

Workplace Diversity Action Plan

2013-17

Building a respectful and inclusive workplace



Message from Brian Pink

Australian Statistician

I am pleased to present the ABS Workplace Diversity Action Plan (WDAP) 2013-2017.

The Australian Bureau of Statistics (ABS) is committed to a diverse workforce that is reflective of the Australian community and supports the ABS in:

- the understanding and meeting of client needs;
- improved decision making; and
- creating a productive and sustainable workforce.

This, in turn, helps to ensure that we continue to provide a high quality statistical service.

The ABS recognises that valuing our employee diversity, and capitalising on the unique perspectives and talents this brings, encourages an innovative, productive and fulfilling workplace that will continue to attract and retain employees and make the ABS an employer of choice.

Through the ABS WDAP 2013-2017, we will continue to build an ongoing commitment to identifying and addressing barriers to employment opportunities that may be experienced by some people in our community and workforce. This WDAP sets out key strategies to further increase the diversity of our workforce and enable the ABS to remain competitive in the labour market.

Over the next four years, the ABS will focus on increasing the representation of Aboriginal and Torres Strait Islander employees to 2.7 per cent of our total workforce (by 2015) and also improving our representation of employees with disability. This is in response to decreasing representation of these groups in the broader Australian Public Service (APS).

I would like to thank those who have contributed to the development of the ABS WDAP 2013-17. We all have a fundamental role to play in achieving the objectives of this WDAP and I encourage everyone to support the Plan in your day-to-day working practices. This will contribute to an environment and culture that promotes and supports diversity within the ABS.

Brian Pink

Australian Statistician

Workplace Diversity in the ABS

The ABS supports all forms of diversity which include, but are not limited to, “differences in gender, age, language, ethnicity, cultural background, disability, religious beliefs, sexual orientation and family responsibilities. In the workplace, it also encompasses differences between individuals in educational level, life experience, work experience, socio-economic background and personality.” (Australian Public Service Commission definition).

Workplace diversity is about creating a respectful and inclusive work environment that values and utilises the contributions of all employees, as well as addressing disadvantage or discrimination experienced by particular diversity groups within the workplace.

The ABS Workplace Diversity Action Plan (WDAP) 2013-2017 has been built on the principle that a diverse workforce is innovative, productive and improves services. The ABS seeks to be representative of the Australian community and to make the fullest possible use of the range of diverse backgrounds, perspectives and talents of all our staff.

Legislative Framework and Whole of Government requirements

The legislative framework underpinning the ABS WDAP 2013-2017 includes:

- *Racial Discrimination Act 1975;*
- *Sex Discrimination Act 1984;*
- *Australian Human Rights Commission Act 1986;*
- *Disability Discrimination Act 1992;*
- *Public Service Act 1999;*
- *Fair Work Act 2009;*
- *Carer Recognition Act 2010;*
- *Work Health and Safety Act 2011;* and
- *Workplace Gender Equality Act 2012.*

Additionally, Section 18 of the *Public Service Act 1999* and the Australian Public Service (APS) Commissioner's Directions 2013 require all agencies to establish workplace diversity programs to assist in giving effect to the APS Employment Principles.

Australian Government targets and APS-wide initiatives, for people with disability and Aboriginal and Torres Strait Islander people, also inform employment strategies contained in the ABS WDAP 2013-17.

An APS target of 2.7 per cent Aboriginal and Torres Strait Islander representation by 2015 has been set by the Australian Government, in support of the Council of Australian Government (COAG) *National Partnership on Indigenous Economic Participation*. The *APS Employment and Capability Strategy for Aboriginal and Torres Strait Islander Employees* has been considered in developing this WDAP. This will help inform Aboriginal and Torres Strait Islander recruitment and retention initiatives.

The APS has responded to the *COAG National Disability Strategy*, which has a key policy objective of improving the workforce participation of people with disability, by releasing the *As One Strategy* (May 2012) to support the employment of people with disability in the APS. The *As One Strategy* has been also been considered in developing this WDAP.

