Workplace Diversity Policy and Action Plan
2015-2018
**Related documents**

<table>
<thead>
<tr>
<th>Responsible officer:</th>
<th>Manager, Human Resources and Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Related policies &amp; plans:</strong></td>
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<tr>
<td>● Agency Multicultural Plan 2013</td>
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<td>● Reconciliation Action Plan</td>
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<td>● AIC Language Plan</td>
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<tr>
<td>● AIC Workforce Plan</td>
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<td>● AIC Recruitment Policy</td>
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</tbody>
</table>
Introduction from the Director

The Australian Institute of Criminology (AIC) is Australia's national research and knowledge centre on crime and justice. The Institute seeks to promote justice and reduce crime by undertaking and communicating high quality, evidence-based criminological research to inform policy and practice.

To produce high quality relevant research relies on a productive and diverse work environment - a work environment that values and utilises the different skills, attributes, backgrounds and talents that staff bring to their roles and reflects the Australian community.

This Workplace Diversity Policy and Action Plan is the catalyst for supporting a culture where our diversity is fully valued and utilised. The Policy seeks to embed the principles and practices of diversity as an integral part of the AIC's core business targets and provide some specific strategies to assist us in reaching this goal.

As an employer and leader, I recognise that our staff, with their diverse abilities, skills, languages, cultures and backgrounds, are our greatest resource.

All AIC employees have a responsibility to make sure that our workplace is one that respects, recognises, encourages, values and utilises diversity. Each of us must take responsibility for working co-operatively with each other in a professional and respectful manner and for valuing and encouraging different perspectives and experience.

We should speak up when we believe inappropriate behaviour occurs, take complaints seriously and address incidents of workplace harassment quickly and effectively.

At the AIC we are committed to fostering diversity and encouraging success. While the Workplace Diversity Policy and Action Plan identifies key responsibilities and actions, the AIC's ongoing success is the collective responsibility of all employees and I encourage all staff to integrate the principles of workplace diversity into their daily activities and attitude and see the outcome of achieving enjoyment and balance in their working lives. I also encourage staff to familiarise themselves with the initiatives contained within the Action Plan and to work together to improve the workplace for individuals and therefore enhance the overall performance of the AIC.

Dr Adam Tomison
Director (Chief Executive)
Introduction

What is Workplace Diversity and what does it mean for us?

Australia has one of the most diverse populations in the world. The people we work with and provide services to, now and into the future, may be very different to us and may not aspire to be like us.

Workplace Diversity is about us and the people we work with. Workplace diversity is about understanding the individual differences of people who come from a broad range of abilities, backgrounds and cultures. It is about recognising the value of using those different perspectives and working towards enhancing the quality and relevance the AIC’s work.

Diversity is reflected in things such as gender, age, language, cultural background, sexual orientation, religious belief, family responsibilities, marital status, life experience, level of education, socio-economic background, disabilities, personality, values, perceptions and attitudes.

While the intention of the AIC’s Workplace Diversity Policy and Action Plan is to create a supportive and inclusive workplace for all people, we recognise that some groups of the Australian community face particular challenges, or have particular needs. Therefore, in addition to the broad plan of activity this Policy will also have elements that particularly support the following identified groups:

- **Indigenous Australians** - An Indigenous Australian is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which s/he lives.

- **People with a disability** - includes but is not limited to a person with a condition which may restrict their mental, sensory, or mobility functions to undertake or perform a task in the same way as a person who does not have a disability. This group includes anyone who currently has a disability, has had a disability in the past or may have one in the future.

- **Mature age** - relates to employees aged 55 and over.

- **Culturally and Linguistically Diverse (CaLD)** – This is a generic term that identifies communities born overseas using indicators such as language, ancestry, birthplace, religion and ethnic background. Many community groups prefer this term to Non-English Speaking background. It is a broad and inclusive descriptor for communities with diverse language, ethnic background, nationality, dress, traditions, food, societal structures, art and religion characteristics. This term is used broadly and often synonymously with the term ‘ethnic communities’.

- **Carers** - People with caring, family or relationship responsibilities who may require more flexibility in the workplace.

We must ensure that we not only accept or tolerate differences, but we actively capitalise on the diversity of skills, talents and perspectives of our people to harness an organisation where people work together better and in which everyone feels valued and able to contribute.

