Department of Employment, Vocational Education,
Training and Industrial Relations

EEO Annual Report to the

Commissioner for Public Sector Equity
1993 - 1994

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1. BACKGROUND INFORMATION

1.1 Departmental Overview

The Department of Employment, Vocational Education Training and Industrial Relations is a major department of Government in Queensland and its employment, training and industrial relations programs are fundamental to the State's economic and social development. With a permanent workforce of approximately 8,000 and casual employee establishment in the vicinity of 13,000, DEVETIR is committed to the attainment of equal opportunity in employment in its own human resource practices and in the development of related policies which it administers on behalf of the Government as a whole.

1.1.1 Mission and Goals

DEVETIR's mission for the 1993-94 period and for the next triennium is *to help build best practice in Queensland workplaces,* and will remain so for the next triennium.

Department goals for the 1993-94 period included:

To be the premier provider of vocational education and training by delivering competitive products and services which meet customer needs and ensure the widest possible community and industry access.

To lead and support productive and fair labour market reform in Queensland.

To continue developing and maintaining an effective and equitable workers' compensation system including rehabilitation services, thereby optimising economic opportunity and social support to the Queensland community.

To build effective industry self-regulation of compliance with health and safety standards in Queensland workplaces.

To maximise employment and skills development opportunities in Queensland.

To enhance and support the achievement of DEVETIR program outcomes through the provision of effective and timely Corporate Services.

To achieve and value employment throughout the Department's policies and operations.

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1.1.2 Roles

Labour Market Reform

Industrial Relations Act (1990) and the recent *Industrial Relations Reform Act (1994)* provide the framework for the orderly conduct of industrial relations and suitable means for negotiating flexible workplace agreements between employers, unions and employees. Other Acts relevant to this program area include: *Trading Hours Act (1990), Holidays Act (1983), Factories and Shops Act (1960), Pastoral Workers' Accommodation Act (1980), Workers' Accommodation Act (1952), Industrial Relations (Protection from Invalidities) Act (1991), and City of Brisbane (Garbage Services) Act (1985).* These Acts are administered by the **Division of Labour Market Reform.**

Building and Construction Industry (Portable Long Service Leave) Act (1991) has been a labour market reform which provides for an efficient and equitable system of portability of long service leave in this industry and is administered by the **Building and Construction industry (Portable Long Service Leave) Board.**

Safety

Workplace Health and Safety Act (1989) promotes and secures health and safety in the workplace and is administered by the **Division of Workplace Health and Safety.**

Workers' Compensation Act (1990) establishes the Workers' Compensation Board to administer the system on accident insurance providing adequate and suitable cover for workers who suffer injury and for dependants of workers whose death results from injury. The operational activities of the board are performed by the **Division of Workers' Compensation**.

Training

Vocational Education, Training and Employment Act (1991) provides for the development and provision of vocational education and training programs and employment services. It provides for the establishment of a **Vocational Education, Training and Employment Commission (VETEC)** whose primary role is to advise the Minister on the strategic development of the State's vocational education, training and employment system, and associated resource allocation, regulation and planning issues. **TAFE Queensland** provides quality vocational and further education services in competition with private providers of training, while the **Division of Employment and Training Initiatives** maintains a quality apprenticeship and traineeship system and aims to maximise the quality and quantity of employment outcomes within the Queensland labour market.

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Vocational Education and Training (Industry Placement) Act (1992) provides for the placement of students in structured vocational education and training programs.

Rural Training School Act (1965) allows for the provision of suitable programs to the needs of the rural industry and workforce through the Agricultural and Pastoral Colleges.

1.1.3 Organisational Structure

The Departmental structure covers six Divisions:

TAFE Queensland
Division of Employment and Training Initiatives
Division of Labour Market Reform
Division of Workplace Health and Safety
Division of Workers' Compensation
Division of Corporate Services

The portfolio of Employment, Training and Industrial Relations also includes the Building and Construction Industry (Portable Long Service Leave) Board, the Queensland Industrial Relations Commission and 4 Rural Training Schools. The Vocational Education Training Employment Commission previously reported directly to the Minister, and as at September 1994 has merged with the Division of Employment and Training Initiatives.

The regional structure is to change in the coming year and this is explained in more detail in Section 1.2. Service delivery arrangements are maintained at the regional and district level for each of the major programs with the exception of the Division of Corporate Services.

To improve client service through devolution of administration, TAFE Queensland is in the process of forming consortia and amalgamating college structures into institutes throughout the State. The role of consortia is to establish a network of expertise across the State in specialty areas. The consortium head manages all budget and allocation of curriculum development projects.

The Aboriginal and Torres Strait Islander Curriculum Consortium is hosted by Johnstone College of TAFE (Innisfail). The Curriculum Consortium includes all relevant TAFE Institutes/Colleges and is responsible for the design and development of courses for Aboriginal and Torres Strait Islander people in Queensland. Its Advisory Board which is representative of TAFE and the Aboriginal and Torres Strait Islander Community will help to ensure the relevancy of courses developed by TAFE Queensland for Aboriginal and Torres Strait Islander people. Non-curriculum responsibilities now rest with the Aboriginal and Torres Strait Islander Coordination Unit, a separate entity which operates with through the Southbank Institute of TAFE.

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The Social Justice Consortium consists of 3 Networks - Disability, Child Care and Gender Equity - which are located throughout the State and whose Support Unit also operates through the Southbank Institute of TAFE. An Associate Director, Social Justice, is located in State Office and works across the Curriculum Policy Coordination, Curriculum Review and Systemic Curriculum Initiatives Units.

Institutes within TAFE Queensland, when fully operational, will have delegated authority for financial and human resource management systems. The devolution of these functions is designed to promote greater flexibility in the institutes as well as enhanced client services. Institutes currently functioning are Gold Coast, Southbank, Northpoint, Cooloola/Sunshine and the Open Learning Institute. TAFE Queensland's structural diagram is on page 4A.

The Department's structure is illustrated on page 4B.

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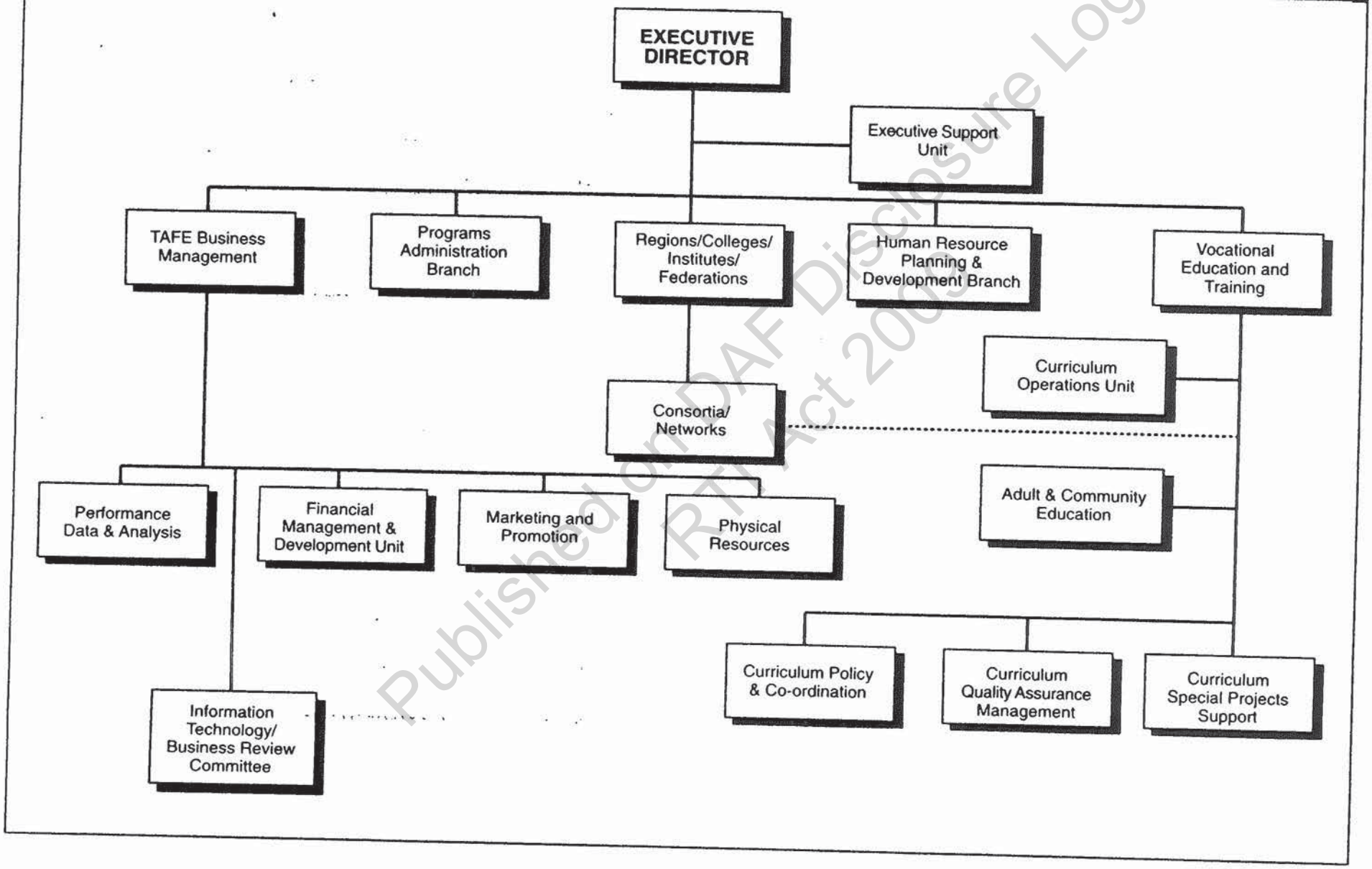
A GUIDE TO TAFE QUEENSLAND'S ORGANISATIONAL STRUCTURE



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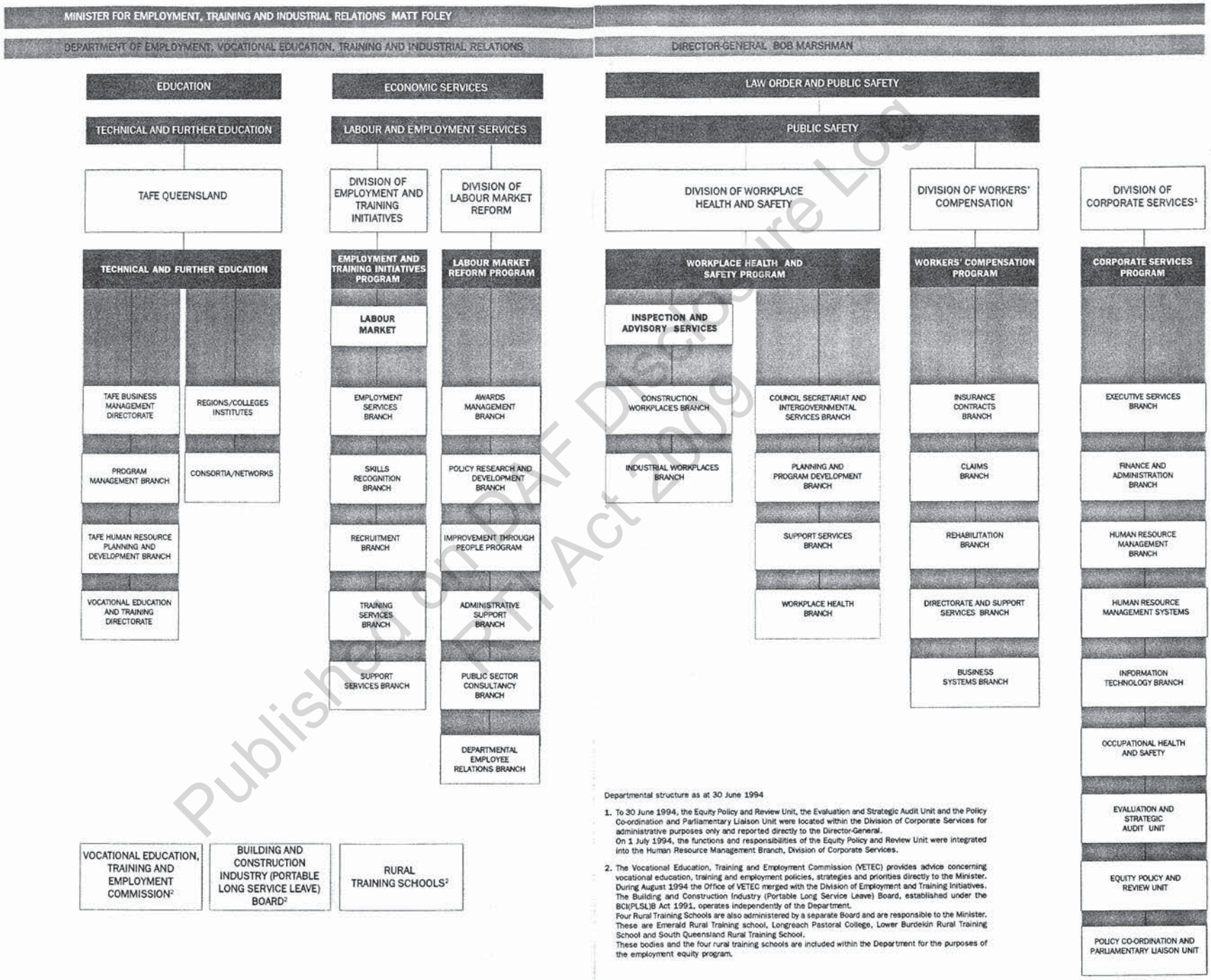

Departmental structure as at 30 June 1994

1. To 30 June 1994, the Equity Policy and Review Unit, the Evaluation and Strategic Audit Unit and the Policy Co-ordination and Parliamentary Liaison Unit were located within the Division of Corporate Services for administrative purposes only and reported directly to the Director-General.
   On 1 July 1994, the functions and responsibilities of the Equity Policy and Review Unit were integrated into the Human Resource Management Branch, Division of Corporate Services.

2. The Vocational Education, Training and Employment Commission (VETEC) provides advice concerning vocational education, training and employment policies, strategies and priorities directly to the Minister. During August 1994 the Office of VETEC merged with the Division of Employment and Training Initiatives. The Building and Construction Industry (Portable Long Service Leave) Board, established under the BCI(PLSL)B Act 1991, operates independently of the Department.
   Four Rural Training Schools are also administered by a separate Board and are responsible to the Minister. These are Emerald Rural Training school, Longreach Pastoral College, Lower Burdekin Rural Training School and South Queensland Rural Training School.
   These bodies and the four rural training schools are included within the Department for the purposes of the employment equity program.

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An objective and accompanying strategies to ensure that enterprise bargaining in DEVETIR furthers the principles of EEO and ensures that members of EEO target groups and workers with family responsibilities are not disadvantaged have been included in the 1993-95 EEO Management Plan. Strategies cover issues such as consultation, staff training and the reporting process.

2. EEO PLANNING PROCESS IN DEVETIR

2.1 Compliance with the Objectives of the *EOPE Act*

The *Equal Opportunity in Public Employment Act* specifies that the EEO management plan of an agency should ensure that appropriate action is taken to

- promote equal employment opportunity for; and
- eliminate unlawful discrimination by it against target group members with respect to employment matters.

The Department undertook the following steps in the process of meeting these objectives.

2.2 EEO Policy and Information

The Departmental policies on Equal Employment Opportunity and Anti-Discrimination (HRM Policy Statements Nos. 7, 14) are widely available through distribution to all directors, managers and supervisors, policy officers, health and safety inspectors, and each of the Departmental libraries.

All staff are informed individually of Department policy and progress in implementing equal employment opportunity.

A copy of the booklet *Employment Equity in Progress* was distributed to all staff in February 1994. (Appendix I) Through this, all staff were informed of -

- the status of EEO in DEVETIR;
- the results of monitoring and evaluation of the implementation of the EEO Management Plan in 1992-93; and
- the objectives and strategies of the Plan for 1993-94.

2.3 EEO Responsibility

Throughout 1993-94, the Equity Policy and Review Unit worked to ensure employment equity was achieved and valued throughout the Department's policies and operations, as outlined in the DEVETIR Strategic Plan.

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The Unit was comprised of three permanent staff: a Director, reporting to the Director-General and participating as a member of the executive decision-making body of the Department, the Corporate Management Group; an Executive Officer and Executive Secretary. Temporary staff members included a Policy Review Officer (Equity) located in the Human Resource Policy Unit, and a Senior Training Consultant (Equity) located in the Organisation Development Unit.

The following services and activities formed the Unit's major responsibilities during the past year :

- managing the process of developing, implementing and reviewing the EEO Management Plan;
- collaborating with Departmental Programs to initiate and implement policies and practices to achieve employment equity;
- maintaining an expert consultancy service available throughout the Department on all equity related issues and consequent policy formulation;
- maximising the effectiveness of the consultative process by providing support and direction through the Departmental Employment Equity Advisory Committee (DEEAC);
- ensuring all legislative responsibilities in respect of EEO and anti-discrimination are fulfilled;
- incorporating equity principles and practices throughout service delivery;
- providing a training consultancy service for program management to implement effectively employment equity.

2.3.1 Devolution

In the present departmental structure, Executive Directors, General Managers and senior management remain ultimately responsible for the development and implementation of local plans, assisted by divisional EEO Committees, as reported to the Director-General.

When regionalisation is fully established in the Department, the proposed Regional Director positions will be responsible for the operations of regional EEO Committees and the implementation of regional plans for the integrated Departmental programs outside TAFE Queensland.

The framework for implementation of EEO is now established in DEVETIR and with the move towards devolution, in 1994-95 the function of the employment equity sub-program will be incorporated into the

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restructured Human Resource Management Branch. The activities of the Executive Officer, Policy Review Officer (Equity) and Senior Consultant (Equity) will continue to be undertaken in the Branch in 1994-95. Employment equity will thus be increasingly integrated into the organisation development and policy and planning functions.

For Departmental co-ordination and reporting purposes, the Director, Human Resource Management Branch, is designated the Senior Executive Officer Responsible for EEO (SEREEO). The Nominated EEO Responsible Officer (NERO) will be taken up by the position previously held by the Executive Officer as it is formally integrated into the Branch.

In 1993-94, the macro strategy for future EEO implementation was to follow the model of greater devolution of responsibilities. This model, not unrealistically, has taken longer to entrench through the process of raising awareness and skills levels of managers who constitute the critical operational level. Strategies to address skills and training to implement EEO were a priority in the Plan and will need to be ongoing in 1994-95.

There will also be renewed emphasis on senior managers' accountability for implementation of EEO in their areas. In accordance with feedback from the Commissioner for Public Sector Equity in 1993, it is recognised that the commitment of senior managers is necessary to promote an environment where the next level of managers and supervisors is encouraged to take up their responsibilities.

2.4 Consultation

2.4.1 EEO Consultative Structure

The Departmental Employment Equity Advisory Committee (DEEAC) as the peak EEO consultative body met 5 times throughout the year. The Committee is chaired by the Executive Director of the Division of Workplace Health and Safety and includes management and union representatives, chairs of divisional EEO Committees and target group representatives from Government agencies and community organisations who provide specialist advice to the Department. It monitors the EEO planning and implementation process and endorses the EEO Annual Report and EEO Management Plan prior to submission to the Commissioner for Public Sector Equity.

Inter-divisional EEO Committees which report to DEEAC have been formed in a number of regions and will be finalised when Departmental regions are established in 1994-95.

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Given the restructuring of TAFE Queensland and the formation of institutes, the TAFE EEO consultative structure will need to be clarified. As well as regional and State Office representation on DEEAC, the role of institutes in the process is yet to be determined. TAFE Queensland is in the process of developing a model for consultation.

EEO Committees and a Workplace Reform Network are establishing links to bring target group perspectives to bear on the enterprise bargaining process, and this will be monitored through the reporting process (see Objective 8, EEO Management Plan 1993-95).

2.4.2 Unions

Union consultation was maintained through continuity of DEEAC membership of SPSFQ nominees and the ACTU Queensland Branch representative. DEEAC undertook liaison with the DEVETIR Welfare Committee and a regular reporting process was established between these bodies. Union delegates from the DEVETIR Welfare Committee are available for consultation by EEO Committees on local priorities, and participate in steering groups and working parties on Departmental EEO initiatives. Two recent examples of union involvement are the Steering Committee which oversaw the Review of the Sexual Harassment Prevention Program, and the Steering Committee assisting the development of a proposal to establish Departmental EEO target group networks.

Through this consultation process, union delegates have continued to avail themselves of the opportunity for input to and critique of the EEO planning and implementation process in DEVETIR.

Union endorsement of the EEO Annual Report 1994 and EEO Management Plan 1993-95 has also been provided through this process.

2.4.3 Employees

Consultation on the development and implementation of the 1993-95 EEO Management Plan has been a continuous process as outlined. This has involved Committee members, who comprise DEVETIR employees from all levels, in input to and review of the Plan.

The operations of divisional and regional EEO Committees received increased emphasis in 1993-94 through specific strategies (1.4, 1.5, 1.6). DEEAC developed formal guidelines for consultation processes which have been judged most effective and adopted by all EEO Committees. The implementation of these guidelines will be monitored closely in 1994-95 (strategy 1.7).

The final round of consultation on the Plan also includes specialist units related to EEO groups within the Department as well as DEEAC, the DEVETIR Welfare

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Committee, Executive Directors and Regional Directors. It is intended that when Departmental EEO networks are established in 1994-95, these networks will be a source of direct consultation with representative EEO groups in the Department. DEEAC, management, unions, and Workplace Reform and EEO Committees will be able to consult directly with target groups, thereby ensuring participative and equitable decision-making processes. Similarly, EEO networks will include in their terms of reference the role of contributing to the appropriate induction of new target group employees.

Articles in the *Corporate Newsletter* regularly advise staff of employment equity developments, and solicit participation in and feedback on initiatives.

Strategies such as the Review of the Sexual Harassment Prevention Program involved at least 1500 staff in consultations. Information on the EEO Network project reached individual members of staff (approximately 8,000) and approximately 300 are involved in the developmental phase.

The Corporate Induction process addresses EEO/anti-discrimination and sexual harassment issues and divisions have been encouraged to complement this with localised information. This approach will be monitored in 1994-95.

2.5 Employment Profile

The Departmental data provided in this report were obtained from the Human Resource Management System (HRMS) and incorporate data from the 1991 Public Sector Census. Census data on casual staff in the Department will be collected as a separate exercise when REDIPAYS is operating in 1995.

The four Rural Training Schools provided data on their staff as each school has possession of its own records. Their data are by gender only at this time.

All Divisions are being provided with complete divisional breakdowns by target groups. Further detailed ABS data on regional demographic profiles are also being provided.

Table 2.5A provides a comparison of estimated EEO target group percentages for Queensland and DEVETIR. It will be noted that comparable measures for people with a disability are not currently available.

Table 2.5B provides a dual time file on EEO target groups for July 1993 and 30 June 1994.

For target group staff changes in 1993-94, Table DT (Dual Time) shows that 60% of appointments in 1993-94 were women compared with the existing 46.6% total of female staff. While the `nil response' rate for the other 3 target groups was high at around 50%, it can be noted that at least 2.2% of appointments were

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Aboriginal and Torres Strait Islander people compared with their 1.7% representation of total staff. Of classification changes, which are usually - but not always - for promotional purposes, 60.5% were effected by women.

