



LEGISLATIVE
COUNCIL

WORKPLACE INCLUSION AND DIVERSITY PLAN

—
2024 - 2027



The Department of the Legislative Council is committed to building and supporting a workforce that is inclusive and reflects the diversity of the broader community we serve.

This workplace inclusion and diversity plan aims to implement our commitment by identifying opportunities and actions that:

- promote respect and value individual differences, knowledge and skills
- remove barriers to full participation in the workplace
- empower all staff to contribute their skills and perspectives for the benefit of the organisation and its purpose
- support staff to adopt an accessible and inclusive approach in all aspects of our work – both internal and external-facing.

Directly reflecting the Department of the Legislative Council values, this plan will guide our approach to inclusion and diversity in the workplace over the next four years. This includes supporting people that are often recognised as underrepresented or disadvantaged in accessing workplace opportunities – culturally and linguistically diverse people, Aboriginal and Torres Strait Islander people, people with disability, women, LGBTQI+ people, mature age people, people with neurodiversity, people with medical conditions including mental health conditions, people with caring responsibilities and young professionals.



About this plan

This workplace inclusion and diversity plan takes a two-pronged approach in its focus: **building and sharing knowledge on inclusion** alongside **recognising and celebrating diversity**. By taking this approach, the plan will equip and empower staff at all levels to ensure our workplace is inclusive and accessible, and recognises this as a collective responsibility.

The plan identifies a number of opportunities and actions under each of the two focus areas, with a corresponding timeframe for implementation – short term (3-6 months), medium term (next 12 months) and long term (life of the plan). In addition, some actions are identified as 'ongoing' to reflect work already underway in this area. The plan is intended to be an evolving document, to be reviewed and updated every 12 months to monitor progress, reassess/revise actions and their timeframes, and allow for new actions to be included. This plan is therefore identified as 'Year 1'.

The LC Inclusion and Diversity Working Group is responsible for the 12-month review of the plan, and unless otherwise specified, will take carriage of the delivery of each action.

The plan is complemented by the Parliament-wide Inclusion and Diversity Plan. The LC Inclusion and Diversity Working Group will play an ongoing role in contributing to the Parliament-wide plan.

Building and sharing knowledge on inclusion

Aims

- To build individual and group knowledge across the department about inclusion
- To build leadership on inclusion across all levels of the department
- To make better use of existing public sector resources and networks
- To empower managers in attracting and recruiting a diverse workforce
- To develop a culture of innovation on accessibility and inclusion in respect of both internal and external groups



Short-term
(commencing
August 2024)

LC Inclusion and Diversity Working Group

Prepare strategy for engaging with DPS and NSW public sector resources and networks, and how they will be shared across the department, including on:

- the principles of inclusion and diversity
- recruitment
- practical advice for managers on how to lead and enact inclusion and diversity principles, including workplace adjustments for different groups

Medium-term

LC Inclusion and Diversity Working Group

Introduce concept of 'advocates, allies and mentors' for everyday leadership at every level

(November 2024)

LC Inclusion and Diversity Working Group + Black Rod Office

Develop a short guide on manager-staff conversations about workplace adjustments

(first half of 2025)

LC Inclusion and Diversity Working Group + Black Rod Office

Develop action plan to improve everyday accessibility and inclusion in internal LC operations eg emails and documents, meetings, meaningful Acknowledgements of Country

Ongoing

Clerk's Office + LC managers

Standing inclusion and diversity agenda item at LC Management meetings, 'All LC Staff' meetings and other staff meetings as appropriate, for attendees to share information

Clerk's Office + Black Rod Office

Formal training for all department staff in priority areas, including disability confidence and awareness, and Aboriginal cultural awareness (repeat Mirri Mirri)

All LC managers

Support staff across each office of the department to adopt an accessible and inclusive approach in all aspects of our work – both internal and external-facing

Recognising and celebrating diversity

Aims

- To acknowledge and promote the diversity of staff across the department
- To build understanding about diverse groups
- To support staff from diverse backgrounds



Short-term
(May 2024)



LC Inclusion and Diversity Working Group

Develop a calendar of inclusion and diversity related events and share with all department staff

(July 2024)



LC Inclusion and Diversity Working Group

Review staff induction program to highlight workplace standards on inclusion and diversity, and provide information on relevant groups and networks, and disseminate updated approach to all LC managers

Ongoing



LC Inclusion and Diversity Working Group + LC Social

Host regular inclusion and diversity related events, supplementary to Parliament-wide events, that also build understanding among staff, at which staff members speak about their lived experience.

(commencing
October 2024)



LC Inclusion and Diversity Working Group + Clerk's Office + LC managers

Monitor and report internally on the department's workplace diversity profile, drawing from People Matter Employee Survey results, Parliament's HR statistics, anonymised PDP feedback, and other sources



All LC managers

Continue to support flexible work practices



LC Inclusion and Diversity Working Group

Engage with DPS for a more coordinated approach to celebrations