



# DIVERSITY AND INCLUSION PLAN

2017-2021

LOOK FOR AND  
REMOVE BARRIERS

NO JUDGEMENTS

CULTURE, POLICIES  
AND PRACTICES BASED  
ON EQUALITY, RESPECT,  
DIVERSITY AND INCLUSION

**CELEBRATE DIVERSITY**

PROVIDE SUPPORTS

# CORANGAMITE CMA'S DIVERSITY AND INCLUSION VISION

*Working with and as part of the community is central to our work at the Corangamite Catchment Management Authority. We are committed to embracing and reflecting the diversity of our community and to supporting inclusion and participation by everyone in our workplace and through the ways we work.*

Our workplace culture is built on respect that is inclusive and supports equal employment opportunities for all members of our communities and we aim to have a workforce that reflects the diversity of our community.

Our work practices and systems aim to be easily accessible and to enable increased participation by all members of our community in decisions and actions that help to protect the natural resources and values of our environment.

## HOW WE DEFINE DIVERSITY AND INCLUSION

**Diversity** encompasses the differences between people in how they identify in relation to their age, caring responsibilities, cultural background, disability, gender identity, Indigenous background, sexual orientation, marital status, parental status, physical features, religious or political beliefs and socioeconomic background (social identity), as well as their profession, education, work experiences and organisational role (professional identity).

**Inclusion** is when everyone including people from diverse backgrounds, ages, and genders feel valued, respected and safe, have access to the same opportunities and resources, and can contribute their perspectives and talents to improve our organisation's goals and vision and to participate and receive services.

## WHY IT'S IMPORTANT

Diversity and inclusion is important because everyone has equal rights and should have equal opportunities for employment and participation and equal access to services. It is a requirement of the *Victorian Charter of Human Rights* and the *Equal Opportunity Act* and other anti-discrimination policies.

Organisations that embrace diversity and inclusion have higher employee engagement, improved performance, greater innovation, better retention of talent, improved employee wellbeing and lower levels of unlawful and unwelcome behaviour such as harassment and discrimination.

## OUR PRINCIPLES

### CELEBRATE DIVERSITY

**Everyone is different and has the right to be themselves.**

Everyone of us is different and how we treat each other will not depend on how closely anyone aligns with the majority or with historical or culturally dominant norms and we will celebrate and support diversity.

**Everyone has the right to services.**

We provide services and programs for all of our community and we will consider the diversity of their needs to make sure that our services, information, projects and programs are accessible and appropriate for everyone in our community.

### LOOK FOR AND REMOVE BARRIERS

**Everyone has the right to be valued and safe.**

Feeling safe and valued is the foundation on which inclusion is built. We will treat everyone with courtesy at all times and ensure that harassment, discrimination and bullying are identified and not tolerated.

**Diversity and inclusion is not an add-on, it's part of everything that we do.**

To achieve our organisational objectives, diversity and inclusion must underpin and permeate everything that we do.

**Everyone has the right to participate.**

How we consult and engage in our workplace and with the community will accommodate different needs and capabilities and we will allow for and listen to the wide range of ideas and opinions even when they differ from our own.

## CULTURE, POLICIES AND PRACTICES BASED ON EQUALITY, RESPECT, DIVERSITY AND INCLUSION

**Everyone has the right to equal opportunity in employment.**

To ensure equal opportunity we will remove barriers where they prevent that and we will provide different people with different supports to overcome obstacles and historical inequities and to provide a truly level playing field.

### PROVIDE SUPPORTS

## NO JUDGEMENTS

## MONITORING AND REPORTING

The outcomes and success of this Diversity and Inclusion Plan will be monitored using a number of measures including:

- Diversity of recruitment applications data
- Diversity of staff employment data
- Diversity and inclusion module of People Matter Survey
- Diversity and inclusion of community participation in Corangamite CMA activities
- Diversity and inclusion of Corangamite CMA partnerships
- Achieved actions from Corangamite CMA's Diversity and Inclusion Plan.

We will establish baseline benchmarks from the initial internal data and from ABS census data and Victorian Public Sector data where appropriate.

The objectives and actions within this plan will be reported annually to Management and the Board, and included in the Corangamite CMA's Annual Report.

