#### FOCUS 1: INCLUSIVE AND DIVERSE LEADERSHIP

Description	What	How	Who	When	Success measures
Providing guidance and support	Provide guidance on inclusive leadership and unconscious bias for people managers and executives	<ul> <li>Provide information to managers and executives about promoting inclusive workplaces through the Inclusive Workplaces guideline</li> <li>Provide information about the review and release of diversity and inclusion policies</li> <li>Provide information about addressing unconscious bias.</li> </ul>	People Division	By June 2020	All EO's understand and demonstrate inclusive leadership That the People Matter Survey results for Merit based selection and workplace inclusiveness improve year on year.
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	<ul> <li>Develop communications targeting executives and people managers about strategies to address unconscious bias</li> <li>Develop communications to direct executives and managers to the range of resources available to become more inclusive leaders, including list of observances, D&amp;I policies, the WDI collaboration page and other resources</li> </ul>	People Division	By June 2020	That the People Matter Survey results for workplace inclusiveness improve year on year, including the perceptions of the inclusiveness of our leaders.
Building skills and capability	Increase the knowledge, skills and capability of executives and hiring managers to address unconscious bias	<ul> <li>Work with PERB and the Merit Protection Board to incorporate a focus on unconscious bias in the MPB training</li> <li>Provide unconscious bias tools and resources for self-assessment and reflection</li> <li>Use communication channels to provide information about inclusive recruitment strategies</li> <li>Provide action ideas for Executives to assist with People Matter Action planning around each diversity and inclusion area</li> </ul>	People Division	By December 2020	Improvement in inclusive leadership scores in the People Matter Survey Improvement in the Merit based selection scores in the People Matter Survey
Building evidence and tracking progress	Improve data collection and reporting on workforce diversity and inclusion to drive action	<ul> <li>Develop and provide executive leaders with diversity and inclusion specific People Matter Survey results to identify areas for action based on evidence.</li> <li>communicate the results to the ANZSOG research project to executive team</li> </ul>	People Division People Division and IED	By December 2020 By Dec 2020	Diversity and inclusion actions in Group and Division action plans.

### FOCUS 2: INCLUSIVE SYSTEMS AND PROCESSES

Description	What	How	Who	When	Success measures
Providing guidance and support	Ensure contemporary and relevant policies and guidance on workforce diversity and inclusion is provided to DET staff.	<ul> <li>Work with whole of government colleagues to develop and implement whole of government model policies and guidance including workplace adjustments, special measures, sexual harassment and others as needed.</li> <li>Develop and implement a schedule for Diversity and Inclusion policy reviews</li> <li>Encourage Groups and Divisions to include commitments to employment targets for Koorie staff, and staff with disability as actions in their business plans</li> </ul>	People Division People Division with WDIWG	Ongoing By September 2020	Improvement in People Matter survey results on inclusiveness and merit- based recruitment.
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	<ul> <li>Promote the implementation of the Staff gender data collection policy</li> <li>Promote the use of Employee Self Service personal information options to self-identify</li> <li>Promote the availability of special measures</li> </ul>	People Division	By March 2020 By October 2020	As above
Building skills and capability	Build inclusive practices Including a commitment to WOVG employment targets	<ul> <li>Work with the Communications Division to implement and promote inclusive events</li> <li>Enhance advice and resources for hiring managers about inclusive recruitment (unconscious bias, MPB training and others)</li> </ul>	People and Communications People Division	By June 2020 By June 2020	As above
Building evidence and tracking progress	Improve data collection and reporting on workforce diversity and inclusion to drive action	<ul> <li>Implement the Aboriginal room naming project, the planning and naming of nursing and prayer rooms, and inclusion approaches to the conference centre on Level 3, 35 Collins</li> <li>Implement improved self-reporting of diversity characteristics in edupay</li> <li>Contribute to the Whole of Government Diversity Data Dashboard Pilot Project</li> </ul>	People Division	By December 2020	As above

