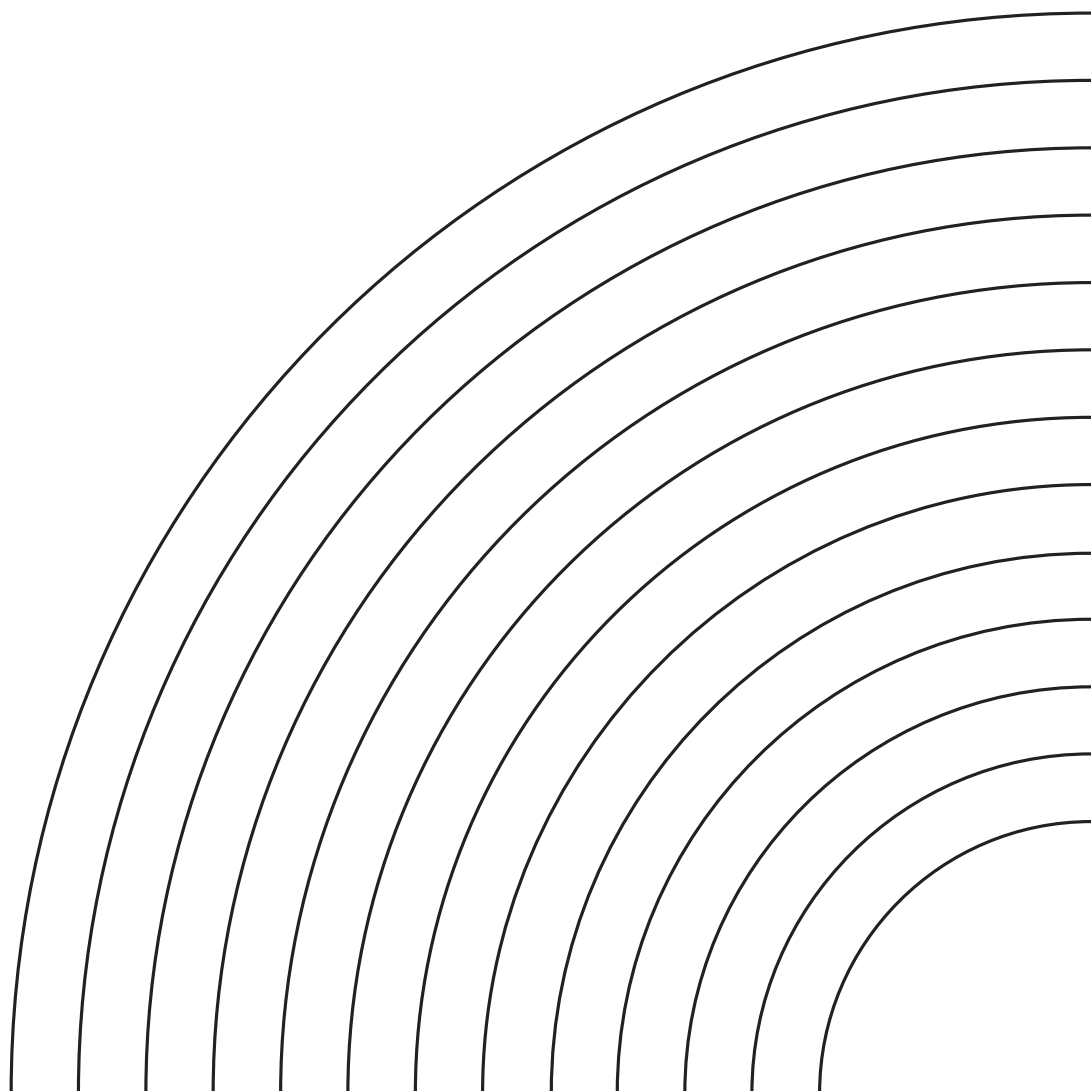


# WORKPLACE DIVERSITY AND INCLUSION STRATEGY



## **What's in our Workplace Diversity and Inclusion Strategy**

Message from our Executive Team	3
Introduction	4
Objectives	6
Focus Areas	6
Target Groups	7
Women	8
People with Disability	9
Aboriginal & Torres Strait Islanders (A&TSI)	9
Culturally & Linguistically Diverse people (CALD)	11
Lesbian, Gay, Bi-sexual, Transgender & Intersex people (LGBTI)	11
Mature Age Persons	12
Calendar of Events	13

## **Message from the Department Heads**

We are pleased to present the Parliament of NSW Workplace Diversity and Inclusion Strategy. The strategy supports the Parliament's overall mission to enable Parliamentary democracy in New South Wales and promote a diverse and inclusive environment for members of Parliament, their staff, Parliamentary staff and the community at large.