Advice and direction from the Australian Government's Diversity Council on diversity issues, including the recommendations from the current 'job readiness' and 'retention' projects for Aboriginal and Torres Strait Islander people and people with disability, will be considered in the evaluation of the ABS WDAP 2013-17 and in the development of future Plans.

Our role as a statistical service provider is also governed by the Australian Government's *Access and Equity Strategy* and the *National Disability Strategy* framework. This is to ensure that our statistical products, services and data collection processes are accessible to people with disability and people of diverse cultural and linguistic backgrounds in our community.

Links to Our Business

The ABS Enterprise Agreement 2011-2014 states that “Consistent with the APS Values, the ABS is committed to the principles of fairness, equity and diversity in employment. All ABS employees have a responsibility to uphold and demonstrate these principles in the conduct of their day to day work.” The ABS Interviewers Enterprise Agreement 2011-2014 states that “the ABS is committed to the principles of fairness, equity and diversity in employment.” These commitments are supported through the ABS Workplace Diversity Action Plan 2013-2017 which details actions designed to support and encourage a diverse workforce.

A successful WDAP has benefits for individuals, teams and the organisation overall. These benefits include:

- improved workplace relations and engagement;
- increased productivity and innovation;
- better relationships with clients and stakeholders; and
- the ABS being an employer of choice.

The ABS WDAP 2013-2017 was developed in consultation with ABS staff including, employees with disability, carers of people with disability, Aboriginal and Torres Strait Islander employees, senior management and directors accountable for actions, local employee consultative forums and the Community and Public Sector Union.

Consideration of APS diversity initiatives and targets and strong feedback during consultations resulted in the inclusion of some targets (e.g. the Commonwealth target of 2.7 per cent Aboriginal and Torres Strait Islander representation) that may be difficult to achieve in the current tight financial environment, when recruitment levels are expected to be very low.

Progress on the deliverables of the ABS WDAP 2013-2017 will be regularly reviewed and reported on annually. They will be modified where necessary to ensure actions and targets remain relevant over the life of the Plan.

The ABS Workplace Diversity overarching strategies for 2013-2017 are:

Strategy 1: Strengthen a respectful and inclusive work environment and culture

Strategy 2: Improve our ability to attract, recruit and retain people of diverse backgrounds and targeted under-represented diversity groups*

Strategy 3: Improve our understanding of workplace diversity issues and increase the analysis and utilisation of workplace diversity metrics

Strategy 4: As a statistical services provider, ensure accessible services, products and data collection practices are provided for people with disability and people from culturally and linguistically diverse backgrounds

*see Strategy 2 note for more information on targeted under-represented diversity groups

ABS Workplace Diversity Strategies and Actions

Strategy 1: Strengthen a respectful and inclusive work environment and culture

Desired outcomes:

- ABS employees have increased awareness of diversity related matters
- The ABS is an accessible workplace for people with disability
- The ABS work environment is supportive of people of diverse backgrounds

