I FEEL INCLUDED WHEN

I have a say
in the decisions that affect my life

I’m informed
about services and opportunities available for me

I’m connected
to my community

I’m involved
in making this a welcoming and safe community

I FEEL INCLUDED WHEN YOU

Try to understand
our differences and similarities

Show respect
by treating everyone fairly

Embrace all abilities
to support participation in the community

Create opportunities
to share with others

City of Ryde

WHAT IS SOCIAL INCLUSION AND DIVERSITY?

A socially inclusive society is defined as one where all people feel valued, their differences are respected, and their basic needs are met so they can live in dignity. Social inclusion allows people with all abilities to belong, feel informed, connected and contribute to society socially, culturally, economically and politically. Social Inclusion should be seen as an active process of integration, adaptation and ongoing change. Additionally, inclusive practices should be responsive to the needs of all employees, staff and external stakeholders.

An organisation that encourages diversity recognises and values differences such as gender, ethnicity, age, religion, nationality and sexuality. Diversity also entails the respect of personal traits such as life experience, career choices, educational background and communication style. In fact, diversity refers to respecting all that which may influence an individual’s personal experiences.

WHY THIS CHECKLIST IS IMPORTANT

The City of Ryde is committed to developing socially inclusive communities and the fundamental values of social inclusion and diversity. Council recognises that it has a unique role in promoting active citizenship, reducing disadvantage, strengthening community well-being and celebrating diversity to create a healthy, high functioning society. This cannot be achieved alone. Everyone, including all levels of government, the community sector, businesses and the community itself has a role to play in building socially inclusive and diverse communities.

We encourage and invite businesses to undertake this checklist to support us in building such a community. In addition, social inclusion and diversity also makes good ‘business sense’ and benefits organisations by increasing productivity, innovation, competitive advantage and reputation in the community.

The Social Inclusion Diversity Checklist is based on locally, nationally and internationally recognised tools of ‘best practice’ and created by the City of Ryde as a ‘self-assessment tool’. The checklist will assist you in determining your needs, gaps and achievements in relation to social inclusion and diversity practices. By completing this checklist, The City of Ryde may be able to assist you with an area you have identified for improvement and work in partnership with you to create socially inclusive communities for all.

HOW TO USE THE TOOL

This checklist should take between 15-20 minutes to complete. The checklist covers the areas and central indicators of social inclusion and diversity in an organisation such as:

- Commitment to social inclusion and diversity principles
- Commitment to the principles of Corporate Social Responsibility
- Community engagement
- Leadership and management
- Policies and human resource procedures
- Training
- Health, well-being and accessibility
- Monitoring and evaluation

For clarification of concepts, please refer to the ‘glossary of terms’ and ‘helpful links’.

Instructions are provided for each item, it is advised that these instructions are reviewed before responding. As the response format varies between items. Please take note that the following response formats are included for a number of items

- Checklist format (ticking a box)
- Rating Scale (developing, achieving and exceeding)
PRIVACY & CONFIDENTIALITY

The ‘Social Inclusion and Diversity Checklist’ is a self-assessment tool to be conducted internally. City of Ryde complies with the Privacy Amendment (Enhancing Privacy Protection) Act 2012. All information collected will be treated in accordance with Privacy Amendment (Enhancing Privacy Protection) Act 2012.

City of Ryde is committed to ensuring the privacy and confidentiality of your organisations information. All information collected through completion of the ‘Social Inclusion and Diversity Checklist’ will be treated as confidential. Some of the information provided by your organisation may be used by City of Ryde for promotion and further development for the purpose of this project only; however this information will be de-identified to ensure anonymity and confidentiality.

By agreeing to these privacy and confidentiality statements, your organisation is consenting to the confidential use of information collected, for the purposes of this project.

☐ Yes, our organisation consents to the confidential use of information contained in this checklist, for the purposes of this project.

☐ No, our organisation does not consent to the confidential use of information contained in this checklist, for the purposes of this project.

Signature ___________________________ Date __________
1. Our organisation has policies and procedures in one or more of the following key principles of social inclusion and diversity.