2.5.1 Women

Overall, there were qualified positive results for women in DEVETIR in 1993-94. Both the number and percentage of women in the Department increased over the year. More importantly, the number and percentage of women at management and senior levels (SES - AO4) increased significantly. Female representation at these levels increased from 26.5% to 28.7%. The number of women at these levels increased by 66 to 481, an increase of 15.9% (in the number of women), exceeding the target of 10% growth (strategy 7.1).

The results are qualified, however, because almost all of this growth (64 out of 66) was in Administrative positions. Female employment in Technical and Professional streams did increase at junior levels but, to date, has failed to flow through to senior levels.

The following comments on movement in 1993-94 in regard to gender apply to data tables as indicated:

1. Staff Profile by Gender

   The percentage of women in the Department increased from 45% to 46.6% overall, with increased percentages in all divisions except the Division of Labour Market Reform where the percentage is nevertheless higher than it was in 1991.

   The total number of DEVETIR staff across all Divisions increased by 313 over the year. Eighty-six percent of net new staff were female.

2. Occupational Stream by Gender

   Women increased or maintained their percentage representation in all occupational streams except Teachers.

3. SES Staff by Gender

   The percentage of SES staff who are women increased from 10% to 15.4% over the year. The number of male SES officers fell from 45 to 33, while the number of females at that level increased by 1 to 6.

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4. Administrative Staff Level by Gender

The percentage of AO staff who are women increased from 60% to 62.2% over the year. In particular, the proportion of women at the AO3 to AO6 levels increased, though it must be noted that female representation at the AO7 level fell from 23% to 20%.

5. Operational Staff by Gender

Overall female representation in this group increased from 41% to 44% over the year, due solely to increased female employment in support staff positions. Both the numbers and percentages of women in OO positions fell, or remained unchanged, over the year.

6. Technical Staff Level by Gender

Overall, the percentage of technical staff who are women increased from 32% to 35.9% over the year. The number of women employed as TOs rose from 56 to 65 in 1994, an increase of 16% in the number of women. The number of women at the TO2 level increased by 10, while 11 men were upgraded from TO3 to TO4. The increased number and proportion of female TOs are welcomed, and these women should be encouraged to advance to the more senior levels.

7. Professional Staff Level by Gender

Females as a percentage of professional staff increased from 51% to 54% over the year, with growth in numerical terms being concentrated at the PO2 level.

8. Teachers Staff Level by Gender

Females as a percentage of teaching staff fell from 35% to 34% over the year. Though the number of women increased, this was outweighed by a proportionally greater increase in the number of men employed as teachers.

9. Educational Administrators Staff Level by Gender

The numbers of both female and male educational administrators fell slightly during the year, with women maintaining their proportional share of positions at 29%.

10. Tutoring Staff Level by Gender

The numbers of both male and female tutors increased slightly over the year, with women maintaining their proportional share of positions at 53%.

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11. Salary Levels by Gender

1993 and 1994 data are not comparable as 1993 data is for all staff. However, the same overall pattern remains, with women dominating the lower-paid positions and men dominating the higher-paid positions. This is consistent with the fact that female staff members are generally younger and in less senior positions compared with men in the Department.

12. Employment Status by Gender

Employment status data show that women represent only 39.8% of permanent full-time staff, a marginal increase over last year's figure, while continuing to form the bulk of temporary and/or part-time staff. At the State level overall, women represent 41.5% of the workforce.

Permanent part-time staff levels in DEVETIR fell from 6.5% to 5.6% in 1993-94, and of these, 89.6% are women. Wider application of permanent part-time work under Work and Family policy guidelines is likely to benefit women particularly.

13. Age by Gender

Female representation has increased slightly in the mid and mature age groups, while male representation has increased in the under 20 age group thus, to a limited extent, partially equalising the age structure within the Department.

2.5.2 Aboriginal and Torres Strait Islander People

This target group is significantly under-represented at higher levels. There are no Aboriginal and Torres Strait Islander people at SES or AO6-8 levels. There are no indigenous Principal Teachers, and only 0.9% of teachers and 1.6% of Tutors are indigenous.

According to PSMC EEO region definition, Aboriginal and Torres Strait Islander people are considerably under-represented in the Department in Cairns and Mt Isa areas in proportion to their presence in the overall population.

2.5.3 People from a Non-English Speaking Background

At higher levels in the Department, people of NESB1 (1st generation) are represented in a lower percentage than in the population overall. Thirty-one percent of people of NESB1 are Support Staff in DEVETIR.

NESB2 (2nd generation) category does not appear to be a barrier, as people of NESB2 are represented in the same ratio as in the general population. The only classification where NESB2 representation is lower than the general population is EAL.

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According to PSMC EEO region definition, people of NESB1 are under-represented in the Department in all regions, but particularly in the Cairns region compared with their presence in the population overall.

2.5.4 People with a Disability

Departmental figures for this target group are **not comparable** to State figures in their present form. These data and a comparison will be available at a later date. However, for general information purposes, it is noted that the Australian Bureau of Statistics reports that in 1993, 184,200 people aged 15 to 64 years with a disability were participating in the labour force in Queensland and this represents some 12% of the labour force. At 53.4 per cent, their participation rate was well below that of people with no disability, 76.9 per cent.

People who identified as having a disability make up 10.4% of the Departmental workforce and are represented at all levels, with lower representation proportionally in the Tutor category.

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Inclusions and Exclusions

All statistics in the following tables exclude 44 persons (impaired vision workers, pensioners and sheltered workshop workers) attached to the Yeronga College of TAFE, Queensland Blind Industrial Centre, whose duties are uniquely attached to that unit.

- Table 02A - Occupational by Target Groups excludes casual staff
- Table 03A - SES Staff Level by Target Groups excludes Industrial Commissioners
- Table 11A - Salary Levels by Target Groups includes full time employees only
- Rural Training Schools data are by gender only
- Casual Staff data are by gender only

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Explanation of Terms used in Tables.

ESB	English Speaking Background
NESB1	Non English Speaking Background - 1st Generation
NESB2	Non English Speaking Background - 2nd Generation
A/TSI	Aboriginal/Torres Strait Islander
PWD	Person With Disability
>5	Used where target group numbers are less than 5, to avoid inadvertent disclosure of individuals.

TABLE 2.5A Comparison of Estimated Target Group Percentages for Queensland and DEVETIR

Region	DEVETIR Women	Workforce Women	QLD Women	DEVETIR NESB1	QLD NESB1	DEVETIR NESB2	QLD NESB2	DEVETIR A/TSI	QLD A/TSI	DEVETIR PWD	QLD PWD*
Brisbane	47.4	42.9	50.9	4.4	9.0	6.3	6.4	1.3	1.0	10.9	
SE	49.3	42.6	49.3	3.8	6.9	4.1	4.8	0.6	0.5	6.7	
Toowoomb	42.1	39.9	49.9	1.4	2.8	4.0	3.2	1.6	2.5	10.3	
Bundaberg	41.3	38.7	49.8	1.5	3.6	3.8	4.2	0.9	1.7	10.4	
Rockhampt	46.8	37.7	48.4	1.3	2.6	4.3	3.0	3.0	3.3	13.2	
Mackay	49.0	37.5	48.6	2.4	4.0	5.5	5.5	0.8	2.4	7.9	
Townsville	43.7	39.7	48.8	2.4	5.7	8.3	6.6	3.7	4.8	9.6	
Mt Isa	50.7	35.1	46.6	4.3	6.3	5.8	6.3	5.8	16.2	10.1	
Cairns	50.4	40.7	49.1	2.2	8.5	7.2	8.2	6.5	11.3	11.3	
Totals (State &											
DEVETIR	46.9	41.5	50.0	3.6	7.0	5.8	5.7	1.7	2.4	10.4	

Population data from 1991 ABS Census of Population and Housing, extracted by Queensland Government Statisticians Office to PSMC EEO region definition.
DEVETIR data from EEO Annual Report 1994.
*Comparable measures for people with a disability are not currently available.

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TABLE 2.5B DEVETIR Dual Time File on EEO Target Groups: July 1993 - June 1994

Total Employees: 7926
Number who have EEO records: 7244
Gross response rate: 91.4%
Current response rate: 85.9%

As at	SEX		LANGUAGE BACKGROUND				ATSI			PWD		
	FEM	MALE	ESB1	NESB1	NESB2	N/R	YES	NO	N/R	YES	NO	N/R
07/93	3558	4368	6473	296	475	682	152	7092	682	904	6340	682
%	44.9	55.1	81.7	3.7	6.0	8.6	1.9	89.5	8.6	11.4	80.0	8.6
06/94*	3933	4498	6470	295	480	1186	142	7103	1186	858	6386	1187
%	46.6	53.4	76.7	3.5	5.7	14.1	1.7	84.2	14.1	10.2	75.7	14.1

*includes Rural Training Schools data by sex only

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15B

Precise Base Date : 01/07/94 DIVISION: *All Divisions*

DEVETIR – Staff Profile by Target Groups

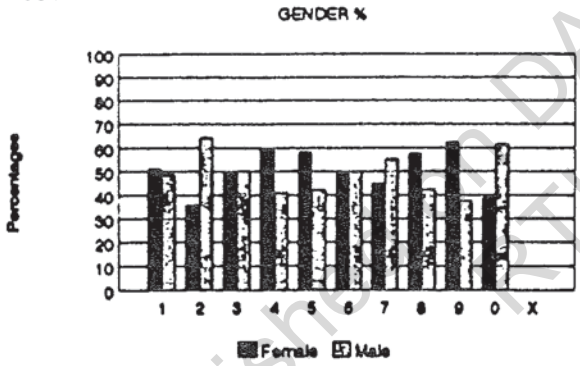
TABLE 01A

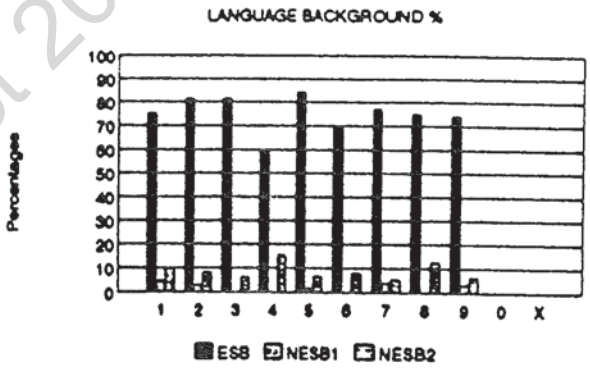
LEVEL #	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Corporate Services	198	188	290	17	37		<5	351		34	318	
2 Workplace Health & Safety	96	174	220	8	22		<5	251		43	212	
3 Labour Market Reform	96	98	158	<5	12		6	171		16	161	
4 Industrial Relations	23	16	23	<5	6		<5	29		<5	28	
5 Workers' Compensation	355	258	516	9	40		12	560		73	499	
6 Office of VETEC	32	32	44	<5	5		<5	52		<5	50	
7 TAFE Queensland	2784	3437	4793	247	329		91	5352		643	4800	
8 BCI(PLSL) Board	23	17	30	<5	5		<5	35		5	31	
9 Employment & Training Initiativ	243	146	288	12	24		25	302		40	287	
0 Rural Training Schools	83	132	<5	<5	<5		<5	<5		<5	<5	
X Other			<5	<5	<5		<5	<5		<5	<5	
Total	3933	4498	6362	295	480	1294	142	7103	1186	858	6386	1187

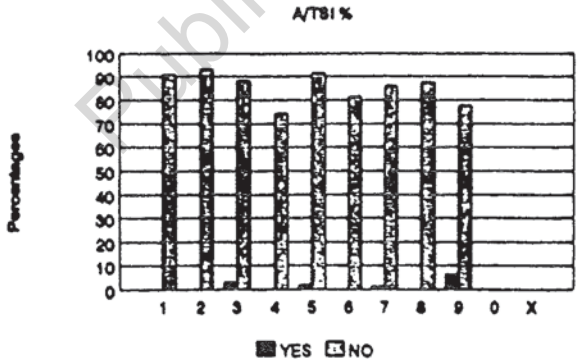
01B

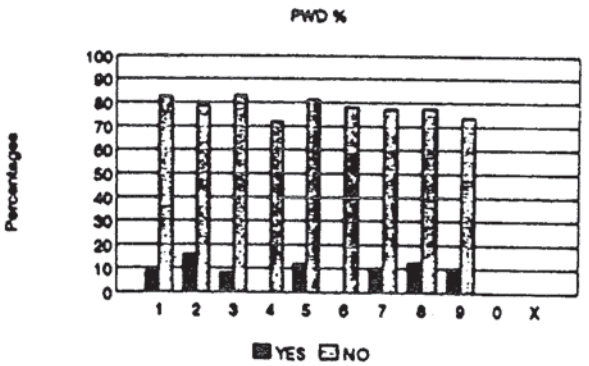
LEVEL %	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Corporate Services	51.3	48.7	75.1	4.4	9.6		<5	90.9		8.8	82.4	
2 Workplace Health & Safety	35.6	64.4	81.5	3.0	8.1		<5	93.0		15.9	78.5	
3 Labour Market Reform	49.5	50.5	81.4	<5	6.2		3.1	88.1		8.2	83.0	
4 Industrial Relations	59.0	41.0	59.0	<5	15.4		<5	74.4		<5	71.8	
5 Workers' Compensation	57.9	42.1	84.2	1.5	6.5		2.0	91.4		11.9	81.4	
6 Office of VETEC	50.0	50.0	68.8	<5	7.8		<5	81.3		<5	78.1	
7 TAFE Queensland	44.8	55.2	77.0	4.0	5.3		1.5	86.0		10.3	77.2	
8 BCI(PLSL) Board	57.5	42.5	75.0	<5	12.5		<5	87.5		12.5	77.5	
9 Employment & Training Initiativ	62.5	37.5	74.0	3.1	6.2		6.4	77.6		10.3	73.8	
0 Rural Training Schools	38.6	61.4	<5	<5	<5		<5	<5		<5	<5	
X Other			<5	<5	<5		<5	<5		<5	<5	
Total	46.6	53.4	75.5	3.5	5.7	15.3	1.7	84.2	14.1	10.2	75.7	14.1

01C









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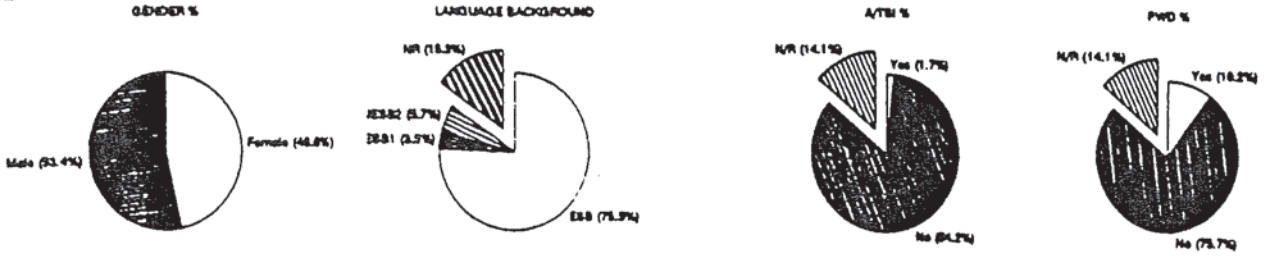

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RTI Act 2009

Releas

Precise Base Date : 01/07/94 **DIVISION:** *All Divisions*

DEVETIR– Occupational by Target Groups

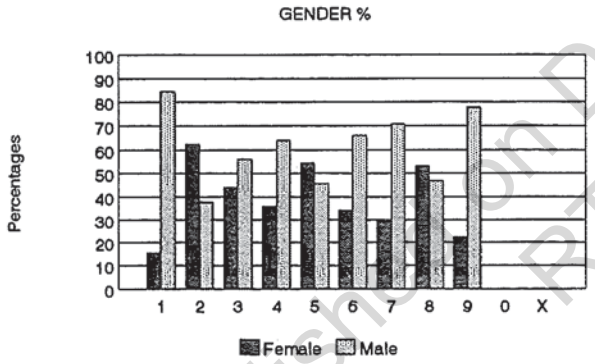
TABLE 02A

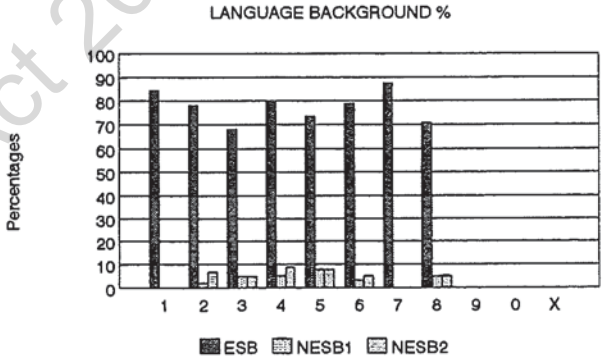
LEVEL #	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 SES	6	33	33	<5	<5		<5	37		<5	33	
2 Administrative	1583	958	1987	52	167		73	2168		232	2008	
3 Operational	924	1178	1430	99	100		31	1631		243	1419	
4 Technical	65	116	144	9	16		<5	168		32	140	
5 Professional	185	155	250	27	27		<5	308		36	273	
6 Teachers	937	1808	2168	87	143		26	2402		274	2154	
7 Educational Administrators	26	63	78	<5	<5		<5	82		6	77	
8 Tutors	204	180	272	18	20		6	306		31	281	
9 Z Codes	2	7	<5	<5	<5		<5	<5		<5	<5	
0 Other			<5	<5	<5		<5	<5		<5	<5	
X												
Total	**3932**	**4498**	**6362**	**295**	**479**	**1294**	**142**	**7102**	**1186**	**858**	**6385**	**1187**

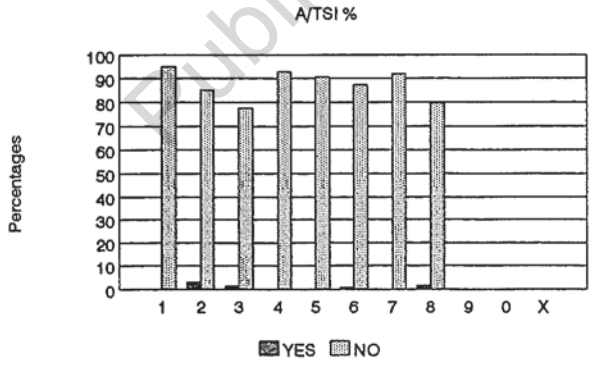
TABLE 02B

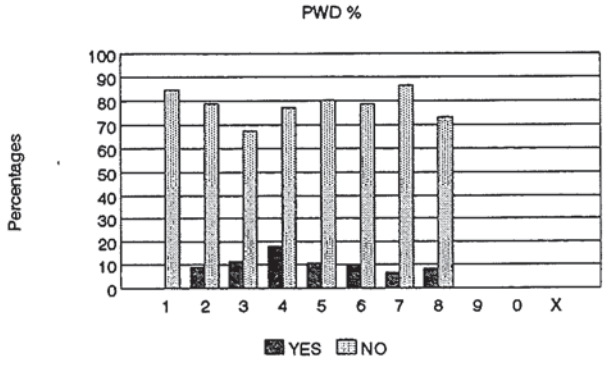
LEVEL %	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 SES	15.4	84.6	84.6	<5	<5		<5	94.9		<5	84.6	
2 Administrative	62.3	37.7	78.2	2.0	6.6		2.9	85.3		9.1	79.0	
3 Operational	44.0	56.0	68.0	4.7	4.8		1.5	77.6		11.6	67.5	
4 Technical	35.9	64.1	79.6	5.0	8.8		<5	92.8		17.7	77.3	
5 Professional	54.4	45.6	73.5	7.9	7.9		<5	90.6		10.6	80.3	
6 Teachers	34.1	65.9	79.0	3.2	5.2		0.9	87.5		10.0	78.5	
7 Educational Administrators	29.2	70.8	87.6	<5	<5		<5	92.1		6.7	86.5	
8 Tutors	53.1	46.9	70.8	4.7	5.2		1.6	79.7		8.1	73.2	
9 Z Codes	22.2	77.8	<5	<5	<5		<5	<5		<5	<5	
0 Other			<5	<5	<5		<5	<5		<5	<5	
X												
Total	**46.6**	**53.4**	**75.5**	**3.5**	**5.7**	**15.3**	**1.7**	**84.2**	**14.1**	**10.2**	**75.7**	**14.1**

02C

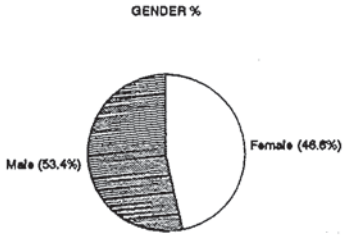


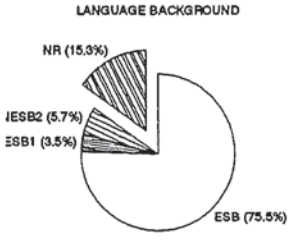


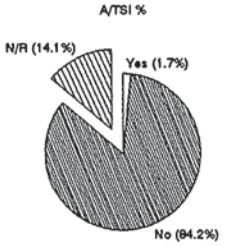


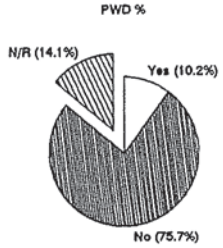


02D









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RTI Act 2009

Releas

Precise Base Date : 01/07/94 **DIVISION:** *All Divisions*

DEVETIR– SES Staff Level by Target Groups

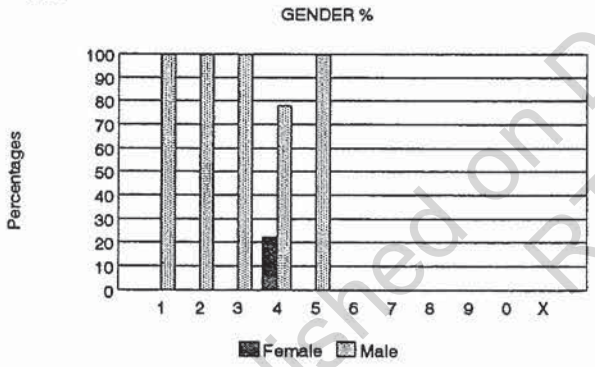
TABLE 03A

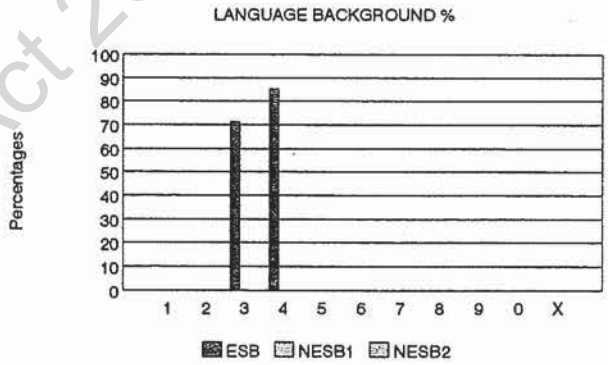
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 SES 4			1	<5	<5	<5		<5	<5		<5	<5	
2 SES 3			3	<5	<5	<5		<5	<5		<5	<5	
3 SES 2			7	5	<5	<5		<5	7		<5	7	
4 SES 1		6	21	23	<5	<5		<5	25		<5	22	
5 Band 3			1	<5	<5	<5		<5	<5		<5	<5	
6 Band 2				<5	<5	<5		<5	<5		<5	<5	
7													
8													
9													
0													
X													
Total		6	33	33	1	3	2	0	37	2	4	33	2

