



Attorney-General's Department – Flexibility and Inclusion Action Plan

The Attorney-General's Department Diversity Strategy sets out our commitment to diversity.

Diversity of employees in AGD can be one of our greatest strengths, enriching organisational performance to support AGD's mission of 'achieving a just and secure society'. Our goal is to support and maintain a safe and inclusive work environment where all employees are respected, valued and supported.

Integral to how we achieve this is our ability to support **flexibility** and foster **inclusion** in the way that we work. A key focus in the diversity strategy is ensuring all staff have access to inclusive and flexible work practices and that our managers, organisational structures, workplace conditions and systems support our professional and personal circumstances.

This *Flexibility and Inclusion Action Plan* (FLIP) details the strategies and tactics AGD will implement to bring about the necessary changes, to policy, practice and culture, to achieve this.

While many of the drivers for the activities included in the FLIP focus on a particular diversity cohort, for example the Male Champion of Change program's focus on gender, the activities included in the FLIP are not limited to any group in particular. The FLIP seeks to strengthen our culture of inclusion and ensure that **all staff**, regardless of their personal or professional circumstances, have the opportunity to contribute, to develop their careers and to realise their full potential.

Enhancing our approach to inclusion and creating a flexible work environment is good for our people, our culture and for helping us be a high performing agency.

The FLIP will be reviewed annually and reported on through the diversity governance framework. The FLIP will also be supported by a number initiatives led by Human Resource and our employee networks which are detailed in the *Diversity strategy initiatives* document.

**Shaded sections in the plan denote work complete or underway.*

REPORTING AND LEADERSHIP: Our senior management will lead the way

Action	What will success look like?
Commit to the 'panel pledge' to support gender diversity in panels (internal and external) and public discussion.	Improved gender balance on professional panels – to be tracked by individuals.
Diversity, flexibility and inclusion to be reported on and discussed in Executive Reviews.	Greater, more transparent senior executive understanding of business unit arrangements including opportunities and challenges – to be recorded as part of review discussions and analysed by HR.
SES PPI to include section on modelling and facilitating flexibility, diversity and inclusion.	Greater awareness of, and appreciation for, flexibility, diversity and inclusion by SES and increased stewardship of cultural change.
Engage with portfolio on flexibility, diversity and inclusion issues: <ul style="list-style-type: none"> • HR portfolio meeting (standing agenda item) • Diversity Council-level collaboration 	Increased collaboration and engagement on diversity initiatives within the portfolio.
Introduce inclusive leadership (including unconscious bias) sessions: <ul style="list-style-type: none"> • SES • Executive Level • L&D calendar for all staff 	Increased awareness among managers about their responsibilities in reducing the impact of unconscious bias.
Refresh and promote mentoring	Greater awareness of the benefits of mentoring. Greater uptake of mentoring.
Develop appropriate group-level diversity targets and strategies for meeting these, including Indigenous, gender and disability.	Increased representation of diversity groups in AGD in identified areas.
Undertake a desktop review of the following policies to ensure they appropriately support and enable simple access to flexible working and that they can be applied consistently for all staff: <ul style="list-style-type: none"> • Home-based or remote work • IT security policy and ICT equipment requests • Flexible working arrangements, flextime and attendance recording • Job sharing • Part-time work • Personal security policy 	Clearer policies, more consistently applied measured via qualitative comments in the APS employee census.

NORMALISE FLEXIBLE WORK AND CARING: We will support our staff and managers to work flexibly

Action	What will success look like?
<p>Introduce initiatives to better support staff on long term leave and their managers, including:</p> <ul style="list-style-type: none"> • Working parent's playgroup • <i>In the Loop</i> <ul style="list-style-type: none"> ○ long term leave guidance ○ newsletter • Promote availability of paid contact days for staff on unpaid parental leave • Review building and IT access for staff on long term leave. 	<p>Better experiences for staff on and returning from long term leave and their work areas measured via staff feedback.</p>
<p>Showcase examples of individuals and teams working flexibly for a variety of reasons and/or in caring roles (online and via panel discussion).</p>	<p>Flexible work is considered normal and accessible for all staff.</p>
<p>Develop flexible work toolkit to support individuals and managers to consistently implement flexible working arrangements. The toolkit will :</p> <ul style="list-style-type: none"> • clearly outline the policies and provisions • provide practical guidance for staff and managers (including for managers of staff with disability, mental health or other health issues). 	<p>More consistent application of flexible work arrangements. Better flexible work experiences for staff and their work areas.</p>
<p>Promote and facilitate job sharing opportunities:</p> <ul style="list-style-type: none"> • job sharing register • connect potential job sharers (marketplace) • develop guidance about how to make job sharing work • engage with senior management to support job sharing. 	<p>Greater awareness and acceptance of job sharing as a normal flexible working arrangement. Greater visibility of job sharing opportunities.</p>
<p>Review <i>Manager Essentials</i> modules to ensure there is a focus on flexible working arrangements, unconscious bias and supporting staff going on, on and returning from long term leave.</p>	<p>Improved manager capability in facilitating flexible and inclusive work within their teams.</p>

TAKE ACTION ON DOMESTIC AND FAMILY VIOLENCE: We will raise awareness and support victims

Action	What will success look like?
<p>Continue participating in and supporting/promoting the following initiatives:</p> <ul style="list-style-type: none">• Male Champion of Change program• White Ribbon Day• Domestic Violence resource kit• AGD volunteer paralegal pilot, assisting the Women's Legal Centre and Legal Aid	<p>Increased awareness of family and domestic violence issues in the workplace and access to support.</p>
<p>Introduce AGD Family and Domestic Violence Policy:</p> <ul style="list-style-type: none">• Outlines leave and other support provisions• Provide information for managers and colleagues on how they can support staff• Promote Secretary/delegate ability to grant discretionary miscellaneous leave for victims of family and domestic violence (where personal leave has been exhausted).	<p>Increased awareness of family and domestic violence issues in the workplace.</p> <p>Improved support for staff and their managers affected by family and domestic violence.</p>

