

Checklist of Planning Considerations

- ❑ Have agency objectives for representation and distribution been developed consistent with *Equity and Diversity Plan for the Public Sector Workforce 2006–2009* (This is a requirement for public sector agencies employing more than 50 employees)
- ❑ Does the Plan identify how effective management of EEO/Diversity will contribute and add value to how services are designed and delivered?
- ❑ To what extent is the EEO and Diversity planning consistent with other organisational goals and directions? Can it be integrated with other corporate initiatives?
- ❑ Do relevant consultation, information and demographic data support the EEO/Diversity Management Plan?
- ❑ Is the Plan outcomes focused? Is it structured according to the three high-level outcomes described in the Outcome Standards framework?
- ❑ Are the strategies in the plan relevant, achievable and capable of measurement?
- ❑ Is there potential for linking EEO and diversity planning to other organisational initiatives or programs?
- ❑ Who is responsible for the Plan? Is the Plan monitored? Will progress be reported to Corporate Executive or to another forum or senior individual?
- ❑ Does the Plan contain indicators of performance, and is the effectiveness of the plan considered during annual planning or review cycles?
- ❑ Is there support for EEO and diversity initiatives at the senior management level of the organisation? What more can be done to secure the support of senior managers?