Key Deliverables	Measures & Targets	Timeline	Accountability
1.1 Deliver a suite of programs and information that increase ABS employee and manager awareness of diversity related matters, including: <ul style="list-style-type: none"> • cultural diversity; • workplace respect; • disability, including mental health and intellectual disabilities; and • other specific diversity related priorities, where identified. 	1.1.1 Consolidated training and information resources addressing diversity matters, including disability, cultural diversity and workplace respect, are available for employees.	From September 2013	Directors Workforce Strategies Section and National Training and Development Section
	1.1.2 ABS induction and management training programs are assessed for gaps in diversity content and recommendations for new content are implemented.	By January 2014	Directors Workforce Strategies Section and National Training and Development Section
	1.1.3 National Health Promotion seminar calendar includes mental health information sessions from January 2013.	Progress report annually (June)	Director National Work Health and Safety Section
	1.1.4 Mental health awareness 'snapshot' training, targeted at ABS line managers, is developed and delivered in each Regional Office and in Central Office, at least twice a year, from July 2013. Monitored and measured through Workplace Collaborative Learning (WCL).	Progress report in June 2014 and then annually	Director National Work Health and Safety Section
	1.1.5 Disability organisations are engaged to provide training, information and awareness-raising activities for specific work areas as required and for general ABS employees on an annual basis.	From July 2013	Director Workforce Strategies Section and line management of individual work areas
1.2 Demonstrated awareness and commitment to workplace diversity through: <ul style="list-style-type: none"> • employee participation in relevant training; and • integration of relevant policies and whole-of-government best practice with management and HR guidelines, processes and practices. 	1.2.1 SES officers complete a diversity awareness course.	From October 2013	Directors Workforce Strategies Section and Workplace Relations Section
	1.2.2 New office employees are expected to complete the diversity on-line courses as part of the NewStarter@ABS Induction Program, within three months of their start date. Monitored and measured through Workplace Collaborative Learning (WCL).	Ongoing, with review every quarter	Resource Centre Heads and Director National Training and Development Section
	1.2.3 Office employees appointed or promoted to the APS5 through to SES levels are expected to complete the diversity on-line courses within three months of appointment/ promotion (as induction to level programs are rolled out). Monitored and measured through Workplace Collaborative Learning (WCL).	From August 2013, with review every quarter	Resource Centre Heads and Director National Training and Development Section

Key Deliverables	Measures & Targets	Timeline	Accountability
1.2 Demonstrated awareness and commitment to workplace diversity through: <ul style="list-style-type: none"> employee participation in relevant training; and integration of relevant policies and whole-of-government best practice with management and HR guidelines, processes and practices. 	1.2.4 All other office employees who are expected to complete the diversity on-line courses are identified and informed by July 2014. Courses to be completed within six months of being informed. Monitored and measured through Workplace Collaborative Learning (WCL).	By July 2014, with review every six months	Resource Centre Heads and Director Workforce Strategies Section
	1.2.5 PSO Interviewer induction course includes appropriate content on bullying and harassment.	By December 2013	Directors Population Surveys Operations and Workforce Strategies Section
	1.2.6 The ABS National Workplace Diversity Network and the Harassment and Workplace Support Officer Network are managed and maintained.	Review annually (November)	Director Workforce Strategies Section
	1.2.7 Regular reviews of relevant HR Corporate Manuals are undertaken to ensure diversity related policies and guidelines (e.g. merit principles and Reasonable Workplace Adjustment (RWA) guidelines) are integrated with people management, recruitment and training processes.	From September 2013, then reviewed annually	Director Workforce Strategies Section
	1.2.8 A review of current arrangements and processes for supporting carers is conducted and action taken to implement new initiatives, in line with the Carer Recognition Act 2010.	By July 2013	Director Workforce Strategies Section
1.3 ABS Offices and employees celebrate diversity.	1.3.1 ABS Central Office and Regional Office staff attend at least one event annually, celebrating diversity in their respective locations. Workforce Strategies will co-ordinate diversity events held in Central office, and report back to Central Office Consultative Forum Chairs. Consultative Forum Chairs will report to their Consultative Forum on the local Workplace Diversity events that have occurred.	Consultative Forums provide feedback annually (August)	Resource Centre Heads/ CF Chairs
1.4 ABS technology, information and premises are accessible for people with disability.	1.4.1 Annual confirmation from National Property that ABS accommodation aligns with Department of Finance and Deregulation planning guidelines, Building Codes of Australia and relevant State and Federal guidelines and standards, relating to access.	Reported annually (June)	Director National Property Section
	1.4.2 Specialised software and hardware solutions are provided to assist people with a disability in accessing ABS technology and information.	Ongoing	AS Technology Infrastructure Delivery
1.5 Reasonable Workplace Adjustment (RWA) guidelines are consistent, accessible and easy to understand and implement, to ensure that: <ul style="list-style-type: none"> RWAs are effectively made to address the needs of individual applicants with disability during selection processes, including adjustments to direct testing methods where appropriate; employees can readily access appropriate RWAs when required to participate in training and day-to-day activities, including broadcast presentations and business travel; and ABS managers and business support areas understand the process for requesting and implementing RWAs. 	1.5.1 RWA guidelines are reviewed and updated to include procedural documentation and are incorporated within appropriate training and recruitment documentation.	By September 2013	Director Workforce Strategies Section

