



# Workplace Gender Equality Agency Diversity and Inclusion Action Plan

2017-2019

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1.0		Human Resources
1.1	Updated to include Agency Multicultural Plan and APS Gender Equality Strategy	Human Resources

## Part One – Our commitment

The Workplace Gender Equality Agency (the Agency/WGEA) is committed to providing an inclusive work environment which is supportive of difference and encourages full participation of all employees in contributing to the achievement of our business objectives. We recognise that the differences our people bring to the workplace add to its strength.

Diversity encompasses differences in gender, age, language, cultural background, sexual orientation, religious beliefs and ability. Diversity also refers to the many ways we are different in other respects such as educational level, job function, socio-economic background, geographic location, thinking style and whether or not one has family responsibilities. The Agency's Workplace Diversity Action plan has been designed to include all of these factors and to focus on a number of key areas that have been identified for action.

Our objective is to reflect the diversity of the Australian working age population, whilst maintaining our quality of service to clients, and to work in an environment where individual differences, skills, talents and views are valued and everyone is encouraged to learn, develop and share their knowledge.

This Plan:

- applies to all Agency employees and contractors,
- aligns with WGEA's Enterprise Agreement 2015-2018,
- is supported by initiatives in our Corporate and Strategic Plans, and
- aligns with the Australian Public Service Multicultural Access and Equity Policy and the Australian Public Service Gender Equality Strategy.

The Agency will report on diversity outcomes in our Annual Report and this Plan will be in place for three years. The Agency will achieve its commitments by linking its objectives to five focus areas.

Focus area	Objective/s
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>→ WGEA actively seeks out opportunities to increase the representation of people from diverse backgrounds in the workplace.</li> <li>→ WGEA puts in place measures to ensure the selection and promotion process is fair for all applicants</li> </ul>
<b>Working arrangements</b>	<ul style="list-style-type: none"> <li>→ WGEA has a framework that supports flexible working arrangements including part-time and job sharing arrangements for those who require it.</li> </ul>
<b>Workplace Culture</b>	<ul style="list-style-type: none"> <li>→ WGEA values the experiences and the contributions made by people from diverse backgrounds and there is staff engagement in diversity and inclusion initiatives</li> <li>→ WGEA encourages all staff to participate on Agency working groups and consultative processes.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>→ Diversity initiatives and events are regularly held and communicated to all staff.</li> <li>→ Different communication models in team and staff meetings are piloted and Diversity inclusive language is used.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>→ The WGEA executive team promotes and models diversity and inclusion in the workplace</li> <li>→ Diversity training is part of the training and development schedule and is available to all staff.</li> </ul>

## Part Two – Our priorities

Gender Equality		
Focus area	Actions	Measure of success
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>→ Vacancies to explicitly encourage men to apply for all roles.</li> <li>→ Review recruitment activities to determine statistics of the gender of applicants.</li> <li>→ Ensure gender balance on selection committees</li> <li>→ Seek gender diversity in contractors, secondees, interns and consultants</li> <li>→ Offer unconscious bias training as part of our learning and development suite</li> </ul>	<ul style="list-style-type: none"> <li>→ Target of 18% male in management team informed by current workforce composition and turnover projections.</li> <li>→ Improved gender balance in job roles (including contractors and advisors)</li> <li>→ Increased number of male job applicants</li> </ul>
<b>Working arrangements</b>	<ul style="list-style-type: none"> <li>→ Provide support for flexible working arrangements by;               <ul style="list-style-type: none"> <li>• implementing desktop anywhere technology;</li> <li>• ensuring ergonomic assessments for remote working and supportive equipment; and</li> <li>• increasing the effectiveness of communication technology to support remote communication</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>→ Regular reporting demonstrates a broad variety of arrangements in place.</li> </ul>
<b>Workplace Culture</b>	<ul style="list-style-type: none"> <li>→ Breast feeding friendly workplace in place and policy promoted</li> <li>→ Flexible working arrangements, promoted and supported</li> <li>→ Implement a program of volunteering opportunities for staff that support our diversity and inclusion priorities</li> </ul>	<ul style="list-style-type: none"> <li>→ Facilities in place to manage breast feeding requirements.</li> <li>→ Annual reporting and APS Census results support perception of supportive culture.</li> <li>→ Annual opportunity for staff to volunteer for a day or part-day at a related charity or organisation.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>→ Improve return to work experiences from parental/carers leave with a keep in touch program and a welcome back program maintained.</li> </ul>	<ul style="list-style-type: none"> <li>→ Re-induction program developed and implemented within 12 months.</li> <li>→ Positive feedback from employees after two months of returning from parental leave on the transition.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>→ Promote the take-up of flexible working arrangements</li> <li>→ Participate in external events where there is gender balance on panels</li> <li>→ Promote the inclusion of males in panels.</li> </ul>	<ul style="list-style-type: none"> <li>→ All applications for flexible working arrangements are given due consideration</li> <li>→ Feedback provided to event organisers about the importance of diverse voices in gender equality events.</li> </ul>

