

OEEEO

**Director of Equal
Opportunity in Public
Employment**



diversity

Annual Report 2003-2004

equity



opportunity

To the Hon Dr Geoff Gallop MLA

Premier; Minister for Public Sector Management

ANNUAL REPORT 2003-2004

In accordance with section 144 of the *Equal Opportunity Act 1984*, I hereby submit, for your information and presentation to Parliament, my Annual Report for the year ending 30 June 2004.



Noela Taylor

Director of Equal Opportunity
in Public Employment

Office of Equal Employment Opportunity

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OVERVIEW



Noela Taylor

**Director of Equal Opportunity
in Public Employment**

Equity and diversity are now top priorities for organisations wanting to develop and deliver innovative services and products to an increasingly diverse community. I believe that diversity as a business model is gradually being adopted in order to develop and sustain a progressive public service. In this respect, CEOs and managers who are leading this change, can take satisfaction in the progress that has been made to ensure that diversity is more than ever, an important, strategic topic. Perhaps one of the most significant indicators of this was the inclusion of equity and diversity for the Leadership category of the 2003 Premiers Awards for Excellence in the WA Public Sector.

Equity and diversity are key principals underpinning the *Better Planning: Better Services* strategic planning framework for public sector agencies and the achievement of employment outcomes feature in several goal areas including 'People and Communities' and 'The Economy'. Importantly too, the State Sustainability Strategy recognises that sustainability requires an environment where all people can express their full potential and lead productive lives.

While awareness about the strategic importance of equity and diversity has increased, work still needs to be done to improve the workforce diversity in all sectors. For instance, there has been a decline in the percentage of women in Management Tier 1 in local government. In Tier 2 there has also been a decrease of women in both the local government and public sectors. Overall, women remain under represented at Tier 3, with a declining percentage in universities and local government. In all sectors, there has been an increase in the numbers of Indigenous Australians and people with disabilities employed. However, in the public sector there has been a corresponding increase in the total number of employees, resulting in the same percentage of people in those groups in the sector. There will need to be considerable work done in order to meet the objectives of the *Equity and Diversity Plan for the Public Sector Workforce 2001-2005*. People from culturally diverse backgrounds are well represented in universities but are clearly under represented in the public sector and local government, although over the last two years, progress has been made in line with objectives of the *Equity and Diversity Plan*. The increases in local government and universities are positive and represent a substantial increase in numbers as well as percentages.

It is of concern that women are less likely to be permanent than men in all sectors. For example permanency rates for women in the public sector are much lower than for men. Women are also more likely to be part time than men, with 41% of permanent and fixed term women in the public sector being part time. Clearly, the challenge for agencies here is to ensure that workforce diversity strategies, including flexible work arrangements, support the availability of permanent part-time work options for all employees, including senior managers.

The *EEO Climate Survey* for all sectors showed that relatively high numbers of people lack an awareness and understanding about the unacceptability of unwelcome behaviours in the workplace in relation to people with disabilities, perceptions about age and comments of a sexist nature. That lack of understanding highlights the need for agencies to be proactive about establishing a link between appropriate behaviour and the need to build inclusive workplace cultures which support diversity. On a positive note, continuous improvement in survey participation has helped to ensure quality data about diversity groups in each sector.

The Year Ahead

Over the next twelve months my key strategies for improving representation in priority areas in public sector employment will be to enhance the provision of customised service to public sector agencies, including to local government. The development of customised equity and diversity plans, climate surveys and feedback presentations to CEOs and senior management will continue to be integral to the achievement of our success. Priority will also be given to the development of work and life balance initiatives and progressing and reporting the final stages of the current *Equity and Diversity Plan for the Public Sector Workforce* which expires in 2005, and developing a new plan for beyond 2005.

Acknowledgements

I wish to thank our Minister, the Premier, the Honourable Dr Geoff Gallop, MLA, and his staff for their support over the past year. In addition, the CEO Diversity Forum have been invaluable partners in building support for change and the progress of equity and diversity initiatives in public authorities, and I thank them for their ongoing assistance and collaboration.