To achieve this, we require a workforce that reflects the community we serve and a workplace that is inclusive and empowers every person to contribute their best. The diversity of our workforce is one of our greatest assets and is indeed a business imperative and the responsibility of all staff.

This strategy is a formal commitment to a workplace culture that fosters inclusiveness, promotes diversity, requires respect and embraces the unique skills and qualities of all our employees.

We acknowledge and take pride in what has been achieved already, but also recognise that more can be done. This strategy, therefore, is a call to action for all leaders and staff to play their part in making the Parliament of NSW a great place to work. A workplace that reflects the rich diversity of the society we represent.

**Helen Minnican**  
Clerk of the Legislative Assembly

**David Blunt**  
Clerk of the Legislative Council

**Mark Webb**  
Chief Executive  
Parliamentary Services

## **Introduction**

The Parliament of NSW recognises the importance of embracing the diverse nature of the community we serve and is committed to building a positive and productive workplace that reflects and encourages the varied perspectives, cultures and experiences of the people who make up that community. The *Workplace Diversity and Inclusion Strategy* provides a framework for cultivating a diverse and inclusive workplace where all employees are given the opportunity to reach their full potential.

The strategy also recognises the responsibility of Australia's first Parliament to be a place that is inclusive of all people and achieves our mission of supporting and promoting Parliamentary democracy in New South Wales. The strategy also confirms the Parliament's commitment to NSW Government priorities to achieve government sector wide targets for recognised minority groups and improve upon the overall employment experience of all staff.

To ensure Parliament's commitment to the principles of diversity and inclusion, regular reporting on workforce diversity demographics will be undertaken, for example in departmental business plans and annual reports.

## **What is Diversity and Inclusion?**

### **Diversity**

Diversity has been defined as the collective mixture of differences and similarities that include, for example, individual and organisational characteristics, values, beliefs, experiences, backgrounds, preferences and behaviours. It can be broken down into two categories: visible and invisible diversity traits. Visible traits are often what is emphasised and include race, gender, physical abilities, age and body type. Invisible diversity traits include things such as sexual orientation, gender identity, gender expression, intersex status, relationship status, religion, socio-economic status, education, social and community responsibilities and parental status among other things.

### **Inclusion**

Inclusion can be defined as the achievement of a work environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organisation's success.

### **Why Diversity and Inclusion matters**

Diversity is central to innovation and facilitates the ability to do things in new and improved ways. It helps to harness the benefits of technology and enhance the efficiency and quality of our services. Inclusion is the key to unlocking this potential.

When we value workplace diversity and inclusion we all see benefits such as higher employee engagement, improved performance, greater innovation, retention of talent, improved employee wellbeing and lower levels of inappropriate and unlawful behaviour such as harassment and discrimination.

The Executive Team will ensure the workplace is free from all forms of discrimination and harassment.

## Objectives

The Parliament of NSW recognises the rich diversity of people within the Australian community and is committed to ensuring that our workforce is reflective of the diverse community we represent by providing a culture of equity, inclusion and diversity.

## Focus Areas

In achieving these objectives the Parliament will ensure that the following focus areas are embedded into both the cultural and operational aspects of our planning and implementation of day-to-day and strategic activities.

<b>Focus Area</b>	<b>Objective</b>
<b>An Inclusive Workplace Culture</b>	The Parliament values and recognises the experiences and contributions of people from diverse backgrounds and will provide an environment that embraces and encourages the uniqueness of individuals and shared set of values, goals and practices that characterises our organisation.
<b>Recruitment and Training</b>	<p>The Parliament will actively explore opportunities to increase the representation of people from diverse identities within our workforce. This will incorporate initiatives to attract those people, but will also ensure that they are provided with the appropriate support and an environment that is accepting and inclusive and provides appropriate cultural support.</p> <p>The Parliament will provide training for all staff on the necessity for an inclusive workplace, as well as actions, behaviours and biases that are not considered appropriate.</p>
<b>Flexible working arrangements</b>	The Parliament will provide an environment that supports flexible working arrangements including part time and job share arrangements to allow, and encourage, employees to meet their family and community commitments.
<b>Leadership</b>	The Department Heads, departmental executives and all supervisors and managers will promote and demonstrate a commitment to diversity and inclusion by role modelling best practice and ensuring a workplace that is inclusive and safe for all staff.
<b>Communication</b>	<p>The Parliament will ensure diversity and inclusion initiatives and events are held regularly and are appropriately communicated to all staff.</p> <p>The Parliament will ensure that its policies and procedures reflect these diversity and inclusion initiatives.</p>
<b>Community Engagement</b>	<p>The Parliament will also encourage and participate in external events and days that celebrate the diversity of the broader community we serve and reflect.</p> <p>It is also recognised that the Parliamentary precinct is a public place and as such all members of the community are welcomed and their varying needs and differences are catered for, so that all members of the community are embraced.</p>

