

Intereach Inclusion Plan 2020 - 2022





Intereach Inclusion Plan 2020 - 2022

Intereach aims to promote an inclusive community(s) and sustain a sense of belonging for diverse communities and people(s); it values and practices respect for the talents, beliefs, backgrounds, access, equity and the ways of living of all of its members.

- Inclusion is involvement and empowerment, where the inherent worth and dignity of all people are recognised.
- Diversity covers the range of human differences, including but not limited to culture, ethnicity, gender, gender identity, sexual orientation, age, social class, financial, physical ability or attributes, religious or ethical values system, national origin, and political beliefs and any other real or perceived differences.

Action	Responsibility	Deliverable	Timeline
Establish five peer based reference groups (RG) based on lived experience and identity <ul style="list-style-type: none"> • People with Disability • Aboriginal and Torres Strait Islander • Multicultural • PRIDE (LGBTIQA+ and Gender Diverse) • Carer 	Senior Manager Community Engagement & Capacity Development	<ul style="list-style-type: none"> • Establish Terms of Reference for: <ul style="list-style-type: none"> • Inclusion Governance Group (IGG); and • Demographic Reference groups (RGs) 	Jan 2020
		<ul style="list-style-type: none"> • Ensure all demographic groups, with preference to non-leadership roles, are equally represented on RG and Inclusion Governance Group. 	Jan 2020
		<ul style="list-style-type: none"> • Develop and distribute an EOI to join the RG to any staff who identify with reference group demographics (within first three months of employment). 	Jan 2020
		<ul style="list-style-type: none"> • Ensure all new staff who are eligible to join RG are to be introduced to existing RG members. 	Feb 2020
		<ul style="list-style-type: none"> • Allow Allies to access and participate in all RGs. 	Jan 2020
		<ul style="list-style-type: none"> • A single point of contact is created for each RG using Teams or similar (see Inclusion Governance Group Information Flow chart). 	Mar 2020
		<ul style="list-style-type: none"> • Information about RG to be readily available on the intranet about the reference groups, TOR, achievements, how to join or make contact. 	Jan 2020
		<ul style="list-style-type: none"> • Develop a voluntary email footer (for internal use only) that may be used by each RG and its members. 	Mar 2020
		<ul style="list-style-type: none"> • RG members are able to purchase demographic pins/badges that may be worn internally and externally (see listing) 	June 2020
		<ul style="list-style-type: none"> • Facilitate peer and collegiate connections of RG members at Intereach First Forums (IFF). 	Mar 2020

Action	Responsibility	Deliverable	Timeline
		<ul style="list-style-type: none"> Promote RG participation to all volunteers. 	Mar 2020
		<ul style="list-style-type: none"> Facilitate two face-to-face meetings per year with members of the Aboriginal and Torres Strait Islander Reference Group 	May & Oct 2020, 2021
		<ul style="list-style-type: none"> Facilitate real-time meetings all RGs (min) two times a year, peer catch up at IFF. 	May & Oct 2020, 2021
<p>Influence inclusion by celebrating and participating in key days and weeks to build and maintain relationships between our staff, stakeholders and our local communities</p>	<p>Senior Manager Community Engagement & Capacity Development</p>	<ul style="list-style-type: none"> Endorse and Champion key Intereach days of celebration and recognition: * <ul style="list-style-type: none"> Seniors Week 12-23 Feb ©; International Women’s Day 8 March ®; Harmony Day 21 March ©; World Autism Day 2 April ®; International Day against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT), 17 May ®; National Families Week 15-21 May ®; Volunteer Week 18-24 May ©; National Sorry Day 26 May®; National Reconciliation Week -27 May–3 June; Refugee Week 14-20 June ©; NAIDOC Week 5-12 July ©; National Aboriginal and Torres Strait Islander Children’s Day 4 Aug ®; Wear it Purple Day 28 August ©; RU OK? Day 10 September ©; World Mental Health Day 10 October ®; National Carers Week 14-20 October ©; National Children’s Week 24 October –1 November ©; and International Day of People with Disability (IDPwD) 3 December ©. 	<p>Jan 2020, 2021</p>
		<ul style="list-style-type: none"> Register key events (both internally (ETO) and externally) and schedule participation where and when other activities are deemed appropriate. 	As required
		<ul style="list-style-type: none"> Promote events and distribute information about them in our communities (intranet, social media and flyers). 	As required
		<ul style="list-style-type: none"> Where practical, host multiple internal and external events across the organisation during these times (min of 5 place base celebrations per day).* 	Feb 2020, 2021



