



**Australian Government**  
**Cancer Australia**

# Workplace Diversity Plan

## Table of contents

---

Message from CEO .....	2
1. What is workplace diversity?.....	3
2. Legislative framework .....	3
3. Objectives.....	4
4. Roles and responsibilities .....	4
4.1. Responsibilities of the CEO .....	4
4.2. Responsibilities of managers .....	4
4.3. Responsibilities of employees.....	5
4.4. Responsibilities of the Cancer Australia’s Consultative Group (ACG) .....	5
4.5. Responsibilities of the Workforce, Capability and Performance Section (WCP) .....	5
5. Benefits.....	5
6. Implementing the plan.....	6

## Message from CEO

Cancer Australia is committed to creating a working environment that values and fosters the contribution and experience of our employees from diverse backgrounds. Harnessing these diverse skills, experiences and qualities enables us to be more efficient, innovative and creative, enhancing our performance and leading to better business outcomes.

Cancer Australia seeks to attract and recruit diversity and, where possible, participate in whole of APS recruitment programs to forward this cause.

Cancer Australia is committed to an inclusive, non-discriminatory workplace where different points of view are acknowledged and where people from all backgrounds can work together in harmony.



Helen Zorbas  
CEO

March 2015

## 1. What is workplace diversity?

---

Workplace diversity is about recognising, valuing and respecting differences and reflecting this in the way we work and treat each other. It includes a workplace that is respectful, collaborative, flexible and inclusive. It also involves welcoming the diversity of the Australian community to work with us to assist in achieving Cancer Australia's business goals.

Diversity is about giving everyone in the workplace the opportunity to be included and contribute regardless of gender, age, linguistic and cultural background, religious beliefs, disabilities, sexual orientation, pregnancy and family responsibilities.

This is in line with the Australian Public Service (APS) Value 'Respectful – The APS respects all people, including their rights and heritage', and in line with Cancer Australia's Value of 'People – Cancer Australia encourages and develops people, recognises their performance and celebrates achievements'.

## 2. Legislative framework

---

Under section 18 of the *Public Service Act 1999* (PS Act), Agency Heads must establish workplace diversity programs to assist in giving effect to the APS Employment Principles.

The APS Employment Principles in paragraphs 10A(1)(f) and (g) of the PS Act state that:

- 1) The APS is a career-based public service that:
  - f) provides workplaces that are free from discrimination, patronage and favouritism; and
  - g) recognises the diversity of the Australian community and fosters diversity in the workplace.

APS employees have responsibilities relating to diversity under the APS Code of Conduct, as set out in section 13 of the PS Act:

- 3) An APS employee, when acting in connection with APS employment, must treat everyone with respect and courtesy, and without harassment.
- 11) An APS employee must at all times behave in a way that upholds:
  - a) the APS Values and APS Employment Principles; and
  - b) the integrity and good reputation of the employee's Agency and the APS.

Other legislation that applies to workplace diversity includes:

- *Age Discrimination Act 2004*
- *Carer Recognition Act 2010*
- *Disability Discrimination Act 1992*
- *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Work Health and Safety Act 2011.*

- actively supporting and encouraging equitable access to development opportunities for all employees.

### **4.3. Responsibilities of employees**

Employees are responsible for:

- behaving in a way that is consistent with the APS Values, Employment Principles and Code of Conduct
- treating everyone with respect and courtesy
- actively participating in the implementation of the workplace diversity plan
- supporting employees who access reasonable adjustment and flexible working arrangements
- respecting and supporting the different skills and competencies of all employees.

### **4.4. Responsibilities of the Workplace Relations Committee (WRC)**

The WRC is responsible for:

- supporting the implementation and monitoring of the workplace diversity plan
- actively supporting and encouraging workplace diversity within the agency
- supporting the development and implementation of related policies.

### **4.5. Responsibilities of the Corporate Affairs Team**

Corporate Affairs is responsible for:

- implementing, monitoring and reporting on the workplace diversity plan
- providing advice to managers and employees on the effective incorporation of workplace diversity into decision making in the workplace
- monitoring the agency's compliance with relevant legislation and regulations.

## **5. Benefits**

---

The benefit of a workplace diversity plan is that it creates environment that values and uses the contribution of people with different backgrounds, experiences and perspectives, through:

- workplace engagement – an environment that values and uses employee diversity will have productive and fulfilling workplaces which helps attract and retain employees
- increased innovation – a diverse and inclusive workforce with a range of different backgrounds and perspectives allows a broader range of ideas and insights to draw upon
- increased productivity – a diverse workplace that acts on values such as respect, inclusiveness and collaboration is more efficient and productive
- better business outcomes – a workplace that uses the skills and ideas of all staff improves its practices and achieve better outcomes and corporate goals

- improved reputation and service to stakeholders – a diverse workplace improves its communication with its stakeholders as it is based on a broader understanding of the needs of the Australian community.

The workplace diversity plan will assist with continuing to embed diversity and inclusion in the way we work, and more broadly in our culture.

## 6. Implementing the plan

The actions we will take to implement our workplace diversity plan are:

Actions	Measurable target	Responsibility
Upholding and promoting the APS Values, Employment Principles and Code of Conduct	Conducting workshops promoting the APS Values including respecting equity and diversity Participation in CA Values Working Groups Adhering to the APS Values, Employment Principles and Code of Conduct	Corporate Affairs Employees Employees
Raising awareness of workplace diversity in the agency through promotion of the Cancer Australia workplace diversity plan	Cancer Australia's workplace diversity plan is available on the agency's website and intranet and is promoted by managers and supervisors	Corporate Affairs and Managers and supervisors
Ensuring managers and supervisors are aware of their responsibilities and obligations relating to supporting employees from diverse backgrounds and with reasonable adjustment needs	Providing guidance to managers and supervisors on their responsibilities regarding workplace diversity and ensure reasonable adjustment requests are actioned	Corporate Affairs and Managers
Ensuring recruitment and selection processes take account of the reasonable needs of diverse applicants	The reasonable needs of all applicants selected for interview are recorded and addressed during the recruitment process	Corporate Affairs
Creating a flexible working environment supporting work-life balance and workplace health	Managers support provisions included in our current Enterprise Agreement for flexible working arrangements, as appropriate	Managers

Actions	Measurable target	Responsibility
Updating the agency's Reconciliation Action Plan to reflect our ongoing commitment to building respect and understanding of Aboriginal and Torres Strait Islander peoples	Reconciliation Plan updated and actions implemented Celebrating cultural events such as Reconciliation and NAIDOC weeks	Executive All employees
Acknowledging and celebrating calendar days that relate to workplace diversity	Various important dates and cultural events are advertised on the 'Loop' and celebrated across the agency	Corporate Affairs and Social Club
Continuing to work towards eliminating all forms of discrimination and harassment in the workplace	Having a nil tolerance for discrimination. Employees speak out if they witness behaviour that is not in accordance with Cancer Australia policies, the APS Values, Employment Principles and Code of Conduct	CEO, Managers, and all employees