## Target Groups

Groups of particular focus include:

- Women
- People with disability
- Aboriginal & Torres Strait Islanders
- Culturally and linguistically diverse Australians, including refugees
- Lesbian, Gay, Bisexual, Transgender &/or Intersex people (LGBTI)
- Mature age persons

General Initiatives and Policies

- **Equal Employment Opportunity Policy:** (including reference to Anti-Discrimination legislation); details the rights and legal responsibilities of Parliamentary staff in regard to its application in the workplace. Parliament NSW is an equal employment opportunity employer meaning that all employees are valued and treated equally and fairly regardless of gender, marital status, pregnancy, race, age, disability, sexual orientation, gender identity and expression, intersex status, carer responsibilities, or any other factor not applicable to their position. Any acts of discrimination, harassment, victimisation and vilification are not acceptable and will not be tolerated under any circumstances.
- **Harassment Free Workplace Policy:** provides information and clear guidelines to regulate against unacceptable behaviour in the workplace and details the responsibilities of managers and staff in dealing with and preventing harassment.
- **Anti-Bullying Policy:** this policy outlines what constitutes bullying behaviour and regulates against bullying in the workplace to protect the welfare, health and safety of our employees. Parliament NSW is a workplace where everyone is treated with dignity and respect.
- **Performance Development Program:** provides a platform for employees to receive regular and objective feedback and the opportunity for their achievements to be recognised. It is further aimed at identifying and providing career advancement and development opportunities for ongoing and improved high standards of work performance.
- **Parliamentary Staff Induction Handbook:** outlines the facilities and resources available at the Parliament to accommodate the varied and individual needs of our employees;
  - disabled access to the building, toilets and parking
  - enhanced audio for impaired hearing
  - parenting room
  - application of workplace policies
  - designated smoking areas

## Target Groups – Actions and Principles

### Women

Focus Area	Action	Timing
<b>Inclusive Workplace</b>	Gender equality is an inherent part of workplace culture.	Continuous
<b>Recruitment &amp; Training</b>	Recruitment practices are reviewed regularly to ensure there is no gender bias in any aspect of the process.	Annually
	All staff have equal access to training opportunities.	Continuous
<b>Flexible Working Arrangements</b>	Flexible working arrangements are easily accessible for those who require them, recognising the importance of work/life balance for parents and other carers.	Continuous
	Ensuring employees returning from parental leave feel they are supported in their return to the workplace.	Prior to and upon returning to work
<b>Leadership</b>	Removing inhibitors to women progressing to senior positions within the Parliament.	Continuous
	The leadership group of the Parliament promote gender equality at every opportunity.	Continuous
<b>Communication</b>	Parliamentary policies and procedures are to be gender neutral.	All policies to be reviewed at least once in a Parliamentary cycle
<b>Community Engagement</b>	Celebrate and acknowledge gender equality through the celebration of events such as International Women’s Day.	Annually

#### Principles:

Lead Panel Members will ensure that a key consideration in recruitment activities is gender equity, wherever possible, while also considering merit based selection principles.

For all training courses facilitated and/or coordinated by the Parliament, where the target group are middle to senior management, we will seek to encourage female participants and maintain gender equity in terms of accessibility to training.

The **Flexible Work Practices Policy** and **Flex time Agreement** are available to provide innovative and flexible ways of working to meet business objectives and attract, motivate and retain a skilled and productive workforce. Arrangements should be mutually beneficial in meeting the interests of Parliament and the employee to balance their work and personal responsibilities.