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		<ul style="list-style-type: none"> Encourage and enable RG members participate in an external events which recognise the importance of Inclusion. 	April, 2021
		<ul style="list-style-type: none"> Extend invitations to people and staff from all demographic groups to come and share 'personal' and or 'lived' experiences.* 	Feb 2020, 2021
		<ul style="list-style-type: none"> Encourage organisational staff to participate in external events to recognise and celebrate inclusion, equity, equality and diversity. 	Feb 2020, 2021
		<ul style="list-style-type: none"> Download and/ or purchase appropriate resources to support and facilitate participation in key inclusion activities and initiatives, circulate all this information to all staff.* 	Feb 2020. 2021
		<ul style="list-style-type: none"> Develop social media schedule to promote days and weeks of observance through Facebook and Org Website* 	Feb 2020, 2021
		<ul style="list-style-type: none"> Investigate National standards for or develop audit tool for PWD, Aboriginal and Torres Strait Islander people, LGBTIQ+ and Multicultural inclusion. 	December 2020, 2021
		<ul style="list-style-type: none"> Consider nominating Staff for external awards (NAIDOC, PRIDE, ACON, Disability Leadership Awards, Carers).* 	June 2020. 2021
Develop and maintain mutually beneficial relationships with key communities, networks and organisations to support community capacity building	Senior Manager Community Engagement & Capacity Development	<ul style="list-style-type: none"> Research and map key communities, networks, organisations in order to establish relationships with them. 	July 2020
		<ul style="list-style-type: none"> Undertake research to establish place based demographic (Aboriginal and Torres Strait Islander; Culturally and Linguistically Diverse; LGBTIQ++; Carers; PWD) data to ensure services users and future employees match these. 	June 2021
		<ul style="list-style-type: none"> Develop and maintain joint Aboriginal and Torres Strait Islander ventures and partnerships. * 	June 2020, 2021
		<ul style="list-style-type: none"> Develop and maintain pro bono support or secondment opportunities with Aboriginal and Torres Strait Islander organisations and communitie(s) to ensure ongoing and community engagement and capacity building opportunities can be fulfilled.* 	Aug 2020, 2021

Action	Responsibility	Deliverable	Timeline
		<ul style="list-style-type: none"> Attend network and community meetings where practical and relevant to inclusion (Aboriginal and Torres Strait Islander, LGBTIQA+, PWD, Multicultural and Carer). 	Jan 2020, 2021
Attend community events with members of diverse communities, including faith, multicultural, Aboriginal and Torres Strait Islander heritage, PRIDE events and key disability events to listen to community members about the issues for them and offer information about supports available through Intereach.	Senior Manager Community Engagement & Capacity Development	<ul style="list-style-type: none"> Map community groups and events at each major location and others where practical. 	Jul 2020
		<ul style="list-style-type: none"> Research engagement styles for key communities and produce information on how to engage culturally with these communities. 	Aug 2020
		<ul style="list-style-type: none"> Prioritise attendance at community owned and staged events (see CECD framework). 	Dec 2020
		<ul style="list-style-type: none"> Research models for community participation – preferred model: Co-design.* 	Feb 2021
		<ul style="list-style-type: none"> Facilitate a Consumer Reference Group on Aged Care Services (Intereach supported services) on the principles of Co-Design 	June 2021
		<ul style="list-style-type: none"> Stage facilitated discussions and yarning circles with communities about issues relating to better inclusion of the following groups of people: <ul style="list-style-type: none"> Aboriginal and Torres Strait Islander people; People with disability; Multicultural people; LGBTIQA+ people; and Carers. 	Feb 2020; 2021
Raise internal and external awareness of our inclusion through our plan to promote this important issues to other businesses, organisations, councils and sector	Senior Manager Community Engagement & Capacity Development	<ul style="list-style-type: none"> Develop, promote and distribute the Intereach RAP and Inclusion Plan 2020-22 all internal and external stakeholders (publish on website). 	Jan 2020
		<ul style="list-style-type: none"> Promote inclusion through ongoing active engagement with all community partners, other organisations and stakeholders. 	Jan 2020
		Develop an 'equity and inclusion' through a stylised email footer statement	March 2020
		<ul style="list-style-type: none"> Review Performance, Reporting and Quality inclusion audit questions on an annual basis (<i>ensure if one demographic is listed all are</i>). 	Dec 2020; 2021
		<ul style="list-style-type: none"> Implement spaces which can be used for 'prayer' or 'reflective practice' or 'breastfeeding'. 	Mar 2020