To the many contributors and partners who worked with myself and staff of my office too, I offer my special thanks, for the key roles they have played in implementing many of the strategies in this report. I look forward to our continuing our work together in the year ahead.



Noela Taylor

Director of Equal Opportunity
in Public Employment

THE YEAR IN BRIEF

Summary of Equity and Diversity Outcomes

The following points provide a short summary of the equity and diversity outcomes for the 2003-2004 reporting year. More details are provided in the section on Equity and Diversity outcomes and Attachments 2-4.

Women in Management

Women in the top three management tiers increased from 28.8% to 29.4% in the public sector, decreased from 21.0% to 19.7% in local government and increased from 29.8% to 31.7% in universities. Significant increases will be required, particularly at levels two and three, in order to meet Government objectives in 2005.

Indigenous Australians (4% of WA Community)

The overall number of Indigenous Australians employed has increased in all sectors of public employment. However, the proportional representation of this group in public employment has remained stable at 2.4% for the public sector. This figure is below the level required to meet targets set by agencies for themselves (3.1% collectively by 2005) and is also below the trend required to achieve the 2005 objective of 2.9% in the *Equity and Diversity Plan 2001- 2005*. For the university sector, representation dropped slightly from 2.1% to 2.0% for general staff and dropped dramatically from 2.6% to 1.9% for university academics. For university academics, this change may be influenced by the significant increase in the sample size.

In all sectors Indigenous Australians remain clustered at the lower levels of employment but there has been an improvement in the public sector Equity Index from 30 to 33 and in university academic staff from 39 to 47.

People from Culturally Diverse Backgrounds (17% of WA Community)

The representation of people from culturally diverse backgrounds increased from 6.0% to 7.1% in the public sector, improved from 5.0% to 8.0% in local government and remained above the community representation of 17% for universities (30.4% for academics and 21.2% for general staff). Allowing for some fluctuations in representation the public sector is currently 'on-track' to meet the 2005 objective. People from culturally diverse backgrounds are well distributed across all levels of the workforce.

People with Disabilities

(4% of Community – people aged 15-64 with moderate core activity restriction)

The representation of people with disabilities remained stable for the public sector at 1.4%, increased from 0.9% to 1.3% in local government and increased slightly for universities (steady at 3.9% for general staff and increasing from 4.0% to 4.3% for academics). Employment levels are dramatically below levels required to meet Government Objectives. People with disabilities are generally well distributed across all levels of the workforce.

Youth (<25) and Mature Workers (>45)

The percentage of youth and mature workers in the public sector has increased to 5.5% for youth and 45.9% for mature workers. The representation of mature workers is still considerably above their representation in the Western Australian community.

Note : The percentages of Indigenous Australians, people from culturally diverse backgrounds and people with disabilities are estimates based on self nomination by employees in response to a survey. The number of people responding to the survey is high for the public sector (81%) local governments (73%) but is quite low for universities (45% for academics and 60% for general staff). In addition, estimates may be lower than the actual representation because some people choose not to identify as members of the diversity group.

Highlights for 2003-2004

- Provided progress reports to the Minister and public sector agencies on the achievement of the *Equity and Diversity Plan* objectives and sought further aspirational objectives from agencies for women in management, Indigenous Australians, people with disabilities and people from culturally diverse backgrounds.
- Finalised and distributed revised indicators of cultural diversity and disability status of employees in public authorities to enable the development of targeted strategies.
- Developed a strategy to assist public authorities to increase the representation of people with disabilities employed in the public sector to achieve objectives in the Government's Equity and Diversity Plan.
- Provided a strong focus during consultancy services on the importance of equitable classification levels that recognise skill levels for identified Indigenous positions.
- Contributed to the development of a strategy for improved representation of women in management positions in local government through participation on the Ministerial Advisory Committee.
- Developed and launched an interactive CD ROM as a learning tool to help public sector agencies build an environment that affirms and respects Indigenous cultural values in the workplace and provides tips and strategies for both managers and Indigenous employees.
- Developed a web-based package for public sector agencies to forward data for their annual reports and to provide calculations and charts to give immediate feedback on key measures and trends for their agency.