Strategy 2: Improve our ability to attract, recruit and retain people of diverse backgrounds and targeted under-represented diversity groups*

Desired outcomes for targeted groups (including Aboriginal and Torres Strait Islander people and people with disability):

- Greater access to ABS recruitment opportunities for Aboriginal and Torres Strait Islander people and people with disability
- Increase representation of Aboriginal and Torres Strait Islander people in the ABS workforce to meet the APS target of 2.7 per cent by 2015
- ABS work environment is supportive of targeted under-represented diversity groups
- ABS is considered an employer of choice for people with disability and Aboriginal and Torres Strait Islander people

Key Deliverables	Measures & Targets	Timeline	Accountability
2.1 Improve the ability of the ABS to attract, recruit and retain people of diverse backgrounds.	2.1.1 Job advertisements and selection documentation are provided in plain English and selection criteria refer to the inherent requirements of the job.	By February 2013	Director National Recruitment Unit
	2.1.2 Cultural awareness information is included within selection panel training and guidelines.	By May 2013	Directors National Recruitment Unit and Workforce Strategies Section
	2.1.3 Recommendations are put to ELG following an assessment of the barriers and access challenges to senior leadership roles for women in the ABS.	September 2013	Director Workforce Strategies Section
	2.1.4 Feedback from staff and their representatives indicates awareness of and usefulness of support services such as the Employee Assistance Program (EAP) and the APSC My Career, My APS online career tool.	August 2013 through feedback from Consultative Forums	Director Workforce Strategies Section
	2.1.5 Leverage off current and future workforce shaping exercises to create opportunities for employing people from specific diversity groups.	By July 2014	Assistant Statistician Human Resources Branch
2.2 Increase the attraction to the ABS of targeted under-represented groups.	2.2.1 Statement 'Aboriginal and Torres Strait Islander people and people with disability are encouraged to apply' is included in job advertisements.	From March 2013	Director National Recruitment Unit
	2.2.2 Bulk rounds are advertised through 'Indigenous Jobs Australia'.	From March 2013	Director National Recruitment Unit
	2.2.3 Aboriginal and Torres Strait Islander employees attend appropriate career fairs with NRU.	From March 2013	Director National Recruitment Unit
2.3 Recruitment processes support targeted under-represented diversity groups.	2.3.1 RWAs are made to address the needs of individual applicants with disability during selection processes through delivery of Action 1.5 of this Plan.	From September 2013	Chairs of Selection Panels
	2.3.2 Selection panels for Identified Positions include a representative with appropriate experience from the Aboriginal and/or Torres Strait Islander community, or someone who has a breadth of professional and/or personal experience in the Aboriginal and Torres Strait Islander context in Australia.	From April 2013	Delegates of Selection Panels
	2.3.3 Through delivery of Action 1.2, ABS recruitment and retention policies and guidelines refer to the definition of 'disability' from the <i>Disability Discrimination Act 1992</i> .	By July 2013, then reviewed as necessary	Directors National Recruitment Unit and Workforce Strategies Section