The concept of workplace diversity includes, but is not limited to, the principles of Equal Employment Opportunity (EEO). EEO addresses disadvantage experienced by particular groups of people in the workplace including Indigenous Australians, people with disabilities and those who may suffer disadvantage on the basis of race or ethnicity. EEO remains an important component of the broader concept of workplace diversity.

Workplace Diversity maintains the basic principles of equity, merit and non-discrimination which formed the basis of EEO legislation but goes beyond the concept of rectifying disadvantage and puts a new emphasis on valuing workplace difference as good management practice.
AIC Diversity Principles

Staff will work in an environment where:

- the differences each person brings to the workplace are acknowledged and valued;
- everyone is treated with respect;
- everyone is encouraged and supported in developing their career;
- all employees are encouraged and supported in balancing their work and personal lives; and
- harassment and discrimination is not tolerated.

Legislative Background

The legislative framework that applies to Workplace Diversity is reflective of the Government and community expectations about a fair, inclusive and productive Australian Public Service (APS).

The Public Service Amendment Act 2013 (the Amendment Act) made significant changes to the Public Service Act 1999 (the Act). The Act already contained several provisions to support an APS workforce that reflects the diversity of the Australian community. To strengthen the framework further the APS Values have been amended to introduce a new value of "Respectful - The APS respects all people, including their rights and heritage".

Changes to the Act included the introduction of APS Employment Principles. Behavioural requirements currently set out in the APS Values will be contained within the APS Employment Principles.

The following Commonwealth Acts provide the general legal framework to support diversity in the workplace:

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Work Health and Safety Act 2011
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Workplace Relations Act 1996
- Carer Recognition Act 2010;
- Fair Work Act 2009; and
- Workplace Gender Equality Act 2012.

The Public Service Amendment Act 2013 and the Public Service Commissioner's Directions 2013 require all agencies to establish a Workplace Diversity Program to assist in giving effect to the APS Values and to publish it on their internet site.

The AIC also recognises the need to support APS-wide initiatives, including specific programs to attract, retain and support people with disability and Aboriginal and Torres Strait Islander people usually run by the Australian Public Service Commission (APSC).
What are the benefits of Workplace Diversity for the AIC?

Workplace Diversity is not only a legal requirement, it is good management practice. It makes good business sense and helps create a better working environment for everyone. The AIC can be an agency:

- which values diversity of input and intelligently draws on the broad range of perspectives, new ideas and different ways of working of our people to develop innovative policy and quality program administration;
- whose diversity reflects and is sensitive to that of the Australian community it serves, and which will better understand and communicate in order to formulate policies and make decisions that accurately meet the community’s needs;
- where an ethos of equity and non-discriminatory practices is valued and teamwork is encouraged in order to benefit from a productive and fulfilling workplace which attracts and retains skilled employees; and
- which encourages learning from one another and enhances our skills and knowledge.

Behaviours that will not be tolerated at the AIC

The AIC will not tolerate the following behaviour:

- any breaches of the APS Code of Conduct;
- the inappropriate exertion of power by one person over another, which often presents as bullying behaviour;
- physical, verbal or psychological behaviour which makes another person feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry; and
- insulting, demeaning, humiliating, offensive, vilifying or intimidating behaviour.

Who are we?

As at 30 June each year, the AIC has the following percentages of identified staff:

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indigenous Australians</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>People with Disability</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>People from CaLD</td>
<td>N/k</td>
<td>N/k</td>
<td>N/k</td>
<td>N/k</td>
</tr>
<tr>
<td>Employees over 55</td>
<td>13.7</td>
<td>13.5</td>
<td>14</td>
<td>14</td>
</tr>
</tbody>
</table>

_N/k (not known) currently CaLD figures are not collected through the payroll system._

While staff ‘self-identify’ into various categories of diversity, many do not, or their diversity may not be as obvious as, say, gender. It can therefore be somewhat difficult to accurately report statistics, accommodate and/or note changes related to different diversity categories or groups. The following strategies provide further encouragement and support for diversity in our workplace.
Assistance and Advice about Workplace Diversity

The AIC will not tolerate harassment or discrimination of any kind. If you believe that you are being harassed, bullied or discriminated against on the basis of your diversity, or that you have witnessed this kind of behaviour in others, then there are places and people you can go to for help and support.

