Myanmar

Success measures

A diversity and inclusion toolkit with ensured accessibility and monitored use to support diversity and inclusion initiatives.

A country-specific version of the toolkit, created by the Myanmar office while discipline heads work on a broader version.

Action 5.11: Build in project feedback mechanisms that include questions on disability and accessibility.

Build learnings into project designs

Timing

2025–2026

Success measures

Country Director, Myanmar

Accountability

Effective project feedback mechanisms that incorporate disability and accessibility-related enquiries.

Improvement of project designs using insights and feedback, promoting greater inclusivity.

Collaboration between overarching initiatives and the mechanisms established by the Myanmar office.

Action 5.12: Use Burnet’s central repository, as detailed in this DAP, to store country-specific data, including disability training resources and local disability organisations

Timing

2024–2027

Accountability

Country Director, Myanmar

Success measures

Provision and curation of Myanmar-specific data and resources in the central repository.

Monitoring of its use to ensure accessibility and relevance.



“

It was difficult navigating work after my ankle injury, but thanks to the support of Dr Margarete White and my managers Dr David Harrison and Associate Professor Paul Gilson, I was able to manage my workload effectively through flexible working arrangements. Initiatives like the DAP further enhance support for staff; ensuring that everyone receives necessary assistance. Burnet’s caring culture has made my recovery smoother and work experience more fulfilling.

**Dr Betty Kouskousis, Specialist Microscopist
and Senior Research Officer**

Burnet Papua New Guinea targets

Action 6.1: Recruit an in-country (Burnet PNG) disability inclusion focal position

Timing

2024

Accountability

Country Director, PNG

Success measures

Onboarding of a dedicated disability inclusion position.

Action 6.2: Identify training needs and create a training strategy that begins with incorporating inclusive language in the workplace, considering language variations between provinces

Timing

2024

Accountability

Country Director, PNG

Success measures

A thorough assessment of disability inclusion training requirements, beginning with incorporating inclusive terminology in the workplace.

Regular assessment of language use and staff understanding of inclusion to track progress and adjust as needed.

Action 6.3: Audit sites for accessibility and commit to remediation, including workplace adjustments

Timing

2025

Accountability

Country Director, PNG

Success measures

Accessibility audits for all sites and initiation of necessary remediation actions, including workplace adjustments, to ensure inclusivity for staff and stakeholders.

Action 6.4: Establish accessible training and conference locations and look at partnerships with those venues

Timing

2024

Accountability

Country Director, PNG

Success measures

Suitable partnerships with accessible office training and conference venues for events.

Action 6.5: Establish PNG representation in Burnet's Lived Experience Advisory Group (LEAG)

Timing

2024

Accountability

Country Director, PNG

Success measures

Representation from PNG in Burnet's LEAG to promote active engagement and collaboration.

Action 6.6: Develop inclusive project design frameworks

Timing

2024–2025

Accountability

Country Director, PNG

Success measures

Inclusive project design frameworks that promote active collaboration and shared expertise between all offices.

Burnet Papua New Guinea targets

Action 6.7: Develop inclusive, accessible data collection protocols, including the Washington Group Short Set questions, for all projects in PNG

Investigate translating the Washington Group Short Set questions for each office.

Timing

2024

Accountability

Country Director, PNG

Success measures

Inclusive, accessible data collection protocols for PNG developed in partnership with project leads.

Development, acceptance and continual improvement of protocols.

Improvement of data quality across all work in PNG.

Action 6.8: Identify training needs and develop a training plan to ensure new and existing staff participate in disability inclusion training

Timing

2024

Accountability

Country Director, PNG

Success measures

Analysis and implementation of a collaborative training plan for disability inclusion, coordinated with discipline heads as part of the organisation's broader efforts.

Monitoring of the DAP to ensure its effectiveness and relevance.

Engagement with discipline heads for their input and support.

Action 6.9: Develop a diversity and inclusion toolkit with Disabled People's Organisations

Timing

2024–2025

Accountability

Research Director, PNG

Success measures

An accessible diversity and inclusion toolkit developed in partnership with Disabled People's Organisations, Callan Services and the PNG Assembly of Disabled Persons.

Action 6.10: Build in project feedback mechanisms that include questions on disability and accessibility

Build learnings into project designs.

Timing

2025–2026

Accountability

Country Director, PNG

Success measures

Effective project feedback mechanisms that incorporate disability and accessibility-related enquiries.

Improvement of project designs using gathered insights and feedback to promote greater inclusivity.

Collaboration between Burnet's overarching initiatives and the mechanisms established by the PNG office.



Burnet[®]
reach for the many

Burnet welcomes feedback and comments
on our Disability Plan:

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Overseas

Burnet has offices in Papua New Guinea and Myanmar, and also contributes to research and public health programs in many other countries across Asia, the Pacific, Africa, Europe, and North America.

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