Key Deliverables	Measures & Targets	Timeline	Accountability
2.4 Increase the representation of Aboriginal and Torres Strait Islander employees in the ABS.	2.4.1 ABS Aboriginal and Torres Strait Islander representation increases to 2.7 per cent by 2015.	Review annually (June)	Resource Centre Heads
	2.4.2 Subject to availability of interested and suitable candidates, up to 12 Aboriginal and Torres Strait Islander people are recruited annually through the APSC Indigenous Graduate Program (six) and the APSC Indigenous Cadetship Program (six).	Review annually (June)	Resource Centre Heads
2.5 Support mechanisms are available and promoted for targeted under-represented diversity groups.	2.5.1 Promotion of Case Managers for people with disability, by People Management and Wellbeing, results in higher usage of service, as measured by Services@ABS and People Management and Wellbeing data.	From April 2013	Director People Management and Wellbeing Section
	2.5.2 At least one Aboriginal and/or Torres Strait Islander employee, or an employee with a demonstrated level of cultural competence, is listed as a Harassment Workplace Support Officer.	By September 2013	Director Workforce Strategies Section
	2.5.3 A network for Aboriginal and Torres Strait Islander people and a network for people with disability and carers of people with disability are established and have regular members and attendance.	By September 2013	Director Workforce Strategies Section
	2.5.4 A mentoring program for Aboriginal and Torres Strait Islander employees is established.	By June 2014	Director Workforce Strategies Section
2.6 APS Diversity Council project recommendations (job readiness and retention) are considered and implemented as appropriate in this Plan.	2.6.1 Implemented recommendations are supporting the recruitment and retention of Aboriginal and Torres Strait Islander people and people with disability.	From August 2013	Director Workforce Strategies Section

* At the time of the development of the ABS WDAP 2013-17, Aboriginal and Torres Strait Islander peoples and people with disability were specifically targeted as initial priorities under this Strategy for the following reasons:

- Australian Public Service initiatives and accompanying campaigns, including the 2.7 per cent employment target for Aboriginal and Torres Strait Islander people;
- these two groups being under-represented in the ABS when compared to the general population and the 2011-12 APS representation rates; and
- the already established guidelines and values in place, including the APS Code of Conduct and ABS values, which support equal employment opportunities, value and respect for all employees.

The ABS WDAP 2013-17 is a living plan and will be updated to reflect organisational priorities as they emerge.

Strategy 3: Improve our understanding of workplace diversity issues and increase the analysis and utilisation of workplace diversity metrics

Desired outcomes:

- Improved processes to identify priorities for the organisation and its employees around diversity matters
- The collection and reporting of workplace diversity data is consistent and informs decision making

Key Deliverables	Measures & Targets	Timeline	Accountability
3.1 Processes for consulting and engaging with our employees on diversity related matters are conducted more regularly and widely, and are inclusive of people of diverse backgrounds and people with disability.	3.1.1 Consultative Forums and Population Survey Operations Working Group (PSOWG) forums include an annual agenda item on Workplace Diversity (including the WDAP and the RAP).	Consultative Forums and the PSOWG Forum provide feedback annually (August)	Consultative Forums and PSOWG Secretariats
	3.1.2 National Consultative Forum includes annual agenda item on Workplace Diversity (including the WDAP and the RAP).	National Forum provides feedback annually (September)	National Consultative Forum Secretariat
	3.1.3 Aboriginal and Torres Strait Islander Reference Group, established under the RAP, provides biannual feedback on progress of the RAP, related WDAP actions and other diversity issues.	By June 2013 and reviewed every six months	Director Workforce Strategies Section
	3.1.4 Employee networks, established under the WDAP (2.5.3), provide annual feedback on specific workplace diversity matters.	Feedback sought March 2014 and then annually	Director Workforce Strategies Section
	3.1.5 State of the Service Report and internal employee survey analysis is conducted and informs diversity initiatives and reporting.	Annually (November)	Director Workforce Strategies Section
	3.1.6 Protocols for consulting and engaging with employees with disability and their representative organisations are developed in line with ABS RWA guidelines.	By November 2013	Director Workforce Strategies Section
	3.1.7 Local Resource Centre diversity networks are aligned with and recognised as part of a broader National Diversity Network.	By April 2013	Director Workforce Strategies Section
3.2 WDAP progress is reported on regularly.	3.2.1 December HR Indicator Report, for SMG, includes a feature on Workplace Diversity.	Annually (February)	Director Workforce Strategies Section
	3.2.2 WDAP progress and achievements are reported to ABS Senior management.	Annually (July)	Director Workforce Strategies Section
	3.2.3 WDAP progress and achievements are reported to employees.	Annually (August)	Director Workforce Strategies Section
	3.2.4 WDAP 2018-2022 is developed and released, after consideration of the WDAP 2013-17 progress, achievements, APSC initiatives and consultation with employees and other stakeholders.	December 2017	Director Workforce Strategies
3.3 The availability of accurate and comprehensive diversity data on our workforce.	3.3.1 Promotion and education about disclosing diversity (on the Pay & Leave system) results in disclosure rates of over 80% for ABS staff (ongoing, non-ongoing and PSO interviewers).	By March 2014	Director Workforce Strategies Section
	3.3.2 PSO Interviewers diversity data is captured through the Pay & Leave system, as per office based employees.	From December 2012	Director PSO