- **Your supervisor** should be the first place you seek assistance or advice. If you are uncomfortable talking to your supervisor, or they are part of the problem, you should consider talking to your next level manager about the issue.

- Harassment and bullying information is available on the [Intranet](#) and in the Harassment-free Workplace Policy to help you identify your responsibilities and the responsibilities of others in the workplace.

- **Workplace Harassment Contact Officers (WHCOs)** are available to assist you in understanding what harassment is and support you through a complaint process. The list of WHCOs can be found on the Intranet.

- the **Deputy Director (Corporate) and the Manager HR and Administration** can provide advice and information about, and is able to receive formal complaints of, harassment, bullying and discrimination.

- The AIC’s **Employee Assistance Program (EAP)** can also be a source of support. This free, confidential service is available to all employees by calling 1300 360 364, 24 hours a day, seven days a week.

Here are some useful links to help you find out more about Workplace Diversity:

- **Australian Public Service Commission**. This site contains extensive information on Workplace Diversity in the APS.

- **Human Rights Commission**. This site contains information on Human Rights, Disability Rights, Racial Discrimination, Sex Discrimination and Aboriginal and Torres Strait Islander Social Justice.

- **Multicultural Australia** - Department of Social Services website.

- **Diversity Council**. This is a private sector organisation but their site contains a wealth of information about all aspects of workplace diversity.

- **Indigenous Cadetship Program** is a program run by the Department of Prime Minister and Cabinet

- **Reconciliation Australia**
The Action Plan

The objectives of the *Workplace Diversity Policy and Action Plan 2014 - 2018* have been grouped under five key strategies as follows:

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>Leaders at all levels in the AIC actively encourage and promote workplace diversity principles.</td>
</tr>
<tr>
<td>Attract, develop and retain a diverse workforce</td>
<td>Employees and those seeking employment with the AIC are treated fairly and equitably in accessing employment opportunities and in selection and promotion processes (merit based). The AIC seeks to increase the representation of Indigenous employees, employees with a disability, people from non-English speaking background, Carers and older workers in its workforce where practicable.</td>
</tr>
<tr>
<td>Working environment free from discrimination and harassment</td>
<td>Workplace diversity principles are integrated into the Performance Development System.</td>
</tr>
<tr>
<td></td>
<td>Managers and employees have the skills and knowledge to prevent and deal with any harassment or bullying behaviours.</td>
</tr>
<tr>
<td>Flexible Working environment</td>
<td>The AIC provides a flexible employment framework which enables employees to effectively balance their work, family, caring, other responsibilities and interests.</td>
</tr>
<tr>
<td>Better reporting</td>
<td>Employees will be provided with a range of ways to provide diversity based information. The data will be collected and analysed with respect what it shows about the impact of the Workplace Diversity Policy and Action Plan on AIC Diversity.</td>
</tr>
</tbody>
</table>

What do we aim to achieve through this Action Plan?

Our aim is to include as completely as possible the diversity of the Australian community into our workplace and our activities. To achieve this we need a workplace culture that is welcoming and celebrates diversity. This means that we need to:

- Treat all people with dignity and respect.
- Adapt and adopt organisational and work methods to include everyone.
- Focus on what is possible and aim to achieve this.
- Take account and advantage of differing beliefs, circumstances, needs and backgrounds in our operational systems, work methods and management styles.
- Have good stewardship of resources and make reasonable, objective decisions.
How will we know if we’ve achieved our aim?

Monitoring Evaluation and Review

The Public Service Commissioner’s Directions 2013 require agencies to develop performance indicators to evaluate the effectiveness and outcomes of the agency’s Workplace Diversity Program and to evaluate and report to the Public Service Commissioner annually on the effectiveness and outcomes of the program.

The Action Plan, which forms part of this Policy, includes performance measures that will be used to evaluate the effectiveness of the Plan and to report to the Public Service Commissioner annually. Quantitative data (e.g. workforce data), and qualitative information (such as that gathered through staff attitude surveys) will be used to evaluate the Workplace Diversity Policy and modify or re-direct the Action Plan each year.