## People with Disability

Focus Area	Actions	Timing
<b>Inclusive Workplace</b>	Ensure that a person's disability does not prevent them from full participation in the workplace. Where necessary reasonable adjustment is to be made to the workplace environment to ensure that engagement.	Continuous
<b>Recruitment &amp; Training</b>	Ensure that all reasonable steps are taken to enable persons with disability to fully engage in the recruitment process.	Continuous
	In the planning and delivery of training programs people's disability access needs are catered for.	Continuous
	The Parliament will look for suitable positions for disabled people.	Continuous
<b>Flexible working arrangements</b>	Support people with disability and carers of people with disability by accommodating their needs with flexible working arrangements.	As needed
<b>Leadership</b>	Ongoing education of the Parliamentary leadership group about their responsibilities in supporting employees with disability.	Annually – as part of PDP
<b>Communication</b>	Provide all members and staff with practical information on disability and supporting people with disability.	Bi-annually
<b>Community Engagement</b>	Create and maintain relationships with external charities and other organisations to allow opportunities for people with disability to engage with the Parliament.	Continuous
	The Parliament will liaise with support organisations to encourage persons with disability to undertake tours of the Parliamentary precinct. It is proposed that these tours will eventually become more structured and form part of a broader engagement strategy.	Continuous

### Principles:

The Parliament will endeavour to provide opportunities, and remove any obstacles, to people with disability from accessing, engaging with or working at NSW Parliament.

## Aboriginal & Torres Strait Islanders

Focus Area	Actions	Timing
<b>Inclusive Workplace</b>	Ensure that the Parliament has appropriate support mechanisms in place for A&TSI staff, respect a team member's culture and provide an inclusive environment.	Continuous

<b>Recruitment &amp; Training</b>	Ongoing review and monitoring of recruitment activities to gauge level of A&TSI applicants.	Quarterly
	Participate in relevant government sector A&TSI employment & cadetship programs to provide employment and professional development opportunities to current and prospective Aboriginal and Torres Strait Islanders staff.	Continuous
	Provide ongoing training on A&TSI cultural awareness to members and staff.	Bi-annually
	An online training module, aimed at increasing Aboriginal cultural awareness, has been developed as part of the recommendations arising from the Legislative Council Committee's inquiry into The family response to the murders in Bowraville.	Annually
<b>Flexible working arrangements</b>	Ensure that flexible working arrangements are available for A&TSI employees to accommodate cultural requirements.	As required
<b>Leadership</b>	Provide targeted development, leadership and career management opportunities for A&TSI employees.	Continuous
<b>Communication</b>	Ensure all policies are culturally sensitive and in accordance with contemporary practice and legislation.	Continuous
	Recognise the traditional owners of the land and practice the Acknowledgement of Country on sitting days and key events.	Continuous
	Strengthen our relationships with Aboriginal and Torres Strait Islander employees, communities and organisations, as well as our commitment to working together.	Continuous
<b>Community Engagement</b>	Participate in the celebration of the National Aboriginal and Islander Day Observance Committee (NAIDOC) Week and other important events.	Annually

### Principles:

The **Aboriginal Employment Policy** outlines Parliament's commitment to attracting, developing and retaining Aboriginal people to our workforce. It was developed in consultation with the Aboriginal community, including Aboriginal staff employed at the Parliament of NSW, as well as representatives from the NSW Department of Aboriginal Affairs, and the Aboriginal Workforce Development Team at the NSW Public Service Commission (PSC).

The **Aboriginal Employment and Development Program (AEDP)** is an initiative from the NSW Public Sector Aboriginal Employment Strategy. It aims to provide an additional entry point for Aboriginal people with a desire to work in the NSW public sector. This program allows for an Aboriginal Candidate to enter an agency at Clerk 3/4 level and complete a vocational qualification (diploma level) upon completion of an 18 month work placement. Upon successful completion of the program, and subject to satisfactory performance and conduct, the candidate's employment status may be converted to ongoing.

The **Indigenous Cadetship Program** enables an Indigenous cadet to work in the Legislative Council for twelve weeks each year, while receiving a cadet level salary and a study allowance during university semesters. The program is subsidised by the Department of the Prime Minister and Cabinet’s Indigenous Cadetship Support.

Staff from DPS Human Services regularly attend the **Aboriginal Workforce Development Community of Practice (AWD CoP)** facilitated by the Public Service Commission and hosted one of the quarterly workshops to encourage and support the improved representation of Aboriginal and Torres Strait Islander people at all levels in our workforce.

Parliament supports the mission of Reconciliation Australia (the national expert body on reconciliation in Australia), by regularly acknowledging the past, present and future Traditional Custodians and Elders of this nation. To recognise and respect the special place, culture, rights and contribution of Aboriginal and Torres Strait Islander peoples, and where good relationships between First Australians and other Australians become the foundation for local strength and success, and the enhancement of our national wellbeing.

