Workplace Diversity Plan

Purpose of this plan

The Workplace Diversity Plan (WDP) provides you with an outline of:

- workplace diversity principles, and
- your responsibilities to assist the Department achieve a diverse workforce.

The WDP aligns with the Department’s Corporate Plan and the Collective Agreement.

The Department is committed to the principles of workplace diversity. Having a diverse workforce puts us in a stronger position to address the health and ageing needs of our diverse population.

Principles of Workplace Diversity and related Equity in Employment strategies

The principles of workplace diversity include:

- valuing and using individual differences so that collective understanding and creativity is enhanced, and
- respecting individual differences, such as:
  - gender,
  - age,
  - ethnicity,
  - cultural background,
  - disability,
  - sexual orientation,
  - religious beliefs,
  - educational level, and
  - carer responsibilities.

Workplace diversity includes the principles of equity in employment. Equity in Employment strategies address the removal of employment-related bias that may be experienced by groups of people, such as:

- women,
- Aboriginal and Torres Strait Islander people, and
- people with disabilities
- people of non-English speaking background.

Equity in Employment strategies form an important part of workplace diversity in the Australian Public Service.

Responsibilities

Each member of staff in the Department is responsible for upholding the principles of workplace diversity.

Team leaders and managers have their workplace diversity accountabilities outlined in the following policies:

- Collective Agreement
- Performance Development Scheme
- Recruitment and Selection Guidelines
**Workplace Diversity Plan Goals and Activities**

The goals of the Workplace Diversity Plan are aligned with the Department's People goals as described in the [Corporate Plan](#).

The following table outlines these goals and related activities:

<table>
<thead>
<tr>
<th>HR Goals</th>
<th>Activities</th>
<th>Responsibilities</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tailor recruitment strategies and processes to attract candidates from diverse backgrounds.</td>
<td>• HR Area</td>
<td>HR data shows an increase in the representation of staff from diverse backgrounds in the Department.</td>
<td></td>
</tr>
<tr>
<td>Promote the Health and Life Strategy by encouraging staff to access flexible working conditions.</td>
<td>• HR area</td>
<td>Statistical reports and staff surveys show an increase in the uptake of the Department's flexible working conditions.</td>
<td></td>
</tr>
<tr>
<td>Ensure that staff from diverse backgrounds are provided with adequate resources and support to do their jobs.</td>
<td>• HR area</td>
<td>Audits and surveys show staff with disabilities are provided with adequate resources and support to do their jobs.</td>
<td></td>
</tr>
<tr>
<td>Promote workplace diversity by taking all possible action to prevent discrimination and harassment in the workplace.</td>
<td>• Team leaders</td>
<td>Staff consultation indicates leaders actively demonstrate their commitment to workplace diversity.</td>
<td></td>
</tr>
<tr>
<td>Provide access to cross-cultural awareness training.</td>
<td>• HR area</td>
<td>Data shows a reduction in the number of incident reports citing discrimination and/or harassment.</td>
<td></td>
</tr>
<tr>
<td>Provide opportunities to staff from all backgrounds to input their ideas into policies, programs and services.</td>
<td>• Team leaders</td>
<td>Staff surveys indicate that team leaders value the creativity and innovation of team members.</td>
<td></td>
</tr>
</tbody>
</table>

**Measurement of goal achievement**

Progress against each activity is measured on an annual basis with results published in the Annual Report.
Related Policies and Legislation

Workplace Diversity principles are enshrined both in legislation and in departmental policies.

Public Service Act

Section 10 of the Public Service Act 1999 (PS Act) outlines Australian Public Service Values that are especially relevant to Workplace Diversity:

- the APS is a public service in which employment decisions are based on merit (section 10:(b)),
- the APS provides a workplace that is free from discrimination and recognises and utilises the diversity of the Australian community it serves (section 10:(c)),
- the APS delivers services fairly, effectively, impartially and courteously to the Australian public and is sensitive to the diversity of the Australian public (section 10:(g)),
- the APS provides a fair, flexible, safe and rewarding workplace (section 10:(j)), and
- the APS promotes equity in employment (section 10:(l)).

APS Code of Conduct

In the APS Code of Conduct (Section 13 of the PS Act), employees have the following responsibilities:

- an APS employee, when acting in the course of APS employment, must treat everyone with respect and courtesy, and without harassment (section 13(3)), and
- an APS employee must at all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS (section 13(11))

Legislative measures that address workplace diversity include the following.

See also:

- Public Service Act 1999
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Workplace Relations Act 1996
- Australian Public Service Commission
- Human Rights and Equal Opportunity Commission
- Office of Disability