Strategy 4: As a statistical services provider, ensure accessible services, products and data collection practices for people with disability and people from culturally and linguistically diverse backgrounds

Desired outcomes:

- ABS identifies and addresses potential barriers for people with disability and people from culturally and linguistically diverse backgrounds in the community to accessing and providing feedback on our statistical programs, services and data collection activities
- ABS fulfils its roles and responsibilities in ensuring statistical programs, services and data collection activities are accessible, in accordance with the *National Disability Strategy* and *Access and Equity Strategy* frameworks.

Key Deliverables	Measures & Targets	Timeline	Accountability
4.1 Requested information on ABS's performance against the <i>Access and Equity Strategy</i> Framework in 2011-2012 is provided for the Department of Immigration and Citizenship (DIAC) <i>2010-2012 Access and Equity Report</i> .	4.1.1 Review undertaken and report provided on ABS's performance against the <i>Access and Equity Strategy</i> Framework in 2011-2012, for consideration in the DIAC <i>2010-2012 Access and Equity Report</i> (published 2013). ABS continues to meet its obligations under the <i>Access and Equity Strategy</i> framework as a statistical service provider.	By May 2013	Resource Centre Heads and Director Workforce Strategies Section
4.2 Information and communication systems are accessible for clients with disability.	4.2.1 The ABS Website content is a mixture of text, tables and data visualisation. The ABS is in the process of transitioning compliance for text based content and is committed to ensuring accessibility options are available for non-text based content. This may mean providing alternatives to the website.	Ongoing improvements, reviewed annually with the Australian Government Information Management Office (AGIMO)	Directors Web Publishing Section and Enterprise System and Software Management Section
4.3 Review and assess practices for collecting data on people with disabilities to ensure compliance with the Convention on the Rights of People with Disabilities article 31.1.	4.3.1 Annual review shows that data collection practices comply with the Convention on the Rights of People with Disabilities article 31.1.	Annually (June)	Director Data Collection Methodology Section
4.4 ABS data, information, services and data collection practices are responsive to the needs of people with disability in the community.	4.4.1 The <i>ABS Service Delivery Charter</i> remains responsive to the needs of people with disability in the community.	By June 2013	Director Customer Insights and Strategies Section
	4.4.2 A protocol for consulting and engaging effectively with people with disability in the community and their representative organisations is developed.	By September 2013	Directors Workforce Strategies Section

Appendix 1: Glossary

ABS Service Delivery Charter: This Charter articulates the high standards of service that the ABS will provide and the relationship between the ABS and users of its products and services. It also outlines the complaints and grievance mechanisms in place to address concerns about the ABS' performance in providing services.

APSC: The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the *Public Service Act 1999* (the PS Act).

Carers: The *Carer Recognition Act 2010* identifies carers as people who provide care, support and assistance to another individual in need of support due to disability, medical condition (including terminal or chronic illness), mental illness, frail and/or aged. This varies slightly from the current ABS definition of a carer (for the purposes of carers leave) which is someone who is required to provide care or support to members of their immediate family or household who are ill, injured or experiencing an unexpected emergency.