## DIVERSITY AND INCLUSION PLAN REVIEW

This Diversity and Inclusion Plan will be reviewed at least every five years.

## LINKS TO POLICIES

CCMA Recruitment Policy:

[http://ccmaportal/policies\\_procedures/Approved Policies and Procedures/Recruitment and Selection Policy HRM POL 001.pdf](http://ccmaportal/policies_procedures/Approved Policies and Procedures/Recruitment and Selection Policy HRM POL 001.pdf)

CCMA Equal Opportunity and Anti-Discrimination Policy:

[http://ccmaportal/policies\\_procedures/Approved Policies and Procedures/Equal Opportunity and Anti-Discrimination Policy HRM POL 030.1.pdf](http://ccmaportal/policies_procedures/Approved Policies and Procedures/Equal Opportunity and Anti-Discrimination Policy HRM POL 030.1.pdf)

CCMA Respectful Behaviours Policy:

[http://ccmaportal/policies\\_procedures/Approved Policies and Procedures/Respectful Behaviours Policy HRM POL 030.2.pdf](http://ccmaportal/policies_procedures/Approved Policies and Procedures/Respectful Behaviours Policy HRM POL 030.2.pdf)

CCMA Privacy and Data Protection Policy:

[http://ccmaportal/policies\\_procedures/Approved Policies and Procedures/Privacy and Data Protection Policy HRM POL 036.pdf](http://ccmaportal/policies_procedures/Approved Policies and Procedures/Privacy and Data Protection Policy HRM POL 036.pdf)

CCMA OH&S Policy:

[http://ccmaportal/policies\\_procedures/Approved Policies and Procedures/Occupational Health and Safety Policy OHS POL 001.pdf](http://ccmaportal/policies_procedures/Approved Policies and Procedures/Occupational Health and Safety Policy OHS POL 001.pdf)

Equal Opportunity Act 2010: <http://www.humanrightscommission.vic.gov.au/the-law/equal-opportunity-act>

Charter of Human Rights and Responsibilities:

<https://www.ombudsman.vic.gov.au/Fact-Sheets/For-Complainants/Fact-Sheet-15-Charter-of-Human-Rights-and-Responsi>

Victorian Public Service Code of Conduct for Employees:

<http://vpvc.vic.gov.au/html-resources/code-of-conduct-for-victorian-public-sector-employees/>

CCMA Protected Disclosures Policy:

[http://ccmaportal/policies\\_procedures/Approved Policies and Procedures/Protected Disclosures Policy IBAC COM POL 015.pdf](http://ccmaportal/policies_procedures/Approved Policies and Procedures/Protected Disclosures Policy IBAC COM POL 015.pdf)

## LINKS TO RESOURCES

VPSC – Working with diversity in the Victorian Public Service:

<http://vpvc.vic.gov.au/html-resources/development-framework-for-victorian-public-sector-managers/working-with-diversity-in-the-victorian-public-sector/>

Victorian Equal Opportunity and Human Commission's resources and publications:

<http://www.humanrightscommission.vic.gov.au/home/our-resources-and-publications>

Victorian Human Rights Charter – Guide for Victorian public sector workers:

<http://www.humanrightscommission.vic.gov.au/home/our-resources-and-publications>

Victorian Government Inclusive Language Guide:

<http://www.vic.gov.au/equality/inclusive-language-guide.html>

Australian Human Rights Commission – Information for employers: <https://www.humanrights.gov.au/our-work/employers>

Reconciliation Australia: <https://www.reconciliation.org.au>

Diversity Council Australia: <https://www.dca.org.au/di-planning/getting-started-di/diversity-inclusion-explained>

Australian Human Resource Institute – Diversity management info sheet: <https://www.ahri.com.au/assist/inclusion-and-diversity>

Australian Human Rights Commission – Ten steps you can take to create a fair and productive workplace fact sheet:

[https://www.humanrights.gov.au/sites/default/files/GPGB\\_ten\\_steps\\_0.pdf](https://www.humanrights.gov.au/sites/default/files/GPGB_ten_steps_0.pdf)

Workplace Gender Equality Agency: <https://www.wgea.gov.au/elearning-modules/what-workplace-gender-equality>

Vic Health – Equal footing toolkit: <https://www.vichealth.vic.gov.au/media-and-resources/publications/equal-footing-toolkit>