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	Senior Manager, People & Culture	<ul style="list-style-type: none"> Explore options of facilitating access to suitable Intereach Meeting spaces to be used for 'prayer' or 'reflective practice' or 'breastfeeding'. 	Jan 2020
	Senior Manager, WHS/Quality	<ul style="list-style-type: none"> Performance, Reporting and Quality to provide and update on Inclusion 	As required
Include other unique relationships actions and targets related to your core business and vision for inclusion.	Senior Manager Community Engagement & Capacity Development	<ul style="list-style-type: none"> Research soft entry options for providing advocacy on issues relating to Inclusion of all communities - AAAG Opportunity (<i>this cannot and may not be based on personal views</i>) 	Feb 2020
		<ul style="list-style-type: none"> Investigate options to establish a relationship with and directly support National and state based (Reconciliation, NAIDOC, PRIDE, Multicultural, PWD, RU OK) organisations who run inclusion based initiatives and campaigns.* 	Mar 2020
		<ul style="list-style-type: none"> Research and identify Organisations (Multicultural NSW and Victoria – RAC meetings) to align with and strategically to support inclusion efforts. 	Ongoing
		<ul style="list-style-type: none"> Review Have Your Say (HYS) in line with Strategic Plan and co-design principles 	Jan 2021
		<ul style="list-style-type: none"> Run HYS with Multicultural communities (<i>using translated text and Interpreters if required</i>). 	Jun 2021
Engage employees in workplace learning, training and development and cultural learning opportunities to increase understanding and appreciation of inclusion for all communities.	Senior Manager, People & Culture	<ul style="list-style-type: none"> Intereach's Learning and Development Plan will define, and build upon cultural awareness training for our staff in all areas of our business and considers various ways cultural learning can be provided (online, face to face, adult education, peer workshops or cultural immersion). * Aboriginal and Torres Strait Islander (Share our Pride) or select Aboriginal from the listing at Project Implicit; Lesbian, Gay, Bisexual, Transgender, Intersexed, Queer, Questioning, Asexual+ (LGBTIQQA+); People with Disability; and Multicultural and select 'Skin Tones, Race or Countries'. 	Sept 2020
		<ul style="list-style-type: none"> Investigate opportunities to work with local key Elders/contacts/consultants /organisations on Inclusion awareness training alongside the Community Links Program* 	June 2020

