



## OUR PRIORITIES

Attract and recruit a diverse workforce

Develop and retain a diverse workforce

Develop, recognise and promote a diverse and inclusive workplace

**W**orkplace diversity and inclusion is about **respecting and valuing** our individual differences, knowledge and skills.

It is about **removing barriers** to make sure everyone can fully participate in the workplace and empowering people to contribute their skills and perspectives for the benefit of organisational performance and business outcomes.



*Each action point has been allocated a level of priority:*

- **High** - implemented as a matter of priority
- **Medium** - to be implemented within 6-12 months
- **Long-term** - may be rolled out within the four years of this plan

This plan is a commitment by the department to create a workplace that is **fair and inclusive**, and promote a workforce that better reflects the diversity of the broader community we serve.

It is consistent with the Parliament of New South Wales' broader Workplace Diversity and Inclusion Strategy.

This plan focuses on targeting strategies towards particular groups that are often recognised as underrepresented or disadvantaged in accessing employment opportunities or development, including Aboriginal and/or Torres Strait Islander people, people with a disability, people from culturally and linguistically diverse backgrounds, mature age persons, women, and LGBTI people.

Implementation of this plan will be driven by senior management through the Strategic Plan process.

This is the first plan the department has developed, meaning it may continue to evolve as it is rolled out over the next four years.

This plan will be reviewed at the conclusion of the 57th Parliament.

# ATTRACT AND RECRUIT A DIVERSE WORKFORCE

**1** Ensure recruitment processes do not discriminate against people with diverse identities

*High priority*

*Identify opportunities for staff to undertake training regarding unconscious bias*

*Ensure panel convenors are mindful of gender composition of business units when undertaking a recruitment exercise*

**2** Encourage people from diverse backgrounds to apply for positions with the department

*High priority*

*Include in job advertisements a statement that signifies the department's commitment to workplace diversity and inclusion*

**3** Demonstrate commitment to attracting and developing Aboriginal people to our workforce

*Medium priority*

*Continue to offer a placement through the Indigenous Cadetship Program, and review the program's operation to ensure it meets the cadet's development needs*

**4** Identify targeted development opportunities or pathways to recruit people from diverse backgrounds

*Long-term priority*

*Explore utilising the Aboriginal Workforce Development Communities of Practice (AWD CoP)*

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Everyone in the department has a role to play in supporting a diverse, accessible and inclusive workplace.



# DEVELOP AND RETAIN A DIVERSE WORKFORCE

**1** Undertake professional development planning with staff that takes into account individual needs and aspirations

*Medium priority*

*Staff to continue to participate in Performance Development Program (DPP) annually*

*Review the PDP templates to promote workplace diversity and inclusion*

**2** Build the capability of leaders and managers to support the development of a diverse workforce

*Medium priority*

*Identify resources that managers can refer to, and provide an annual update to managers ahead of the PDP process*

**3** Support carers to balance work commitments and caring responsibilities

*Medium priority*

*Review and investigate opportunities to provide support for parents returning from parental leave (e.g. regular catch ups with a manager and/or designated colleague with similar experience) and provide support for all carers through the use of flexible work practices.*

**4** Support mature age staff to remain in the workforce and transition to retirement

*Long-term priority*

*Provide the same access to opportunities as others, support use of flexible work practices and identify strategies to retain corporate knowledge and succession plan*



# DEVELOP, RECOGNISE AND PROMOTE A DIVERSE AND INCLUSIVE WORKFORCE

**1** Demonstrate commitment to this plan and Parliament's broader strategy

*High priority*

*Make senior management responsible for implementing this plan and ensuring liaison with DPS*

*Incorporate implementation of this plan into the Department's Strategic Plan and report and evaluate annually*

*Consult with staff as this plan continues to evolve over the next four years*

*Review this plan in 2023*

**2** Participate in diversity events and celebrations

*High priority*

*Explore opportunities to develop a calendar of diversity events and celebrations and promote such events at staff meetings*

**3** Demonstrate respect for Aboriginal people

*High priority*

*Acknowledge traditional owners of land at key events and meetings, including NCOSS workshops, Legislative Council in Practice Seminar and whole of department meeting*

**4** Ensure staff from diverse backgrounds feel supported and valued

*Medium priority*

*Investigate opportunities for staff to join diversity staff networks (e.g. the Young Professionals Network)*

**5** Monitor and report on the department's commitment to a diverse and inclusive workplace

*Medium priority*

*Publish in the annual report:*

- key achievements against this plan*
- workforce diversity profile across the Parliament, as collated by Department of Parliamentary Services (DPS)*

**6** Encourage staff to utilise resources and training that promote diversity and inclusion

*Long-term priority*

*Identify potential resources or training programs that can inform staff about the benefits of diversity and inclusion in the workplace*