The Executive Committee will oversee the implementation of this Policy. The HR and Administration team will report quarterly on progress.
Contributing to the success of the Plan

Each of us has an important role in creating an environment where diversity is valued. In particular, every person needs to contribute to the implementation of Workplace Diversity principles to ensure the benefits flow on to everyone in the AIC workplace. We all have an active role to play to ensure that the AIC has a desirable work environment and culture.

<table>
<thead>
<tr>
<th>As an Individual</th>
<th>As a Manager</th>
<th>As a member of the Executive</th>
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</thead>
<tbody>
<tr>
<td>• treat each other with courtesy and respect</td>
<td>• model the APS Values and Code of Conduct in your work and management of staff and lead by example in fostering a culture where the diversity of the workforce is recognised and valued and display a positive commitment</td>
<td>• demonstrate a personal commitment to the principles of equity and diversity</td>
</tr>
<tr>
<td>• foster good working relationships and act in a friendly manner in the workplace</td>
<td>• actively support and implement the Diversity Policy and Action Plan in the workplace</td>
<td>• support the aims and implementation of the AIC’s Workplace Diversity Policy and Action Plan</td>
</tr>
<tr>
<td>• listen to the views of others without prejudice</td>
<td>• work with staff to develop a healthy and supportive work environment and support staff in managing their work and personal commitments</td>
<td>• lead by example in creating and developing a culture where the diversity of the workforce is recognised and valued</td>
</tr>
<tr>
<td>• recognise that others have skills to offer and seek ways to draw on their diverse backgrounds, skills and talents</td>
<td>• make use of Diversity by consulting with, seeking a range of views from, and encouraging all team members to contribute positively to team outcomes</td>
<td>• model the APS Values and the APS Code of Conduct and promote appropriate behaviour throughout the AIC</td>
</tr>
<tr>
<td>• develop personal understanding and knowledge of diversity</td>
<td>• deal with inappropriate behaviour in the workplace in a timely manner</td>
<td>• foster a culture where diversity of the workforce is recognised and valued</td>
</tr>
<tr>
<td>• contribute to the consultation processes within the AIC so that my own diverse experiences, background and perspectives are reflected in decisions we make</td>
<td>• communicate appropriately and share knowledge to increase productivity</td>
<td>• plan for and invest in the current and future workforce</td>
</tr>
<tr>
<td>• foster flexibility in work/personal life balance;</td>
<td>• ensure decisions are transparent, consistent and fair</td>
<td></td>
</tr>
<tr>
<td>• recognise the non-work related responsibilities of others</td>
<td>• use the Performance Development Scheme (PDS) to understand and maximise our diverse qualities and enhance knowledge-sharing</td>
<td></td>
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<tr>
<td>• commit to eliminating all forms of discrimination, harassment and bullying from the workplace (including reporting all incidents)</td>
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<tr>
<td></td>
<td>Strategy</td>
<td>Action</td>
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</tr>
<tr>
<td>1.</td>
<td>Leadership</td>
<td></td>
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<tr>
<td>1.1</td>
<td>Director identifies a Diversity Champion</td>
<td>Ensure there is top level support for the inclusion of people with disability and people with diverse backgrounds in the AIC by appointing a Workplace Diversity Champion (also known as a Multicultural Champion see Agency Multicultural Plan – AMP 1.1).</td>
</tr>
<tr>
<td>1.2</td>
<td>Leadership programs include diversity</td>
<td>Include workplace diversity principles in leadership programs and managers training workshops.</td>
</tr>
<tr>
<td>1.3</td>
<td>Leadership actively encourages and promote workplace diversity principles through planning</td>
<td>Include diversity principles in Strategic business and workforce planning and project management (AMP 1.3)</td>
</tr>
<tr>
<td>2.</td>