Action	Responsibility	Deliverable	Timeline
		<ul style="list-style-type: none"> Provide opportunities for RG members, office champions, Leadership group and where practical other staff to participate in inclusion (cultural) training.* 	Sept 2020
		<ul style="list-style-type: none"> Provide opportunities for all staff to participate in inclusion awareness training (Share Our Pride, PWD, unconscious bias through face to face workshops, and online or cultural immersion).* 	Sept 2020
		<ul style="list-style-type: none"> Provide support / opportunities for RG's to develop/deliver training /resources on issues relevant to them e.g. access at a glance, how to discuss and include needs/personal goals of a Multicultural/ LGBT+ person in a case plan. 	Dec 2020 Completed
		<ul style="list-style-type: none"> Mentoring Program to be used to support the learning and understanding of all Intereach communities. 	TBC
		<ul style="list-style-type: none"> All Aboriginal and Torres Strait Islander staff are invited to submit Expression of Interests to become workplace buddies and/or mentors at 12 months employment. 	TBC
		<ul style="list-style-type: none"> Update the HR Recruitment Work Practice to include information for Line Managers to identify and implement support pathways for new Aboriginal and Torres Strait Islander employees. This may include a 'buddy' opportunity with other staff who identify as Aboriginal and/or Torres Strait Islander employees and/or accessing external mentors in line with the person's preferences. 	June 2020
		<ul style="list-style-type: none"> Identify and address deficits and gaps in demographic subject matter (bring external subject matter experts into RGs and IGG as required) 	Jan 2021
		<ul style="list-style-type: none"> All Career development is supported through Intereach Fundamentals. 	June 2020 Completed
		<ul style="list-style-type: none"> All staff, Board members, Community Support Workers, Family Day Care Educators and Volunteers to participate in cultural competency training.* 	Dec 2021



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	Senior Manager, People & Culture	<ul style="list-style-type: none"> Measure in the Staff Climate Survey to create a benchmark to increase workplace employee diversity: <ul style="list-style-type: none"> 15% or 30 staff identify as living with a Disability; 3% or 12 staff identify as Aboriginal and Torres Strait Islander; 5% or 20 staff identify as LGBTIAA+; 5% or 20 staff identify as belonging to another culture (CALD); and 5% or 20 staff identify as being carers. 	Sept 2020
		<ul style="list-style-type: none"> Consider introducing 'affirmative employment measures' to support employment and volunteering opportunities into key roles for Aboriginal and Torres Strait Islander; Multicultural; People with Disability; Carers; and LGBTIQQA+. 	Sept 2020
	Senior Manager Community Engagement & Capacity Development	<ul style="list-style-type: none"> When required update, implement and communicate a cultural protocol document for Welcome to Country and Acknowledgement of Country cue cards through Internet promotion (re-circulate via Intranet four times per year).* 	Mar 2020
		<ul style="list-style-type: none"> Invite Traditional Owners to provide a Welcome to Country at Intereach Annual General Meeting (AGM).* 	2020 - 2021
		<ul style="list-style-type: none"> Invite Traditional Owners to provide a Welcome to Country at Intereach First Forums (IFF) and 	2020 - 2021
		<ul style="list-style-type: none"> Include inclusive welcome at (inclusive Acknowledgement of Country through key observance days and events) at the commencement of all internal and external meetings. 	Mar 2020
		<ul style="list-style-type: none"> Invite local key contacts into our offices to explain the significance of inclusion from different perspectives (Aboriginal and Torres Strait Islander, PWD, LGBTIQA+, Multicultural and Carer).* 	May 2020
		<ul style="list-style-type: none"> Explore how Intereach offices to display culturally appropriate artwork reflective of the local community to support the community to feel welcomed, included and connected to Intereach. * 	Jan 2021