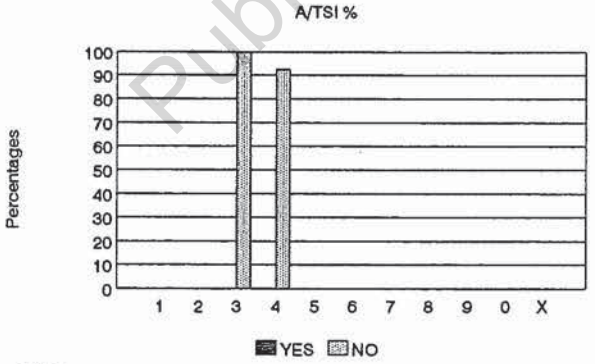
03B

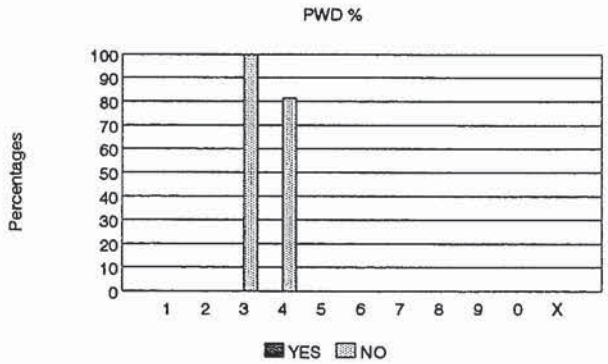
LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 SES 4			100.0	<5	<5	<5		<5	<5		<5	<5	
2 SES 3			100.0	<5	<5	<5		<5	<5		<5	<5	
3 SES 2			100.0	71.4	<5	<5		<5	100.0		<5	100.0	
4 SES 1		22.2	77.8	85.2	<5	<5		<5	92.6		<5	81.5	
5 Band 3			100.0	<5	<5	<5		<5	<5		<5	<5	
6 Band 2				<5	<5	<5		<5	<5		<5	<5	
7													
8													
9													
0													
X													
Total		15.4	84.6	84.6	2.6	7.7	5.1		94.9	5.1	10.3	84.6	5.1

03C









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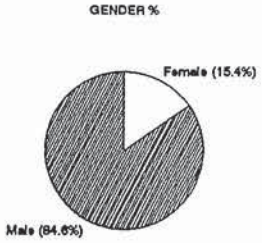

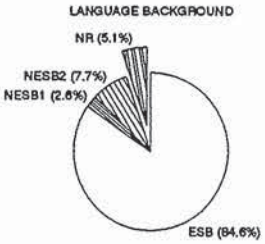

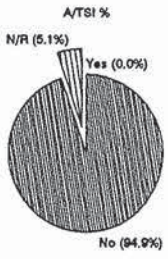

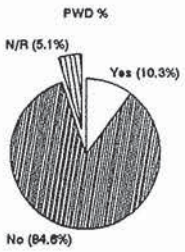

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RTI Act 2009

Releas

Precise Base Date : 01/07/94 **DIVISION:** *All Divisions*

DEVETIR– Administrative Staff Level by Target Groups

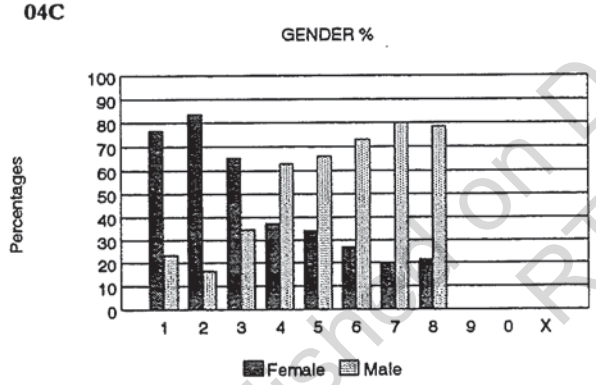
TABLE 04A

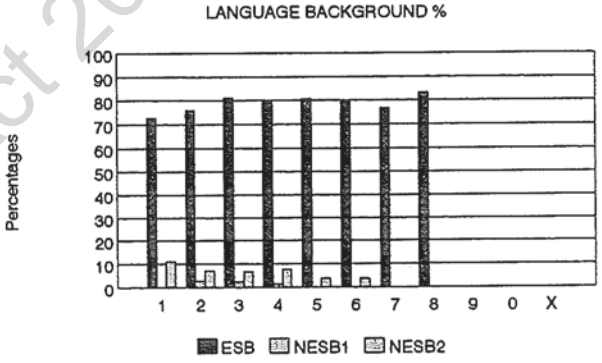
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PSAAO1		56	17	53	<5	8		5	57		7	55	
2 PSAAO2		926	182	842	29	76		37	922		114	845	
3 PSAAO3		312	164	387	11	32		17	418		35	399	
4 PSAAO4		153	258	326	5	31		12	359		38	333	
5 PSAAO5		72	139	171	<5	8		<5	184		21	165	
6 PSAAO6		43	117	127	<5	6		<5	138		12	126	
7 PSAAO7		12	48	46	<5	<5		<5	53		<5	50	
8 PSAAO8		9	33	35	<5	<5		<5	37		<5	35	
9													
0													
X													
Total		1583	958	1987	52	167	335	73	2168	300	232	2008	301

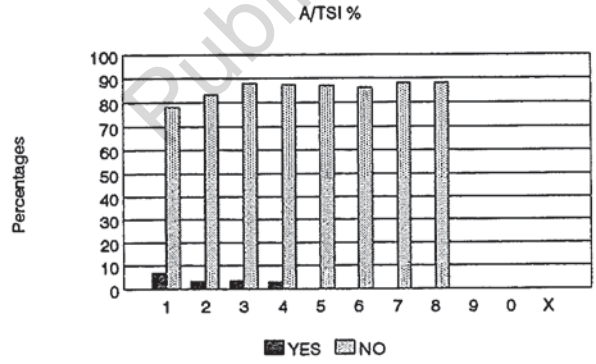
04B

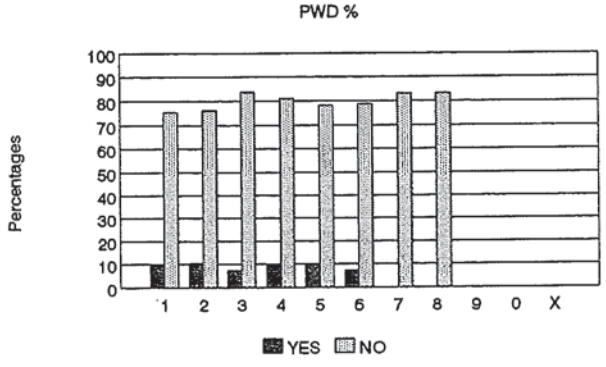
LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PSAAO1		76.7	23.3	72.6	<5	11.0		6.8	78.1		9.6	75.3	
2 PSAAO2		83.6	16.4	76.0	2.6	6.9		3.3	83.2		10.3	76.3	
3 PSAAO3		65.5	34.5	81.3	2.3	6.7		3.6	87.8		7.4	83.8	
4 PSAAO4		37.2	62.8	79.3	1.2	7.5		2.9	87.3		9.2	81.0	
5 PSAAO5		34.1	65.9	81.0	<5	3.8		<5	87.2		10.0	78.2	
6 PSAAO6		26.9	73.1	79.4	<5	3.8		<5	86.3		7.5	78.8	
7 PSAAO7		20.0	80.0	76.7	<5	<5		<5	88.3		<5	83.3	
8 PSAAO8		21.4	78.6	83.3	<5	<5		<5	88.1		<5	83.3	
9													
0													
X													
Total		62.3	37.7	78.2	2.0	6.6	13.2	2.9	85.3	11.8	9.1	79.0	11.8

04C









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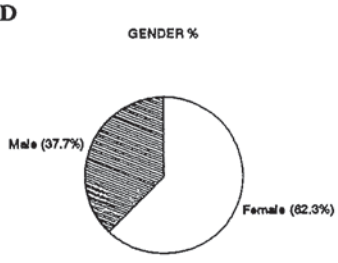
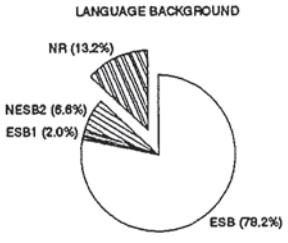
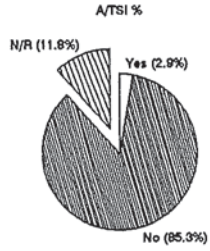
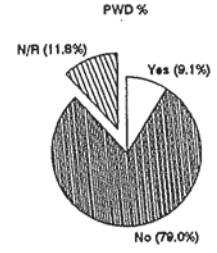








Publication on DAF Disclosure Log
RTI Act 2009

Release

Precise Base Date : 01/07/94

DIVISION: *All Divisions*

DEVETIR– Operational Staff level by Target Groups

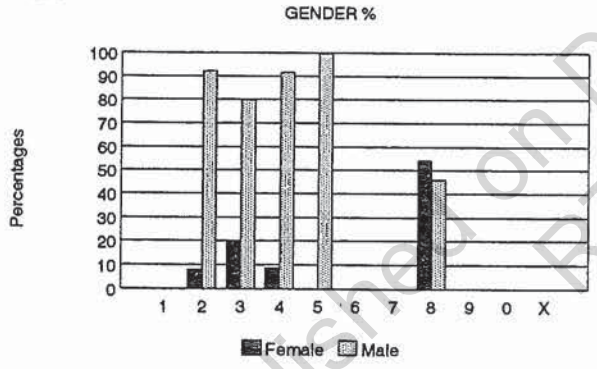
TABLE 05A

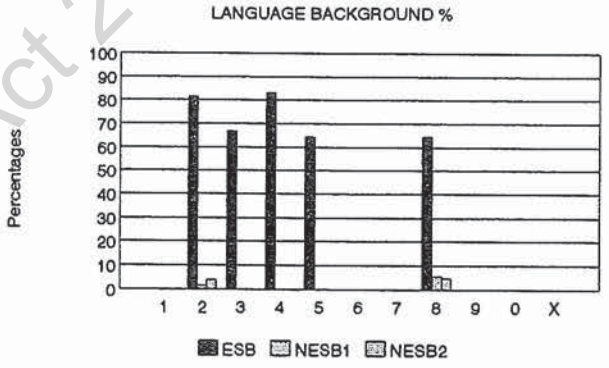
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PSAOO1				<5	<5	<5		<5	<5		<5	<5	
2 PSAOO2		30	355	314	6	15		9	330		78	261	
3 PSAOO3		3	12	10	<5	<5		<5	12		<5	11	
4 PSAOO4		4	43	39	<5	<5		<5	42		<5	39	
5 PSAOO5			14	9	<5	<5		<5	12		<5	12	
6 PSAOO6				<5	<5	<5		<5	<5		<5	<5	
7 PSAOO7				<5	<5	<5		<5	<5		<5	<5	
8 SUPPORT STAFF		887	754	1058	92	80		21	1235		160	1096	
9													
0													
X													
Total		**924**	**1178**	**1430**	**99**	**100**	**473**	**31**	**1631**	**440**	**243**	**1419**	**440**

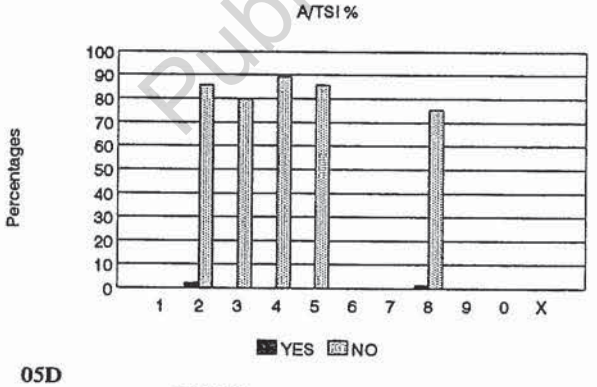
05B

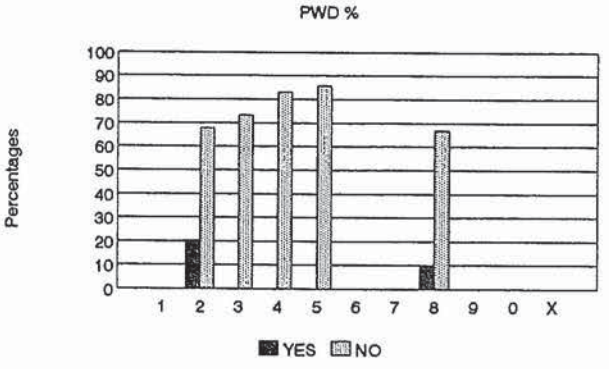
LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PSAOO1				<5	<5	<5		<5	<5		<5	<5	
2 PSAOO2		7.8	92.2	81.6	1.6	3.9		2.3	85.7		20.3	67.8	
3 PSAOO3		20.0	80.0	66.7	<5	<5		<5	80.0		<5	73.3	
4 PSAOO4		8.5	91.5	83.0	<5	<5		<5	89.4		<5	83.0	
5 PSAOO5			100.0	64.3	<5	<5		<5	85.7		<5	85.7	
6 PSAOO6				<5	<5	<5		<5	<5		<5	<5	
7 PSAOO7				<5	<5	<5		<5	<5		<5	<5	
8 SUPPORT STAFF		54.1	45.9	64.5	5.6	4.9		1.3	75.3		9.8	66.8	
9													
0													
X													
Total		**44.0**	**56.0**	**68.0**	**4.7**	**4.8**	**22.5**	**1.5**	**77.6**	**20.9**	**11.6**	**67.5**	**20.9**

05C

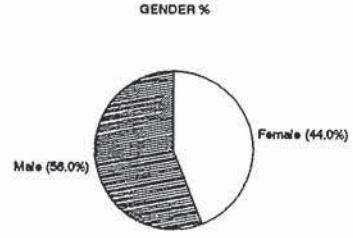


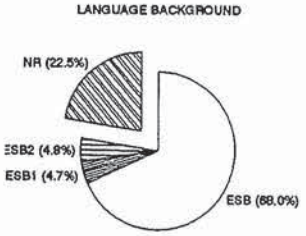


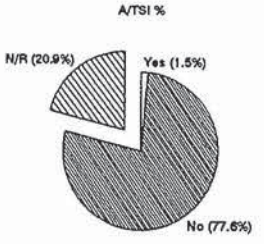


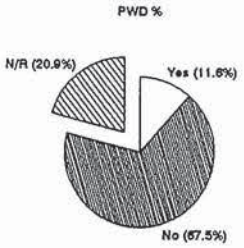


05D









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RTI Act 2009

Relea

Precise Base Date : 01/07/94 **DIVISION:** *All Divisions*

DEVETIR– Technical Staff Level by Target Groups

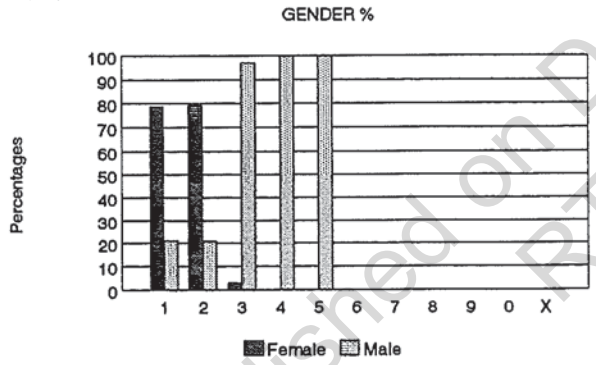
TABLE 06A

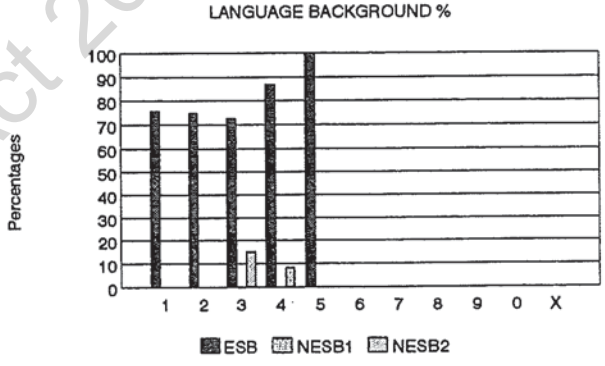
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PSATO1		26	7	25	<5	<5		<5	27		<5	29	
2 PSATO2		38	10	36	<5	<5		<5	44		8	36	
3 PSATO3		1	32	24	<5	5		<5	30		<5	29	
4 PSATO4			61	53	<5	5		<5	61		20	41	
5 PSATO5			6	6	<5	<5		<5	6		<5	5	
6 PSATO6				<5	<5	<5		<5	<5		<5	<5	
7 PSATO7				<5	<5	<5		<5	<5		<5	<5	
8													
9													
0													
X													
Total		**65**	**116**	**144**	**9**	**16**	**12**	**4**	**168**	**9**	**32**	**140**	**9**

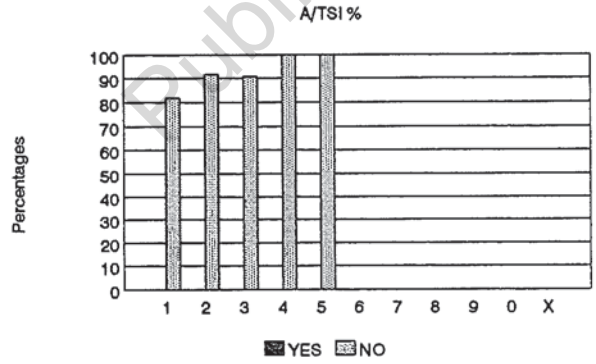
06B

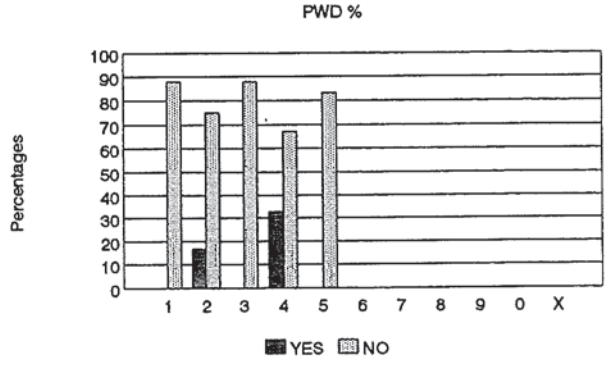
LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PSATO1		78.8	21.2	75.8	<5	<5		<5	81.8		<5	87.9	
2 PSATO2		79.2	20.8	75.0	<5	<5		<5	91.7		16.7	75.0	
3 PSATO3		3.0	97.0	72.7	<5	15.2		<5	90.9		<5	87.9	
4 PSATO4			100.0	86.9	<5	8.2		<5	100.0		32.8	67.2	
5 PSATO5			100.0	100.0	<5	<5		<5	100.0		<5	83.3	
6 PSATO6				<5	<5	<5		<5	<5		<5	<5	
7 PSATO7				<5	<5	<5		<5	<5		<5	<5	
8													
9													
0													
X													
Total		**35.9**	**64.1**	**79.6**	**5.0**	**8.8**	**6.6**	**2.2**	**92.8**	**5.0**	**17.7**	**77.3**	**5.0**

06C

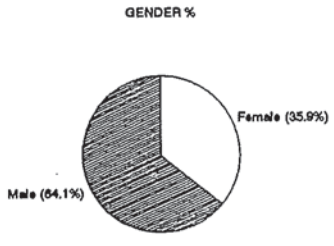


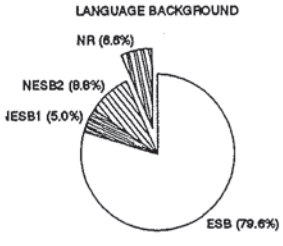


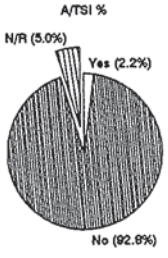


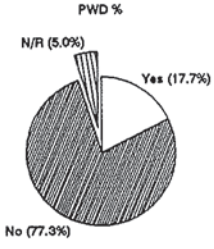


06D









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Precise Base Date : 01/07/94 **DIVISION:** *All Divisions*

DEVETIR– Professional Staff Level by Target Groups

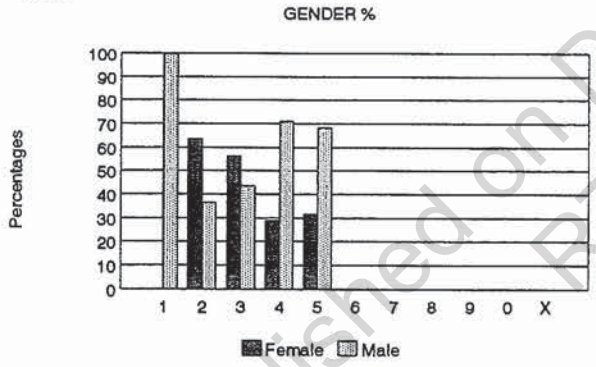
TABLE 07A

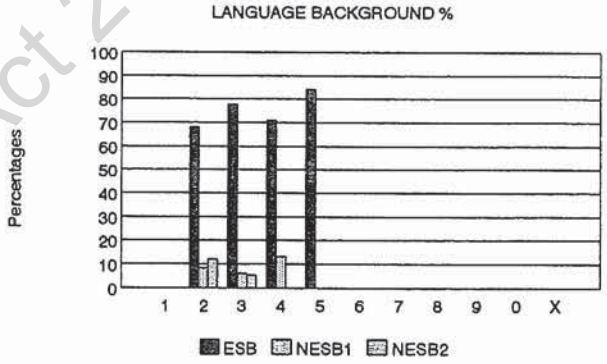
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PSAPO1			2	<5	<5	<5		<5	<5		<5	<5	
2 PSAPO2		84	48	90	11	16		<5	119		8	111	
3 PSAPO3		84	65	116	9	8		<5	133		19	115	
4 PSAPO4		11	27	27	5	<5		<5	37		<5	33	
5 PSAPO5		6	13	16	<5	<5		<5	18		5	13	
6 PSAPO6				<5	<5	<5		<5	<5		<5	<5	
7 PSAPO7				<5	<5	<5		<5	<5		<5	<5	
8													
9													
0													
X													
Total		**185**	**155**	**250**	**27**	**27**	**36**	**1**	**308**	**31**	**36**	**273**	**31**