<td>Attract, Develop and Retain a diverse workforce</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>The AIC’s Workplace Diversity Policy and Action Plan is made available to applicants</td>
<td>Policy and Plan Document (and other relevant diversity policies) included in information provided to applicants and on internet site</td>
</tr>
<tr>
<td>Strategy</td>
<td>Action</td>
<td>When</td>
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<tr>
<td>2.2</td>
<td>Recruitment is merit-based and recognises and effectively utilises employees who have diverse skills, cultural values and backgrounds</td>
<td>Include wording in job advertisements saying that: “The AIC supports the principles and practice of workplace equity and diversity. Selection for all vacancies is made on the basis of merit.” Ensure that all applicants can obtain information about employment opportunities in accessible formats Advertise in a variety of media or through specialised recruitment companies to attract a more diverse and representative applicant pool.</td>
</tr>
<tr>
<td>2.3</td>
<td>Increase employment pathways for people from target groups into the AIC by actively participating in whole-of-government recruitment initiatives.</td>
<td>Participate in the National Indigenous Cadetship program or other special employment programs organised to encourage recruitment from target groups. Create an identified position when a suitable position becomes vacant Use the Indigenous media to advertise any relevant ‘identified’ positions</td>
</tr>
<tr>
<td>2.4</td>
<td>Monitor types of applicants</td>
<td>Collect data on the types of applicants; including number of indigenous employees and the number of people with disabilities and from CaLD backgrounds</td>
</tr>
<tr>
<td>Strategy</td>
<td>Action</td>
<td>When</td>
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<tr>
<td>2.5</td>
<td>Ensure Selection Committees understand how diversity interacts with the recruitment process.</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Selection Committees should be of composed of mixed gender.</td>
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<td></td>
<td>Recruitment Policy revised incorporating best practice and merit and workplace diversity principles.</td>
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<td></td>
<td>HR provides a quality assurance role in all recruitment processes to ensure that issues around diversity are managed appropriately.</td>
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<tr>
<td></td>
<td>Applicants who indicate that they have a disability will have special arrangements made for interviews if required.</td>
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<td></td>
<td>‘Reasonable adjustment’ for applicants with disabilities will be clarified for the Selection Committee before the final recommendation is made.</td>
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<tr>
<td>2.6</td>
<td>Information and training on the APS Values and Code of Conduct are provided to all current and new Employees.</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>APS Values and Code of Conduct available on the Intranet and references included in letters of offer and in induction information for new Employees.</td>
<td></td>
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<tr>
<td></td>
<td>Staff behaviour assessed against the APS Code of Conduct through individual Performance Development Agreement (PDA).</td>
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<tr>
<td>Strategy</td>
<td>Action</td>
<td>When</td>
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<tr>
<td>2.7</td>
<td>Employees to participate in learning and development programs</td>
<td>Support employees to apply for the most relevant form of L&amp;D to meet their needs: • Mentoring; • Writing English; and • Resilience and mental health. All staff to have access to Diversity/cultural awareness training; (AMP 4.1) as required.</td>
</tr>
<tr>
<td>2.8</td>
<td>Register of language and cultural skills available across the AIC</td>
<td>Investigate the current level of knowledge of diversity and cultural competency among existing staff through a skills audit and collecting EEO data. Data collected and updated through HRMIS and the PDA process (AMP 4.2-4.3 and AIC Language Plan). Establish and maintain a skills register for language and bicultural skills, available for use on projects that need specialised skills.</td>
</tr>
</tbody>
</table>