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		<ul style="list-style-type: none"> Investigate cultural experiences and immersion opportunities relevant to the Intereach (tours of significant Aboriginal sites, participating in Pride and cultural events, Stage an Intereach Realistic Race, R U OK?). 	Mar 2020																																												
		<ul style="list-style-type: none"> Build workplace learning, training and development through participating in immersion activities into key weeks and encourage staff to attend (evaluate attendance).* 	Jun 2020																																												
	Senior Manager, Business Development & Marketing	<ul style="list-style-type: none"> Develop inclusive marketing strategy and promotional material specific to all local communities (use of language and imagery, Easy English, Braille, fonts and contrasts, community language). 	Nov 2020																																												
		<ul style="list-style-type: none"> Soft copy of Key Intereach brochures (Corporate Brochure) to be translated into community languages. * 	Apr 2020																																												
		<table border="1"> <thead> <tr> <th>Country</th> <th>Language</th> </tr> </thead> <tbody> <tr><td>Fiji</td><td>Fijian</td></tr> <tr><td>India</td><td>Hindi</td></tr> <tr><td>Italy</td><td>Italian</td></tr> <tr><td>Pakistan</td><td>Urdu</td></tr> <tr><td>Philippines</td><td>Tagalog</td></tr> <tr><td>Somas</td><td>Samoan</td></tr> <tr><td>Tonga</td><td>Tongan</td></tr> <tr><td>Turkey</td><td>Turkish</td></tr> <tr><td>New Zealand</td><td>Cook Island Maori</td></tr> <tr><td>India</td><td>Malayalam</td></tr> <tr><td>Afghanistan</td><td>Hazaragi</td></tr> <tr><td>China</td><td>Mandarin</td></tr> <tr><td>Greece</td><td>Greek</td></tr> <tr><td>Malta</td><td>Maltese</td></tr> <tr><td>Spain</td><td>Spanish</td></tr> <tr><td>Sri Lanka</td><td>Tamil</td></tr> <tr><td>Vietnam</td><td>Vietnamese</td></tr> <tr><td>India</td><td>Punjabi</td></tr> <tr><td>Various</td><td>Arabic</td></tr> <tr><td>Karen State (Myanmar)</td><td>Karen</td></tr> <tr><td>Nepal</td><td>Nepalese</td></tr> </tbody> </table>	Country	Language	Fiji	Fijian	India	Hindi	Italy	Italian	Pakistan	Urdu	Philippines	Tagalog	Somas	Samoan	Tonga	Tongan	Turkey	Turkish	New Zealand	Cook Island Maori	India	Malayalam	Afghanistan	Hazaragi	China	Mandarin	Greece	Greek	Malta	Maltese	Spain	Spanish	Sri Lanka	Tamil	Vietnam	Vietnamese	India	Punjabi	Various	Arabic	Karen State (Myanmar)	Karen	Nepal	Nepalese	
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Fiji	Fijian																																														
India	Hindi																																														
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Pakistan	Urdu																																														
Philippines	Tagalog																																														
Somas	Samoan																																														
Tonga	Tongan																																														
Turkey	Turkish																																														
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India	Malayalam																																														
Afghanistan	Hazaragi																																														
China	Mandarin																																														
Greece	Greek																																														
Malta	Maltese																																														
Spain	Spanish																																														
Sri Lanka	Tamil																																														
Vietnam	Vietnamese																																														
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Various	Arabic																																														
Karen State (Myanmar)	Karen																																														
Nepal	Nepalese																																														
		<ul style="list-style-type: none"> Investigate the option of translating other key information relating to individual program information where relevant to key communities (use HYS and Initial Profile data as evidence).* 	Jun 2021																																												



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		<ul style="list-style-type: none"> Investigate options to display website dynamic content in other community languages. * 	Jun 2021
		<ul style="list-style-type: none"> Develop and maintain protocols for the naming of Intereach meeting spaces after the names of local animals in local Aboriginal language.* <ul style="list-style-type: none"> Albury; Corowa; Griffith; Cootamundra; Wagga Wagga; Hay; Deniliquin; Echuca; Bendigo; Maryborough; Shepparton; Gisborne; Seymour; Swan Hill; and Mildura 	Dec 2020
		<ul style="list-style-type: none"> Where appropriate and practical continue to display inclusion symbols (all access, totems, flags, Interpreters, acknowledgement of land, meeting room names in local language) at office entrances with outward facing reception areas and other information conducive to welcoming space.* 	Dec 2020
		<ul style="list-style-type: none"> Provide an inclusive AAA inclusive online spaces (website, Intranet and Intereach constructed online training modules, documents and presentations).* 	Jun 2021
		<ul style="list-style-type: none"> Provide a platform and produce content about Staff being able to share their own knowledge and experiences after participating in inclusion based events, initiatives and activities*. 	Jun 2020
Provide opportunities for Aboriginal and Torres Strait Islander staff to engage with their culture and communities by celebrating NAIDOC Week	Senior Manager, People & Culture	<ul style="list-style-type: none"> Review HR policies and work practices to ensure there are no barriers to staff participating with community in their own cultural days. 	First week of July, annually
		<ul style="list-style-type: none"> Develop protocols to cover ordinary duties of Aboriginal and Torres Strait Islander staff so they can participate with their communities and/or culture. 	Feb 2020 Completed