#### FOCUS 3: WORKPLACE FLEXIBILITY

Description	What	How	Who	When	Success measures
Providing guidance and support	Ensure that the departments flexible work policies are contemporary	<ul> <li>Review and update the policy as needed</li> <li>Provide advice and support to staff and managers about the implementation of the policy</li> <li>Finalise the job share guide and release</li> </ul>	People Division	Ongoing	Improvement in People Matter survey results on flexible work
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	<ul> <li>Develop a schedule for communication of the flexible work policy and resources, including executive features and good news stories</li> <li>Embed reference to flexible work in job advertisements and position descriptions</li> </ul>	People Division	By April 2020 By June 2020	As above
Building skills and capability	Provide training, resources and tools to support implementation	Provide information sessions on the flexible work policy	People Division	Ongoing	As above
Building evidence and tracking progress	Collect evidence on the use of flexible work options and report to drive action	<ul> <li>Develop a proposal to work with school stakeholders to update the school flexible work guide to meet their needs</li> <li>Monitor and report on the use of flexible work</li> <li>Explore edupay workflow options for the electronic approval of flexible work requests and to enhance available data on flexible work</li> </ul>	People Division	By October 2020 By December 2020	As above

#### FOCUS 4: CULTURAL DIVERSTY

Description	What	How	Who	When	Success measures
Providing guidance and support	Ensure that the departments policies are contemporary	<ul> <li>Review and provide advice to the department about the availability, eligibility and use of the language allowance</li> <li>Finalise and release the Inclusive workplaces guide including information about safe, respectful and inclusive workplaces for culturally diverse staff.</li> </ul>	People Division	June 2020	Staff perception of the effectiveness of inclusiveness (valuing diversity, equal opportunities, free from discrimination etc.) in the People Matter Survey.
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	<ul> <li>Develop a schedule for communication to promote cultural observances, including good news stories of our culturally diverse staff</li> <li>Refresh content and add further resources to the collaboration site – Cultural Diversity</li> </ul>	People Division	Ongoing March 2020	As above
Building skills and capability	Provide training, resources and tools to support implementation	<ul> <li>Participate in the WoVG working group coordinated by Multicultural Affairs and Social Cohesion Branch of DPC to develop online cultural competency training</li> <li>Develop a proposal to provide basic cultural competency training for staff (multicultural) and deliver training</li> </ul>	People Division	Ongoing Mar – Aug 2020	As above
Building evidence and tracking progress	Improve data collection and reporting to drive action	<ul> <li>Implement cultural identity reporting improvement options in eduPay</li> <li>Contribute to the Whole of Government Diversity Data Dashboard Pilot Project</li> </ul>	People Division	May 2020 ongoing	As above

### FOCUS 5: DISABILITY

Description	What	How	Who	When	Success measures
Providing guidance and support	Ensure that the departments policies are contemporary	<ul> <li>Develop guidance on application of special measures in recruitment</li> <li>Refresh and release the workplace adjustment guidelines (DEP Action 3.1) and update based upon whole of government approaches (DEP Action 3.4)</li> <li>Develop and implement an inclusive recruitment checklist for hiring managers (DEP Action 2.1)</li> <li>Review and update standardised information about supporting employees with disability: in job advertisements, position descriptions, recruitment policies and the Inclusive Workplaces Guide (DEP Actions 1.2, 3.2 and 3.5)</li> <li>Develop inclusive language in the workplace guide and promote its use in policies and procedures (DEP Action 3.6)</li> <li>Support the Enablers Network in its provision of peer support to Departmental staff</li> <li>Work with the ESWD to ensure that the Employee Assistance Program (EAP) provider is disability confident (DEP Action 2.5)</li> <li>Work with the VPSC and government colleagues to explore and scope a partnership with disability employment service providers to review recruitment models for candidates who require alternative recruitment process (DEP Action 2.2, 2.4)</li> </ul>	People Division	May 2020, December 2020 May 2020 June 2020 May 2020 Ongoing June 2020 December 2020	Increase in the number of staff reporting that they have a disability in the People Matter Survey and in eduPay. Increase in the perception that DET is inclusive for people with disability in the People Matter survey. Performance against the Public Sector Disability Employment Targets
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	<ul> <li>Develop a schedule for communication to improve disability confidence, awareness and use of the policies, tools and resources, including good news stories of our staff with disability (DEP Actions 1.2, 1.7, 1.8, 3.6, and 3.7)</li> <li>Promote accessible guidelines (DEP Action 1.8)</li> <li>Develop guidance about inclusive and accessible approaches for all Department communications (DEP Action 3.7)</li> <li>Coordinate the Department's participation in AccessAbility Day (DEP Action 2.9)</li> <li>Design and deliver the "meet an executive leader" DET session</li> </ul>	People Division Communications Division DET Enablers Network	April 2020 November 2020 November 2020 June 2020	As above
Building skills and capability	Provide training, resources and tools to support implementation	<ul> <li>Deliver disability awareness training, including targeted sessions for people managers and executives (DEP Action 1.1)</li> <li>Develop a mentoring program to upskill managers of employees with disability (DEP Action 2.6)</li> </ul>	People Division	December 2020	As above