Disability: As per *Disability Discrimination Act 1992*, disability, in relation to a person, is defined as:

- (a) total or partial loss of the person's bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the person's body; or
- (f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and includes a disability that:
 - (h) presently exists; or
 - (i) previously existed but no longer exists; or
 - (j) may exist in the future (including because of a genetic predisposition to that disability); or
 - (k) is imputed to a person.

Inherent Requirements: Those duties that are necessary to get the basic job done, not how the job is done. For example, a person with a movement disability may be able to perform the part of her work that requires her to transport computer screens and boxes to clients throughout an organisation if she/he has the appropriate equipment, such as a trolley.

Reasonable Workplace Adjustment (RWA): Refers to changing some aspect of the work environment so that employees with a disability are able to perform to the best of their ability when they:

- (a) carry out the essential duties of their job;
- (b) seek new employment;
- (c) pursue promotion;
- (d) undertake training; and/or
- (e) participate in other important aspects of the workplace (e.g. performance appraisal sessions, information sessions, meetings of employees, clients or respondents).

Unlawful Discrimination (Australian Human Rights Commission definition): under federal and state legislation, unlawful discrimination occurs when someone, or a group of people, is treated less favourably than another person or group because of their race, colour, national or ethnic origin; sex, pregnancy or marital status; age; disability; religion; sexual preference; trade union activity; or some other characteristic specified under anti-discrimination or human rights legislation.

Workplace discrimination can occur in:

- recruiting and selecting staff
- terms, conditions and benefits offered as part of employment
- who receives training and what sort of training is offered
- who is considered and selected for transfer, promotion, retrenchment or dismissal.

Appendix 2: ABS Workplace Diversity Action Plan 2013-2017 Governance and Review

Responsibilities under the ABS Workplace Diversity Action Plan 2013-2017

The success of the ABS Workplace Diversity Action Plan 2013-2017 relies on a commitment from all ABS employees to support the Plan and its objectives.

ABS Leaders and Managers: are responsible for fostering a diverse and inclusive work culture by:

- demonstrating individual commitment to the APS Values, APS Employment Principles and principles of diversity throughout the organisation;
- actively engaging in implementing the Plan and its objectives in local work areas; and
- integrating diversity principles with broader people management and organisational planning and strategies.

ABS Employees: are responsible for taking a role in creating and supporting a diverse workforce by:

- upholding individual obligations under the APS Values, APS Employment Principles and Code of Conduct and applying principles of diversity to their day to day work practices;
- undertaking diversity related training as required; and
- actively participating in local workplace and broader organisational diversity initiatives, such as diversity events and information sessions.

Resource Centre Heads and Directors of Accountable Business areas: are responsible for implementing and reporting on their specific action items within the ABS Workplace Diversity Action Plan 2013-2017.

Strategies Services and Technology Group (SSTG): are responsible for implementing and evaluating the Plan and supporting its objectives through integration of diversity principles with applicable ABS policies, processes and strategic planning.

Governance

- **Oversight:** ABS Senior Management (ELG and SMG)
- **Sponsor:** Chief Operating Officer (COO)
- **Implementation and review:** Assistant Statistician, Human Resources Branch
- **Program Manager:** Director Workforce Strategies Section
- **Project Managers:** See deliverables under each strategy

Review

- Measures and Targets have been established for each deliverable under the ABS Workplace Diversity Action Plan 2013-2017.
- Analysis of employee survey results will inform the review and further development of the Plan's strategies.
- Resource Centre and employee feedback will be sought to establish priorities for consideration.
- Progress against strategies for employees with disability and Aboriginal and Torres Strait Islander employees will be provided to the Australian Public Service Commission (APSC) for the annual State of the Service Report.
- Annual progress reports on strategies supporting access for clients with disability will be reported in the ABS Annual Report.
- An annual report on progress against the ABS Workplace Diversity Action Plan 2013-2017 will be presented to ELG/ SMG.
- Feedback on the ABS Workplace Diversity Action Plan 2013-2017 is invited at any time by emailing Services@ABS.