Action	Responsibility	Deliverable	Timeline
		<ul style="list-style-type: none"> Review HR policies to explore if 'cultural leave' is an option for staff to access when taking part in specific cultural immersion activities and cultural events outside of Intereach facilitated events 	Dec 2020 Completed
		<ul style="list-style-type: none"> Implement options for 'Cultural Leave' (above award entitlement).* 	Jan 2021 Completed
		<ul style="list-style-type: none"> Provide opportunities for all staff to participate and publically identify with their and communities during significant days and weeks (paid hours if representing Intereach regardless of time of day).* 	Dec 2020 Completed
		<ul style="list-style-type: none"> Community Links to encourage other staff to attend and participate in cultural events with them.* 	Dec 2020 Completed
		<ul style="list-style-type: none"> Review internal application of Minimum Standards of Employment across all Intereach, with particular emphasis on 0. EFT and job share. 	Jun 2020 Completed
		<ul style="list-style-type: none"> Information sessions are provided as part of the recruitment process to provide opportunities to better understand the Intereach recruitment process. Current staff from multicultural backgrounds to be invited to attend these sessions where possible and practical. 	Sept 2020
		<ul style="list-style-type: none"> Line Managers promote access Compassionate Leave and Ceremonial leave in instances of Sorry Business. 	Ongoing
		<ul style="list-style-type: none"> Line Managers and CECD Team promote access to Ceremonial Leave (where applicable) and coordinate staff attendance at key Cultural weeks and events. 	Jan 2020 Completed
		<ul style="list-style-type: none"> Outline in the People & Culture Framework merit based selection prospects and key Corporate Services that can assist in ensuring opportunities are culturally appropriate for all staff who participate in recruitment processes. 	Sept 2020
	Senior Manager Community Engagement & Capacity Development	<ul style="list-style-type: none"> Provide Staff with the opportunity to champion key weeks and events with the aid of promotional items (clothing, wristbands, badges and other promotional collateral)* 	From Mar 2020



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		<ul style="list-style-type: none"> Promote and coordinate ordinary staff attendance at events for key cultural or observance events. 	From Mar 2020
		<ul style="list-style-type: none"> Investigate opportunities, and coordinate collaboration with local external committees (Reconciliation and NAIDOC) and events where appropriate. 	Mar 2020
		<ul style="list-style-type: none"> Recognise the achievement of Aboriginal and Torres Strait islander staff in the annual report and during days of celebration such as National Reconciliation Week and NAIDOC week. 	Mar 2020
		<ul style="list-style-type: none"> Understand, produce, recognise and highlight best practice of all employees/programs when working with Aboriginal and Torres Strait islander people. 	Nov 2020, 2021, 2022
		<ul style="list-style-type: none"> Recognise the achievement of Multicultural, PWD, LGBTIQQA+ and Carers members of staff in the annual report and during key days of celebration. 	May 2020 - onwards
		<ul style="list-style-type: none"> Provide advice for completing Welcome to Country and Acknowledgement of Country when working with (Intersectionality) diverse groups e.g. LGBT+ communities. 	Mar 2020
		<ul style="list-style-type: none"> Hold internal and external Cultural events across the organisation (see list of Intereach Observance days).* 	Feb 2020
		<ul style="list-style-type: none"> Information about Health and Healing to be shared with members of the Aboriginal and Torres Strait Islander Reference Group members. 	Jun 2020
		<ul style="list-style-type: none"> Information about health and healing to be shared with members of the PWD, Carer and PRIDE Reference Group members. 	Jun 2020
			Senior Manager, Family Services
	Senior Manager, Business Development & Marketing	<ul style="list-style-type: none"> All staff (esp. Aboriginal and Torres Strait Islander; Multicultural; PWD and LGBTIAA+) are encouraged to share all employment opportunities with their own social and social media networks. 	Sept 2020
Investigate opportunities to improve and inclusion based	Senior Manager, People & Culture	<ul style="list-style-type: none"> Review and update Aboriginal and Torres Strait Islander Recruitment, Retention and Professional Development Strategy. 	Sept 2020