### 3. Working environment free from discrimination and harassment

<p>| 3.1 | Provision of Employee Assistance Program (EAP) | Relevant EAP counselling services (e.g. managing mental health issues; dealing with stress of juggling work and personal life) will be periodically promoted to staff | Ongoing | HR and Admin | Provision of the EAP |</p>
<table>
<thead>
<tr>
<th>Strategy</th>
<th>Action</th>
<th>When</th>
<th>Responsibility</th>
<th>Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>Ensure all new Employees are aware of the organisation’s policies on discrimination and harassment.</td>
<td>Discussed discrimination/ harassment issues in Induction training. Ensure all staff have access to Cultural Awareness training</td>
<td>Ongoing</td>
<td>HR and Admin</td>
</tr>
<tr>
<td>3.3</td>
<td>Ensure all staff are aware of Workplace Harassment Contact Officers (WHCO) and feel able to contact a WHCO if necessary.</td>
<td>Maintain and publicise list of WHCOs. Review WHCOs annually and appoint and train more where necessary.</td>
<td>Ongoing</td>
<td>HR and Admin</td>
</tr>
<tr>
<td>3.4</td>
<td>Zero tolerance of harassment/discrimination</td>
<td>Training provided at all levels to all Employees. Continue to enforce a zero-tolerance across the AIC for harassment, bullying and discrimination. Policies relating to harassment and discrimination to be reviewed and enforced (AMP 1.4).</td>
<td>Annual refresher - Induction on commencement. Regular review of policies and ongoing enforcement.</td>
<td>HR and Admin Managers</td>
</tr>
<tr>
<td>3.5</td>
<td>Provide an accessible workplace for staff and visitors with disabilities and ensure necessary provisions are made to enable staff with disabilities to undertake the full duties of their positions to the greatest extent possible.</td>
<td>Ensure the physical accommodation takes into account the needs of people with disabilities and special equipment is available to those staff that require it. Provide notification to the Chief Warden about mobility, hearing or sight impaired staff requiring consideration in emergency situations. Provide ‘reasonable adjustments’ as required.</td>
<td>Ongoing</td>
<td>HR and Admin</td>
</tr>
<tr>
<td>Strategy</td>
<td>Action</td>
<td>When</td>
<td>Responsibility</td>
<td>Performance Indicators</td>
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<tr>
<td>3.6 Celebrating our diversity</td>
<td>Develop a calendar of events that are celebrate our different cultures and other diversity</td>
<td>Revised annually</td>
<td>HR and Admin Social Club</td>
<td>A calendar of events available on the intranet. Events supported by staff and Management</td>
</tr>
<tr>
<td>4. To create a flexible working environment</td>
<td>Publicise flexible working conditions on intranet</td>
<td>Annual review</td>
<td>HR and Admin Managers to monitor working hours and provide flexibility</td>
<td>Information is up to date available on intranet by July 2015 and kept up to date.</td>
</tr>
<tr>
<td></td>
<td>Ensure the new Enterprise Agreement maintains flexibility. Provide options for working from home, part time, job share, transition to retirement</td>
<td></td>
<td></td>
<td>Staff survey results indicate a high level of awareness of flexible working conditions available.</td>
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<tr>
<td></td>
<td>Monitor and manage excessive hours</td>
<td></td>
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<td></td>
<td>Facilitate employees having the choice to work additional hours and travel where they have family responsibilities or health considerations.</td>
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</tr>
<tr>
<td>4.2 Managers and supervisors to understand and implement flexible working arrangements</td>
<td>Provide managers and supervisors with advice/coaching as well as Supervisor training in how to manage flexible working arrangements, etc.</td>
<td>As necessary</td>
<td>HR and Admin</td>
<td>Advice provided in a timely manner, within 2 working days.</td>
</tr>
<tr>
<td></td>
<td>Develop other resources to support Managers</td>
<td></td>
<td></td>
<td>Policies developed to help interpret working conditions and work/life balance (ongoing).</td>
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<td></td>
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<td>Supervisor Manual developed to support managers (Nov 2015)</td>
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<td>Staff survey results indicate a high level of awareness of flexible working conditions available and that all staff, including those without children, feel able to access flexible working conditions.</td>
</tr>
<tr>
<td>Strategy</td>
<td>Action</td>
<td>When</td>
<td>Responsibility</td>
<td>Performance Indicators</td>
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<tr>
<td>5.1</td>
<td>Gather information on reason for departure in regard to work/life balance, discrimination, harassment, etc.</td>
<td>Ongoing</td>
<td>HR and Admin</td>
<td>All staff departing are invited to participate in surveys and discussions but it is optional. Information collected, analysed and acted upon.</td>
</tr>
<tr>
<td></td>
<td>Staff invited to discuss issues with HR Manager before leaving the AIC and summary of data collected and analysed and/or reported as applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Staff Survey participation - include diversity questions</td>
<td>Annually</td>
<td>HR and Admin</td>
<td>Data able to be used for analysing diversity issues</td>
</tr>
<tr>
<td></td>
<td>Data collected and analysed</td>
<td></td>
<td></td>
<td>Results are positive</td>
</tr>
<tr>
<td></td>
<td>Encourage participation in State of the Service Census</td>
<td></td>
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<tr>
<td>5.3</td>
<td>Improve Employee data</td>
<td>Ongoing</td>
<td>HR and Admin</td>
<td>Better reporting capacity</td>
</tr>
<tr>
<td></td>
<td>Input Employee data on HRMIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Encourage employees to keep equity and diversity data on HRMIS up to date (ensure employees aware of rights, comply with Privacy Act etc)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>