(Please tick all that apply)

- Equity
- Equality
- Social Justice
- Human Rights and freedoms
- Embracing and valuing diversity

- Advocating for change to social, economic and legal structures that impact social inclusion and diversity
- Supporting people in gaining the knowledge and skills they need to feel included
- Embracing and supporting social inclusion and diversity in the community

2. Our organisational documents refer to the following elements of social inclusion and diversity.

(Please tick all that apply)

<table>
<thead>
<tr>
<th>Code of Conduct</th>
<th>Age</th>
<th>Ethnicity</th>
<th>Disability</th>
<th>Religion</th>
<th>LGBTQIA</th>
<th>Gender</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational Philosophy</td>
<td></td>
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<tr>
<td>Social Justice Charter</td>
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<tr>
<td>Vision, Values or Mission Statement</td>
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</tr>
</tbody>
</table>

3. Our organisation is committed to the following key Corporate Social Responsibility principles including:

(Please tick all that apply)

- Considering external stakeholders in all decision-making processes
- Becoming an ‘employer of choice’
- Commitment to sustainable business practices
- Compliance with national and international human rights standards and laws
- Improving the quality of life for employees
- Improving the quality of life for the wider community
- Ensuring accountable and transparent business practices and process
- Other

4. Our organisation supports social inclusion and diversity in the community by engaging in activities and initiatives such as:

(Please tick all that apply)

- Mentoring (particularly programmes that focus on the key vulnerable groups)
- Support initiatives such as sponsorship or free employment training
- Supporting, collaborating and engaging in community research
- Volunteering in activities that benefit the community
- Attending events in the community that promote social inclusion and diversity
- Other

5. Our organisation is aware of the demographic trends, characteristics and needs of our employees including:

(Please tick all that apply)

- Women to men
- Women in leadership roles
- Employees of different ages
- Awareness of the needs of LGBTQIA identifying employees (such as gender neutral bathrooms)
- Different ethnic or cultural groups
- Aboriginal and Torres Strait Islander employees
- People with a disability including mental illness
- Awareness of different religious needs (such as a prayer room)
- Languages spoken
6. Our organisation follows and incorporates commonwealth legislation that supports employment equity, ethical behaviour and anti-discrimination including:

(Please tick all that apply)

☐ Sex Discrimination Act 1984  ☐ Disability Inclusion Regulation 2014

☐ Other

7. Our organisation has mechanisms in place to support the health and well-being of our staff such as:

(Please tick all that apply)

☐ Onsite fitness and sport facilities/equipment
☐ Facilities that aid relaxation such as gardens or quiet areas
☐ Workshops/seminars on healthy living
☐ Workshops/seminars on stress management
☐ Crisis management counsellors (specialised in areas such as divorce or legal issues)
☐ Counsellors to support mental health and well-being
☐ Flexible employment options

☐ Other

8. Our organisation is committed to ensuring accessibility for people with a disability including the following suggested steps:

(Please tick all that apply)

☐ Implementation of policy processes that enable staff, customers and other third parties to request workplace adjustments
☐ Implementation of software and hardware to ensure accessibility of information communication technology to people with a disability (e.g. accessible website)
☐ Implementation of changes to the premises to make it accessible

☐ Other

9. Our Organisation:

(Please tick the level that your organisation is achieving)

Often communicates and promotes commitment to social inclusion and diversity to our customers, staff and relevant stakeholders.

☐ Developing  ☐ Achieving  ☐ Exceeding

Has a designated committee or equivalent, overseen by a member of senior management to implement social inclusion and diversity strategies and practices.

☐ Developing  ☐ Achieving  ☐ Exceeding

Has a committee or equivalent, who consults with staff, customers and external stakeholders regularly when planning social inclusion and diversity strategies and practices.

☐ Developing  ☐ Achieving  ☐ Exceeding

Regularly designates resources, such as a budget, to promoting social inclusion and diversity strategies and practices.

☐ Developing  ☐ Achieving  ☐ Exceeding

Regularly offers social inclusion and diversity training to all staff responsible for recruitment (for example ‘Anti-discrimination Training’ or ‘diverse interview training’).

☐ Developing  ☐ Achieving  ☐ Exceeding

Provides social inclusion and diversity related training/workshops to all levels of staff in our organisation (for example ‘Mental Health in the Workplace’).