Description	What	How	Who	When	Success measures
		<ul> <li>Work with the VPSC to implement the 'Travelling in the Shoes of Others' program (Disability Round Table)</li> <li>Engage/partner with an external agency to increase the diversity of the candidate pool for DET roles [subject to budget] (DEP action 2.3)</li> <li>Implement the Social Procurement Framework to promote employment of people with disability (DEP Action 3.9)</li> </ul>	Procurement Division	October 2020 December 2020	
Building evidence and tracking progress	Improve data collection and reporting to drive action	<ul> <li>Utilise workplace adjustments data to gain insight to adjustment requirements across the Department (DEP Action 4.2)</li> <li>Report on the proportion of employees with disability through the annual workforce collection (DEP Action 4.3)</li> <li>Contribute to the Whole of Government Diversity Data Dashboard Pilot Project</li> </ul>	People Division	June 2020 July 2020	As above

### FOCUS 6: GENDER EQUALITY

Description	What	How	Who	When	Success measures
Providing guidance and support	Review and update policies and provide advice	<ul> <li>Review and update policies to ensure gender equality considerations and consistency with the Staff gender data collection policy</li> <li>Develop and provide advice to the Culture and People Committee on the implementation of the Gender Equality Bill and the Gender Equality Audit Pilot results.</li> </ul>	People Division	Ongoing June 2020	Staff perception of the effectiveness of inclusiveness (valuing diversity, equal opportunities, free from discrimination etc.) in the People Matter Survey. Performance against Gender Equality targets
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	<ul> <li>Promote International Women's Day and hold a Department event</li> <li>Include in the communications plan stories and features of gender equality including our leadership team modelling this such as the Gender Equality Champion</li> <li>Link staff to a range of gender equality resources on SharePoint page</li> </ul>	People Division	March 2020 Ongoing	As above
Building skills and capability	Provide training, resources and tools to support implementation	<ul> <li>Provide information, tools and resources to reduce gendered stereotyping and unconscious bias.</li> <li>Roll out the Workplace Equality and Respect project</li> </ul>	People Division	Ongoing December 2020	As above
Building evidence and tracking progress	Improve data collection and reporting to drive action	<ul> <li>Report on the gender balance of our workforce through the People Matter Survey reports</li> <li>Share data insights from the results of the Gender Equality Audit</li> <li>Monitor and report on the 50/50 gender target at EO level</li> <li>Coordinate the DET input to reporting on the Victorian Gender Equality Strategy (biannually)</li> <li>Contribute to the Whole of Government Diversity Data Dashboard Pilot Project</li> </ul>	People Division	Sept 2020 Ongoing	As above

