



DEPARTMENT OF THE LEGISLATIVE COUNCIL

Workplace Diversity and Inclusion Plan 2019-2023

Last reviewed and updated December 2021



ABOUT DIVERSITY AND INCLUSION

Workplace 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.

ABOUT THIS PLAN

This plan is a commitment by the Department to create a workplace that is **fair, respectful and inclusive**, and to promote a workforce that **better reflects the diversity of the broader community** we serve. It is consistent with the broader Diversity and Inclusion Strategy of the NSW Parliament, and acknowledges the Disability Inclusion Action Plan.

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 lesbian, gay, bisexual, transgender and/or intersex people.

IMPLEMENTATION OF THIS PLAN

Implementation of this plan will be driven by senior management through the Strategic Plan process, with the goals championed by the Department's Diversity and Inclusion Committee.

The plan will be reviewed twice every Parliament.



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

THREE KEY ACTION AREAS

This plan has three overarching action areas:



**ATTRACT AND RECRUIT
A DIVERSE WORKFORCE**



**DEVELOP AND RETAIN
A DIVERSE WORKFORCE**



**RECOGNISE AND PROMOTE
A DIVERSE AND INCLUSIVE
WORKFORCE**

Under the three action areas are 14 activities, which are allocated the following priorities:

- **High** – to be implemented as a matter of priority, and ongoing
- **Medium** – to be implemented within the next 12 months.



ATTRACT AND RECRUIT A DIVERSE WORKFORCE



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

High priority: Senior managers and panel convenors to continue to ensure that the Recruitment Policy and Assessment Guidelines are followed, particularly in terms of gender composition of the panel and adjustments for candidates with a disability

Medium priority: Managers to complete Disability Confidence and Awareness training

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

High priority: Review the statement currently included in job advertisements to signify the department's commitment to workplace diversity and inclusion, to ensure it is best practice and consistent with the Parliament's Disability Action Plan, including in relation to the use of flexible work practices

High priority: Ensure consideration is given to advertising positions on a wide variety of job boards, including Disability Jobs and NCOSS Community Jobs



ATTRACT AND RECRUIT A DIVERSE WORKFORCE

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

High priority: Continue to support the Aboriginal internships co-ordinated by Department of Parliamentary Services, including a placement for interns with the Legislative Council

Medium priority: Explore opportunities to provide an Aboriginal Cadetship Program

4 Demonstrate commitment to attracting and developing people with a disability in our workforce

High priority: Investigate opportunities to employ people with a disability, including internship programs





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 (PDP) annually

Medium priority: Review PDP templates to discuss and promote workplace diversity, respect, accessibility 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

Medium priority: Managers to complete Disability Confidence and Awareness training



DEVELOP AND RETAIN A DIVERSE WORKFORCE

3 Support carers to balance work commitments and caring responsibilities

High priority: Review the support and information provided to those going on parental leave

High priority: Support flexible work practices, including working from home arrangements, where possible

High priority: Schedule meetings in core hours, where possible, to support carer's with their responsibilities

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

High 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

5 Support staff with a disability to access, participate and thrive in all work activities

Medium priority: Explore training opportunities for managers to better support all staff

High priority: Encourage managers to take particular care to support staff who may be experiencing barriers to participation



DEVELOP AND RETAIN A DIVERSE WORKFORCE

6 Promote and support staff wellbeing

High priority: Encourage staff to have open and ongoing dialogue with managers

Medium priority: Provide training and support on stress management, self-care and resilience

High priority: Encourage staff to prioritise physical and mental wellbeing through self-care, exercise and other strategies





RECOGNISE AND PROMOTE A DIVERSE AND INCLUSIVE WORKFORCE



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

High priority: Review this plan twice every Parliament, and incorporate implementation into the Department's Strategic Plan

High priority: Diversity and Inclusion Committee to meet twice a year to assist with and champion implementation of this plan

2 Demonstrate respect for Aboriginal and Torres Strait Islander people

High priority: Acknowledge traditional owners of land at key events and meetings, including NCOSS workshops, LC in Practice Seminars and staff meetings

High priority: Liaise with the Parliament's Aboriginal Liaison Officer to ensure appropriate protocols are followed for events

Medium priority: Develop, review and evaluate committee resources that promote culturally respectful and sensitive engagement with Aboriginal and Torres Strait Islander communities



RECOGNISE AND PROMOTE A DIVERSE AND INCLUSIVE WORKFORCE

3 Demonstrate and promote respect for staff from diverse backgrounds

High priority: Explore opportunities for staff to participate in cultural awareness training

High priority: Managers to...

- Embed in PDP discussions our values and expectations in relation to inclusivity and respect for others
- Ensure induction programs cover our values and expectations in relation to inclusivity and respect

Medium priority: Explore opportunities to develop an online training module for staff on inclusion and diversity in the workplace

4 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 and a workforce diversity profile