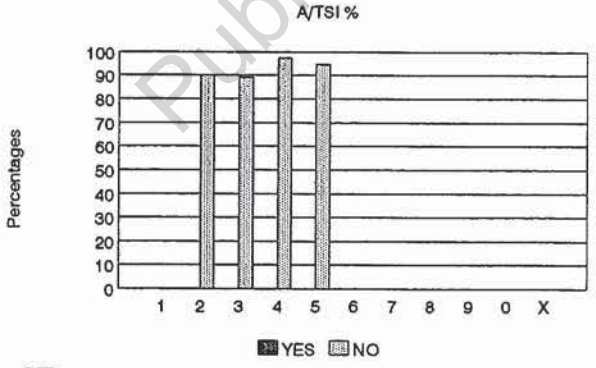
TABLE 07B

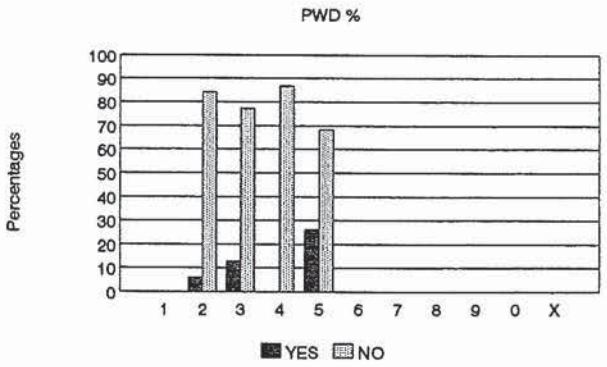
LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PSAPO1			100.0	<5	<5	<5		<5	<5		<5	<5	
2 PSAPO2		63.6	36.4	68.2	8.3	12.1		<5	90.2		6.1	84.1	
3 PSAPO3		56.4	43.6	77.9	6.0	5.4		<5	89.3		12.8	77.2	
4 PSAPO4		28.9	71.1	71.1	13.2	<5		<5	97.4		<5	86.8	
5 PSAPO5		31.6	68.4	84.2	<5	<5		<5	94.7		26.3	68.4	
6 PSAPO6				<5	<5	<5		<5	<5		<5	<5	
7 PSAPO7				<5	<5	<5		<5	<5		<5	<5	
8													
9													
0													
X													
Total		**54.4**	**45.6**	**73.5**	**7.9**	**7.9**	**10.6**	**0.3**	**90.6**	**9.1**	**10.6**	**80.3**	**9.1**

07C

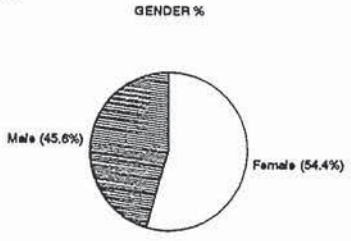


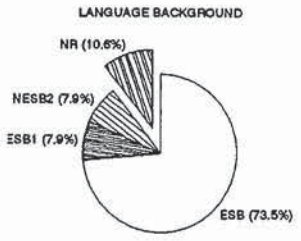


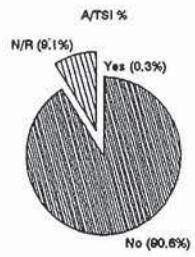


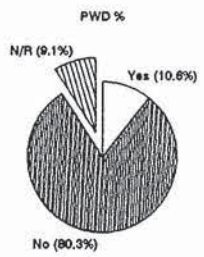


07D









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Precise Base Date : 01/07/94 **DIVISION:** *All Divisions*

DEVETIR– Teachers Staff Level by Target Groups

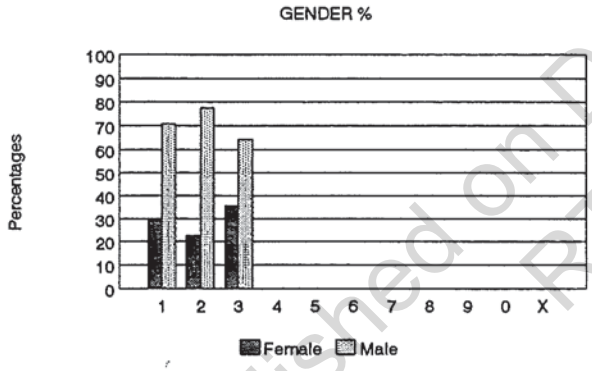
TABLE 08A

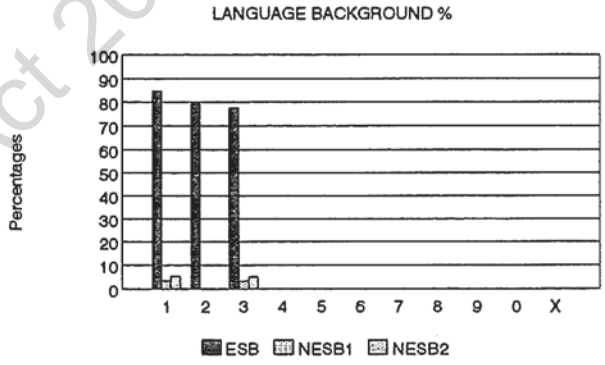
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PTCHR2		143	348	416	16	26		<5	463		55	408	
2 PTCHR1		13	45	46	<5	<5		<5	53		10	43	
3 TCHR		781	1415	1706	68	115		26	1886		209	1703	
4													
5													
6													
7													
8													
9													
0													
X													
Total		**937**	**1808**	**2168**	**87**	**143**	**347**	**26**	**2402**	**317**	**274**	**2154**	**317**

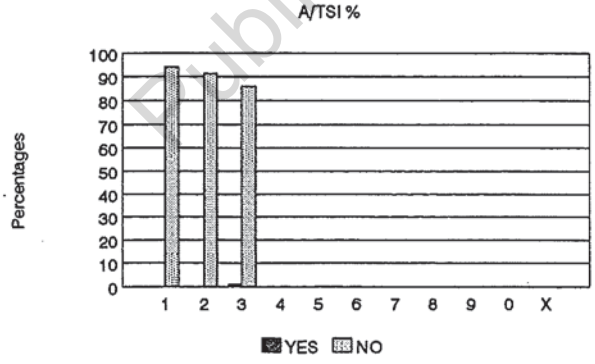
TABLE 08B

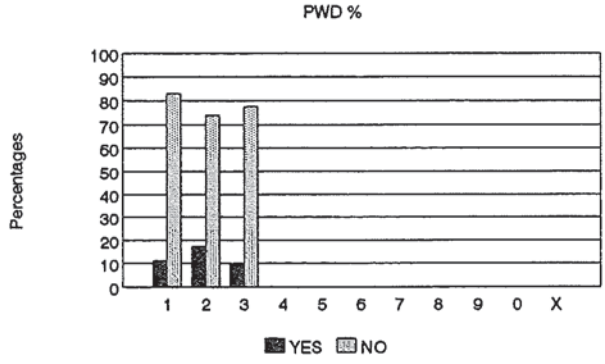
LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 PTCHR2		29.1	70.9	84.7	3.3	5.3		<5	94.3		11.2	83.1	
2 PTCHR1		22.4	77.6	79.3	<5	<5		<5	91.4		17.2	74.1	
3 TCHR		35.6	64.4	77.7	3.1	5.2		1.2	85.9		9.5	77.6	
4													
5													
6													
7													
8													
9													
0													
X													
Total		**34.1**	**65.9**	**79.0**	**3.2**	**5.2**	**12.6**	**0.9**	**87.5**	**11.5**	**10.0**	**78.5**	**11.5**

08C

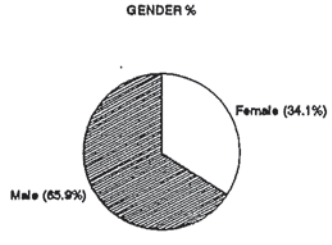


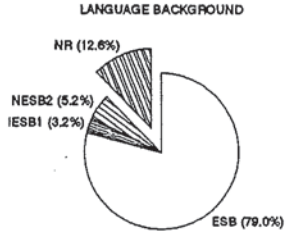


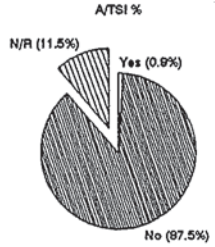


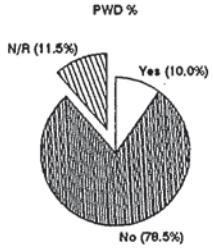


08D









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Relea

Precise Base Date : 01/07/94 **DIVISION:** *All Divisions*

DEVETIR– Educational Administrators Staff Level by Target Groups

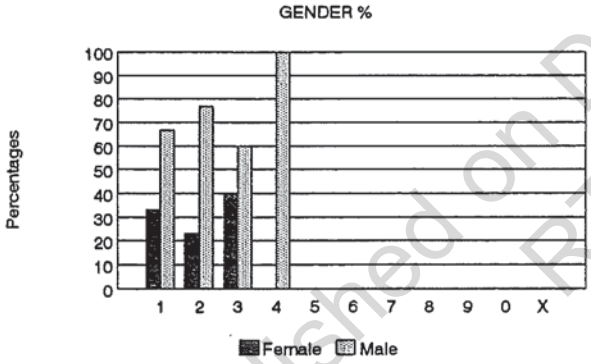
TABLE 09A

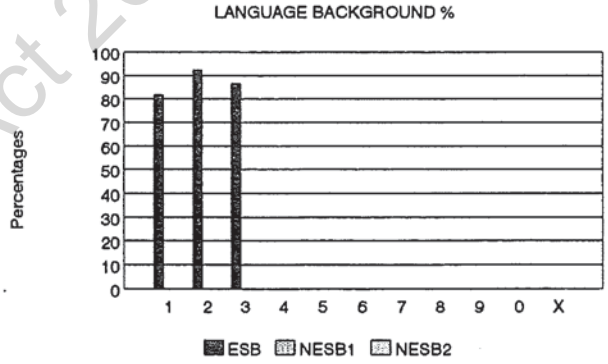
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 EAL1		11	22	27	<5	<5		<5	29		<5	28	
2 EAL2		9	30	36	<5	<5		<5	38		<5	34	
3 EAL3		6	9	13	<5	<5		<5	13		<5	14	
4 EAL4			2	<5	<5	<5		<5	<5		<5	<5	
5													
6													
7													
8													
9													
0													
X													
Total		26	63	78	2	3	6	1	82	6	6	77	6

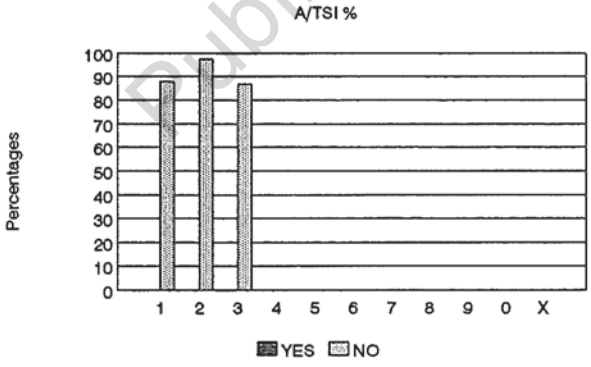
TABLE 09B

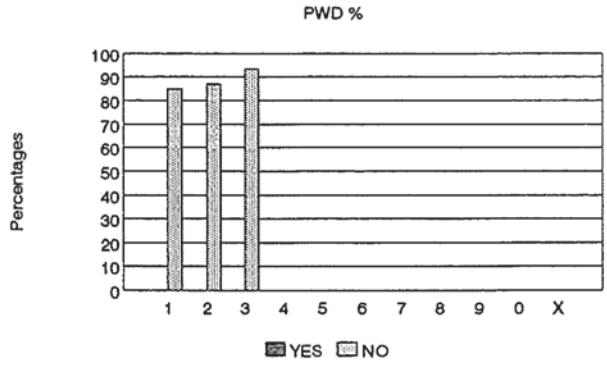
LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 EAL1		33.3	66.7	81.8	<5	<5		<5	87.9		<5	84.8	
2 EAL2		23.1	76.9	92.3	<5	<5		<5	97.4		<5	87.2	
3 EAL3		40.0	60.0	86.7	<5	<5		<5	86.7		<5	93.3	
4 EAL4			100.0	<5	<5	<5		<5	<5		<5	<5	
5													
6													
7													
8													
9													
0													
X													
Total		29.2	70.8	87.6	2.2	3.4	6.7	1.1	92.1	6.7	6.7	86.5	6.7

09C

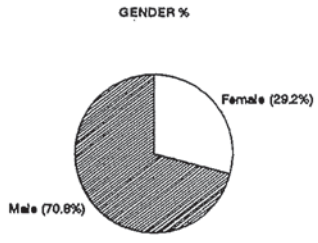


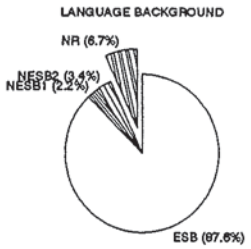


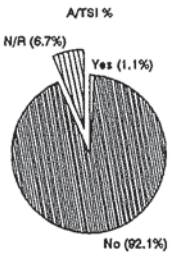


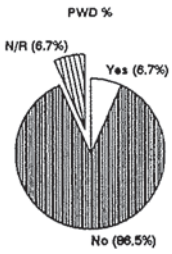


09D









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RTI Act 2009

Releas

Precise Base Date : 01/07/94 **DIVISION:** *All Divisions*

DEVETIR– Tutoring Staff Level by Target Groups

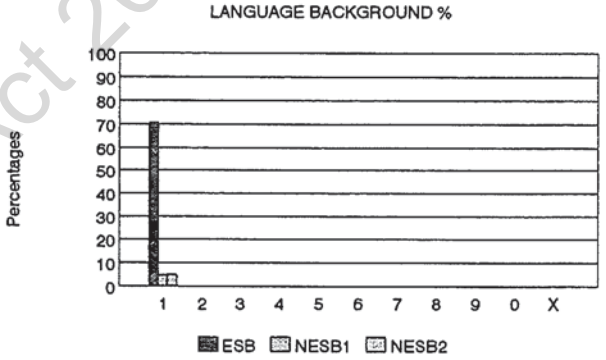
TABLE 10A

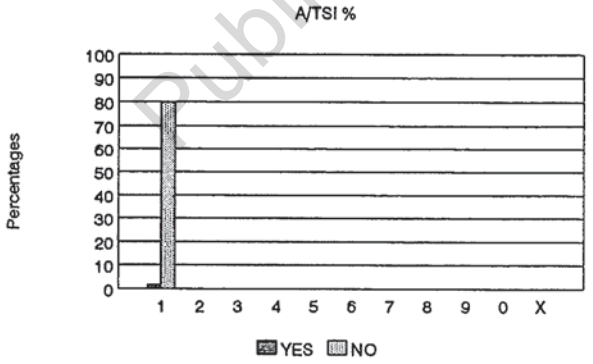
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 TUTOR		204	180	272	18	20		6	306		31	281	
2													
3													
4													
5													
6													
7													
8													
9													
0													
X													
Total		204	180	272	18	20	74	6	306	72	31	281	72

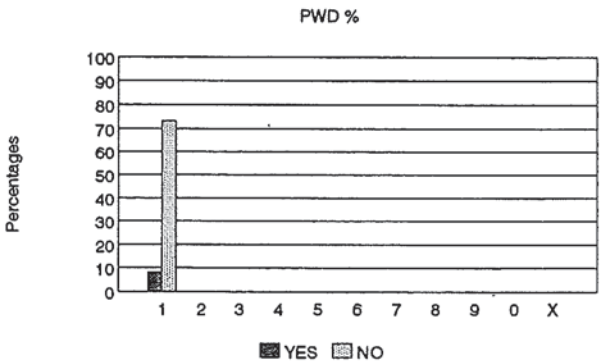
10B

LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 TUTOR		53.1	46.9	70.8	4.7	5.2		1.6	79.7		8.1	73.2	
2													
3													
4													
5													
6													
7													
8													
9													
0													
X													
Total		53.1	46.9	70.8	4.7	5.2	19.3	1.6	79.7	18.8	8.1	73.2	18.8

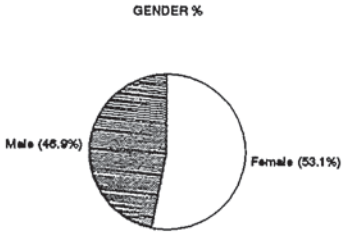
10C

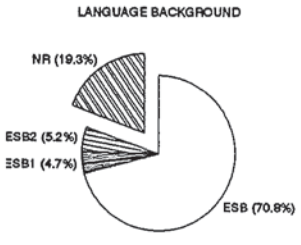


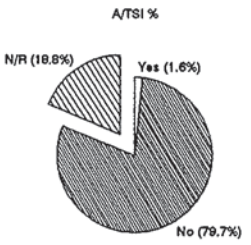


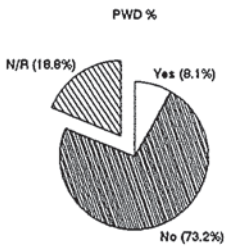


10D









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Releas

Precise Base Date : 01/07/94

DIVISION: *All Divisions*

DEVETIR– Salary Levels by Target Groups

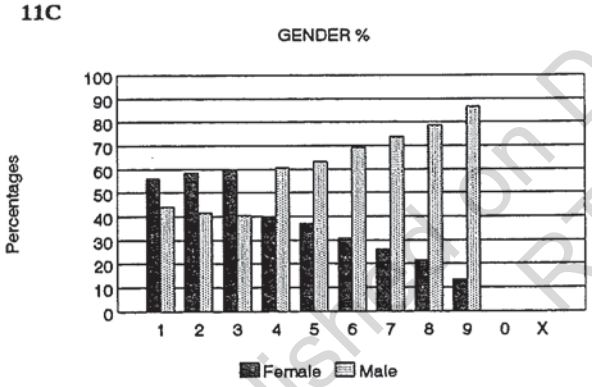
TABLE 11A

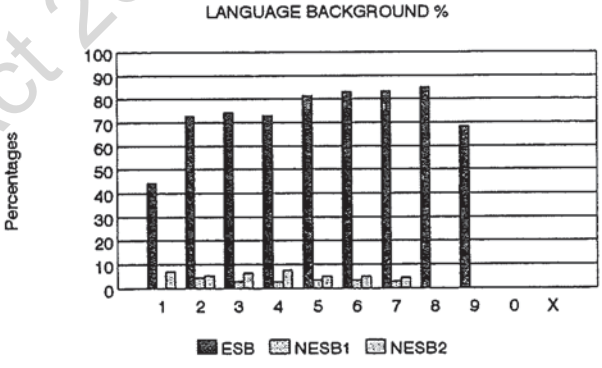
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 $ 00000–16582		159	125	126	<5	20		11	140		21	130	
2 $ 16583–25387		1879	1335	2340	141	175		67	2629		359	2337	
3 $ 25386–30438		517	354	648	24	55		24	716		59	680	
4 $ 30439–35615		393	606	729	26	75		22	820		80	762	
5 $ 35616–40905		391	670	865	35	53		11	956		106	861	
6 $ 40906–46306		529	1186	1423	58	88		6	1588		210	1384	
7 $ 46307–52025		47	133	150	5	8		<5	165		14	152	
8 $ 52026–56922		10	37	40	<5	<5		<5	42		<5	39	
9 $ 56923+		8	52	41	<5	<5		<5	47		6	41	
0													
X													
Total		**3933**	**4498**	**6362**	**295**	**480**	**1294**	**142**	**7103**	**1186**	**858**	**6386**	**1187**

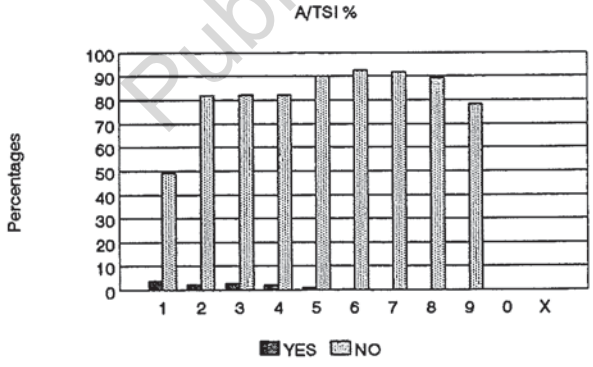
11B

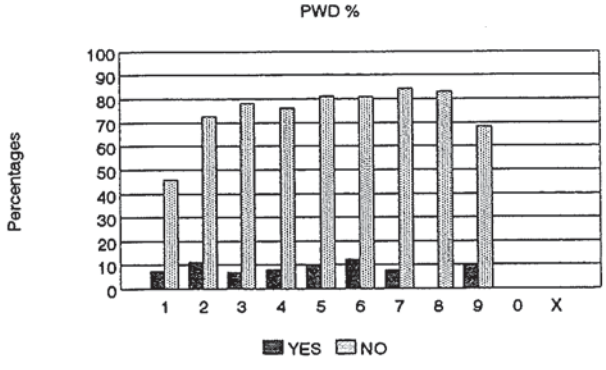
LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 $ 00000–16582		56.0	44.0	44.4	<5	7.0		3.9	49.3		7.4	45.8	
2 $ 16583–25387		58.5	41.5	72.8	4.4	5.4		2.1	81.8		11.2	72.7	
3 $ 25386–30438		59.4	40.6	74.4	2.8	6.3		2.8	82.2		6.8	78.1	
4 $ 30439–35615		39.3	60.7	73.0	2.6	7.5		2.2	82.1		8.0	76.3	
5 $ 35616–40905		36.9	63.1	81.5	3.3	5.0		1.0	90.1		10.0	81.1	
6 $ 40906–46306		30.8	69.2	83.0	3.4	5.1		0.3	92.6		12.2	80.7	
7 $ 46307–52025		26.1	73.9	83.3	2.8	4.4		<5	91.7		7.8	84.4	
8 $ 52026–56922		21.3	78.7	85.1	<5	<5		<5	89.4		<5	83.0	
9 $ 56923+		13.3	86.7	68.3	<5	<5		<5	78.3		10.0	68.3	
0													
X													
Total		**46.6**	**53.4**	**75.5**	**3.5**	**5.7**	**15.3**	**1.7**	**84.2**	**14.1**	**10.2**	**75.7**	**14.1**

11C

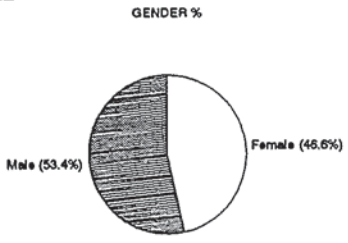


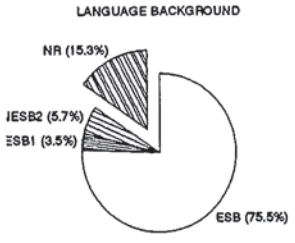


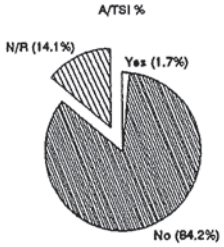


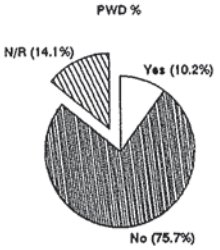


11D









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Precise Base Date : 01/07/94 **DIVISION:** *All Divisions*

DEVETIR– Employment Status by Target Groups

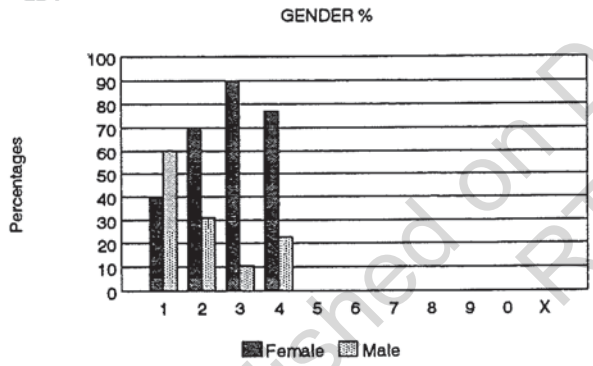
TABLE 12A

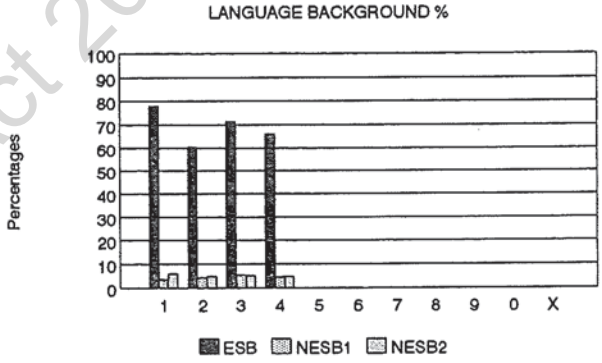
LEVEL #	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Permanent Full–Time (11)	2734	4128	5350	224	402		94	5979		741	5331	
2 Temporary Full–Time (31)	602	269	526	36	43		39	574		78	535	
3 Permanent Part–Time (12)	422	49	336	25	24		5	382		28	359	
4 Temporary Part–Time (32)	175	52	150	10	11		<5	168		11	161	
5 Casual part–Time (22)			<5	<5	<5		<5	<5		<5	<5	
6 Other			<5	<5	<5		<5	<5		<5	<5	
7												
8												
9												
0												
X												
Total	**3933**	**4498**	**6362**	**295**	**480**	**1294**	**142**	**7103**	**1186**	**858**	**6386**	**1187**

