Mapping to the action plans: Agency self-check

This agency self-check links the suggested actions for workplace groups ([human resources teams](https://www.wa.gov.au/government/multi-step-guides/psychologically-safe-and-inclusive-workplaces/action-card-human-resources-teams), [leaders and managers](https://www.wa.gov.au/government/multi-step-guides/psychologically-safe-and-inclusive-workplaces/action-card-leaders-and-managers), [all staff](https://www.wa.gov.au/government/multi-step-guides/psychologically-safe-and-inclusive-workplaces/action-card-all-staff) and [the agency](https://www.wa.gov.au/government/multi-step-guides/psychologically-safe-and-inclusive-workplaces/action-card-the-agency)) with each of the [6 diversity and inclusion action plans](https://www.wa.gov.au/organisation/public-sector-commission/workforce-diversification-and-inclusion-strategy-and-action-plans) that support the [Workforce Diversification and Inclusion Strategy](https://www.wa.gov.au/government/publications/workforce-diversification-and-inclusion-strategy-wa-public-sector-employment-2020-2025).

The self-check helps agencies plan, implement, monitor and assess their progress against each action plan, and identify areas for further attention.

The self-check is not exhaustive or mandatory for agencies to complete. Each agency is at a different stage of diversification and inclusion.

**Legend**

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| A | Aboriginal and Torres Strait Islander people |
| W | Women |
| Y | Youth |
| PWD | People with disability |
| DSG | People of diverse sexualities and genders |
| CaLD | Culturally and linguistically diverse people |

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| **Action and suggested responsible work area** | | **Item in the action plan supported** | | | | | |
|  | **For human resources teams** | **A** | **W** | **Y** | **PWD** | **DSG** | **CaLD** |
| 1 | Provide opportunities for staff to give and update their diversity information. | 1.5  3.13 | 4.4 | 4.3  4.4 | 1.3  3.13 | 3.7 | 1.4  3.11 |
| 2 | Review and promote your complaints management policy and procedures including grievances, bullying and harassment. | 3.2 | 3.2 | 3.2 | 3.2 | 3.2 | 3.2 |
| 3 | Include questions in surveys relating to personal experiences and perceptions of workplace harassment, bullying and discrimination. | This action can be met using internal agency surveys and questionnaires | | | | | |
| 4 | Use inclusive language and remove the potential for unconscious bias in human resources policies, plans, surveys and practices. | 1.8  2.2  2.3  3.8 | 2.4  3.5 | 2.1  2.5 | 1.6  2.1  2.4  3.7 | 1.5  2.3  3.2 | 1.5  2.1  2.3  3.8 |
| 5 | Provide access to diversity and inclusion training. | 1.2  1.3  2.3  2.5  3.5  3.6 | 2.4 | 2.5 | 1.5  2.4 | 1.1 | 1.2  2.3  3.5  3.6 |
| 6 | Use public sector workforce and community representation data on diversity to set agency targets, monitor agency performance, and inform recruitment and workforce planning. | 4.1  4.2  4.3 | 4.1  4.2  4.3 | 4.1  4.2 | 4.1  4.2  4.3 | 4.2 | 4.1  4.2  4.3 |
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| **Action and suggested responsible work area** | | **Item in the action plan supported** | | | | | |
|  | **For all staff** | **A** | **W** | **Y** | **PWD** | **DSG** | **CaLD** |
| 1 | Challenge inappropriate behaviour by speaking up if you see or hear something inappropriate. | 3.2  3.3  3.5 | 3.2  3.3 | 3.2  3.3 | 3.2  3.3 | 3.2  3.3 | 3.2  3.3  3.7 |
| 2 | If you accidentally offend someone, apologise. |  |  |  |  | 3.1 |  |
| 3 | Introduce yourself to new team members and let them know your pronouns (eg he/she/they). |  |  |  |  | 1.1  3.1 |  |
| 4 | Become an ally or member of an agency network. | 1.6  3.5  3.6 | 1.5  2.8 | 1.7  1.8 | 1.6  1.7  4.4 | 1.1  1.5  1.6  3.4  4.2 | 3.5  3.6 |

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| **Action and suggested responsible work area** | | **Item in the action plan supported** | | | | | |
|  | **For leaders and managers** | **A** | **W** | **Y** | **PWD** | **DSG** | **CaLD** |
| 1 | Make it safe and easy for all staff to speak up in meetings and team activities. | 3.3 | 3.3 | 1.3  3.3 | 3.3 | 3.3 | 3.3 |
| 2 | Establish safe and appropriate ways to encourage staff to share information about their identities. | 1.5  3.6  3.13  4.6 | 4.4 | 4.4 | 1.3  3.13  4.4  4.6 | 1.1  3.7  4.2  4.3 | 1.4  4.4  4.5  4.7 |
| 3 | Seek suggestions and feedback on common communications norms and habits that can easily be changed to be more inclusive, and incorporate these into the norms for the team. | 2.3  3.3 | 2.4  3.3 | 2.5  3.3 | 2.4  3.3 | 2.3  3.3 | 2.3  3.3 |
| 4 | Give employees from under-represented groups access to career and professional development.  Provide mentoring and leadership development for those from under-represented groups. | 2.8  2.9  2.13 | 1.3  1.5  2.5  2.6  2.7  2.8  3.1  3.4  3.8 | 1.1  1.3  3.5  3.6 | 1.6  2.8  3.6 | 1.6 | 1.5  2.6 |
| 5 | Champion diversity and be an ally for under-represented groups and individuals. | 1.6  2.5  2.8  3.5  3.6  3.7  4.4  4.5  4.6 | 1.3  2.4  2.7  2.8  2.9  4.4  4.5  4.6 | 2.5  3.4  3.6  3.7  4.3  4.4 | 1.5  1.6  1.7  2.8  3.5  3.6  4.4  4.5  4.6 | 1.5  1.6  2.3  3.3  3.4 | 1.2  1.5  1.6  2.6  3.5  3.6  3.7  4.4  4.5  4.6  4.7 |
| 7 | Use reliable data when making decisions about your teams and workforce. | 1.1  2.1 | 1.1  1.2  2.1 | 1.4  1.5  2.1 | 1.1  2.1  2.3 | 1.2  1.3  4.2 | 1.1  2.1 |

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| **Action and suggested responsible work area** | | **Item in the action plan supported** | | | | | |
|  | **For the agency** | **A** | **W** | **Y** | **PWD** | **DSG** | **CaLD** |
| 1 | Have an agency-level commitment statement reinforcing zero tolerance for discrimination and harassment.  Review your agency's policies and procedures to reflect the commitment statement. | 3.2  3.8 | 3.2  3.5 | 3.2 | 3.2  3.7 | 3.2  3.5 | 3.2  3.8 |
| 2 | Create diversity and inclusion networks in the agency and across agencies. Promote and celebrate the difference these networks make to workplace experiences. | 1.6 | 1.5 | 1.7  3.6 | 1.6 | 1.5 | 1.5 |
| 3 | Recognise and reward desirable leadership behaviours. | Can be met using internal agency systems, programs and/or procedures. | | | | | |
| 4 | Conduct accessibility audits when changes (eg to buildings, offices, vehicles, equipment or moves) are being considered. Include such audits in your facilities management procedures. |  | 3.6 |  | 1.4  2.3  3.12 |  |  |
| 5 | Partner with organisations specifically focused on supporting under-represented groups. | 1.6  1.7  2.7 | 1.5  2.3 | 1.8  2.4  2.9  3.6 | 1.6  1.7  2.5  2.7 | 1.5  1.6  2.1 | 1.5  2.2  2.5 |