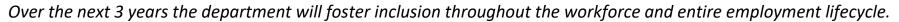


## Inclusion Strategy 2021-23:

## **Action Plan Summary**



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.

|                                |  |               | build systems for <b>accountability</b> around inclusion departine  |               |
|--------------------------------|--|---------------|---|---------------|
| Inclusion strategic activities | <b>2021</b> In the first year we will:   | Focus<br>area | 2022 - 2023 For the next two years we will:   | Focus<br>area |
| INTERNAL<br>AWARENESS          | Introduce inclusion capability and diversity training as mandatory for all staff.  Develop a framework to increase inclusion competency progressively.  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. | *             | Arrange information sessions in collaboration with Commonwealth Superannuation Corporation to help employees understand superannuation and prepare for retirement.  | *             |
| RECRUITMENT                    | Review recruitment and training practices to ensure communication is inclusive of all backgrounds.   | •             | Develop tools and resources to attract and retain an intergenerational workforce.   | •             |
|                                | Require mandatory inclusive recruitment training for all staff involved in bulk recruitment processes.   | <b>ii</b> i   | Update exit policy to identify reasons for staff leaving, including those based on departmental values and behaviours.  | 4             |
|                                | Engage specialist employment service providers for the attraction of staff from diverse backgrounds.   | (i)           |   |               |
| ACCESSIBILTY & WELLBEING       | Deliver corporate training through multiple methods and that is appropriate to individual needs.   | 4             | Revise content included in the department's Personal Situation Plans and how they are used to support staff wellbeing.  | íiì           |
|                                | Encourage staff to self-identify their diversity information on<br>the department's employee portal to create a more inclusive<br>workplace.   | <b>(†)</b>    | Provide safe environment for staff to discuss reasons for exiting the department.   |               |
| CAREER<br>MANAGEMENT           | Provide opportunities for employees from all backgrounds including individuals with unique, diverse viewpoints to succeed and fulfil individual ambitions.   | *             | Examine processes and any perceived barriers for employees to access cultural leave and other flexible work arrangements.   |               |
|                                |  |               | Pilot programs to increase career development opportunities for employees such as mentoring, coaching, sponsoring, reverse mentoring or future leader programs.   | *             |
| INCLUSIVE<br>PRACTICES         | Review complaint process and information available for staff to confidently raise any workplace concerns.  | <b>*</b>      | Hold internal forums with the aim of connecting generations and building a cohesive intergenerational culture.  |               |
|                                | Encourage divisions to lead diversity and inclusion events throughout the year, in partnership with Employee Diversity Networks.   | •             |   | •             |
|                                | Ensure diversity and inclusion events and initiatives are accessible to employees outside of Canberra.   | iii 🆐         |   |               |
| CELEBRATE &<br>REWARD          | Recognise individuals and teams that have demonstrated outstanding leadership in the areas of diversity and inclusion.   | *             | Highlight the department's diverse and inclusive workforce inclusive culture by publishing content that reflects the diversity of our workforce   | íi            |
|                                | Increase funding to the employee diversity networks for diversity and inclusion events and initiatives, in partnerships with Divisions.  |               |   |               |
| ACCOUNTABILITY                 | Review workplace policies, documents and communications to ensure they are inclusive of employees from all backgrounds.  | •             | 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. | (i)           |
|                                | Include employee contributions to reconciliation, inclusion and accessibility in all staff performance plans and division business plans.  | <b>*</b>      | Strive for membership that has a broad representation of staff from diverse backgrounds on panels, boards and committees.   | *             |

**Legend: Departmental values** 











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.