People with Disability		
Focus area	Actions	Measure of success
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>→ Consider all roles for RecruitAbility</li> <li>→ Reasonable adjustment provided during interview process</li> <li>→ Review recruitment activities to determine level of applications from people with disability</li> <li>→ Offer internship opportunities for university students with disability</li> </ul>	<ul style="list-style-type: none"> <li>→ Increase in the level of people with disability applying for positions in our Agency.</li> </ul>
<b>Working Arrangements</b>	<ul style="list-style-type: none"> <li>→ Provide a dynamic and inclusive work environment for people with disability by               <ul style="list-style-type: none"> <li>• Reasonable adjustment managed centrally</li> <li>• Accessibility in layout and facilities</li> <li>• Introduce a buddy system for employees with disability</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>→ All workplace adjustment requirements are met.</li> </ul>
<b>Workplace Culture</b>	<ul style="list-style-type: none"> <li>→ Increase staff awareness of workplace issues around disability</li> <li>→ Mental health awareness training as part of our learning and development suite</li> <li>→ Membership of Australian Network on Disability</li> <li>→ Implement a program of volunteering opportunities for staff that support our diversity and inclusion priorities</li> </ul>	<ul style="list-style-type: none"> <li>→ Training readily available for staff</li> <li>→ Maintain membership with the Australian Network on Disability.</li> <li>→ Annual opportunity for staff to volunteer for a day or part-day at a related charity or organisation.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>→ Recognise international day for people with disability</li> <li>→ Increase the number of employees who disclose a disability</li> <li>→ Ensure WGEA website is accessible</li> <li>→ Use and promote the National Relay Service</li> </ul>	<ul style="list-style-type: none"> <li>→ Annual event held with 50% staff attendance and participation at event.</li> <li>→ Increase in reporting of diversity information</li> <li>→ Website is WCAG 2.0 compliant.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>→ Educate WGEA executive about their responsibilities in supporting employees with disability</li> <li>→ Training readily available for managers of people with disability</li> </ul>	<ul style="list-style-type: none"> <li>→ Training undertaken by executive team and refresher training continued.</li> </ul>

<b>Indigenous Australians</b>		
<b>Focus area</b>	<b>Actions</b>	<b>Measure of success</b>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>→ Attract indigenous employees with all vacant roles advertised on “Our Mob” job board</li> <li>→ Review recruitment activities to determine level of applications from indigenous Australians</li> <li>→ Target indigenous students for work experience</li> </ul>	<ul style="list-style-type: none"> <li>→ Increase in the level of indigenous people applying for positions in our Agency</li> <li>→ Work towards the Agency’s employment target of one indigenous employee by end of 2018.</li> </ul>
<b>Workplace Culture</b>	<ul style="list-style-type: none"> <li>→ Recognise the importance of indigenous culture and provide access to cultural awareness training.</li> <li>→ Organise an event each year to celebrate Reconciliation week and/or NAIDOC week</li> <li>→ Retain indigenous artwork throughout the office</li> <li>→ Implement a program of volunteering opportunities for staff that support our diversity and inclusion priorities</li> </ul>	<ul style="list-style-type: none"> <li>→ 80% of staff have completed cultural awareness training by December 2017.</li> <li>→ Annual event held with 50% staff attendance and participation at event.</li> <li>→ Annual opportunity for staff to volunteer for a day or part-day at a related charity or organisation.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>→ Acknowledgement of country at all events and speaking engagements including internal meetings</li> </ul>	<ul style="list-style-type: none"> <li>→ Occurs as standard practice.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>→ Support access to employee leave provisions for cultural purposes</li> </ul>	<ul style="list-style-type: none"> <li>→ Flexible working arrangements and or leave available for accommodate cultural requirements.</li> </ul>