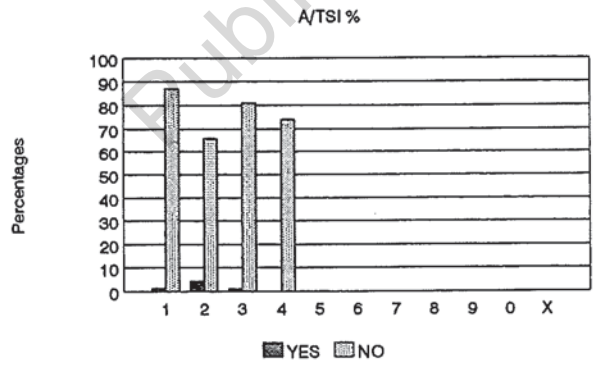
12B

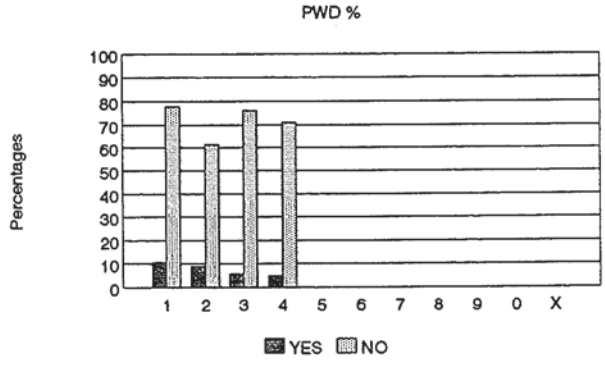
LEVEL %	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Permanent Full–Time (11)	39.8	60.2	78.0	3.3	5.9		1.4	87.1		10.8	77.7	
2 Temporary Full–Time (31)	69.1	30.9	60.4	4.1	4.9		4.5	65.9		9.0	61.4	
3 Permanent Part–Time (12)	89.6	10.4	71.3	5.3	5.1		1.1	81.1		5.9	76.2	
4 Temporary Part–Time (32)	77.1	22.9	66.1	4.4	4.8		<5	74.0		4.8	70.9	
5 Casual part–Time (22)			<5	<5	<5		<5	<5		<5	<5	
6 Other			<5	<5	<5		<5	<5		<5	<5	
7												
8												
9												
0												
X												
Total	**46.6**	**53.4**	**75.5**	**3.5**	**5.7**	**15.3**	**1.7**	**84.2**	**14.1**	**10.2**	**75.7**	**14.1**

12C

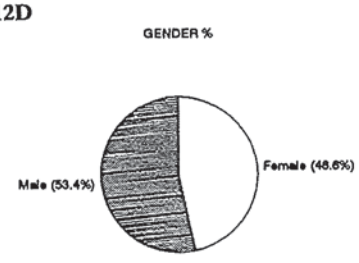


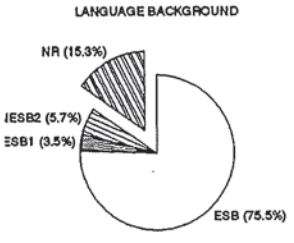


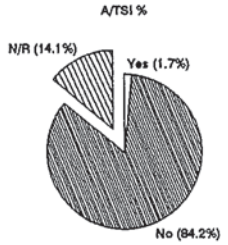


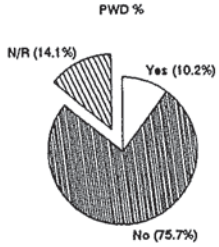


12D









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Release

Precise Base Date : 01/07/94

DIVISION: *All Divisions*

DEVETIR– Staff Age Groups by Target Groups

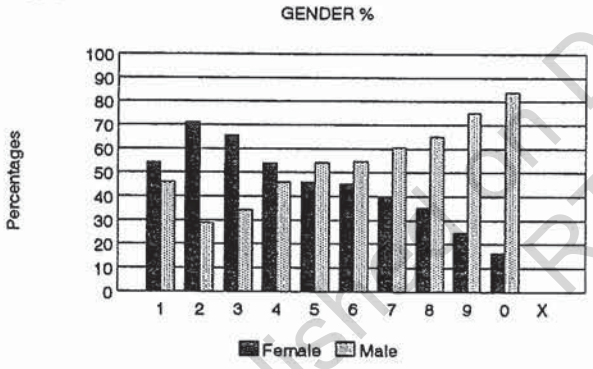
TABLE 13A

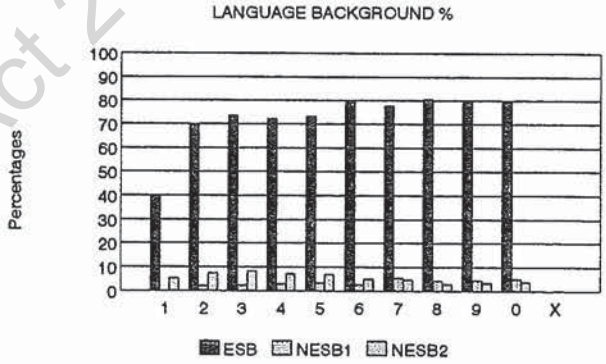
LEVEL	#	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1	0–19	92	78	68	<5	9		7	71		12	66	
2	20–24	500	202	490	14	52		26	539		48	516	
3	25–29	522	273	584	19	65		19	655		65	609	
4	30–34	508	434	681	28	69		28	758		76	710	
5	35–39	586	690	935	42	91		25	1062		84	1003	
6	40–44	688	830	1208	41	78		18	1323		155	1186	
7	45–49	575	877	1130	80	68		11	1288		165	1134	
8	50–54	305	567	705	37	24		5	776		125	656	
9	55–59	125	382	404	23	17		<5	451		92	362	
0	60–100	32	165	157	10	7		<5	180		36	144	
X	Other			<5	<5	<5		<5	<5		<5	<5	
Total		**3933**	**4498**	**6362**	**295**	**480**	**1294**	**142**	**7103**	**1186**	**858**	**6386**	**1187**

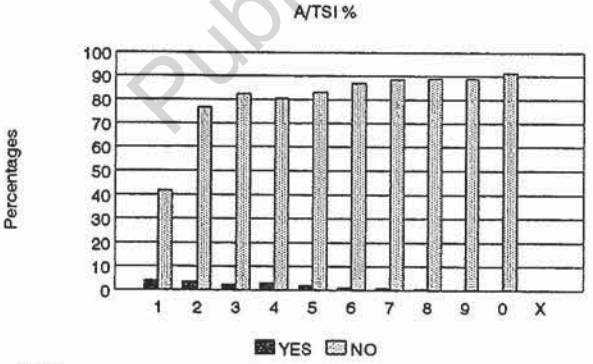
13B

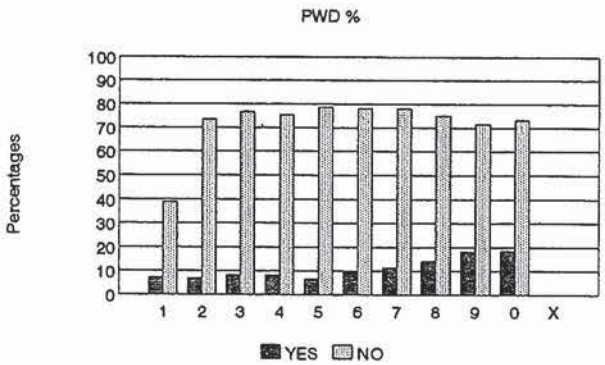
LEVEL	%	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1	0–19	54.1	45.9	40.0	<5	5.3		4.1	41.8		7.1	38.8	
2	20–24	71.2	28.8	69.8	2.0	7.4		3.7	76.8		6.8	73.5	
3	25–29	65.7	34.3	73.5	2.4	8.2		2.4	82.4		8.2	76.6	
4	30–34	53.9	46.1	72.3	3.0	7.3		3.0	80.5		8.1	75.4	
5	35–39	45.9	54.1	73.3	3.3	7.1		2.0	83.2		6.6	78.6	
6	40–44	45.3	54.7	79.6	2.7	5.1		1.2	87.2		10.2	78.1	
7	45–49	39.6	60.4	77.8	5.5	4.7		0.8	88.7		11.4	78.1	
8	50–54	35.0	65.0	80.8	4.2	2.8		0.6	89.0		14.3	75.2	
9	55–59	24.7	75.3	79.7	4.5	3.4		<5	89.0		18.1	71.4	
0	60–100	16.2	83.8	79.7	5.1	3.6		<5	91.4		18.3	73.1	
X	Other			<5	<5	<5		<5	<5		<5	<5	
Total		**46.6**	**53.4**	**75.5**	**3.5**	**5.7**	**15.3**	**1.7**	**84.2**	**14.1**	**10.2**	**75.7**	**14.1**

13C









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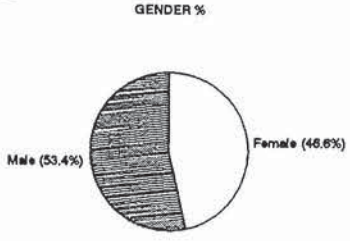

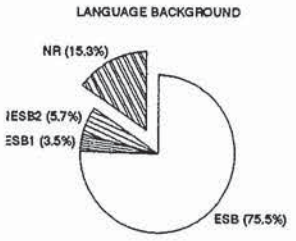

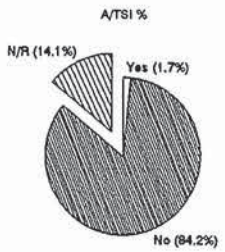

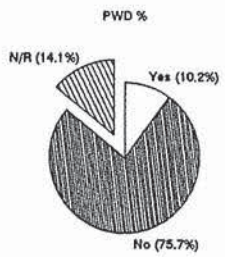

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Precise Base Date : 01/07/94

DIVISION: *All Divisions*

DEVETIR– Gender by Target Groups

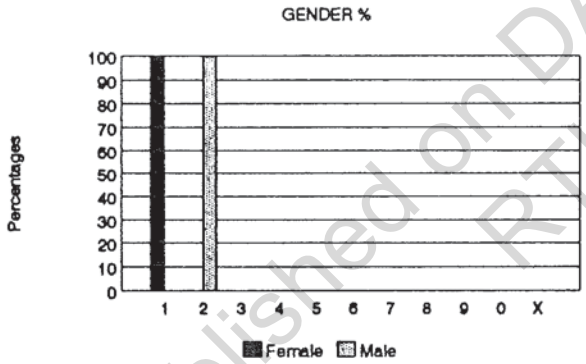
TABLE 14A

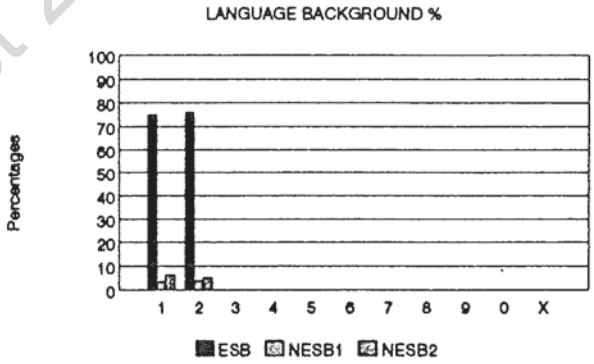
LEVEL #	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 FEMALE	3933		2942	129	245		77	3267		281	3062	
2 MALE		4498	3420	166	235		65	3836		577	3324	
3 UNACCOUNTED			<5	<5	<5		<5	<5		<5	<5	
4												
5												
6												
7												
8												
9												
0												
X												
Total	3933	4498	6362	295	480	1294	142	7103	1186	858	6386	1187

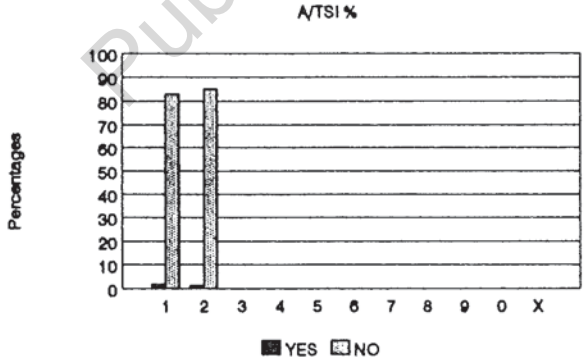
14B

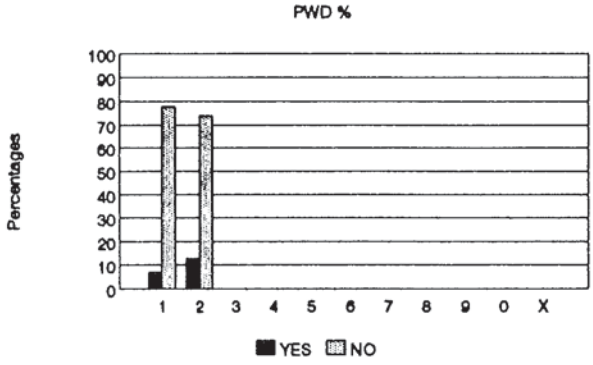
LEVEL %	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 FEMALE	100.0		74.8	3.3	6.2		2.0	83.1		7.1	77.9	
2 MALE		100.0	76.0	3.7	5.2		1.4	85.3		12.8	73.9	
3 UNACCOUNTED			<5	<5	<5		<5	<5		<5	<5	
4												
5												
6												
7												
8												
9												
0												
X												
Total	46.6	53.4	75.5	3.5	5.7	15.3	1.7	84.2	14.1	10.2	75.7	14.1

14C









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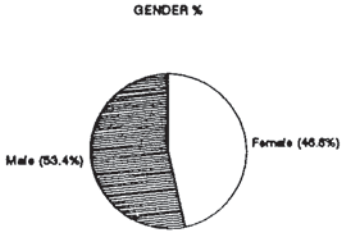

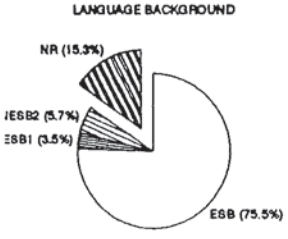

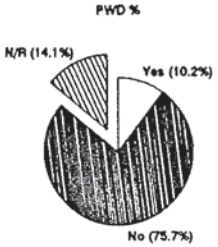

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Precise Base Date : 01/07/94

DIVISION: *All Divisions*

DEVETIR – Regions by Target Groups

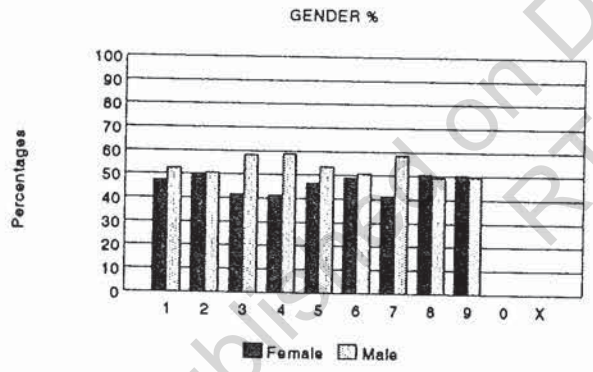
TABLE 15A

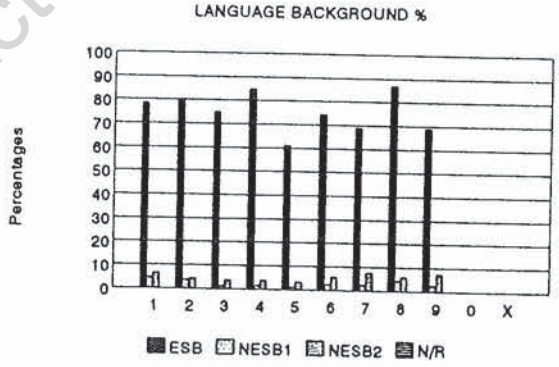
LEVEL #	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Brisbane	2383	2645	3946	223	317		67	4419		547	3938	
2 South East	326	335	528	25	27		<5	576		44	536	
3 Toowoomba	229	320	412	7	20		8	431		51	388	
4 Bundaberg	226	321	464	8	21		5	488		57	436	
5 Rockhampton	230	266	302	5	16		11	312		49	274	
6 Mackay	124	129	188	6	14		<5	206		20	188	
7 Townsville	171	242	284	9	31		14	310		36	288	
8 Mt Isa	35	34	60	<5	<5		<5	63		7	60	
9 Cairns	209	206	286	9	30		27	298		47	278	
0												
X												
Total	**3933**	**4498**	**6470**	**295**	**480**	**1186**	**142**	**7103**	**1186**	**858**	**6386**	**1187**

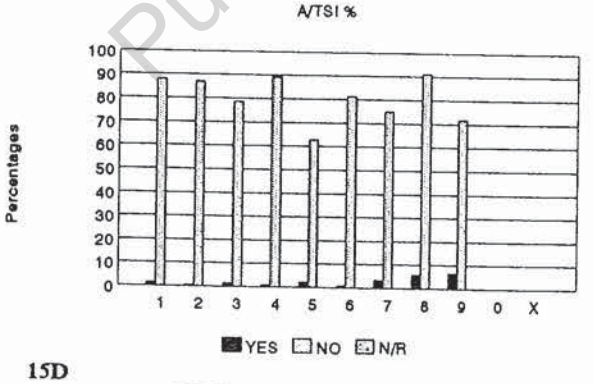
15B

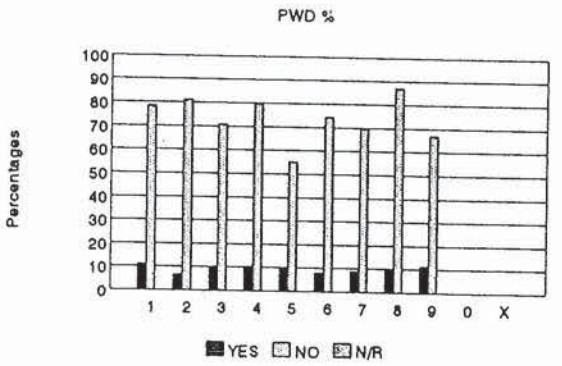
LEVEL %	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Brisbane	47.4	52.6	78.5	4.4	6.3		1.3	87.9		10.9	78.3	
2 South East	49.3	50.7	79.9	3.8	4.1		0.6	87.1		6.7	81.1	
3 Toowoomba	41.7	58.3	75.0	1.3	3.6		1.5	78.5		9.3	70.7	
4 Bundaberg	41.3	58.7	84.8	1.5	3.8		0.9	89.2		10.4	79.7	
5 Rockhampton	46.4	53.6	60.9	1.0	3.2		2.2	62.9		9.9	55.2	
6 Mackay	49.0	51.0	74.3	2.4	5.5		0.8	81.4		7.9	74.3	
7 Townsville	41.4	58.6	68.8	2.2	7.5		3.4	75.1		8.7	69.7	
8 Mt Isa	50.7	49.3	87.0	4.3	5.8		5.8	91.3		10.1	87.0	
9 Cairns	50.4	49.6	68.9	2.2	7.2		6.5	71.8		11.3	67.0	
0												
X												
Total	**46.6**	**53.4**	**76.7**	**3.5**	**5.7**	**14.1**	**1.7**	**84.2**	**14.1**	**10.2**	**75.7**	**14.1**

15C









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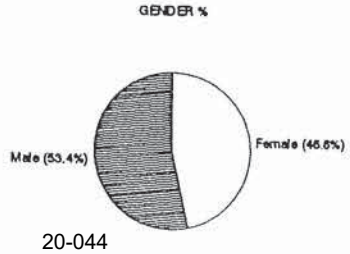

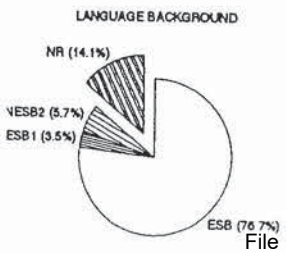

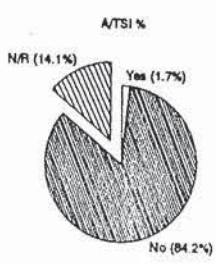

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Precise Base Date : 01/07/94

DIVISION: *All Divisions*

DEVETIR – Casual Staff Breakdown

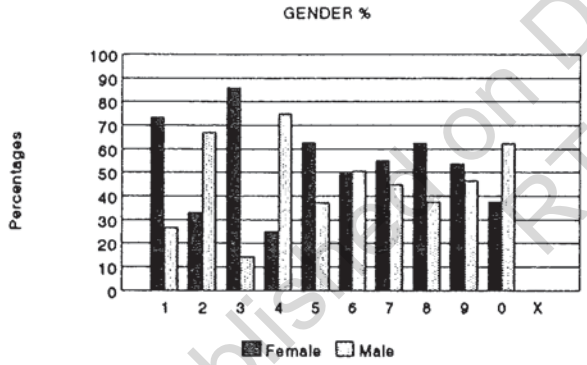
TABLE 16A

LEVEL #	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Corporate Services	33	12										
2 Workplace Health & Safety	36	73										
3 Labour Market Reform	24	4										
4 Industrial Relations	2	6										
5 Workers' Compensation	307	183										
6 Office of VETEC	37	38										
7 TAFE QLD	7411	6069										
8 BCI(PLSL) Board	20	12										
9 Employment & Training Initiative	76	66										
0 Rural Training Schools	3	5										
X												
Total	**7949**	**6468**	**0**	**0**	**0**	**14417**	**0**	**0**	**14417**	**0**	**0**	**14417**

16B

LEVEL %	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Corporate Services	73.3	26.7				100.0			100.0			100.0
2 Employment & Training Initiative	33.0	67.0				100.0			100.0			100.0
3 Labour Market Reform	85.7	14.3				100.0			100.0			100.0
4 Industrial Relations	25.0	75.0				100.0			100.0			100.0
5 Workers' Compensation	62.7	37.3				100.0			100.0			100.0
6 Office of VETEC	49.3	50.7				100.0			100.0			100.0
7 TAFE QLD	55.0	45.0				100.0			100.0			100.0
8 BCI(PLSL) Board	62.5	37.5				100.0			100.0			100.0
9 Employment & Training Initiative	53.5	46.5				100.0			100.0			100.0
0 Rural Training Schools	37.5	62.5				100.0			100.0			100.0
X												
Total	**55.1**	**44.9**				**100.0**			**100.0**			**100.0**

16C



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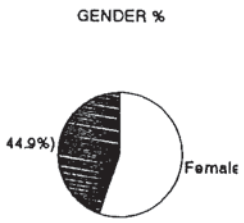

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Precise Base Date : 01/07/94

DIVISION: *All Divisions*

DEVETIR– Target Group Staff Changes excludes Rural Training Schools (Period = 1 year)

