

*Department for Energy and Mining*

# Gender Equality and Respect Action Plan

*July 2019 to April 2021*



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The Department for Energy and Mining strives to be a gender equal workplace.

Gender equality is achieved when people are able to access and enjoy the same rewards, resources and opportunities regardless of gender, and when women and men are afforded the same value and respect.

Achieving gender equality is also shown to help prevent violence against women because it influences behaviour change across all levels of society.

It's a fact that in Australia and around the world, women experience domestic and family violence at higher rates than men. Violence against women is serious, prevalent and preventable.

As part of the South Australian Government's commitment to preventing violence against women, the Department for Energy and Mining has joined 23 other state government departments on the Workplace Equality and Respect Project. The Project works to ensure all South Australian public sector employees have access to the right support and assistance if they experience domestic or family violence.

The Workplace Equality and Respect project runs between January 2018 and April 2021, and promotes women's equal participation in the workforce, respectful relationships between men and women in the workplace, and the breaking down of harmful stereotypes about men's and women's roles at work and in society.

The plan is aligned to national best practice through the peak body Our Watch's five Workplace Equality and Respect standards which were developed from Change the Story (2015), Australia's national framework for the primary prevention of violence against women and their children.

This plan supports the Department's Our People Strategy, ensuring our people are valued and supported, and it forms our White Ribbon operational plan as we seek reaccreditation as a White Ribbon workplace by December 2020. The plan reflects a 21-month period and will be formally reviewed and updated yearly, in line with the three-year White Ribbon accreditation commitment.



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# COMMITMENT

## 01

We are committed to preventing violence against women and we have structures, strategies and policies that explicitly promote gender equality.

### Leadership

Leaders demonstrate commitment to preventing violence against women.

### Strategy

Policies and procedures, resources and budget in place.

### Norms and practices

Communication, plans and activities reflect gender equality.

PLANNED ACTIVITIES	MEASURE OF SUCCESS
Rollout an education program across DEM to ensure that all employees are equipped to recognise and respond to their own or colleagues' experiences of violence and know how to access support.	% of training completions.
CE hosts White Ribbon event for National White Ribbon Day.	An event held in November each year.
Review relevant policies and procedures to ensure the language and content supports gender equality and the prevention of violence against women is considered.	All relevant policies and procedures have been reviewed and implemented.
Promote gender equality and prevention of violence against women through internal communication channels.	Relevant information promoted through internal communication mechanisms quarterly. Intranet updated twice yearly.
Establish a working group to drive the Department's commitment to gender equality and the prevention of violence against women.	Diversity & Culture committee and any relevant sub-groups are supported and adequately resourced.
Establish a partnership with a specialist service provider to inform and strengthen the activities of the department in preventing violence against women.	Partnership established by December 2019.

# CONDITIONS

## 02

We embed gender equality in our recruitment, remuneration and promotion processes, and men and women utilise flexible work options without penalty.

### Leadership Strategy

Structural support for women's leadership.

### Norms and Practices

Deliberate strategies to recruit and retain women in leadership with efforts made to reduce gender pay gap.

Culture supports flexible work for men and women and equality in recruitment, professional development and career progression.

PLANNED ACTIVITIES	MEASURE OF SUCCESS
Promote current flexible working practices.	Case studies highlighted through internal communication mechanisms twice yearly.
Undertake a workforce analysis inclusive of a gender pay gap analysis at executive level to inform opportunities for increased gender equality.	Detailed workforce analysis to be presented to the Executive Leadership Team with recommendations by June 2020.
Undertake a review of current recruitment practices to ensure bias and gender inequity is minimised or eliminated.	Review completed and any changes needed completed by December 2020.
Implement a Talent Management and Succession Planning Framework to identify leadership potential.	Framework implemented by June 2020.
Investigate strategies to recruit, train, mentor and retain women in leadership roles.	Strategies implemented by March 2021.
Review the Performance Development Framework and process to ensure the structures in place support equal access for all employees to career development opportunities and working options.	Review completed and updated framework implemented by December 2019.





# CULTURE

All staff feel safe and confident in the workplace, and we actively challenge gender stereotypes, roles and norms.

# 03

Staff can raise concerns about gender inequality and potential discrimination without adverse consequences.

## Leadership

Leaders challenge gender stereotypes, discrimination and model the style of leadership valued in the workplace.

## Strategy

Policies and procedures address gender inequality.

## Norms and Practices

We understand the importance of gender equality and know that challenging sexism and gender discrimination will be supported.

PLANNED ACTIVITIES	MEASURE OF SUCCESS
Review the corporate induction process to reflect the Department's commitment to gender equality and the prevention of violence against women.	Reviewed and any changes required completed by December 2020.
Review how staff who are new to line management are developed and aware of their responsibilities.	Process for inducting staff new to line management established by December 2020.
Develop a Leadership Framework that supports DEM culture and commitment to gender equality.	Leadership Framework implemented by June 2021.
Identify gendered risks and develop mitigation strategies.	Annual risk assessment of the department's operations.
Promote the DEM High Performing Behaviour Framework with a focus on respectful behaviour and challenging stereotypes.	Two staff engagement sessions held by March 2020.
Investigate gender representation on both internal and external steering committees.	Data analysed and presented to the Executive Leadership Team with recommendations by December 2020.
Develop a Communications Guide that provides advice for staff on inclusive language.	Guide created and published on intranet by June 2021.



# SUPPORT

## 04

We have the structures, practices and culture to respond appropriately to staff and stakeholders affected by violence, bullying and sexual harassment.

### Leadership

Leaders reject any form of violence or harassment inside or outside the workplace.

### Strategy

Support for staff who experience violence is in place.

### Norms and Practices

Systems in place to respond promptly and appropriately to complaints and claims about violence and sexual harassment.

PLANNED ACTIVITIES	MEASURE OF SUCCESS
Review the Department's Domestic and Family Violence policy and associated documents to ensure they reflect best practice.	Reviewed and any changes required completed by December 2019.
Review the role of contact officers in DEM.	Roles reviewed and recommendations made to Executive Leadership Team by March 2021.
Review information available dealing with gender equality issues and domestic violence from EAP and communicate to staff.	Review completed and resources published on the intranet by December 2019. EAP information and updates promoted twice yearly.
Investigate introducing a process to record and track complaints about violence and sexual harassment relating to staff members.	Recommendations provided to Director, Corporate Services by August 2020.



# OUR BUSINESS

## 05

The work we do and the way we promote it aligns with our commitment to gender equality and the prevention of violence against women.

### Leadership

Leaders use work and public profile to demonstrate support for gender equality and prevention of violence against women.

### Strategy

Key actions to promote gender equality are integrated across core business.

### Norms and practices

Stakeholder engagement activities reflect our commitment to gender equality and prevention of violence against women.

PLANNED ACTIVITIES	MEASURE OF SUCCESS
Promote the departments support for gender equality and preventing violence against women through clear external messaging.	Social media posts reflect gender equality. White Ribbon accreditation displayed on external website and White Ribbon banner in foyer.
Consider the gender representation on panels at external forums prior to accepting an invitation to participate on the panel.	Review of community engagement activities is presented to Executive Leadership Team by June 2021.
Review the Contractor Management Procedure to ensure it reflects the departments commitment to gender equality and prevention of violence against women.	Procedure reviewed and promoted by March 2021.
Encourage participation in external events that promote gender equality or prevention of violence against women.	No. of staff attending external activities.



## Contact

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