

S&A Diversity and Inclusion Action Plan Summary 2021 - 2023

Principles:

Targeted actions based on key focus areas to improve inclusivity were identified by the Inclusive Organisation across the following 8 principles:

1. Inclusive Initiatives
2. Policies and Procedures
3. Products and Services
4. Recruitment and Selection
5. Training and Development
6. Performance and Career
7. Leadership Actions
8. Workplace behaviours

Goals and Associated Actions

1.1 Allocate Resources for D&I

- A1 Establish a yearly D&I Budget
- A2 Establish feasibility of executive level diversity role

1.2 Broaden Inclusion Programs

- A3 Roll out at least one selected mandatory D&I training or program to all S&A staff
- A4 Plan one D&I S&A event that reflects current S&A staff needs
- A5 Provide advice during development of RAP implementation plan

1.3 Improve inclusivity of communication

- A6 Develop and implement guidelines for inclusive internal virtual/hybrid meetings
- A7 Create reference sheet of common inclusive language
- A8 Develop and enact communications plan

1.4 Actively champion improving inclusivity in broader community

- A9 Maintain active participation in astronomy, space and engineering community, particularly D&I initiatives

2.1 Improve knowledge of policy and ensure equitable implementation

- A10 Review flexible work policy
- A11 Increase awareness and access to policy and procedure documentation

2.2 Improve Inclusivity of policies and procedures

- A12 Review exit interview procedure
- A13 Create mechanism within S&A for requesting reviews of internal and corporate level policies

3.1 Review and improve services using an inclusive lens

- A14 Bring interfaces and websites in line with CSIRO accessibility policy and best practice
- A15 Review procedures and guidelines for committees across S&A
- A16 Create list of all know needs and wants for inclusive guidelines at S&A hosted or sponsored events/conferences/meetings
- A17 Set up review team for project proposal development to assist project leaders improve diversity

4.1 Reduce existing systemic barriers and bias throughout recruitment and selection process

- A18 Develop and mandate training for recruitment panels.

5.1 Ensure development opportunities availability and participation is equitable across the organisation

- A19 Create and communicate S&A guidelines for how to equitably distribute development opportunities
- A20 Review new LMS rollout and means of communicating opportunities

6.1 Ensure career development requirements and pathways are transparent, understood, equitable, and include tangible evaluation metrics for inclusive behaviours

- A21 Create and publicise guidelines for how to conduct effective APAs
- A22 Update S&A Rewards Review guidelines to improve transparency and inclusive behaviours
- A23 Create plan for training/supporting staff who begin new roles at higher levels of management

7.1 Leaders to establish and demonstrate a culture of accountability, speaking up and respect that is genuine and reinforce the expectation for inclusive behaviours

- A24 Increase visibility and accessibility of Executive members to S&A staff
- A25 All Executive members will include APA objectives to take active responsibility for championing diversity

7.2 Increase involvement of senior leaders in D&I issues, discussions and outcomes

- A26 Executive members will undertake D&I training as outlined in this plan

8.1 Equip all staff with the knowledge and skills to support inclusive behaviours

- A27 Publicise opportunities for S&A staff to attend internal and external seminars/discussions on diversity, inclusion and equity topics
- A28 Update inclusive calendar to broaden inclusion

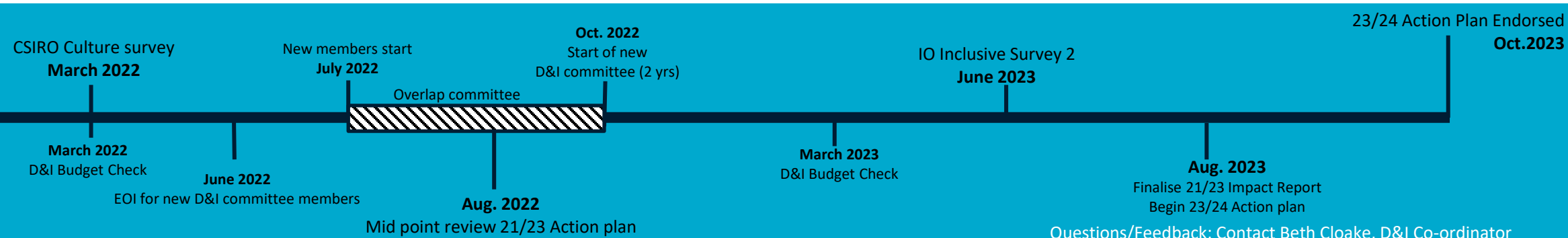
8.2 Ensure that consequences for exclusive behaviours are established and implemented

- A29 Review and communicate pathways for reporting incidents and existing policies/procedures for consequences for exclusive behaviours.

S&A D&I committee members

Eleanor Ingram (D&I manager)	Greg Dowling (HR rep)	Nick Carter
Beth Cloake (D&I coordinator)	Mita Brierley	Phil Edwards
Anego Liu (Secretariat)	George Heald	Mohamed Manoufali
Rochelle Desmond	Gabby Russell (Comms rep)	Tamara Thompson
Kate Callaghan	Mia Baquiran	Jimi Green (SKAO rep)
Kevin Ferguson	Minh Huynh	Genevieve Batten (Student rep)

21/23 Action Plan Endorsed
Oct. 2021



Questions/Feedback: Contact Beth Cloake, D&I Co-ordinator