Action	Responsibility	Deliverable	Timeline
employment outcomes within our workplace.		<ul style="list-style-type: none"> Review advertising of identified roles in terms of media channels and ad wording (to ensure place based stats of Aboriginal and Torres Strait Islander are mirrored). 	Mar 2020 Completed
		<ul style="list-style-type: none"> Aboriginal and Torres Strait Islander Reference Group engage and consult with new/current Aboriginal and Torres Strait Islander staff on recruitment, retention and other employment strategies at the 3 month probation mark. 	Sept 2020
		<ul style="list-style-type: none"> Include Aboriginal and/or Torres Strait Islander representation on recruitment and selection panels where appropriate. 	As required
		<ul style="list-style-type: none"> Review Human Resources recruitment procedures and policies as part of the People & Culture Framework to ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants in our workplace. 	Sept 2020
		<ul style="list-style-type: none"> Develop benchmarks for the ongoing evaluation of staff retention who identify as Aboriginal and/or Torres Strait Islander 	Sept 2020
		<ul style="list-style-type: none"> Inclusively target employment and volunteer opportunities to all demographic groups (via demographic targeting on social media). 	Dec 2020 Completed
		<ul style="list-style-type: none"> Advertise any 'identified' and 'Aboriginal focused program outcome requirement' positions in Aboriginal and Torres Strait Islander focused media led by the Line Manager.* 	As required
		<ul style="list-style-type: none"> Review HR and recruitment procedures and policies (reasonable adjustments – inclusive recruitment strategies) to ensure there are no barriers to PWD, Multicultural and LGBTIQ+ people applying to work for Intereach. 	Sept 2020
		<ul style="list-style-type: none"> Line Managers support Aboriginal and Torres Strait Islander leadership through learning and development, mentoring and on the job training through support pathways identified through following the HR Recruitment Work Practice 	Jun 2021
<ul style="list-style-type: none"> Invite RG members to revise Key Selection Criteria (KSC) when cultural requirements are relevant to the position (identified roles). 	As required		

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		<ul style="list-style-type: none"> As part of the Recruitment and Retention survey with new/current in line with Privacy principles, collect information on our current Aboriginal and Torres Strait Islander staff to inform future employment opportunities, including Professional Development undertaken. 	Sept 2020
	Senior Manager, Community Engagement and Capacity Development	<ul style="list-style-type: none"> Support and assist staff as requested with 'Reasonable Adjustments' information, collation of evidence and implementation, an additional support to existing and initial supports provided by Human Resources, Direct Manager and Property and WHS. 	Apr 2021
		<ul style="list-style-type: none"> Revise Diversity statement (org wide). 	Jun 2021
Investigate opportunities to improve and inclusion based employment outcomes within our workplace.	Senior Community Engagement and Capacity Development	<ul style="list-style-type: none"> Provide implementation guide to procurement and purchasing practices to promote purchasing from diverse suppliers (Aboriginal and Torres Strait Islander businesses). 	Jun 2020
		<ul style="list-style-type: none"> Explore how applicant's cultural knowledge and connection to community(s) could be recognised as equivalent to or replace the need for a qualification. 	Jun 2021
	Senior Manager, People & Culture	<ul style="list-style-type: none"> Include Aboriginal and Torres Strait Islander cultural knowledge and connection to community in all identified and not identified (service delivery) position descriptions as "desirable" selection criteria. 	Sept 2020
		<ul style="list-style-type: none"> Investigate opportunities to improve support (above award paid study leave) for Aboriginal and Torres Strait Islander employees to pursue further education/qualifications whilst employed at Intereach.* 	Ongoing
		<ul style="list-style-type: none"> Investigate as part of the People & Culture Framework a scholarship and work placement opportunity for Aboriginal and Torres Strait Islander students (tertiary).* 	Sept 2020

