

## OUR STRATEGIC OBJECTIVES AND ACTIONS

### Objective 1: No judgments

Actions	Timeframe
Provide training in Victorian Charter of Human Rights at induction and bi-annually	2017/18 onwards
Provide training in equal opportunity and anti-discrimination at induction and bi-annually	2017/18 onwards
Become an organisational supporter of the Racism; It Stops with Me campaign	2017/19
Provide unconscious bias training to all staff	2017/18 onwards
Provide Workplace Gender Equality Agency workplace gender training	2017/18 onwards

### Objective 2: Celebrate

Actions	Timeframe
Celebrate diversity and inclusion days, ie: Wear it Purple Day, International Women's Day, NAIDOC Week, Harmony Day, etc	Ongoing
Provide cultural awareness programs to all staff and the board within first year of employment	Ongoing
Finalise and implement Welcome to Country and Acknowledgement policy and procedure	2017/18
Install recognition plaques of Traditional Custodians at both offices	2017/18

### Objective 3: Provide support

Actions	Timeframe
Individualised staff performance development programs developed and reviewed annually	Ongoing
Support programs and training to enhance career development for female staff, Indigenous staff and other under-represented groups developed and reviewed annually	Ongoing
Provide staff health and wellbeing program including Employee Assistance Program	2017/18
Provide mental health first aid training as required	2017/18
Ensure Contact Officers are trained and accessible to all staff	Ongoing
Promote work experience opportunities to local schools	Ongoing
Provide return to work program for employees returning to the workplace from illness or injury	2017/18
Continue to support Women in Agriculture Network events	2017/18

### Objective 4: Look for and remove barriers

Actions	Timeframe
Develop an action plan to address issues identified in People Matter Survey results	Bi-annually
Promote and provide flexible work practices to assist employees manage family, carer and other commitments (part time employment, flexible hours, parental leave return to work program, carers leave, purchased leave, working from home arrangements)	Ongoing
Advertise all new positions as flexible	2017/18 onwards
Advertise all new positions with explicit encouragement for Indigenous people, people with a disability and other under-represented groups to apply	2017/18 onwards
Advertise all new positions through Indigenous networks and through local media	Ongoing
Review applications received for new positions to determine if new approaches of advertising are needed	2018/19
Review the Grievance Resolution procedure and train managers and staff on issue resolution	2017/18
Provide cultural awareness programs to all staff and the board	Within first year of employment

**Objective 4: Look for and remove barriers (continued)**

Actions	Timeframe
Promote and provide internal career development opportunities to all staff	Ongoing
Provide training to selection panels to ensure all appointments are based on merit and that team diversity is considered a factor in merit	2017/18 onwards
Ensure gender mix on selection panels and Indigenous representation when necessary	Ongoing
Maintain accessible work facilities at Colac head office	Ongoing
Geelong office to be accessible and gender neutral	2018/19
Provide ergonomic assessments and adjustable workstations as required	Ongoing
Encourage applications from Aboriginal and Torres Strait Islanders and utilise positive discrimination for positions specific to indigenous outcomes	2017/18 onwards
Trial an innovative recruitment approach by removing the name and gender of candidates from the initial assessment stage to prevent discrimination, stereotyping and potential hidden bias	2017/18

**Objective 5: Culture, policies and practices based on equality, respect, diversity and inclusion**

Actions	Timeframe
Review our human resource and business practices to ensure equal opportunity and our workplace is free from discrimination	2017/18
Diversity and inclusion plan developed for all programs and projects	2017/18 onwards
Diversity and inclusion principles included in re-negotiation of the Workplace Agreement	2017/18
Provide education and awareness of Workplace Agreement clauses to all staff	2017/18
Diversity and inclusion principles included in new and reviewed Corangamite CMA strategies and plans	2017/18 onwards
Include diversity and inclusion principles in review of all policies and development of new ones	2017/18 onwards
Corangamite CMA Indigenous Participation Plan completed	2017/18
Join and support Geelong Aboriginal Employment Agreement	2017/18 onwards
Ensure Community Advisory Group membership and operations supports diversity and inclusion, including by ensuring local Aboriginal representation	Ongoing
Review the Recruitment policy and procedures to ensure alignment with the Corangamite CMA Diversity and Inclusion principles	2017/18

**STAFF PROFILE – CURRENT STATUS**

Data for Corangamite CMA workforce	CCMA 30/6/15 %	CCMA 30/6/16 %	CCMA 30/6/17 %	Victorian Public Sector %	CCMA 2020 Targets %
Aboriginal Victorians	2.3	6.6	4.4	0.9	6.0
Gender profile:					
• Board (M / F)	67 / 33	58 / 42	38 / 62	65 / 35	–
• Staff (M / F)	50 / 50	51 / 49	51 / 49	67 / 33	50 / 50
• Executives (M / F) <sup>1</sup>	100 / 0	100 / 0	75 / 25	61 / 39	50 / 50
• Management (M / F) <sup>2</sup>	NA	67 / 33	67 / 33	NA	60 / 40
Age profile:					
• Youth cohort (under 35)	NA	36	33	30	33
• Mature cohort (55 and over)	NA	6	18	22	20
Staff with part-time work arrangements	NA	24	24	45	– <sup>3</sup>
Staff % agreement with CCMA equal employment opportunity principles <sup>4</sup>	80	–	59		80

NA - Data not available. 1 - GSERP and non-GSERP senior personnel who oversee the operation and directions of the business. 2 - Excluding Executives. 3 - Subject to staff demand. 4 - People Matter Survey results.