



Australia's National
Science Agency

CASS Diversity and Inclusion Committee Annual Action Plan 2020-2021

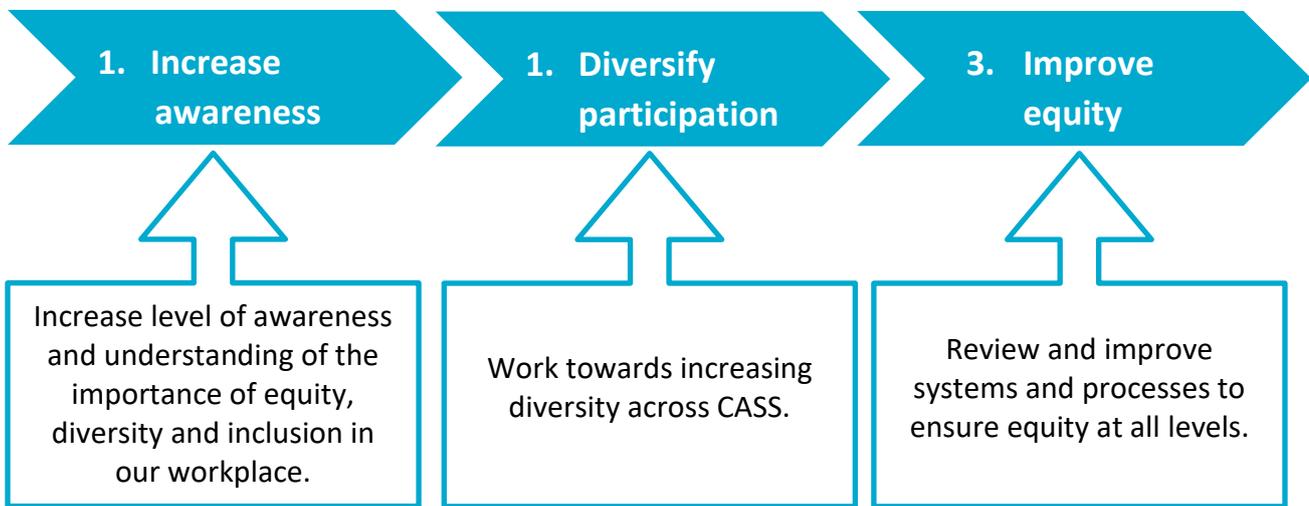
30 November 2020

Purpose

CSIRO Astronomy and Space Science' (CASS) Diversity and Inclusion (D&I) Committee's collective responsibility is to:

- **Identify** areas in which CASS has scope to **improve equity, diversity and inclusion**.
- **Understand the barriers** to furthering equity, diversity and inclusion in these areas.
- Recommend and support the implementation of **targeted actions** to help remove barriers to inclusion and to **create an inclusive and equitable workplace**.

Goals



Actions

Our aim is to have completed all action items identified in this Plan by 30 June 2021, with emphasis on implementing training, a communication plan, improvements to recruitment and seeking feedback from CASS staff.

The following individuals will take carriage of individual actions, as labelled on the following pages.

PERSON RESPONSIBLE AND THEIR INITIALS					
MB	Mia Baquiran	RD	Rochelle Desmond	GH	George Heald
DB	Douglas Bock (Director)	GD	Greg Dowling (HR)	MH	Minh Huynh
KC	Kate Callaghan	PE	Phil Edwards	KJ	Katie Jameson
NC	Nick Carter	KF	Kevin Ferguson (Diversity Champion)	KM	Korinne McDonnell
BC	Beth Cloake	JG	Jimi Green	LT	Liz Tearall

1. Increase awareness

Training

- Implement unconscious bias training program for CASS staff. **GD**
- Develop an equity, diversity and inclusion training program for members of CASS recruitment panels and ensure ongoing currency. **GD**
- CASS Executive to undertake Inclusive Leadership training that includes neurodiversity. **KC**
- CASS D&I Committee to undertake equity, diversity and inclusion active learning to improve their knowledge, on an annual basis and maintain a register. **KF**
- Continue roll out of Navigating Behaviour Workshops across CASS. **GD**

Communicate CASS and CSIRO policies and procedures

- Raise awareness and understanding among managers of what to do if someone comes to you with an allegation of bullying and harassment. **GD**
- Raise awareness among managers of who the HR contacts are, and for what areas, to better support staff. **GD**
- Communicate throughout CASS the CSIRO Guidelines for working effectively within and/or leading diverse teams. **GD**
- Increase CASS staff awareness and understanding of the CSIRO Rewards process. **GD**

Visibility and broad engagement

- Develop an ongoing communication plan to support the D&I Annual Action Plan. **BC/LT**
- Make accessible a register of the languages people speak within CASS/CSIRO. **BC/GD**
- Communicate the number of misconduct matters pertaining to bullying and harassment, discrimination and inappropriate comments to the ATNF User Committee (ATUC), Steering Committee (ATSC) and across CASS. **DB**
- Provide opportunities for CASS staff to attend seminar/discussions on equity, diversity and inclusion topics (including CSIRO D&I Community of Practice webinars). **KJ/KF**
- In consultation with site leaders, actively promote and support diversity days (e.g. NAIDOC week, International Women's Day, Wear it Purple day) through various communications channels and on all CASS sites. **BC/LT**
- Maintain active participation in the Astronomical community with respect to D&I initiatives, e.g. the Australian Research Council (ARC) Centres of Excellence, the Astronomical Society of Australia's Inclusion, Diversity and Equity in Australia (ASA IDEA) chapter, and the International Astronomical Union Working Group (IAU WG), the SmartSat CRC (Cooperative Research Centre). **JG/GH/KJ**
- Identify and communicate opportunities for CASS staff to participate in internal and external D&I symposiums, e.g. Diversity Committee Australia and Science & Technology Australia webinars. **JG/GH/KJ/MH**
- Assess the suitability of CSIRO's SAGE job-shadowing and sponsorship program and its applicability within CASS. **MB**