### FOCUS 7: KOORIE\*

Description	What	How	Who	When	Success measures
Providing guidance and support	Provide advice and support to Department corporate staff on Aboriginal workforce inclusion	<ul> <li>Coordinate the Koorie staff network and provide secretariat support</li> <li>Develop fact sheet on cultural safety</li> <li>Finalise and implement the Aboriginal Employment Plan</li> <li>Review and update HRWeb, the Inclusive workplaces guide and recruitment processes to remove any barriers for Aboriginal people – (AEP)</li> <li>Develop guidelines for hiring managers to use of special measures</li> </ul>	KOD, PD and PPLD People Division	Ongoing July 2020	Participation in Koorie Staff network Performance against employment targets That the People Matter Survey results for inclusiveness improve year on year Positive responses to inclusion in People Matter Survey by Aboriginal employees Participation in Aboriginal career development programs
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	<ul> <li>Promote Aboriginal career development programs and include success stories in internal comms</li> <li>Develop a schedule for communication to improve Aboriginal Cultural Awareness, raise awareness and use of the policies, tools and resources, observances and including good news stories of our Koorie staff</li> <li>Promote cultural safety</li> <li>Promote VPSC's Cultural Capability Toolkit</li> <li>Display the Aboriginal and Torres Strait Islander flags, acknowledge Traditional Owners and display Victorian Aboriginal art in central buildings and workplaces</li> </ul>	People Division- Comms Division People Division People Division, Communications Division, KOD	Ongoing	As above
Building skills and capability	Provide training, resources and tools to support implementation	<ul> <li>Develop and facilitate Aboriginal Cultural understanding and Safety Training (CUST) workshops for central and regional corporate staff and Executive Officers</li> <li>Offer traineeships specifically for Koorie candidates across DET.</li> <li>Support DET Koorie staff participation in career development programs</li> </ul>	KOD People Division	Ongoing	As above

Description	What	How	Who	When	Success measures
		<ul> <li>Coordinate and support participants in the whole of government Aboriginal employment strategy programs (work with VPSC)</li> </ul>			
Building evidence and tracking progress	Improve data collection and reporting to drive action	<ul> <li>Improve Edupay options for Koorie staff CALD</li> <li>Report on the representation of Koorie staff in our workforce</li> <li>Report on participants within DET in whole of government Aboriginal employment strategy programs</li> </ul>	People Division	Annually	As above
		<ul> <li>Finalise the Cultural Competency Assessment project pilot and provide the results for action.</li> <li>Contribute to the Whole of Government Diversity Data Dashboard Pilot Project</li> </ul>		December 2020	

\*\*Koorie is used in this plan and is inclusive of all Aboriginal and/or Torres Strait Islander

### FOCUS 8: LGBTIQ

Description	What	How	Who	When	Success measures
Providing guidance and support	Provide advice and support across the department and at the whole of government level on LGBTIQ inclusion issues	<ul> <li>Ensure HR policies are contemporary and updated</li> <li>Support Pride Network in its operations and to increase members and ally's engagement</li> <li>Develop a DET Pride Network succession/sustainability plan</li> </ul>	People Division Pride Network/People Division	Ongoing	Staff perception of the effectiveness of inclusiveness (valuing diversity, equal opportunities, free from discrimination etc.) in the People Matter Survey. That the People Matter Survey results for LGBTIQ and broader inclusiveness improve year on year Ranking in the Australian Workplace Equality Index
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	• Develop and implement a communication plan to promote LGBTIQ observances, success stories and ensure visibility of LGBTIQ executives, including the Executive Champion and support staff affirming their gender	People Division	Ongoing	As above
Building skills and capability	Provide training, resources and tools to support implementation	<ul> <li>Coordinate LGBTIQ training to staff including Workplace Contact Officers and HR</li> <li>Develop an LGBTIQ eLearn module for staff</li> </ul>	People Division WHED	Ongoing October 2020	As above
Building evidence and tracking progress	Improve data collection and reporting to drive action	<ul> <li>Report on the workforce representation of LGBTIQ staff</li> <li>Share the results of the People Matter Survey with the Department to inform inclusive practices</li> <li>Monitor and review LGBTIQ related complaints received by the Department (if any)</li> <li>Undertake the 2020 audit of LGBTIQ workplace inclusion (AWE)</li> </ul>	People Division	Annually (March)	As above