<b>Cultural Diversity</b>		
<b>Focus area</b>	<b>Actions</b>	<b>Measure of success</b>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>→ Undertake blind short-list practices where practicable</li> <li>→ Review recruitment activities to determine level of applications from Culturally And Linguistically Diverse (CALD) backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>→ Increase people from CALD backgrounds applying for roles.</li> </ul>
<b>Workplace Culture</b>	<ul style="list-style-type: none"> <li>→ Celebrate the cultural diversity of our workforce</li> <li>→ Support quiet space for devotion and reflection</li> <li>→ Implement a program of volunteering opportunities for staff that support our diversity and inclusion priorities</li> </ul>	<ul style="list-style-type: none"> <li>→ Run Harmony Day events annually</li> <li>→ Quiet space utilised by staff</li> <li>→ Annual opportunity for staff to volunteer for a day or part-day at a related charity or organisation.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>→ Utilise specialist company to assist with use of plain English for reference guide to enhance accessibility for clients</li> <li>→ Ensure Website accessibility for CALD</li> </ul>	<ul style="list-style-type: none"> <li>→ Reference and other public documentation reviewed and available and accessible</li> <li>→ Website WCAG 2.0 compliant</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>→ Make cultural awareness training available for all staff</li> <li>→ Support access to employee leave provisions for cultural purpose</li> </ul>	<ul style="list-style-type: none"> <li>→ Training and refresher training part of mandatory training suite for new and existing staff.</li> <li>→ Flexible working arrangements and or leave available for accommodate cultural requirements.</li> </ul>

<b>Mature Age Employees</b>		
<b>Focus area</b>	<b>Actions</b>	<b>Measure of success</b>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>→ Undertake blind recruitment practices</li> <li>→ Review recruitment activities to determine level of applications from mature age workers.</li> </ul>	<ul style="list-style-type: none"> <li>→ Increase in the level of mature age workers applying for positions</li> </ul>
<b>Working Arrangements</b>	<ul style="list-style-type: none"> <li>→ Discuss ongoing flexible working arrangements with mature aged workers annually to accommodate individual needs</li> </ul>	<ul style="list-style-type: none"> <li>→ Flexible working arrangements and or leave available for accommodate requirements.</li> </ul>
<b>Workplace Culture</b>	<ul style="list-style-type: none"> <li>→ Promote external transition to retirement programs</li> <li>→ Implement a program of volunteering opportunities for staff that support our diversity and inclusion priorities</li> </ul>	<ul style="list-style-type: none"> <li>→ Number of attendance of mature aged workers in programs.</li> <li>→ Annual opportunity for staff to volunteer for a day or part-day at a related charity or organisation.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>→ Communicate entitlements for mature aged employees by providing advice on superannuation and retirement information sessions.</li> </ul>	<ul style="list-style-type: none"> <li>→ Number of advice provided and attendance of mature aged workers at sessions.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>→ Encourage mature aged worker to participate in internal mentoring to facilitate passing of corporate knowledge of younger employees.</li> </ul>	<ul style="list-style-type: none"> <li>→ Mentoring occurring as a component of employee learning and development.</li> </ul>



## Lesbian, Gay, Bisexual, Transgender, Intersex and Questioning (LGBTIQ)

Focus area	Actions	Measure of success
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>→ Undertake blind recruitment practices.</li> </ul>	<ul style="list-style-type: none"> <li>→ Increase in the level of applications from minority groups</li> </ul>
<b>Working Arrangements</b>	<ul style="list-style-type: none"> <li>→ Ensure that the opportunity to identify as a gender other than male or female in forms and records is available and easily accessible for those who require it.</li> </ul>	<ul style="list-style-type: none"> <li>→ All official documents and require gender identification are reviewed and edited to include the classification X for Indeterminate, Intersex and Unspecified gender.</li> </ul>
<b>Workplace Culture</b>	<ul style="list-style-type: none"> <li>→ Hold workshop/speaker event to engage staff members in LGBTIQ discussions</li> <li>→ Implement a program of volunteering opportunities for staff that support our diversity and inclusion priorities</li> </ul>	<ul style="list-style-type: none"> <li>→ Level of staff engagement at event.</li> <li>→ Annual opportunity for staff to volunteer for a day or part-day at a related charity or organisation.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>→ Organise one occasion each year to celebrate the LGBTIQ community.</li> </ul>	<ul style="list-style-type: none"> <li>→ 50% staff participation in occasion.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>→ Lead by example in promoting LGBTIQ equity in the workplace.</li> <li>→ Support access to parental and carer's leave and flexible working arrangement's as needed</li> </ul>	<ul style="list-style-type: none"> <li>→ Agency policies are reviewed for inclusive language.</li> </ul>