

# Social Inclusion and Diversity Checklist

## 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 U

**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

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**SOCIAL  
INCLUSION**

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[www.ryde.nsw.gov.au/social-inclusion](http://www.ryde.nsw.gov.au/social-inclusion)

## 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)*

- |  |  |
|--|--|
| <input type="checkbox"/> Equity                          | <input type="checkbox"/> Advocating for change to social, economic and legal structures that impact social inclusion and diversity |
| <input type="checkbox"/> Equality                        | <input type="checkbox"/> Supporting people in gaining the knowledge and skills they need to feel included                          |
| <input type="checkbox"/> Social Justice                  | <input type="checkbox"/> Embracing and supporting social inclusion and diversity in the community                                  |
| <input type="checkbox"/> Human Rights and freedoms       |  |
| <input type="checkbox"/> Embracing and valuing diversity |  |

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

*(Please tick all that apply)*

	Age	Ethnicity	Disability	Religion	LGBTQIA	Gender	Language
Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational Philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Justice Charter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision, Values or Mission Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

*(Please tick all that apply)*

- |   |   |
|---|---|
| <input type="checkbox"/> Considering external stakeholders in all decision-making processes | <input type="checkbox"/> Compliance with national and international human rights standards and laws |
| <input type="checkbox"/> Becoming an 'employer of choice'                                   | <input type="checkbox"/> Improving the quality of life for employees                                |
| <input type="checkbox"/> Commitment to sustainable business practices                       | <input type="checkbox"/> Improving the quality of life for the wider community                      |
|   | <input type="checkbox"/> Ensuring accountable and transparent business practices and process        |
| <input type="checkbox"/> Other  | <input type="text"/>  |

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

*(Please tick all that apply)*

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

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

*(Please tick all that apply)*

- |   |   |
|---|---|
| <input type="checkbox"/> Women to men   | <input type="checkbox"/> Different ethnic or cultural groups                            |
| <input type="checkbox"/> Women in leadership roles  | <input type="checkbox"/> Aboriginal and Torres Strait Islander employees                |
| <input type="checkbox"/> Employees of different ages  | <input type="checkbox"/> People with a disability including mental illness              |
| <input type="checkbox"/> Awareness of the needs of LGBTQIA identifying employees (such as gender neutral bathrooms) | <input type="checkbox"/> Awareness of different religious needs (such as a prayer room) |
| <input type="checkbox"/> 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)*

- |  |   |
|--|---|
| <input type="checkbox"/> Sex Discrimination Act 1984                 | <input type="checkbox"/> Disability Inclusion Regulation 2014                             |
| <input type="checkbox"/> Australian Human Rights Commission Act 1986 | <input type="checkbox"/> Race Discrimination Act 1975                                     |
| <input type="checkbox"/> Disability Discrimination Act 1992          | <input type="checkbox"/> Workplace Gender Equality Act 2012                               |
| <input type="checkbox"/> Disability Inclusion Act 2014               | <input type="checkbox"/> Equal Employment Opportunity (Commonwealth Authorities) Act 1987 |
| <input type="checkbox"/> Other <input type="text"/>                  |   |

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

*(Please tick all that apply)*

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

**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)*

	Developing	Achieving	Exceeding
Often communicates and promotes commitment to social inclusion and diversity to our customers, staff and relevant stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a designated committee or equivalent, overseen by a member of senior management to implement social inclusion and diversity strategies and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a committee or equivalent, who consults with staff, customers and external stakeholders regularly when planning social inclusion and diversity strategies and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly designates resources, such as a budget, to promoting social inclusion and diversity strategies and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly offers social inclusion and diversity training to all staff responsible for recruitment (for example 'Anti-discrimination Training' or 'diverse interview training').	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides social inclusion and diversity related training/workshops to all levels of staff in our organisation (for example 'Mental Health in the Workplace').	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our organisation often conducts self-assessments or evaluations to measure and inform social inclusion and diversity strategies and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## REFLECTION

What did completion of this checklist indicate about your organisations 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 LOCAL COUNCIL 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. Council can offer facilitation and partnership support by linking you with relevant key stakeholders depending on your needs.