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		<ul style="list-style-type: none"> Develop protocols and training for SMEs and PMs that actively supports the retention and development of staff who identify as Aboriginal and Torres Strait Islander. 	Sept 2020
	Senior Manager, Community Engagement and Capacity Development	<ul style="list-style-type: none"> Develop and roll out training for all Community Linkers (CL) and other key staff on Access at a Glance (AAAG). 	Aug 2020
		<ul style="list-style-type: none"> AAAG at a glance audit for businesses/venues that Intereach is hosting e.g. Forums and events. 	Jan 2020
		<ul style="list-style-type: none"> Create a 'preferred supplier list' of organisations and businesses who have been audited and meet access requirements e.g. venues, hotels etc. 	Dec 2020
		<ul style="list-style-type: none"> In collaboration with all RG members explore what it means to 'create a welcoming and culturally safe workplace'. 	Jul 2020
		<ul style="list-style-type: none"> Ensure all Intereach Front Office locations, including meeting rooms are consistently welcoming and culturally safe. 	Dec 2020
		<ul style="list-style-type: none"> Promote equity, access and inclusion initiatives across all Intereach sites. 	Jan 2020
		<ul style="list-style-type: none"> Research community understanding and acceptance of 'gender neutral toilets' in all locations. 	Dec 2020
		<ul style="list-style-type: none"> Provide inclusion based content for LAC news (Explore the need for 'inclusion @ Intereach' newsletter or update). 	Dec 2020
	Senior Manager, Finance	<ul style="list-style-type: none"> Conduct an environmental scan on all Intereach locations against Australian Disability Standards (Access at a Glance). 	Mar 2020
		<ul style="list-style-type: none"> Improve access in all Intereach locations for new staff by completing an external OT assessment (Jobs Access) at new or refurbished offices. 	Mar 2020
		<ul style="list-style-type: none"> Create a dialogue around equity, access and inclusion with particular reference to physical, mental and psychosocial access to all Intereach environments (WHS Inductions for new staff – Incident Reporting, WHS Committee). 	Jun 2020
		<ul style="list-style-type: none"> Introduce 'No gender/All Access' or 'gender neutral toilets' or at specific Intereach offices.* 	Aug 2020



Intereach Inclusion Plan 2020 - 2022

Action	Responsibility	Deliverable	Timeline
		<ul style="list-style-type: none"> Ensure all there is 'dignified access' to accessible toilets are compliant with legislation, standards and contracts.* 	Aug 2020
Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation	Senior Manager, People & Culture	<ul style="list-style-type: none"> Research and develop model to support access to Aboriginal and Torres Strait Islander employment pathways (e.g. traineeships, or internships). 	Sept 2020
		<ul style="list-style-type: none"> Develop protocols and training that actively support the retention of Aboriginal and Torres Strait Islander staff. 	March 2021
Provide leadership on equity, access and inclusion issues	Senior Manager Community Engagement & Capacity Development	<ul style="list-style-type: none"> Develop information about inclusion which is to be built into individual program work practices. 	Jun 2020
		<ul style="list-style-type: none"> Access and Inclusion training for key staff (Exec, SM, PM's, HR, L&D, WHS/Property Officers etc.) to highlight social, psycho-social, sensory and physical access and access to reasonable adjustments.* 	Jun 2020
	Senior Manager, Family Services	<ul style="list-style-type: none"> Train staff in the 'Child Safe' principles. 	Nov 2020
Increase access for people who use Intereach services as employees and participants	Senior Manager, Finance	<ul style="list-style-type: none"> Include PWD or CL on every Project Control Group (PRG) to provide practical advice and information on all access and inclusion issues. 	Jan 2020
	Senior Manager, Community Engagement and Capacity Development	<ul style="list-style-type: none"> Report back on how Inclusion plan is tracking in contrast to the Intereach Strategic Plan. 	Quarterly