☐ Developing  ☐ Achieving  ☐ Exceeding

Our organisation often conducts self-assessments or evaluations to measure and inform social inclusion and diversity strategies and practices.

☐ Developing  ☐ Achieving  ☐ Exceeding
REFLECTION

What did completion of this checklist indicate about your organisation's level of 'social inclusion and diversity'?

What areas of strength did your organisation identify through completion of this checklist?

What areas, if any, need to be strengthened?

HOW CAN THE CITY OF RYDE SUPPORT YOUR ORGANISATION?

We may be able to assist you with some of the areas you have identified for improvement to achieve your social inclusion and diversity goals. City of Ryde can offer facilitation and partnership support by linking you with relevant key stakeholders depending on your needs.

For more information about how the City of Ryde can support your organisation please contact:

City of Ryde Community Project Officer – Social Inclusion
P: (02) 9952 8222
E: socialinclusion@ryde.nsw.gov.au
GLOSSARY OF KEY TERMS

Diversity:
Diversity recognises and values differences such as gender, ethnicity, age, religion, nationality and sexuality. Diversity also entails the respect of personal traits such as life experience, career choices, educational background and communication style. In fact diversity refers to respecting all that which may influence an individual’s personal experiences.

Social Inclusion:
Social Inclusion is an active process of integration, adaptation and ongoing change. Additionally, inclusive practices should be responsive to the needs of all employees, staff and external stakeholders, where difference are acknowledged and respected. Inclusive practices should allow all people to belong, feel informed, connected and contribute to society, socially, culturally, politically and economically.

Aboriginal and Torres Strait Islander person
An Aboriginal and/or Torres Strait Islander person is (Trenerry, Franklin & Paradies 2010)
• Is a descendent of the first people of Australia
• Identifies as an Aboriginal and/or Torres Strait Islander person
• Is accepted by the community in which they live as an Aboriginal and/or Torres Strait Islander

For more information, visit www.vichealth.vic.gov.au/media-and-resources/publications/how-cultural-diversity-can-be-good-for-business

Human Rights:
As recognised under international law all individuals have a right to (City of Ryde 2008).
• An adequate standard of living
• Full development through learning throughout life
• Work, including conditions of work and remuneration that ensure a dignified existence
• Participate in the public life of their community
• Participate in the cultural life of their community
• Rest and leisure
• Liberty and security of the person
• Social security
• Enjoy these and other human rights without distinction or discrimination of any kind
• Belong to a community, to enjoy and practice that community’s culture and to have that culture respected
Employer of Choice:
Organisations that have successfully adopted a strategy that maximises the full potential of the workforce while providing a stimulating, socially inclusive and diverse workplace for employees over a number of organisational areas including (The Australian Business Awards 2016):

- Organisational Culture
- Leadership and Strategy
- Employee Education
- Training and Development
- Employee Health
- Safety and Satisfaction
- Performance and Management
- Recognition and Remuneration


Corporate Social Responsibility (CSR):
CSR represents the responsibility of organisations to employ sustainable and accountable practices (AHRC 2016). This self-regulation ensures that business/corporates consider more than economic activities, but look at the environmental and social consequences of any business/corporate activities (AHRC 2016).

For more information on CSR, visit www.accsr.com.au/what-is-csr/
Or

Discrimination:
Discrimination occurs when an individual or group is treated unfairly because of personal traits (AHRC 2016). Discrimination may occur on the basis race, ethnicity, religion, nationality, age, disability including mental illness, political opinion, marital status, and sexuality.

For more information on CSR, visit www.humanrights.gov.au/quick-guide/12030

LGBTQIA:
This acronym refers to lesbian, gay, bisexual, transgender, queer, intersex and asexual identifying people.

HELPFUL LINKS

Commonwealth Legislation
All legislation and links to the following websites have been “Sourced from the Federal Register of Legislation at 5th October 2016. For the latest information on Australian Government law, visit www.legislation.gov.au

Sex Discrimination Act 1984

Australian Human Rights Commission Act 1986
Disability Discrimination Act 1992

Disability Inclusion Act 2014

Disability Inclusion Regulation 2014

Race Discrimination Act 1975

Equal Employment Opportunity (Commonwealth Authorities) Act 1987

Workplace Gender Equality Act 2012

REFERENCES


