Australian Government
Department of Industry, Science, Energy and Resources

Inclusion Strategy 2021-23:
Action Plan Summary

Over the next 3 years the department will foster inclusion throughout the workforce and entire employment lifecycle.

Our inclusion strategic actions:

- Raise **internal awareness** about diversity and inclusion
- Gear **recruitment** for greater inclusion
- Support the diverse needs of staff to improve **accessibility and wellbeing**
- Empower staff through inclusive **career management** initiatives
- Embed **inclusive practices** throughout the workplace
- **Celebrate and reward** inclusive leadership
- Build systems for **accountability** around inclusion department-wide.

Inclusion strategic activities	2021 In the first year we will:	Focus area	2022 - 2023 For the next two years we will:	Focus area
INTERNAL AWARENESS	Introduce inclusion capability and diversity training as mandatory for all staff.	RESPECTFUL	Arrange information sessions in collaboration with Commonwealth Superannuation Corporation to help employees understand superannuation and prepare for retirement.	FLEXIBLE
	Develop a framework to increase inclusion competency progressively.	EXCELLENCE		
	Demonstrate a tangible commitment to diversity around the department, such as Acknowledgement of County plaques added to our building foyers in English and the local traditional language, and renaming prominent meeting rooms with place names in the traditional local language.	EXCELLENCE		
RECRUITMENT	Review recruitment and training practices to ensure communication is inclusive of all backgrounds.	INNOVATIVE	Develop tools and resources to attract and retain an intergenerational workforce.	INNOVATIVE
	Require mandatory inclusive recruitment training for all staff involved in bulk recruitment processes.	COLLABORATIVE	Update exit policy to identify reasons for staff leaving, including those based on departmental values and behaviours.	FLEXIBLE
	Engage specialist employment service providers for the attraction of staff from diverse backgrounds.	COLLABORATIVE		
ACCESSIBILTY & WELLBEING	Deliver corporate training through multiple methods and that is appropriate to individual needs.	FLEXIBLE	Revise content included in the department's Personal Situation Plans and how they are used to support staff wellbeing.	COLLABORATIVE
	Encourage staff to self-identify their diversity information on the department's employee portal to create a more inclusive workplace.	COLLABORATIVE	Provide safe environment for staff to discuss reasons for exiting the department.	RESPECTFUL
CAREER MANAGEMENT	Provide opportunities for employees from all backgrounds including individuals with unique, diverse viewpoints to succeed and fulfil individual ambitions.	EXCELLENCE	Examine processes and any perceived barriers for employees to access cultural leave and other flexible work arrangements.	FLEXIBLE
			Pilot programs to increase career development opportunities for employees such as mentoring, coaching, sponsoring, reverse mentoring or future leader programs.	EXCELLENCE
INCLUSIVE PRACTICES	Review complaint process and information available for staff to confidently raise any workplace concerns.	RESPECTFUL	Hold internal forums with the aim of connecting generations and building a cohesive intergenerational culture.	INNOVATIVE
	Encourage divisions to lead diversity and inclusion events throughout the year, in partnership with Employee Diversity Networks.	INNOVATIVE		
	Ensure diversity and inclusion events and initiatives are accessible to employees outside of Canberra.	COLLABORATIVE, RESPECTFUL		
CELEBRATE & REWARD	Recognise individuals and teams that have demonstrated outstanding leadership in the areas of diversity and inclusion.	EXCELLENCE	Highlight the department's diverse and inclusive workforce inclusive culture by publishing content that reflects the diversity of our workforce	COLLABORATIVE
	Increase funding to the employee diversity networks for diversity and inclusion events and initiatives, in partnerships with Divisions.	INNOVATIVE		
ACCOUNTABILITY	Review workplace policies, documents and communications to ensure they are inclusive of employees from all backgrounds.	INNOVATIVE	Develop and publish a bi-annual dashboard report that reflects the diversity of the department. Report to be reviewed by Executive Board and highlight workforce trends, employee metrics with recommendations to deliver inclusion outcomes.	COLLABORATIVE
	Include employee contributions to reconciliation, inclusion and accessibility in all staff performance plans and division business plans.	RESPECTFUL	Strive for membership that has a broad representation of staff from diverse backgrounds on panels, boards and committees.	RESPECTFUL

Legend: Departmental values   COLLABORATIVE   INNOVATIVE   RESPECTFUL   EXCELLENCE   FLEXIBLE

Embedding the Inclusion Strategy throughout the departmental values will enable the attraction of future diverse talent pools, improve ongoing employee engagement and performance and extend the average tenure of our current staff.

Our measures of success

Include employee contributions to reconciliation, inclusion and accessibility within our staff performance plans and business plan undertakings | Hold ourselves accountable to diversity and inclusion at all levels and track our performance | Increase representation and retention of staff from diversity groups | Build to 100% staff completions of the department's inclusion training programs | Ensure our technology and communication channels are accessible where possible.