**For more information about how Council can support your organisation please contact:**

City of Ryde Community Project Officer - Social Inclusion

P: (02) 9952 8222

E: [socialinclusion@ryde.nsw.gov.au](mailto:socialinclusion@ryde.nsw.gov.au)

[www.ryde.nsw.gov.au/socialinclusion](http://www.ryde.nsw.gov.au/socialinclusion)

Hunter's Hill Council - Community Services

P: (02) 9879 9400

E: [commserv@huntershill.nsw.gov.au](mailto:commserv@huntershill.nsw.gov.au)

[www.huntershill.nsw.gov.au](http://www.huntershill.nsw.gov.au)

Lane Cove Council - Community Services

P: (02) 9911 3592

E: [lccouncil@lanecove.nsw.gov.au](mailto:lccouncil@lanecove.nsw.gov.au)

[www.lanecove.nsw.gov.au/Community/CommunityServices](http://www.lanecove.nsw.gov.au/Community/CommunityServices)

## 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](http://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

For more information on becoming an 'Employer of Choice' visit [www.australianbusinessawards.com.au/2016-categories/employer-of-choice-awards/](http://www.australianbusinessawards.com.au/2016-categories/employer-of-choice-awards/)

## 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/](http://www.accsr.com.au/what-is-csr/)

Or

[www.humanrights.gov.au/publications/corporate-social-responsibility-human-rights](http://www.humanrights.gov.au/publications/corporate-social-responsibility-human-rights)

## 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](http://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](http://www.legislation.gov.au)

#### Sex Discrimination Act 1984

For more information on the Sex Discrimination Act 1984, visit [www.legislation.gov.au/Details/C2016C00880](http://www.legislation.gov.au/Details/C2016C00880)

#### Australian Human Rights Commission Act 1986

For information relating to the Australian Human Rights Commission Act 1986 visit [www.legislation.gov.au/Details/C2016C00711](http://www.legislation.gov.au/Details/C2016C00711)



### **Disability Discrimination Act 1992**

For information relating to the Disability Discrimination Act 1992, visit [www.legislation.gov.au/Details/C2016C00763](http://www.legislation.gov.au/Details/C2016C00763)

### **Disability Inclusion Act 2014**

For information relating to the Disability Inclusion Act 2014, visit [www.legislation.nsw.gov.au/acts/2014-41.pdf](http://www.legislation.nsw.gov.au/acts/2014-41.pdf)

### **Disability Inclusion Regulation 2014**

For information relating to the Disability Inclusion Regulation 2014, visit [www.legislation.nsw.gov.au/regulations/2014-751.pdf](http://www.legislation.nsw.gov.au/regulations/2014-751.pdf)

### **Race Discrimination Act 1975**

For information relating to the Race Discrimination Act 1975, visit [www.legislation.gov.au/Details/C2014C00014](http://www.legislation.gov.au/Details/C2014C00014)

### **Equal Employment Opportunity (Commonwealth Authorities) Act 1987**

For information relating to the Equal Employment Opportunity (Commonwealth Authorities) Act 1987, visit [www.legislation.gov.au/Details/C2016C00775](http://www.legislation.gov.au/Details/C2016C00775)

### **Workplace Gender Equality Act 2012**

For information relating to the Workplace Gender Equality Act (2012), visit [www.legislation.gov.au/Details/C2012C00899](http://www.legislation.gov.au/Details/C2012C00899)

## **REFERENCES**

Australian Human Rights Commission (AHRC) 2016 , *Corporate Social Responsibility & Human Rights*, Australian Human Rights Commission, viewed 4 October 2016, [www.humanrights.gov.au/publications/corporate-social-responsibility-human-rights](http://www.humanrights.gov.au/publications/corporate-social-responsibility-human-rights)

City of Ryde, *Social Justice Charter*, 2008.

The Australian Business Awards 2016, *The Australian Business Award for Employer of Choice [EOC]*, WorldBAES Awards Management, viewed 4 October 2016, [www.australianbusinessawards.com.au/2016-categories/employer-of-choice-awards](http://www.australianbusinessawards.com.au/2016-categories/employer-of-choice-awards)

Trenerry B, Franklin H, Paradies Y 2010, *Review of audit and assessment tools, programs and resources in workplace settings to prevent race-based discrimination and support diversity*, Victorian Health Promotion Foundation, Melbourne, Victoria, viewed 30 August 2016, [dro.deakin.edu.au/eserv/DU:30058485/paradies-reviewauditassessmenttools-2010.pdf](http://dro.deakin.edu.au/eserv/DU:30058485/paradies-reviewauditassessmenttools-2010.pdf).

Federal Register of Legislation 2016, viewed 4 October 2016, [www.legislation.gov.au/Details/C2016C00880](http://www.legislation.gov.au/Details/C2016C00880)

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