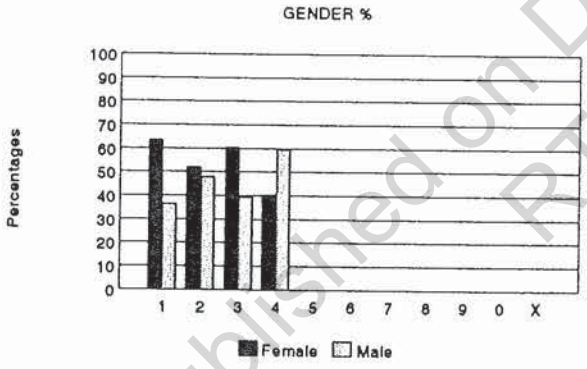
TABLE **DT**

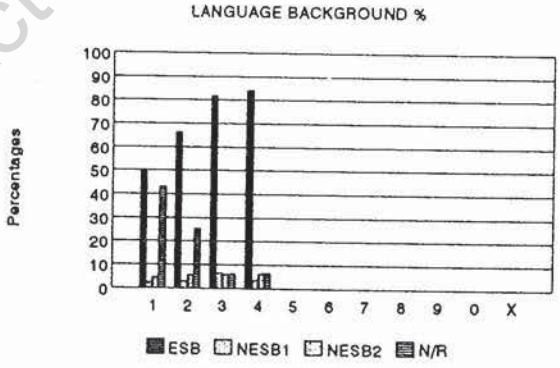
LEVEL #	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Appointments	780	446	616	27	57	526	32	668	526	68	631	527
2 Separations	488	448	619	28	52	237	42	657	237	114	585	237
3 Classification Change	761	496	1027	79	74	77	24	1156	77	144	1036	77
4 Balance	2309	3424	4827	189	349	368	86	5279	368	646	4719	368
5												
6												
7												
8												
9												
0												
X												
Total	3850	4366	6470	295	480	971	142	7103	971	858	6386	972

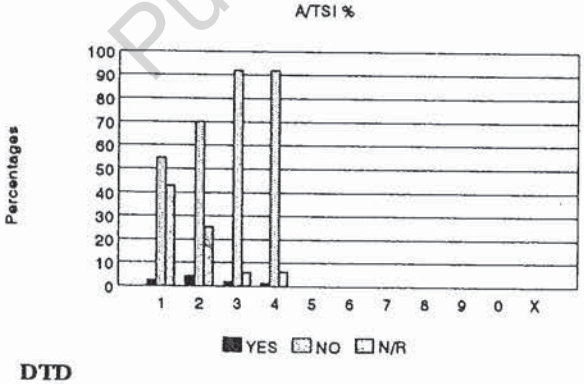
DTB

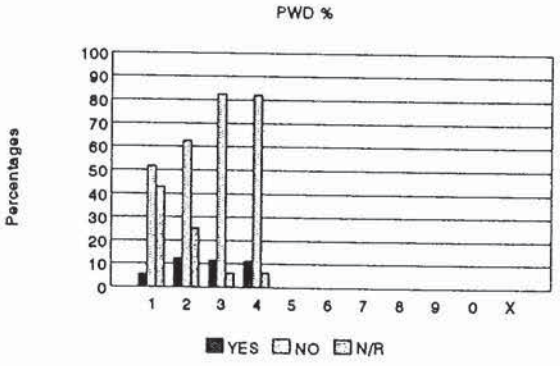
LEVEL %	Gender F	Gender M	Language Background ESB	NESB1	NESB2	N/R	A/TSI YES	A/TSI NO	A/TSI N/R	PWD YES	PWD NO	PWD N/R
1 Appointments	63.6	36.4	50.2	2.2	4.6	42.9	2.6	54.5	42.9	5.5	51.5	43.0
2 Separations	52.1	47.9	66.1	3.0	5.6	25.3	4.5	70.2	25.3	12.2	62.5	25.3
3 Classification Change	60.5	39.5	81.7	6.3	5.9	6.1	1.9	92.0	6.1	11.5	82.4	6.1
4 Balance	40.3	59.7	84.2	3.3	6.1	6.4	1.5	92.1	6.4	11.3	82.3	6.4
5												
6												
7												
8												
9												
0												
X												
Total	46.9	53.1	78.7	3.6	5.8	11.8	1.7	86.5	11.8	10.4	77.7	11.8

DTC









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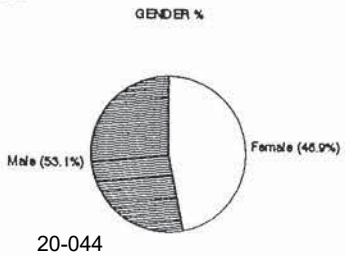

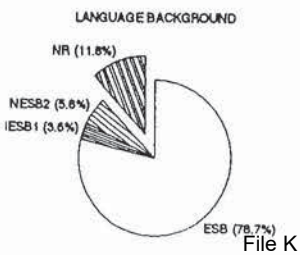

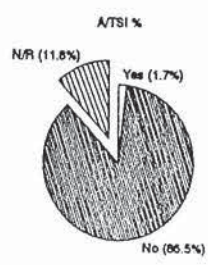

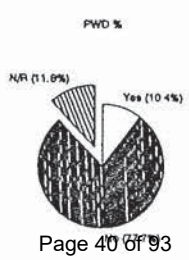

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2.6 Review of Policies and Practices

2.6.1 Policy Development and Review

The purpose of developing, reviewing and amending policies and practices is to facilitate best practice through eliminating discrimination and ensuring equality of opportunity for target group members.

To this end, the position of Policy Review Officer (Equity) was occupied for 11 months during 1993-94. The role of the position, which will continue in 1994-95 integrated in the new HRM Branch structure, is to develop specific employment equity and anti-discrimination based policies and contribute to reviewing human resource management policies in general. In 1993-94 the position also provided training to policy officers in the development and review of Departmental policies in relation to employment equity and anti-discrimination legislation (see strategy 3.4).

The HRM Consultative Committee has operated during 1993-94 and contributed significantly in providing feedback on policies under review and development. The committee included representation from each Division as well as the Equity Policy and Review Unit and SPSFQ. Executive Directors were required to endorse each policy in its final draft form. The committee also contributed to the prioritising of policies to be developed in 1993-94. This listing of priorities was endorsed by Corporate Management Group and has yet to be undertaken in 1994-95.

The following policies were developed and/or distributed during 1993-94 -

- Anti-Discrimination
- Parental Leave
- Non-Discriminatory Language
- Sexual Harassment
- Guidelines for Bias Free Interviews for Members of EEO Target Groups (an addendum to the Recruitment and Selection Handbook) (Appendix II)

To support these policies, booklets on *Anti-Discrimination and You and Non-Discriminatory Language and You* were distributed to all staff. These booklets promote the Department's stance on anti-discrimination and provide guidelines for staff in the use of non-discriminatory language and non-stereotyped, inclusive pictures, drawings and other visual images in its operations. (Appendix III)

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Specific mention of equity implications were incorporated in the following policies, comprising 50 percent of the total number reviewed during 1993-94:

- Position Description Guidelines
- Relieving Arrangements
- Reporting and Investigation of Official Misconduct
- Recruitment and Selection Handbook.
- Use of Scribes in Recruitment and Selection Exercises

Policies to be developed pending further advice are Work and Family, Reasonable Adjustment, and Access and Accommodation (see strategy 3.5).

Recruitment and Selection Training

During 1993-94, an extensive training program on recruitment and selection was undertaken. Approximately 650 staff participated in the programs which were conducted in Brisbane, Gold Coast, Toowoomba, Nambour, Maryborough, Rockhampton, Townsville, Mackay, Cairns and Mt Isa. The program included segments on equity, equal employment opportunity, and the principle of reasonable adjustment. The Equity Policy and Review Unit contributed significantly to both the development and delivery of the training program.

Selection Committee Register

A strategy in the EEO Management Plan 1993-94 was to encourage the participation of members from EEO groups in the recruitment and selection process. The establishment of a selection committee register, administered by Human Resource Administration Unit, enables managers convening selection committees to request employees from EEO groups to participate in the process. The register maintains details of employees who wish to or have undertaken training, and would like to make their skills available to selection committees, either as a formal member or in a specialist advisory capacity. Data collated include the employee's classification, division, centre and if applicable, identification as a member of an EEO group. To date, 98 employees have nominated for the register. Of these, 84 are women, 12 identified as people from non-English speaking backgrounds, 3 identified as people with a disability, and 4 identified as Aboriginal and Torres Strait Islander people. Some employees identified with more than one group. The register is being accessed by divisions and regions, and in 1994-95 EEO groups will be targeted for wider participation in the Register.

Advertised Vacancy Tracking System

An Advertised Vacancy Tracking System was established to ascertain the representativeness of the applicant pool for Departmental positions. Based on analyses, the Department will encourage the targeting of employment opportunities for EEO groups. Early reports indicate that the revised method of voluntary target

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group identification, which involves a detachable section of the Departmental application form, is proving more successful. First reports as at 31 August 1994 show that approximately 32% of applicants identified as members of target groups.

2.6.2 Sexual Harassment Prevention Program

SHRO Network

An ongoing training program added 50 Sexual Harassment Referral Officers (SHROs) to the SHRO Network which now numbers approximately 150 in all divisions throughout the state. This number will be augmented in 1994-95. The Network is updated regularly with current issues, policy developments, media reports including case law, etc. Refresher training for the Network is scheduled for early 1994-95; and further SHROs will be trained as necessary to fill gaps and maintain the Network. (See Review of the Sexual Harassment Prevention Program below.)

SHRO Consultations

From 1 July 1993 to 30 June 1994, the Director, Human Resource Management Branch, received 54 Statistical Data Collection Sheets lodged by SHROs as records of consultations. From anecdotal feedback, it would appear that not all SHROs lodge these forms consistently, and this issue will be addressed in future training. Twenty-two of these consultations were by staff -19 complainants (18 females, 1 male) and 3 respondents (male). Of the 31 consultations by students, 10 related to incidents involving alleged harassment by staff. In 9 of these, 1 male and 8 female students complained of harassment by male staff.

Student Policy

The Equity Policy and Review Unit sponsored the development in 1993-94 of the TAFE Queensland *Sexual Harassment Prevention Policy (Students)* which clarifies roles and procedures for managers and SHROs when one or more students are involved in a complaint. The policy was launched and implemented by July 1994. Given the raised awareness in this area, it is to be expected that the growing consultation rate of the approximately 110 SHROs in TAFE Queensland may continue to escalate.

Facilitators

In a joint program with HR Planning and Development, TAFE Queensland, the Equity Policy and Review Unit trained 55 Departmental facilitators from all regions in an adapted TAFE package: *Promoting a Working and Learning Environment Free of Sex-Based Harassment.* These facilitators are now available to provide awareness training for staff and students as required. Divisions will be required to report on the activities of these facilitators in 1994-1995.

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Complaint Resolution Process

The Departmental grievance process has been utilised by staff with complaints about sexual harassment. Human Resource Management Branch plays an advisory role assisting managers with methods to handle issues arising in relation to EEO and anti-discrimination. The Branch reports that 13 grievances regarding sexual harassment were resolved in 1993-94. This compares with 7 grievances of this nature handled in the previous year. No stage 3 grievances in relation to other employment equity and discrimination matters were received.

Through its membership on DEEAC, the Women's Policy Unit has advised that initially, an increase in the number of complaints is to be expected in this area once access to policies and procedures under legislation is available. The Department anticipates that an improvement in management of incidents will result from planned skills training for managers in dealing with sexual harassment complaints. With management support, wide staff participation in awareness sessions will contribute to an increasingly discrimination-free working environment.

Review of the Sexual Harassment Prevention Program

The Equity Policy and Review Unit sponsored a three-month project to review the effectiveness of the Sexual Harassment Prevention Program. (Appendix IV) Wide Bay/Sunshine Coast Region, TAFE Queensland, undertook the review with guidance from a Steering Group with representation from HRM Branch, Evaluation and Strategic Audit Unit, the Sexual Harassment Referral Officer Network and DEVETIR Welfare Committee.

The Program, from strategic to user levels, was subject to extensive scrutiny from the following perspectives:

- senior divisional managers
- operational managers
- Sexual Harassment Referral Officers
- divisional staff
- persons who have used the system.

In all, about 1 500 persons participated in the review.

The report's recommendations ranged from minor changes to record storage to major changes in roles. Areas where further improvements could be made include training and awareness for managers, increased participation by managers in the program, greater consultation between SHROs and managers, improved procedures for selection, fixed-term status and termination of SHROs and improvements to the facilities available to them. It was also recommended that central control remain for training, statistical gathering, monitoring, termination, and policy development for SHROs.

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The report found the program is operating well. It highlighted that managers and their support are essential to the success of the program and that future improvement depends on these factors. Consequently, specific training programs to enhance managers' skills are being developed for implementation in 1994-95.

The review recommended the expansion of the role of SHROs to include all forms of harassment but given the early stages of the program and the need for consolidation and increased awareness by managers and staff, it is not viewed as realistic to implement this recommendation at this time. Consideration will be given to this recommendation in 1995-96.

Scheduling for implementation of other review recommendations has commenced and is aimed to be completed by December 1994.

2.7 Planning Process - Summary

The 1993-94 Plan reflected the evolution of a strategic orientation which moved from one of understanding/awareness/information to implementation and outcomes. The process had been established whereby divisional EEO Implementation Plans were derived from the Department's overall Plan and regular monitoring, direction and feedback occurred. The 1993-94 Plan was the result of assessment of progress reports and committee reports and a review of implementation across Divisions.

During 1993-94, it became evident that the implementation phase of the comprehensive objectives and strategies, many of them ongoing, would need to be extended in order to achieve and measure outcomes satisfactorily. This pertains especially to those strategies that have significant training components (eg the development of target group networks, introducing cross-cultural issues across the Department, and training accompanying the development of new policies), as well as others that are based on longer timeframes (eg the Aboriginal and Torres Strait Islander Middle Management Training and Development Program, and TAFE Best Practice Model Program).

The delayed availability of census data also affected the setting of firm corporate/divisional targets and related strategies. A clear picture of target group under-representation in 1994-95 will provide the impetus for divisions to set realistic targets and pursue achievable outcomes.

2.7.1 Directions for EEO Management Plan 1993-95

Numerous benefits are to be gained from extending the Plan. It will not only reinforce stability in the employment equity program, but allow for more effective implementation and more substantial evaluation. Feedback from EEO Committees throughout the Department has indicated a preference to proceed with the basic 1993-94 Plan over the next year because of its relevance to them. Given the more

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effective functioning of these committees even with the cyclical changes in membership, it is to be expected that their role will be enhanced by continuity in their activities affording a necessary period of consolidation.

Consequently, approval was sought and received from the Commissioner for Public Sector Equity for the 1993-94 EEO Management Plan to be extended to 1994-95.

The full EEO Management Plan for 1993-95 is outlined in a separate document.

3. PROGRESS IN 1993-94

3.1 Monitoring and Evaluation

As has been shown, a projection of the outcomes of the implementation of the 1993-94 Plan resulted in the extension of the plan until June 1995.

In terms of achieving the purposes of the *EOPE* legislation to date, the Department is pleased to identify progress in promoting equal employment opportunity and eliminating discrimination for EEO groups as detailed in the following tables.

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DEPARTMENTAL OBJECTIVES*

1. To improve consultation processes throughout the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
1.1 All Divisions/Work Units maintain an ongoing EEO/Anti-Discrimination awareness program within the Department through induction and training plans.	1.1.1 Issues relevant to EEO/Anti-Discrimination are incorporated in all staff training and development programs sponsored by the Department.	• The DEVETIR Induction Program (manual and video) is being reviewed by Organisational Development Unit in consultation with divisions/work units. Implementation of a Corporate component of the Induction Program, which includes employment equity and anti-discrimination issues, commenced in early 1994 and was teleconferenced to regional centres. One hundred and twenty-nine (129) new staff were involved. It is also managers' responsibility to induct all new employees locally. • Questions relating to knowledge of employment equity and anti-discrimination legislative requirements have been incorporated into all divisional training plan survey instruments. Data from these surveys identify the training needs of divisions and training plans will be developed according to these needs.	Booklets developed and distributed to all staff: (Appendix III). *EEO and You* *Anti-Discrimination and You* *Non-Discriminatory Language and You* *Accents and You* *EEO Strategies for Managers and Supervisors* distributed December, 1993. (Appendix VII)

*includes the Office of VETEC (Vocational Education, Training and Employment Commission) (1993-94), Rural Training Schools Building and Construction Industry (Portable Long Service Leave) Board (BCI (PLSL) Board), and Industrial Registrar's Office

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DEPARTMENTAL OBJECTIVES: (cont.)32

1. To improve consultation processes throughout the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
		Specific divisional activities are as follows: • <u>TAFE Queensland</u> - EEO awareness training offered by most colleges/institutes; 2 colleges did not report. - <u>State Office</u> All units have indicated progress towards meeting this objective. • <u>Employment and Training Initiatives</u> - EEO incorporated into Divisional Induction Manual - Information regularly circulated through Division, including regions. • <u>Workers' Compensation</u> - Included in the induction manual and courses at the A02-3 levels. - Documentation on EEO issues is available for distribution in all training courses. • <u>Workplace Health and Safety</u> Induction training including EEO is reported throughout Division/regions.	Performance Indicators not addressed

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DEPARTMENTAL OBJECTIVES: (cont.)

1. To improve consultation processes throughout the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
		• <u>Labour Market Reform</u> - Awards Management Branch have undertaken EEO/anti-discrimination awareness training based on an EEO needs analysis throughout the State. - Remaining staff will undertake similar training in the near future • <u>Corporate Services</u> All managers attended compulsory EEO and anti-discrimination awareness sessions. These sessions were available to all staff on a voluntary basis.	Recently reconstituted LMR Committee is addressing training needs of the Division as a priority. Future courses for staff will need to be promoted by managers.
		• <u>BCI (Portable Long Service Leave) Board</u> Included in induction manual. Staff induction is recorded on personnel files.	
1.2 The Department establish identified EEO group networks in which all Divisions participate.	1.2.1 Number of networks formed 1993-94.	The Equity Policy and Review Unit sponsored a project to develop a proposal to establish Departmental EEO networks across divisions. 'The project is due for completion in August 1994.	- On completion, the proposal for establishment of these networks will be considered by Corporate Management for endorsement. - In the interim, the NESB Reference Group has been established as a Sub-Committee of DEEAC* (see Strategy 6.2).

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DEPARTMENTAL OBJECTIVES: (cont.)

1. To improve consultation processes throughout the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
1.3 Corporate Services establish a process to inform all staff about HRM policies and practices as a means of reinforcing employment equity.	1.3.1 Communication processes be developed and implemented by June 1994.	• Two processes are presently in place: the HRM Consultative Committee and the Corporate Newsletter. Prior to approval, all policies are fully discussed with the Committee whose members consult with their divisions. Once approved, the release of policies is publicised widely through the Corporate Newsletter. • The HRM Network is also used for this purpose. Meetings of the Network are conducted every six months.	
1.4 All EEO Committees: a) consult widely and effectively with division management and staff in developing and implementing employment equity; b) consult specifically with EEO target group members in relation to employment equity; c) review and revise EEO implementation plans in accordance with Departmental EEO Management Plan.	1.4.1 • Number of consultation processes used to reach 100% of divisional staff as reported to DEEAC. • Outcomes of consultation process with EEO target group members as reported to DEEAC at each meeting. • All (100%) EEO implementation plans revised.	• <u>TAFE Queensland</u> - Institutes/colleges report a range of EEO consultative mechanisms with predominant trend of formation of Social Justice Committees which include EEO and service delivery roles. - <u>State Office</u> Report focuses on service delivery aspect only. No EEO consultations outlined.	- Quarterly reports need to include monitoring of establishment and functioning of these committees and development of local implementation plans. - Reconstituted State Office Committee will need to address <u>staff</u> target group consultation as a priority.

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DEPARTMENTAL OBJECTIVES: (cont.)

1. To improve consultation processes throughout the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
		• E & TI (a) Minutes regularly circulated (b) EEO Committee is representative of target groups (c) Executive Management Group reviewed and endorsed EEO Implementation Plan. • Workers' Compensation (a) All staff are informed by newsletter articles. Individual committee members are available to consult with their target groups. (b) Memos to managers requesting nominations for training courses include reference to EEO target group members. (c) The EEO Implementation Plan has been reviewed throughout the year with constant monitoring. • WH & S - Equity issues included in Divisional newsletter - Chair attends last Executive Meeting held each month, and circulates Executive minutes regularly.	Evidence of raised awareness of EEO Committee's role and functions.

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DEPARTMENTAL OBJECTIVES: (cont.)

1. To improve consultation processes throughout the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
		• LMR - EEO Committee has been recently reconstituted; is more representative of EEO groups and management; is implementing Consultation Guidelines. - EEO Implementation Plan was not reviewed in 1993-94. • Corporate Services - Consultation Guidelines are being addressed. - EEO Implementation Plan reviewed. • BCI (PLSL)Board The recently reconstituted Committee will comply with Consultation Guidelines and will revise Implementation Plan. • VETEC The recently reconstituted Committee will comply with Consultation Guidelines and will revise Implementation Plan. Consultation with EEO groups takes place informally and formally through processes such as PPR and Personal Training Plan.	- EEO implementation in LMR needs to be monitored by senior management. - EEO incorporated into goals of Policy Research and Development sub-program in 1993-94 Operational Plan In 1994-95, VETEC will merge with E & TI and EEO Committee will be incorporated into E & TI Committee.

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DEPARTMENTAL OBJECTIVES: (cont.)

1. To improve consultation processes throughout the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
1.5 Inter-divisional regional committees be established to provide equitable non-metropolitan participation in employment equity.	1.5.1 Number of regional committees established by 31 March 1994.	Inter-divisional regional committees have been formed as follows: • Northern - DEVETIR committee established • Central - DEVETIR nominees invited to form • Wide Bay/Sunshine Coast - TAFE Queensland and Employment and Training Initiatives formed; other divisions invited to form • Brisbane Region - TAFE Queensland and Employment and Training Initiatives formed.	- As TAFE Institutes form, an EEO consultative mechanism will be established, eg institutes may be represented on DEEAC. - TAFE and E & TI are participating on the majority of regional committees. - WH & S has nominated regional representatives.
1.6 DEEAC develop guidelines on consultation and supporting networks for use by EEO consultative committees.	1.6.1 Development of guidelines by January 1994.	Consultation guidelines developed and distributed May 1994.	These guidelines have been extremely well received and will prove most useful as EEO committee membership changes, and as new committees form. (Appendix VI)
1.7 Equity Policy and Review Unit provide training to all EEO Consultative Committees in implementing the guidelines.	1.7.1 Training for EEO Consultative Committees completed by April 1994.	To date, briefings have been provided on request.	The guidelines are self-explanatory. Equity Policy and Review Unit has continued to act in a consultancy role on request.

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DEPARTMENTAL OBJECTIVES: (cont.)

1. To improve consultation processes throughout the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
1.8 TAFE Queensland, in collaboration with Equity Policy and Review Unit, pilot an EEO Best Practice Model Program for TAFE Colleges.	1.8.1 Assessment of EEO Best Practice Model Program submitted by participants, June 1994.	The following EEO Best Practice Model Programs have been undertaken: • Gateway College of TAFE - Incorporation of EEO into Quality Assurance process for TAFE Queensland • Progress Report to hand; project has been extended by Gateway College. Information will be shared with TAFE Institutes/Colleges when available. • Ithaca College of TAFE - Issues and Strategies for the Employment of People with Disabilities in TAFE. - Final report completed for endorsement by Steering Group. - Pilot project proposed. - Information will be disseminated through the TAFE system.	- Johnstone College of TAFE did not nominate a topic by the required date and has since withdrawn from the project. - Gateway and Ithaca College both report positive impact at college level with increased awareness of the issues.