2. Diversify participation

Recruitment

- Advertise all roles in CASS as full time, part time or job share by default. Exceptions to this must be approved by the relevant Program Director. **GD**
- Offer a more accessible recruitment process. For example, have a statement in recruitment ads encouraging applicant to ask for anything they need to improve accessibility during the application/interview process. **KM**
- Identify best practice approach towards neurodiversity throughout recruitment processes. **KM**
- Develop a recruitment strategy to work towards increasing gender diversity among job applicants. **GD**
- Identify employment and contract opportunities for Aboriginal & Torres Strait Islander people in CASS. (CSIRO workforce goal is 3% by November 2020, it is currently 2%). **RD**

Conferences and meetings

- Develop guidelines, including best practice for communicating and implementing our Code of Conduct, and gender balance targets for conferences and meetings hosted by CASS. **GH**
- Communicate widely CSIRO's invitation to join the 50/50 Pledge: a commitment made by any speaker at a conference, or participant of a panel, forum or committee, to ask the organiser about the gender balance of the conference program and highlight their personal commitment to diversity if the diversity of the program/team is found to be lacking. **GH**
- Develop guidelines to help team leaders select members of project teams in CASS to increase diversity and help to eliminate biases. **NC**
- Continue to record and make available CASS diversity data on an annual basis through the CASS D&I Annual Report. **BC/LT**

3. Improve equity

- Analyse resources of the Australian Government's Women in STEM Office on anonymising research proposals to determine whether new processes could be applied in CASS, such as in the ATNF Time Assignment Committee (TAC) review of observing proposals to reduce biases. **PE**
- Every CASS site to offer at least one gender neutral bathroom by June 2022. **KC**
- Promote the uptake of capability days across CASS by providing information to staff on available networking, coaching, and mentoring opportunities, as well as formal training programs. **GD**
- All CASS staff to commit to speaking out and not walking past inappropriate behaviour. **All CASS**
- Ensure any cases of bullying and harassment are dealt with promptly and satisfactorily. **DB**
- In July 2021, report to the CASS Executive systemic barriers identified that aren't currently addressed by existing CSIRO and CASS D&I actions. **KF**
- All CASS staff to set a goal of contributing to a diverse and inclusive culture in 2021 APA discussions with their line manager. See sample *APA Objectives in MyCSIRO*. **All CASS supervisors**
- Develop a common, inclusive language for CASS. Review and consider Diversity Council of Australia Words at Work Program. Communicate broadly and regularly. **KM**

Seek feedback

- Conduct another CASS Culture Survey before December 2021. **KF**
- Communicate to CASS staff availability of the online Suggestion Box on the D&I Confluence page. **KF**
- Periodically solicit feedback from staff who self-identify as part of a marginalised group to improve the D&I Committee's awareness of issues and challenges. **KF**
- Collect feedback on uptake of the mentoring program at CASS and increase staff awareness of the program as necessary. **GD**

Tracking progress and setting targets

In addition to the above CASS D&I actions, we also aim to align with the CASS targets set under the CSIRO SAGE program, which are focused specifically on gender diversity.

- Increase the number of females in Technical Services and Research roles¹ by 2025:
 - a. Technical services² from 3.8% to 9.8%
 - b. Research³ from 19.1% to 20.5%
- Increase female participation across classification levels to improve gender equity by 2025:
 - a. CSOF 1-6 from 22% to 26%
 - b. CSOF 7+ from 17% to 20%
- Record gender disaggregated data for job applications including short-lists and recruitment panel makeup and report to the CASS Executive in July 2021. Baseline data: no target
- 2021 Promotion and reward cases gender diversity:
 - a. CSOF 1-6: Maintain gender balance, ie. 40% male, 40% female, 20% any gender
 - b. CSOF 7+: improve gender diversity > 10% female

CASS targets

Where data are not currently captured, we will record diversity data including (where possible), gender, culturally and linguistically diverse (CALD), disability, Indigeneity and location. We have been capturing gender disaggregated data in some areas. Where that is the case, stretch targets have been set below:

- Leadership Development Programs, such as: Ready To Lead (RTL), Experienced Leader Program (ELP) or Leading Australia's Innovation Catalyst (LAIC) to have gender diverse participation of CASS staff at > 20% female on average over three years to 2023
- Maintain gender balance on CASS' Rewards Committee: i.e. 40% male, 40% female, 20% any gender.
- Maintain gender balance on ATUC and TAC: i.e. 40% male, 40% female, 20% any gender.
- Co-learnium and Colloquium speakers gender diverse at > 35% female

Action plan review and reporting

Progress against this CASS D&I Annual Action Plan will be reported to the CASS Executive in April and July 2021.

¹ These targets were generated based on actual CASS staff turnover (2.6% p.a.) and the available talent pool across the engineering and science disciplines relevant to CASS

² Technical Services as per the CSIRO Work Classification Standard

³ Research positions include Research Projects, Research Scientists, Research Engineers, Research Managers and Research Consultants

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