#### FOCUS 9: GENERATIONAL DIVERSITY

Description	What	How	Who	When	Success measures
Providing guidance and support	Provide advice and support to Department corporate staff on generational diversity	<ul> <li>Review and update the Equal Opportunities and Anti-discrimination policy and guidelines as needed</li> <li>Finalise and release the Inclusive workplaces guide.</li> </ul>	People Division	December 2020 June 2020	That the People Matter Survey results for 'age being a barrier to success' improve year on year
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	<ul> <li>Develop and implement a communications plan that promotes multigenerational workforces</li> </ul>	People Division	April 2020	As above
Building skills and capability	Provide training, resources and tools to support implementation	<ul> <li>Provide resources and information to staff about working in multigenerational teams, including directing them to the collaboration page</li> </ul>	People Division	December 2020	As above
Building evidence and tracking progress	Improve data collection and reporting to drive action	<ul> <li>Report on the workforce representation of staff across age categories from the workforce collection and the People Matter Survey results</li> <li>Develop actions in response to research into 'Is age a barrier to success at DET' and other evidence to reduce discrimination based on age.</li> </ul>	People Division	October 2020 October 2020	As above

### SEXUAL HARASSMENT

Description	What	How	Who	When	Success measures
Providing guidance and support	Provide advice and support across the department on sexual harassment	<ul> <li>Review and update the sexual harassment policy, HRWeb page and the eLearning module</li> <li>Work to make sexual harassment training mandatory for all staff.</li> </ul>	People Division	Ongoing	
Raising awareness	Use communication channels to raise awareness of the policy, resources and inclusive practices.	<ul> <li>Develop and implement a schedule for communication to raise awareness and use of the policies, tools and resources to meet whole of government commitments, responses to the VAGO audit and staff are clear on where to get further information. This will include promoting:         <ul> <li>participation in important events</li> <li>completion of the Sexual Harassment eLearning module</li> <li>reporting and complaints mechanisms</li> <li>accessing support services</li> <li>incidence rates for certain diversity groups</li> </ul> </li> <li>develop a Sexual Harassment information page on the WDI collaboration site to provide tools and resources for staff in addition to HRWeb</li> </ul>	People Division	Ongoing By June 2020	
Building skills and capability	Provide training, resources and tools to support implementation	<ul> <li>Implement the Departments Sexual Harassment action plan</li> <li>Review and update the Sexual Harassment eLearning module</li> </ul>	People Division	Ongoing June 2020	
Building evidence and tracking progress	Improve data collection and reporting to drive action	<ul> <li>Bi-annual report on Sexual harassment action plan to whole of government bodies</li> <li>Report against the VPSC's WOG Respectful Workplaces Framework</li> <li>Monitor and report on sexual harassment complaints</li> <li>Investigate improvement options to report sexual harassment</li> <li>VAGO reporting</li> <li>Share the results of the People Matter Survey with the Department related to sexual harassment to inform inclusive practices</li> </ul>	People Division		

#### **HUMAN RIGHTS**

Description	What	How	Who	When	Success measures
Providing guidance and support	Provide guidance and information to managers and employees on human rights	Review and update human rights information on HRWeb.	People Division	TBC	
Raising awareness	Increase the understanding of staff about Human Rights as a value and the Charter and provide information to people managers to ensure the promotion of human rights within the teams	<ul> <li>Deliver and promote the International Human Rights Day event</li> <li>Develop a schedule for communication to improve a Human Rights culture, raise awareness and use of the policies, tools and resources, observances and including good news stories of Human rights in action at the Department</li> <li>Provide information, tools and resources to staff about human rights.</li> </ul>	People Division People Division, Communications Division People Division	December 2020 Ongoing	
Building skills and capability		<ul> <li>Plan and deliver Human Rights training for department staff, including executive officers with VEOHRC</li> <li>Develop a Human Rights page on WDI collaboration page</li> </ul>	People Division	Ongoing June 2020	
Building evidence and tracking progress		<ul> <li>Report on Human Rights training</li> <li>Provide reporting to VEOHRC against the Human Rights Culture Indicator Framework</li> <li>Share the results of the People Matter Survey with the Department related to sexual harassment to inform inclusive practices</li> </ul>	People Division	TBC	