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DEPARTMENTAL OBJECTIVES: (cont.)

2. The Department and all divisions improve representation on committees and advisory bodies.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
2.1 The Department and divisions achieve the target of a minimum of 25% minority sex representation on all committees and advisory bodies.	2.1.1 Composition of committees and advisory bodies conform to target by June 1994 as reported in Divisional EEO Implementation Plans.	Departmental/corporate committees comply with this requirement. • Composition of DEVETIR Workplace Reform/Enterprise Bargaining Divisional Committee to be monitored. Divisions report as follows: • <u>TAFE Queensland</u> - All Regions/Institutes indicate that this has been achieved or is in progress. - <u>State Office</u> Review of relevant committees in progress. • <u>E & TI</u> - Gender representation achieved on all committees and advisory bodies. - All chairs advised of requirement; monitoring system in place. • <u>Workers' Compensation</u> This is Board policy. Composition of all committees and advisory bodies has been reviewed.	Departmental management has been advised that gender representation on Recruitment and Selection Committees is mandatory. Effective reporting process could be used as a best practice example for other EEO Committees. Workers' Compensation submitted a breakdown of committee membership, many of which have a high proportion of female representation. Four committees based on management/designated membership have no women members.

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DEPARTMENTAL OBJECTIVES: (cont.)

2. The Department and all divisions improve representation on committees and advisory bodies.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
		• WH & S Gender balance is being achieved on selection committees. • LMR Divisional Staff Training and Development Committee (LMR) complies. • Corporate Services Target has been achieved and will be reviewed by the EEO Consultative Committee.	- WH & S promotes this target and seeks to influence associated statutory bodies with the result of 17% female representation. - No monitoring mechanism appears to be in place for internal committees. - No monitoring mechanism in place for internal committees.

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DEPARTMENTAL OBJECTIVES: (cont.)

2. The Department and all divisions improve representation on committees and advisory bodies.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
2.2 Composition of all committees and advisory bodies be monitored in each division to ensure inclusion of EEO identified groups.	2.2.1 Composition of all committees and advisory bodies monitored and reported for Quarterly Review as from October 1993.	• <u>TAFE Queensland</u> - <u>Regions/Institutes</u> Managed in the majority of locations. Three colleges have not indicated whether a monitoring process is in place. - <u>State Office</u> Consortia Resource Agreements will include performance indicators relating to the inclusion of EEO identified groups on all committees. • <u>E & TI</u> All chairs advised of requirements; monitoring system in place. • <u>Workers' Compensation</u> Research Section has completed a half yearly review and has reported to the EEO Committee. • <u>LMR</u> Monitoring IRCC and QAMAC in process. • <u>Corporate Services</u> No monitoring.	Effective divisional reporting process could be used as a best practice example for other EEO Committees.

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DEPARTMENTAL OBJECTIVES: (cont.)

2. The Department and all divisions improve representation on committees and advisory bodies.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
2.3 Review of all terms of reference of committees and advisory bodies be conducted to incorporate employment equity principles.	2.3.1 Number of committees and advisory bodies that have conducted reviews by June 1994.	• TAFE Queensland - Regions/Institutes Two-thirds of colleges have indicated that a process of review exists. - State Office Monitoring process is in place. • E & TI All chairs advised of requirements; monitoring system in place. • Workers' Compensation Terms of reference for each committee/advisory body have been requested for review. • WH & S Review of all terms of reference of committees and advisory bodies has been conducted. • LMR No review of terms of reference. • Corporate Services A number of branches have undertaken this review process.	Effective reporting process could be used as a best practice example for other EEO Committees. Equity issues are included in review of WH &S Act from which advisory bodies are constituted.

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DEPARTMENTAL OBJECTIVES: (cont.)

2. The Department and all divisions improve representation on committees and advisory bodies.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
2.4 Members of identified EEO groups be targeted for training in recruitment and selection procedures in order to participate on selection panels.	2.4.1 Number of identified EEO group members participating in training by June 1994 and listed on Selection Committee Register.	Through extensive statewide training on the Recruitment and Selection Standard, a database Selection Committee Register has been established of 98 trained officers from EEO target groups who are available on request through Human Resource Administration Unit. • <u>TAFE Queensland</u> - <u>Regions/Institutes</u> Half of the colleges indicated EEO groups are targeted for training.	When the EEO Networks are established training for members will be offered. In 1994-95, EEO groups will be targeted for wider participation in the Selection Committee Register.

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DEPARTMENTAL OBJECTIVES: (cont.)

3. The Department will develop, review and amend policies and practices in respect of equal employment opportunity and anti-discrimination legislative requirements.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
3.1 Review effectiveness of Sexual Harassment Prevention Program including the operation of SHRO Network, client satisfaction, procedures.	3.1.1 Review of Sexual Harassment Prevention Program conducted by April 1994 as reported to the Corporate Management Group.	The Review of the Sexual Harassment Prevention Program was completed in June and endorsed by Corporate Management for implementation in August.	- Project was delayed due to availability of project team. - Report circulated throughout Department and implementation commenced August 1994.
3.2 Implementation of Student Sexual Harassment Prevention Policy and procedures throughout TAFE Queensland.	3.2.1 Policy issued and procedures implemented by April 1994.	TAFE policy was completed and endorsed by April; distributed and implemented by July 1994. Supporting material (e.g. brochures, posters, etc.) distributed to all Institutes/Colleges to implement policy. 50% of TAFE staff have attended sessions on sexual harassment awareness.	This student policy and procedures were developed to complement the Departmental program for staff and to clarify roles, responsibilities and procedures for managers/supervisors and SHROs in dealing with complaints where a student(s) is involved.
3.3 Train facilitators throughout the Department to deliver awareness sessions on Promoting a Working and Learning Environment Free of Sex-Based Harassment.	3.3.1 Facilitator training completed by April 1994.	Training of 55 facilitators from all divisions from throughout the state was completed by March 1994.	- Facilitator network is updated in parallel with SHRO network. - Awareness sessions for staff and students are now provided as needed.

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DEPARTMENTAL OBJECTIVES: (cont.)

3. The Department will develop, review and amend policies and practices in respect of equal employment opportunity and anti-discrimination legislative requirements.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
3.4 Training of policy officers in the development and review of Department policies in relation to employment equity and anti-discrimination legislation.	3.4.1 Training completed by February 1994.	Training completed by February 1994.	Further courses available on request. WH & S reports procedure in place to ensure all new policies and practices comply with EEO policy and legislative requirements.
3.5 Develop a Work and Family Policy based on ILO Convention No 156, and Anti-Discrimination, Sexual Harassment and Non-Discriminatory Language Policies.	3.5.1 Developed and implemented by February 1994.	• Public sector wide Work and Family Guidelines are awaited prior to the development of a Departmental Work and Family Policy. • Departmental policy on Anti-Discrimination was issued June 1994. • Policies on Sexual Harassment and Non-Discriminatory Language issued July 1994.	Booklets on `Anti-Discrimination and You' and `Non-Discriminatory Language and You' were issued to all staff, May - June 1994.
3.6 Census data to be analysed and specific strategies for target groups developed, relevant to Divisional EEO Implementation Plans.	3.6.1 Analysis of census data to be undertaken by May 1994. Specific strategies for target groups based on census data be developed and incorporated into Divisional EEO Implementation Plans by June 1994.	Census data available for analysis August 1994. Specific strategies for target groups based on census data to be developed and incorporated into Divisional EEO Implementation Plans by October 1994.	

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DEPARTMENTAL OBJECTIVES: (cont.)

3. The Department will develop, review and amend policies and practices in respect of equal employment opportunity and anti-discrimination legislative requirements.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
3.7 HRM Consultative Committee identify priorities for HRM policy review and development, and consult with EEO target groups, eg. networks, in the process.	3.7 Priorities for HRM policy review or development identified by February 1994. HRM policy consultation to include target groups prior to endorsement of policy by Corporate Management Group by June 1994.	Priorities for HRM policy review or development identified February 1994. Divisional consultative processes in place (Strategy 1.3). When established, EEO Networks will be consulted re HRM policy.	Priorities for 1994-95 yet to be identified.

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DEPARTMENTAL OBJECTIVES: (cont.)

4. Increase the number of Aboriginal and Torres Strait Islander people employed in on-going positions throughout the Department.*

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
4.1 Ten percent of all base grade direct recruitment be achieved for Aboriginal and Torres Strait Islander people by: (a) information for line managers of target group availability through base grade recruitment order of merit; (b) modification of Vacancy Advice Form to allow requirements for target group referrals to be indicated; (c) use of the Queensland Public Sector Aboriginal and Torres Strait Islander Employment Strategy.	4.1.1 • Monitoring process of modified Vacancy Advice Forms to be established. • At least 10% of Vacancy Advice Forms to include requests for ATSI target group referrals. • Increase in the placements in training programs through the QPS ATSI Employment Strategy. • Number of ATSI placements into base grade clerical and advertised positions achieved by June 1994. • Number of ATSI participants in career development programs.	• Base-grade recruitment is currently under review by the PSMC. • Modification to Vacancy Advice Form is on hold. • Recruitment Branch shortlists target group members on order of merit for all requests. • ATSI placements in training programs through the QPS ATSI Employment Strategy: 21 • Number of ATSI placements into base-grade clerical: 1992 - 93 11.6% 1993 - 94 11.8% • Divisional breakdown unavailable in 1993 - 94. • <u>TAFE Queensland</u> - Target (ATSI) has been achieved by certain colleges. - State Office reports some achievement.	- Recruitment Branch advised that requests for target groups must be based on selection criteria. - Recruitment and Selection training and Position Description Delegation training has alerted managers to the need for selection criteria to address target group needs as necessary. - Recruitment Branch to provide divisional breakdown 1994-95. Region/Institute census data will enable targets to be monitored.

*This objective is to be distinguished from program dependent positions.

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DEPARTMENTAL OBJECTIVES: (cont.)

4. Increase the number of Aboriginal and Torres Strait Islander people employed in on-going positions throughout the Department.*

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
4.2 Development of Aboriginal and Torres Strait Islander Training and Development Program at the middle management levels.	4.2.1 Development Program implemented by March 1994. Numbers commencing Program by June 1994.	Development Program implemented March 1994. Thirteen placements commenced a two year program	Two placements subsequently achieved a promotional position.
4.3 Cross-Cultural Awareness Program for managers, supervisors and staff be implemented throughout the Department.	4.3.1 Number of training sessions offered by June 1994. Number of participants.	Cross-Cultural Awareness Program was developed by March 1994. • Training sessions have been piloted in Townsville for staff and management groups. Twenty people trained to date. • Cross-Cultural training was conducted for supervisors and mentors of the ATSI Middle Management Program. • LMR Public Sector Consultancy Branch undertook a cultural awareness program initiated by an ATSI Middle Management participant.	Since appointment of full-time project officer for ATSI Middle Management Program in June 1994, a cross-cultural awareness program titled: "Ways of Working with Indigenous People: Training for Non-Indigenous People." will be implemented via train the trainer programs in 1994-95.

*This objective is to be distinguished from program dependent positions.

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DEPARTMENTAL OBJECTIVES: (cont.)

4. Increase the number of Aboriginal and Torres Strait Islander people employed in on-going positions throughout the Department.*

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
		This training will be extended to other Units in the division. • Two Trainee Managers in the ATSI Middle Management Program have participated in a "Train the Cross-Culturally Aware Trainers" Program conducted by the Bureau of Ethnic Affairs.	
4.4 Training programs relating to working in the public sector environment be developed and implemented specifically for Aboriginal and Torres Strait Islander networks.	4.4.1 Number of training sessions offered by June 1994. Number of participants attending.	• Planning for this program has commenced with relevant Recruitment Branch Officers. • A training program relating to working in the public sector environment was developed and implemented for 12 participants in the ATSI Middle Management Program.	This training program will be offered to EEO Networks when established.

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*This objective is to be distinguished from program dependent positions.

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DEPARTMENTAL OBJECTIVES: (cont.)

5. Remove employment barriers and create career opportunities for people with a disability.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
5.1 Ten percent of all base-grade direct recruitment be achieved for people with a disability by. (a) information for line managers of target group availability through base grade recruitment order of merit; (b) modification of Vacancy Advice Form to allow requirements for target group referrals to be indicated.	5.1.1 Number of base-grade appointments of people with a disability achieved by June 1994. • Monitoring process of modified Vacancy Advice Forms to be established. • At least 10% of Vacancy Advice Forms to include requests for disability target group referrals. • Number of base grade appointments of people with a disability achieved by June 1994.	• Base-grade recruitment is currently under review by the PSMC. • Modification to Vacancy Advice Form is on hold. • Recruitment Branch shortlists target group members on order of merit for all requests. • Number of Disability placements into base-grade clerical positions: 1992 - 93 = 10.5% 1993 - 94 = 10.3% • Divisional breakdown unavailable in 1993 - 94. • <u>TAFE Queensland</u> A small degree of success is reported by Regions/Institutes and State Office.	- Recruitment Branch advised that requests for target groups must be based on selection criteria. - Recruitment and Selection training and Position Description Delegation training has alerted managers to the need for selection criteria to address target group needs as necessary. Region/Institute census data will enable targets to be monitored.

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DEPARTMENTAL OBJECTIVES: (cont.)

5. Remove employment barriers and create career opportunities for people with a disability.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
5.2 Develop and implement a policy on Reasonable Adjustment.	5.2.1 Developed and implemented by March 1994.	Public sector wide Reasonable Adjustment guidelines are awaited prior to the development of a Reasonable Adjustment policy.	- Occupational Health and Safety Branch will be consulted regarding health and safety issues such as access, workplace design and provision of equipment. - Reasonable Adjustment has been integrated into the DEVETIR Rehabilitation Policy, approved October 1993, and is reflected under responsibilities for managers during an injured/ill workers' rehabilitation program.
5.3. Develop training program for managers, supervisors and staff in the application of the policy on Reasonable Adjustment.	5.3.1 Training program developed by June 1994.	Project to develop training program commenced mid-July to be completed October 1994. • Disability in Context: A resource manual on employment issues for DEVETIR staff published and distributed to managers and libraries, April 1994. • Video: Disability in Context produced and distributed to branches, regions and libraries, June 1994.	Delay in commencement was due to availability of suitable project team. Seminar for 50 managers/supervisors on disability discrimination legislation conducted April 1994.
5.4 Review any pre-employment medical requirements within the Department to ensure they are non-discriminatory.	5.4.1 Review completed by June 1994.	Review completed by June 1994.	Issues were addressed in seminar for managers on disability discrimination legislation and resource manual/video.

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DEPARTMENTAL OBJECTIVES: (cont.)

5. Remove employment barriers and create career opportunities for people with a disability.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
5.5 Occupational Health and Safety Unit develop training program for managers, supervisors and staff in the policy on access and accommodation.	5.5.1 Developed and implemented by June 1994.	Occupational Health and Safety Branch, in conjunction with Administrative Services Section, Accommodation (Division of Corporate Services) and Resource Management Branch (TAFE Queensland) is overseeing the preparation of a set of guidelines for all Departmental areas which will stipulate minimum requirements in relation to access and accommodation when leasing and building new premises. These guidelines will be consistent with the relevant legislative requirements. Where modification is required on existing buildings, access and egress requirements will be addressed in relation to EEO target groups. The O H & S Audit Program has been and will continue highlighting and facilitating the rectification of existing problems in relation to access and egress in the Department's accommodation facilities. The OH & S Branch also espouses the principles of normalisation and its application to people with disabilities and has a policy and procedure in the Department' s Health and Safety Handbook (Ref: DI 3.1)	- Government Office and Accommodation Committee is considering a draft policy submitted by Q-Build which has implications for government agencies and is being monitored by DEEAC. - OH & S Branch reports that cost factors and accommodation availability will be limiting factors to the total successful implementation of the Departmental guidelines to be developed.

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DEPARTMENTAL OBJECTIVES: (cont.)

5. Remove employment barriers and create career opportunities for people with a disability.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
5.6 Occupational Health and Safety Unit develop training program for managers, supervisors and staff in the policy on access and accommodation.	5.6.1 Training program developed by June 1994.	Training program is awaiting the development of access and accommodation guidelines.	OH & S Branch will incorporate an awareness program within the audit process.
5.7 Training programs relating to working in the public sector environment and career path planning be developed and implemented specifically for networks of people with a disability.	5.7.1 Number of training sessions offered by June 1994. Number of participants attending.	Consultative process for training program commenced. Training program to be developed.	Aspects of the training program for ATSI Middle Management Program will form the basis of this training program.

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DEPARTMENTAL OBJECTIVES: (cont.)

6. Create an employment environment that values diversity in a multi-cultural society.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
6.1 Ten percent of base-grade direct recruitment be achieved for people from a non-English speaking background (NESB) by: (a) information for line managers of target group availability through base grade recruitment order of merit; (b) modification of Vacancy Advice Form to allow requirements for target group referrals to be indicated.	6.1.1 Monitoring process of modified Vacancy Advice Forms to be established. At least 10% of Vacancy Advice Forms to include requests for NESB target group referrals. Number of NESB base grade appointments achieved by June 1994.	• Base grade recruitment is currently under review by the PSMC. • Modification to Vacancy Advice Form is on hold. • Recruitment Branch shortlists target group members on order of merit for all requests. • Recruitment Branch database has difficulty identifying number of NESB placements into base-grade clerical positions. Figures available are grossly inaccurate. • Divisional breakdown unavailable in 1993-94. • <u>TAFE Queensland</u> - A small degree of employment success is reported by Institute/Regions. - <u>State Office</u> Lack of base-grade recruitment.	- Recruitment Branch advised that requests for target groups must be based on selection criteria. - Recruitment and Selection training and Position Description Delegation training has alerted managers to the need for selection criteria to address target group needs as necessary. - NESB applicants appear reluctant to identify in recruitment process. Strategy 6.1 in 1994-95 will address this issue. - Recruitment Branch to provide divisional breakdown in 1994-95. Region/Institute census data will enable targets to be monitored.
6.2 Establish the NESB Reference Group as a sub-committee of DEEAC.	6.2.1 Implemented by January 1994.	NESB Sub-Committee of DEEAC established in February 1994.	NESB Sub-committee is involved in consultation on proposal for establishment of EEO Networks.

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DEPARTMENTAL OBJECTIVES: (cont.)

6. Create an employment environment that values diversity in a multi-cultural society.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
6.3 Develop and implement training program for managers, supervisors and staff in cross-cultural communication and valuing cultural diversity.	6.3.1 Training Program developed and implemented by June 1994. Number of training sessions offered by June 1994. Number of participants attending.	• Cross-cultural communication and valuing cultural diversity training programs in development. • Two trainee managers in the ATSI Middle Management Program have participated in a "Train the Cross-Culturally Aware Trainers" program conducted by the Bureau of Ethnic Affairs.	Training programs to be conducted, including Train the Trainer.
6.4 Analysis of census data be conducted to identify language needs of staff to maximise staff communication and enhance client service delivery.	6.4.1 Report on census data available by April 1994. Analysis of language needs as reported in Divisional EEO Implementation Reports, June 1994.	Census data available August 1994. Analysis of language needs incorporated in divisional EEO Implementation Plans by October 1994.	The NESB reference group initiated the successful piloting of the Communication in the Workplace training program. Future Train the Trainer programs will be offered to meet the response. WH & S brochures translated into 3 languages. BCI (PLSL) Board brochure translated into 8 languages.
6.5 Training programs relating to working in the public sector environment and career path planning be developed and implemented specifically for NESB networks.	6.5.1 Number of training sessions offered by June 1994. Number of participants attending.	Consultative process for training program commenced. Training program to be developed.	Aspects of the training program for ATSI Middle Management Program will form the basis of this training program.

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DEPARTMENTAL OBJECTIVES: (cont.)

7. Increase the representation of women across all levels and occupational streams within the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
7.1 Achieve 10% increase in representation of women at middle and senior management positions. (a) informing line managers of their role in implementing this strategy; (b) promoting targeted recruitment of women; (c) encouraging use of relieving opportunities for women; (d) encouraging women to apply for positions.	7.1.1 Demonstrated 10% increase on 1992-93 data as reported in 1993-94 Report to PSMC.	• <u>TAFE Queensland</u> - No monitoring mechanism is reported by Regions/Institutes. - <u>State Office</u> Procedures are in place to achieve this strategy. • <u>E & TI</u> - Gender profile developed. - Generic position descriptions are being piloted to recruit from a wider applicant pool. • <u>Workers' Compensation</u> The number of women in middle and senior management levels increased by 145%. • <u>WH & S</u> - Reported increase in women at middle and senior management levels (from 30.6.93 - 28.2.94): AO6 - 8%; AO8 - 25%; PO3 - 12% • <u>LMR</u> - Gender profile developed and an increase reported in the proportion of women appointed to higher classified positions in the division.	Across the Department, female representation at these levels increased from 26.5% to 28.7%. The number of women at these levels increased by 66 to 481, an increase of 15.9%. Division reports that the perceptible improvement in female participation at middle and senior levels is due to management awareness of obligations and changing divisional culture.

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DEPARTMENTAL OBJECTIVES: (cont.)

7. Increase the representation of women across all levels and occupational streams within the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
7.2 Begin process of benchmarking number of women involved in mobility opportunities for 12 weeks or more.	7.2.1 Baseline measure of number of women for 1993-94 as reported to PSMC in 1994.	• <u>TAFE Queensland</u> - No monitoring mechanism reported in Regions/Institutes. - State Office 1 unit indicates records are available to establish a process of benchmarking for women. • <u>E & TI</u> Monitoring mechanism will be established in consultation with Management during 1994-95. • <u>WH & S</u> - Monitoring mechanisms to be established. - 80% of upward mobility opportunities in Admin Support Branch allocated to women. • <u>LMR</u> No monitoring mechanism reported. • <u>Corporate Services</u> No process to measure this strategy has been established.	• Data collected to date are incomplete, and will be monitored in 1994-95. • A discussion paper on staff mobility which will address this strategy is presently in the consultation phase.

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DEPARTMENTAL OBJECTIVES: (cont.)

7. Increase the representation of women across all levels and occupational streams within the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
7.3 Increase the number of women employed in traditionally male-dominated workplaces within the Department, e.g. consultants, inspectors and field officers.	7.3.1 Demonstrated 10-15% increase in 1993-94 as reported to PSMC in 1994.	• E & TI - Gender profile for field staff developed. - Profile to be monitored in 1994-95.	Across the Department, female employment in the Technical stream increased by 16% in 1994. (The number of women employed as TOs rose from 56 to 65 in 1994.)
7.4 Pilot a Supervisors' Development Training Program for Women.	7.4.1 Pilot developed by April Number of participants and feedback on program.	Three Supervisor Development Training Program (Women and Leadership: Development of Skills) conducted in Brisbane from March to June with 74 participants attending. Favourable evaluation recommended broad offering of the program and expansion of levels of the program.	- Further training to be conducted in regional centres e.g. Mackay, August 1994. - Brisbane divisional breakdown: TAFE : 42; Corporate Services:9; E& TI:8; VETEC:5; BCI (PLSL)B:3; Workers' Compensation:3; LMR:2; WH & S:2
7.5 Continued offering of "Springboard" and "Women in Management" training programs.	7.5.1 Number of participants.	• TAFE Queensland - 22 TAFE staff attended 'Springboard' - Over half the colleges have indicated that women have attended training. - State Office 2 staff have attended Women in Management • E & TI 29 staff attended Springboard • LMR - 2 staff attended Griffith University's Women in Management Program - 6 staff attended Springboard	Eighty-six women from DEVETIR attended Springboard in 1993-94. This strategy will need to be addressed on an ongoing basis.