## Culturally and Linguistically Diverse People

Focus Area	Actions	Timing
<b>Inclusive Workplace</b>	Ensure that the cultural, religious and linguistic needs of all employees are a primary consideration in the workplace.	Continuous
<b>Recruitment &amp; Training</b>	Participate in recruitment initiatives aimed at the employment of people from all diversity groups and backgrounds.	As available
	Ensure that training activities incorporate the needs of linguistically diverse people e.g. interpreter services where required.	Continuous
	Representatives from Human Services, DPS will regularly attend meetings and workshops as part of the NSW Government’s <b>‘Refugee Employment Support’</b> program. This public sector-wide initiative is aimed at creating 100 vocational placements (temporary) for people with refugee status.	Continuous
<b>Flexible working arrangements</b>	Ensure flexible working arrangements are in place to allow for staff from culturally diverse backgrounds to participate in cultural and religious activities and obligations.	As required
<b>Leadership</b>	Provide cultural awareness training for the Parliamentary leadership group.	Annually
<b>Communication</b>	Ensure all policies are written in plain English and are culturally sensitive.	Review all policies at least once in a Parliamentary cycle
<b>Community Engagement</b>	Participate in cultural awareness events such as Harmony Day.	Annually

### Principles:

The Parliament is committed to engaging with relevant agencies to consider the feasibility of providing vocational placements for people with refugee status and promote our existing culturally diverse workforce.

## Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI)

Focus Area	Actions	When
<b>Inclusive Workplace</b>	Ensure the workplace is free from all forms of discrimination and harassment.	Continuous
<b>Recruitment &amp; Training</b>	Ensure all recruitment activities are free from bias and discrimination against LGBTI persons.	Continuous
<b>Flexible working arrangements</b>	Provide opportunity and flexible work arrangements for staff who identify with a particular group to participate in relevant activities.	As required
<b>Leadership</b>	Ensure the Parliamentary leadership group foster a workplace that is free from discrimination and harassment.	Continuous
<b>Communication</b>	Ensure all policies and procedures are free from discriminatory language.	Review all policies at least once in a Parliamentary cycle
<b>Community Engagement</b>	Participate in relevant LGBTI events.	Annually or as events occur

### Principles:

The Parliament of NSW is a corporate member of 'Pride in Diversity' which is Australia's first and only national not-for-profit employer support program for all aspects of LGBTI (Lesbian, Gay, Bisexual, Transgender and Intersex) workplace inclusion.

The Parliament is committed to providing a comfortable, safe and secure environment so that our employees can bring their whole selves to work, without inhibition.

## Mature Age Persons

Focus Area	Actions	When
<b>Inclusive Workplace</b>	The Parliament will not discriminate against any prospective or current employee on the basis of age.	Continuous
<b>Recruitment &amp; Training</b>	The Parliament will not seek to determine an applicants' age during the recruitment process.	Continuous
<b>Flexible working arrangements</b>	Flexible working arrangements are readily accessible for those who require them, recognising the importance of work/life balance	Continuous

	for mature age workers.	
<b>Leadership</b>	Remove any inhibitors to mature aged workers progressing to senior positions within the Parliament.	Continuous
<b>Communication</b>	Communicate entitlements for mature aged employees by providing superannuation and retirement information sessions.	Annually
<b>Community Engagement</b>	Actively seek out community groups working with mature aged persons to facilitate visits to the Parliamentary precinct.	Continuous

### Principles:

The Parliament will encourage and facilitate mature age persons visiting the Parliamentary precinct, either as individuals or in group settings.

We recognise the value in having a wide range of employees to consult and collaborate with, featuring cross-generational perspectives and experiences for enhanced decision making and improved processes and procedures.

### Calendar of Significant Events:

Below are some examples of the community and cultural events we may celebrate throughout the course of any calendar year;

- Sydney Mardi Gras (March)
- International Women’s Day (March)
- Harmony Day (March)
- International Transgender Day of Visibility (March)
- Ramadan (May/June)
- NAIDOC Week (July)
- R U OK? Day (September)
- Diwali Day (October)
- Hanukkah (December)
- International Day of People with Disability (December).

N.B. the above list is to be used as a guide only, due to the vast array of other significant dates to people and the community.

# **WORKPLACE DIVERSITY AND INCLUSION STRATEGY**