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DEPARTMENTAL OBJECTIVES: (cont.)

7. Increase the representation of women across all levels and occupational streams within the Department.

STRATEGIES	PERFORMANCE INDICATORS	PROGRESS	COMMENTS
		• Corporate Services 10 staff attended 'Springboard' • Workplace Health and Safety 8 staff attended 'Springboard' • Workers' Compensation 11 staff attended 'Springboard'	
7.6 Career path planning sessions be offered to women's networks.	7.6.1 Number of sessions made available Number of women attending career path planning sessions.	Career path planning was incorporated into the Supervisor Development Training Program. • E & TI Staff have attended. No numbers provided.	Once the Women's Network is established career path planning will be addressed in this context. Incorporation of EEO into Performance Planning and Review will emphasise management responsibility in this regard.
7.7 Develop promotional material for managers and supervisors on Skills Recognition	7.7.1 Developed by June 1994.	Nil development	Negotiations with the Employment and Training Initiatives EEO Committee re the development of promotional material on Skill Recognition to commence.

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3.2 Target Group Reports

3.2.1 Aboriginal and Torres Strait Islander People

As at 30 June 1994, 1.7% of DEVETIR staff identified as Aboriginal and Torres Strait Islander people. This compares with 2.6% of the total Queensland population.

EEO Network

The Department is currently developing a proposal to establish a network for Aboriginal and Torres Strait Islander people. All Aboriginal and Torres Strait Islander staff have been specifically encouraged to participate in the consultation process for the development of this network. A number of meetings facilitated by staff of the Aboriginal and Torres Strait Islander Employment Unit have been held throughout the regions to co-ordinate contributions to the proposal in regard to issues, structure, operations, etc. It is reported that most Aboriginal and Torres Strait Islander staff in DEVETIR attended these meetings.

Aboriginal and Torres Strait Islander Middle Management Training and Development Program

This DEVETIR initiative arose out of the Department's commitment to improving opportunities for Aboriginal and Torres Strait Islander people. The developmental program was designed to enhance prospective middle managers' skills in management, policy formulation and research and is being piloted over 2 years. The pilot program was launched in March 1994 and an evaluation will be conducted towards the end of 1994 with a view to the Department's taking on the program in the future.

Some of the program objectives are:

- to increase the proportion of Aboriginal and Torres Strait Islander people within DEVETIR across a variety of classifications and occupational groups, and at the same time fully utilise skills, competencies and abilities, thereby establishing the Queensland Public Service as an attractive employer;

- to provide both on and off the job training to ensure that trainee managers acquire relevant skills;

- to enhance career opportunities for existing Aboriginal and Torres Strait Islander staff.

Twelve positions throughout the Department in the Brisbane region were offered. Successful applicants for the positions, 2 at AO 5 level, 4 at AO 4 level, and 6 at AO 3 level, were all selected on merit from approximately 70 applicants from the

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Queensland Public Sector. The trainee managers will be given the opportunity to work in at least two areas of DEVETIR during the course of the pilot program, with workplace rotation occurring at the end of 12 months. Mentors in executive management positions from across the Queensland Public Sector are participating in the program.

Cross cultural awareness programs were conducted for supervisors, mentors and trainee managers in the initial stages of the program and, from evaluation, proved very beneficial.

Torres Strait Employment and Career Development Strategy

Together with the Aboriginal and Torres Strait Islander Employment Strategy (April 1991), the Torres Strait Employment and Career Development Strategy (January 1994) is being implemented in the Queensland Public Sector over 5 years. Programs have been developed to focus on all aspects of recruitment, training and career development for Aboriginal and Torres Strait Islander people. Section 3.1 of this report outlines Departmental progress in terms of the EEO Management Plan 1993-94, and Objective 4 of the new 1993-95 Plan sets out the performance indicators for the coming year.

To ensure the successful implementation of the Torres Strait Employment and Career Development Strategy within DEVETIR, a Departmental officer based at Cairns College of TAFE has been appointed as a consultant to devise an Action Plan. This officer is consulting with Divisional heads in Brisbane, heads of local TAFE campuses, and key Torres Strait Islander staff regarding specific objectives, levels of funding, targets and performance indicators. There are also plans to conduct cultural awareness training by Torres Strait Islander people for non-indigenous staff.

At the Departmental Employment Equity Advisory Committee meeting of 30 June, it was agreed to invite a representative of the Torres Strait Islander community to participate in this decision-making body. This will enhance the Departmental EEO consultation process by encompassing both Aboriginal and Torres Strait Islander input into Departmental employment equity issues, specifically the abovementioned Strategies.

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3.2.2 People from a Non-English Speaking Background

Public Sector Census data as at 30 June 1994 indicate that 3.6% of DEVETIR employees identified as those whose first language is other than English (NESB 1), and 5.8% identified as children of people whose first language is other than English (NESB 2). While this information is based on the responses from employees, it is recognised that some people do not identify with this target group even though they meet the criteria. Australian Bureau of Statistics demographic data from the 1991 census are now available and will assist the setting of appropriate Departmental targets.

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EEO Network

The **NESB Reference Group** established in 1993 became a Sub-committee of Departmental Employment Equity Advisory Committee (DEEAC) in February 1994, and reports to each DEEAC meeting. Functions of this sub-committee are to consult and discuss issues relating to NESB networks; share information and resources in relation to NESB initiatives, particularly in relation to employment and training needs; provide advice and support to managers and co-workers and relevant committees on NESB issues; undertake projects as required, and make recommendations to DEEAC.

Training Programs

Training programs on the Standard for Recruitment and Selection were conducted throughout all regions and a significant number of participants from a non-English speaking background nominated to be listed on the **Selection Committee Register** outlined in Section 2.6.1. These trained target group members are available to assist in recruitment and selection. EEO groups will be targeted for wider involvement in 1994-95.

Two **Communication in the Workplace** training programs were piloted in Brisbane at the initiative of the NESB Sub-committee of DEEAC. The program was promoted to all employees at the AO2-AO4 and equivalent levels with special consideration given to employees from a non-English speaking background. Thirty-five percent (35%) of participants identified as members of the non-English speaking background target group.

In response to numerous requests, a third program was conducted at the Gold Coast Institute of TAFE. A strategy has been developed for 1994 - 95 to conduct a Train the Trainer program to cater for this demand.

3.2.3 People with a Disability

As at 30 June 1994, 10.4% of DEVETIR staff identified as having a disability and Section 3.1 of this Report comments on progress in terms of the EEO Management Plan 1993-94. Objective 5 in the new 1993-95 Plan lists the performance indicators for the coming year.

Departmental initiatives in 1993-94 for people with a disability were extremely positively received by specialists, both internal and external to the Department, management and staff, other Government agencies, and target group members themselves.

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Information Resources

The ***Disability in Context*** package was welcomed both for the practical approach of the Resource Manual on Employment Issues for DEVETIR Staff, and the accessibility of the training video on disability discrimination legislation. Both the manual and the video have been made available to managers and staff and provided to all Departmental libraries. There is also sustained interest by state and local government agencies in purchasing the package. The manual is at Appendix VI.

A seminar for managers, opened by the Director-General Mr Bob Marshman, was held in Brisbane in April 1994 to launch the package. Associate Professor Philip Tahmindjis of QUT Faculty of Law and Ms Lyn Graham of the Anti-Discrimination Commission endorsed the initiative and offered valuable expertise and advice for the 50 participants.

Training Program

The training program on Reasonable Adjustment for managers, supervisors and staff which is currently being developed (strategy 5.3) is able to draw on a range of excellent disability resource material now available in the Department. The training package will be based on *Disability in Context* and will also incorporate aspects of a TAFE National Staff Development package. *Responsibility - People with Disabilities: Skilling Staff in Vocational Education, Training and Employment Sectors* was developed by a TAFE Queensland working party whose expertise will assist this DEVETIR employment equity initiative.

EEO Best Practice Model Program

Ithaca College of TAFE is in the process of submitting a final report on the EEO Best Practice Model Program: Issues and Strategies for the Employment of People with Disabilities in TAFE. It is proposed that following consultation, a pilot project be implemented. The College reports that a positive impact is already evident at college level, with increased awareness of the issues. Information will be disseminated throughout the TAFE system as soon as possible.

3.2.4 Women

From the analysis of data by sex provided in Section 2.5 of this Report, Divisions will be able to monitor the effectiveness of strategies in 1993-94 and review local Implementation Plans accordingly.

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Training

A *Women and Leadership* program was piloted in Brisbane for female employees at levels AO2 to AO4 or equivalent. This program proved so successful that 3 programs have been conducted in Brisbane and one in Mackay. Seventy-seven (77) employees have participated to date. This program will be devolved to regional trainers and its success monitored by survey in 12 months' time to determine rates of promotion for participants.

The Centre for Strategic Leaders, the commercial training arm of the Department, is in the process of developing a Women in Management program that will be available to the public and private sectors.

From positive feedback in the Department, there is continued interest in and support for both *Springboard* and *Women in Management* programs with numbers of staff consistently attending from throughout divisions and regions. Regional staff have shown interest in becoming accredited to deliver the *Springboard* program.

Networking

The majority of the 300 employees contributing to the development of a proposal to establish EEO Networks are women. When a Women's Network is ultimately established, this will provide an essential forum for input to decision-making in the Department.

To date, 84 women who have undertaken training in Recruitment and Selection processes have requested to be placed on the Recruitment and Selection Register described in Section 2.6.1 of this Report. Currently, approximately two-thirds of the members of the Sexual Harassment Referral Officer (SHRO) Network and two-thirds of the Sex-based Harassment Awareness Facilitator Network are women. The SHROs have provided specialist input to the Review of the Sexual Harassment Prevention Program, and both SHROs and Facilitators will undergo training and information updates on an ongoing basis.

3.3 Summary

Process

The employment equity program in 1993-94 pursued the macro strategy for future implementation of EEO in DEVETIR; that is, devolution of responsibilities. Given that Senior Management is ultimately accountable for implementation, the emphasis on devolution is exemplified in the strategies to provide information and skills to managers and supervisors to equip them to fulfil EEO responsibilities.

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As outlined in Section 2.3.1 of this report, this model will require an extended timeframe to entrench in the Departmental structure. Guidelines for managers and supervisors have been provided to assist this process. (Appendix VII)

With the integration of the activities of the Equity Policy and Review Unit into the Human Resource Management Branch in 1994-95, there will necessarily be less reliance by divisions/regions on information materials and the specialist consultancy previously provided. Divisions and regions will need to be more proactive in reviewing local implementation strategies and monitoring implementation. Adherence to regular internal reporting through EEO committees to DEEAC, and quarterly reporting mechanisms as in TAFE Queensland, will be essential to monitor progress and maintain momentum in implementation.

The role of EEO consultative committees is clearly pivotal in facilitating the implementation process and promoting communication between management and staff on key employment equity issues, especially in the enterprise bargaining process. Consultation guidelines for EEO committees have proved valuable and will ensure consistency in roles and procedures as committee membership undergoes cyclical change and adapts to divisional restructuring. Most divisions report efficient committee functioning with appropriate representation, and a number demonstrate effective monitoring of implementation strategies.

There is evidence from divisional/regional implementation plans of increasing integration of EEO into local operations, although this is a relatively uneven process in the TAFE sector. Successful regional management of and involvement in a number of Departmental initiatives such as projects and policy development, conduct of and participation in Departmental training programs, reflect an enthusiasm and growing expertise which will serve the devolution model well.

Public Sector Census data for DEVETIR will be published for the first time in September 1994, and selective data will be available for divisions on a half-yearly basis. Extensive developmental work by the Department has been necessary to make EEO trends available, given the guaranteed confidential nature of these data.

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Outcomes

A full analysis of EEO data is provided in Section 2.5.

The following is a mid-term overview of the EEO Management Plan 1993-95:

(i) As a result of strategy 7.1, a number of Divisions report an increase in the representation of **women** at management and senior levels. (SES - A04) Across the Department, female representation at these levels increased significantly (15.9%). Women are increasingly represented on Departmental committees and advisory bodies, are being targeted for

training, and are the focus of recruitment strategies in traditionally male-dominated workplaces within the Department. The Department's investment in an effective Sexual Harassment Prevention Program is evidence of its commitment to anti-discrimination and EEO for women as a target group.

(ii) The establishment of the **Aboriginal and Torres Strait Islander Middle Management and Development Program** has had a positive impact on the profile and mobility of members of this target group. The involvement of the trainee managers in a wide range of work units is proving beneficial to the employment equity program in DEVETIR. The Division of Labour Market Reform, for example, is making cross-cultural awareness available to staff through its divisional participant in the program. Such activities augment the development and implementation of Department-wide cross-cultural awareness programs. Through merit selection, base-grade recruitment of Aboriginal and Torres Strait Islander people to the Department rose to 11.8% of the total in 1993-94.

(iii) There is intensive development of a range of initiatives for **people with a disability** such as policy development, information and awareness, and skills training for managers and staff. This focus on removal of barriers to employment, combined with career path planning and the proposed development of a network for consultation and support for people with a disability, as well as the establishment of appropriate divisional/regional targets should enhance the Departmental workforce profile of this target group in 1994-95. Base-grade recruitment on merit selection of people with a disability in DEVETIR was 10.3% of the total in 1993-94.

(iv) The early establishment of a NESB Reference Group, and later as a sub-committee of DEEAC, has provided a specialist source of consultation on issues relating to **people from a non-English speaking background**. An appreciation of the need to value cultural diversity in DEVETIR has been evident in divisional responses to client needs, eg translation of brochures into community languages in a number of areas, and a register of languages spoken by staff in Workers' Compensation. Recruitment Branch is alert to the difficulties faced by NESB clients in the base-grade recruitment process, and a strategy has been developed for 1994-95 to review barriers to identification by this client group on the database. A number of focus groups will be conducted in the coming year to assess the impact of cross-cultural awareness programs in the Department.

Experience in the first phase of the current Plan has provided direction and impetus for the completion of a number of strategies. Those already achieved are part of the solid groundwork in the Department commenced in 1991. For the successful completion of those strategies outstanding, informed and committed

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managers must be proactive in implementing employment equity and anti-discrimination principles. It is the fulfilment of this responsibility that is necessary for the Department as a whole to achieve its mission: helping to build best practice in Queensland workplaces.

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DEPARTMENT OF EMPLOYMENT,
VOCATIONAL EDUCATION, TRAINING AND INDUSTRIAL RELATIONS
EQUITY POLICY & REVIEW UNIT
5th Floor Citibank Centre, 199 Charlotte Street, Brisbane. Postal Address: G.P.O. Box 69, Brisbane, 4001. Tel: 225 2187 Fax: 225 2208

RECEIVED
23 DEC 1993
EMERALD Regional TRAINING BOARD

ENTERED

MEMORANDUM

TO: Executive Directors
General Manager, VETEC
Regional Directors
Directors
Manager, Building & Construction Industry (Portable Long Service Leave) Board

DATE: 20 December 1993

FROM: Sharon Winocur, Director

REF: DW:tender.mem

RE: Review of Departmental Sexual Harassment Prevention Program

---

Under its EEO Management Plan, the Department is undertaking a review of all aspects of the Sexual Harassment Prevention Program established in 1992.

All regions, divisions, branches, institutes and colleges are invited to tender for the project which will be funded by the Equity Policy and Review Unit and overseen by a representative Steering Committee. The review is to be conducted over a two-month period, February-March 1994 for reporting to the Corporate Management Group in April.

A copy of the project brief is enclosed for your information, and tenders in the enclosed format should be forwarded to this office by **28 January 1994.**

If you have any further enquiries in this regard, Ms Dianne Ward on telephone (07) 225 2184 will be pleased to assist.

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sch4p4(6) Personal information

SHARON WINOCUR
Director
Equity Policy and Review Unit

Department of Employment, Vocational Education,
Training and Industrial Relations

REVIEW OF

SEXUAL HARASSMENT PREVENTION PROGRAM

PROJECT BRIEF

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Equity Policy and Review Unit
5th Floor, Citibank Centre
Ph. (07) 225 2187; Fax: 225 2208

1. INTRODUCTION

The purpose of this Brief is to invite regions, divisions, branches, institutes and colleges of DEVETIR to tender for the conduct of a Review of the Departmental Sexual Harassment Prevention Program.

2. DEPARTMENTAL BACKGROUND

DEVETIR has taken a leading role in the Queensland Public Sector in addressing sexual harassment issues. Under the Department's Sexual Harassment Prevention Program, the following initiatives have taken place since early 1992:

- approximately 150 Sexual Harassment Referral Officers (SHROs) have been trained and a network maintained since October 1992;
- managers and supervisors throughout the Department have attended briefing sessions;
- a course was offered to union delegates on the Departmental Program and their role;
- a range of staff awareness sessions has been conducted;
- information material such as a SHRO Resource Manual has been made available, training videos have been placed in all libraries, brochures have been distributed to each member of staff, and posters have publicised the Program throughout the Department;
- a formal Departmental policy on Prevention of Sexual Harassment is being developed;
- a TAFE♦TEQ policy on preventing sexual harassment involving students, which complements the Departmental policy for staff, is being finalised.
- In March 1994, 50 facilitators from all Divisions throughout the state will be trained to provide sex-based harassment awareness sessions for staff and/or students as required.

3. SCOPE OF THE PROJECT

Tenderers are required to submit a proposal to conduct a review of the Program's operations throughout the State.

4. TIMEFRAME

The review will be conducted over a two month period, February-March 1994 for reporting to the Corporate Management Group in April.

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5. TERMS OF REFERENCE

Terms of Reference are at Appendix I and include:

- the operations of the SHRO Network
- the Program's training requirements
- consultation with management, staff and unions
- resources
- a cost/benefit analysis
- recommendations for inclusion in the Department's Prevention of Sexual Harassment Policy
- preparation of a report on the findings of the review.

6. PROJECT BACKGROUND

On the establishment of the SHRO Network in December 1992, following the first round of training in October, the Equity Policy and Review Unit undertook to review the network within 6-12 months.

Subsequently, the Public Sector Management Commission required, as a minimum standard for public sector agencies' EEO Management Plans, strategies for the maintenance of the SHRO Network or Sexual Harassment Prevention Program.

In September 1993, the DEVETIR Sexual Harassment Procedures Committee approved Terms of Reference for a review of the Sexual Harassment Prevention Program.

7. PURPOSE OF THE PROJECT

The successful tenderer will conduct a review of the Program to provide information and advice to Senior Management on the effectiveness of the Program in terms of operations, service delivery, and cost.

8. OPERATION OF THE PROJECT

8.1 A Steering Committee will be formed to oversee the review. It will be based on the existing team (i.e. Sexual Harassment Procedures Committee), and include a member of the Evaluation and Strategic Audit Unit, a SHRO from a Division other than that of the successful tenderer, and a union member.

8.2 The Steering Committee will select the successful tenderer.

8.3 The Equity Policy and Review Unit will cover the costs of the project, i.e. the salary of suitable personnel plus consultation and administrative support. Final budgetary arrangements will be negotiated.

8.4 The successful tenderer will -

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- nominate a senior person responsible for local management of the project
- provide personnel, and
- support the project administratively in the local work unit.

8.5 The successful tenderer will provide a mid-term progress report to the Steering Committee and a final report for submission to Senior Management.

9. REQUIREMENTS OF TENDERER

A variety of resources have been deployed in the establishment of the Program to this point. The Department highly values the co-operative effort and goodwill which have made a significant contribution to the successful introduction of the range of initiatives outlined in section 2.

It is therefore expected therefore that, while the project will be located in the work unit of the successful tenderer, project personnel will -

- liaise closely with the Equity Policy and Review Unit in the execution of the review;
- utilise the established infrastructure of the Program, and
- work co-operatively with existing networks.

It is also essential that the successful tenderer and relevant personnel maintain heightened awareness of the sensitivity of the issues involved, the accountability of the process, and the confidential nature of consultations.

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10. SELECTION CRITERIA

10.1 **Project Management:**

10.1.1 A senior officer with an understanding of sexual harassment issues to be available locally to monitor the progress of the review.

10.1.2 Identification of consultative mechanisms to consult across divisions, authorities and regions with management, unions and a cross-section of employees.

10.1.3 Involvement of key stakeholders in the conduct of the review.

10.2 **Project Officer** (AO4-5 Level):

10.2.1 Working knowledge of the Department's Sexual Harassment Prevetion Program, and sensitivity to sexual harassment issues.

10.2.2 Well developed interpersonal and communication skills as evidenced by achievement in dealing with client groups, and managing projects and/or work groups.

10.2.3 Ability to co-ordinate a project requiring planning, implementation and evaluation.

10.2.4 Knowledge of contemporary human resource management issues including occupational health and safety, equal employment opportunity and anti-discrimination as applied in a working environment.

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11. RESPONSE CONTENTS AND DEADLINE

11.1 Written responses to this brief which address all selection criteria should be accompanied by the attached coversheet. (Appendix II)

11.2 Responses should be forwarded to reach the following address by **28 January 1994:**

The Executive Officer
Equity Policy and Review Unit
Floor 5, Citibank Centre
199 Charlotte Street
BRISBANE Q 4000

GPO Box 69
BRISBANE Q 4001

Fax: (07) 225 2208

Telephone enquiries should be directed to:

Ms Dianne Ward
Executive Officer
Equity Policy and Review Unit

(07) 225 2184

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APPENDIX II

Department of Employment, Vocational Education
Training and Industrial Relations

REVIEW OF

SEXUAL HARASSMENT PREVENTION PROGRAM

TENDER COVERSHEET

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Unit Name:

Division:

Project site address:

Postal address:

Senior Officer Responsible:

Job Title:

Project Contact Person:

Job Title:

Confirmation of Timeframe:

Commencement Date: **Completion Date:**

Breakdown of Budget:

(This may be provided in an attachment.)

Signature of Senior Officer Responsible for Project:

Date:

(Selection Criteria should be addressed in an attachment.)

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APPENDIX I

Department of Employment, Vocational Education,
Training and Industrial Relations

REVIEW OF SEXUAL HARASSMENT PREVENTION PROGRAM

TERMS OF REFERENCE

1. To evaluate the effectiveness of the Department's Sexual Harassment Prevention Program in terms of -

   (i) the establishment and maintenance of the Sexual Harassment Referral Officer (SHRO) Network

   (ii) the operations of the network.

2. To review the program's training requirements in regard to -

   (i) SHROs
   (ii) Managers/supervisors
   (iii) Grievance Officers
   (iv) Staff.

3. To consult with Management in regard to the following aspects of the program -

   (i) satisfaction with and support for the operations of the SHRO Network
   (ii) skill/resource requirements
   (iii) grievance/complaint resolution.

4. To consult with Unions regarding -

   (i) co-operative and consultative mechanisms
   (ii) training needs.

5. To assess the suitability, availability and accessibility of resources for the program.

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6. To undertake a cost/benefit analysis of the Sexual Harassment Prevention Program.

7. To make recommendations for inclusion in the Department's Prevention of Sexual Harassment Policy.

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