Planned Initiatives for 2004-2005

- Complete development work on, and comprehensively test, a single Equity Index for use in Public Sector reporting on the representation and distribution of equity groups in the public sector workforce.
- Identify diversity improvement strategies consistent with the Equity and Diversity Planning framework for the employment of people from culturally diverse backgrounds and integrate this with the whole of government anti-racism strategy.
- Initiate the development of forward planning objectives for the Equity and Diversity Plan beyond 2005 and revise the agency consultancy model to support agency achievement of targets through implementation of existing strategies for women in management, Indigenous employment and the improved representation of people with disabilities.
- Develop and provide targeted support strategies for local governments to improve the representation and distribution of women in the local government workforce.
- Undertake website development to provide for enhanced integration of data entry and benchmarking for public authorities as well as providing interactive elements to support public authority planning and monitoring.

ROLES AND FUNCTIONS OF THE DIRECTOR

Legislative Framework

The Director of Equal Opportunity in Public Employment (DEOPE) is a statutory officer appointed by the Governor who is responsible to the Minister for Public Sector Management for the performance of functions outlined in Part IX of the Equal Opportunity Act 1984 (the Act).

The Act recognises and addresses discrimination in the areas of work, accommodation, education, the provision of goods, facilities and services and the activities of clubs on the grounds of:

- sex
- marital status
- pregnancy
- family responsibility or family status
- sexual orientation
- race
- religious or political conviction
- impairment
- age
- gender history

The objects of Part IX are:

- To eliminate and ensure the absence of discrimination in employment in public authorities on all the grounds covered by the Act; and
- To promote equal employment opportunity for all persons in public authorities.

Public authorities include all public sector bodies (including the utilities), public universities and local governments.

The role of the Director is to:

- Advise and assist public authorities to develop EEO management plans;
- Evaluate the effectiveness of management plans in achieving the objects of the Act; and
- Monitor and report to the Minister on the operation and effectiveness of management plans.

Under the Equal Opportunity Act 1984, the Director may sometimes be a party to matters before the Tribunal or be involved in receiving reports from agencies as directed by the Tribunal.

Vision

A more diverse workforce that better matches the community at all levels of public employment and that promotes equal opportunity in a work environment that is inclusive and free from discrimination.

Mission

To achieve a more diverse workforce at all levels of public employment and to ensure improved compliance by public authorities with their legislative obligations to eliminate discrimination and promote equal opportunity in employment.

Values

The values of the Office underpin our approach to working with external and internal customers and with each other.

- Having a strong customer focus that respects the individual needs of customers.
- Recognising the achievement of equity and diversity as a business imperative.
- Valuing the diversity of our customers and our workforce and recognising that equity can involve treating people differently, according to their different circumstances.
- Being honest and ethical in our dealings with our clients and each other.
- Achieving quality and excellence in our work.
- Being a role model for an equitable workforce.

Corporate Governance

The Office of EEO is collocated with the Office of the Public Sector Standards Commissioner (OPSSC). The Commissioner for Public Sector Standards is the Accountable Authority for the purposes of compliance and reporting under the *Financial Administration and Audit Act 1985* and other relevant acts. A full description of the corporate governance, effectiveness and efficiency indicators and financial statements for the Office of EEO is provided in the 2003-2004 Annual Report of the OPSSC. A copy of the performance indicators for the Office of EEO is provided as Attachment 1. The full OPSSC Annual Report is available at <http://www.wa.gov.au/opssc>.

Within the OPSSC and across the public sector, the Office of Equal Employment Opportunity has a high level of autonomy and operates under its own strategic framework.

Quality Systems and Processes

In developing systems the Office of EEO works collaboratively with other central agencies to minimise duplication in data collection. This year, as was the case last year, the demographic data for the public sector was collected via the website at the Department of the Premier and Cabinet as part of their Human Resource Minimum Obligatory Information Requirements (HR MOIR).

In 2003/2004, further progress was made in improving Office systems, particularly the operational and administrative databases and the demographic and Climate Survey data collection and analysis processes. These changes allowed more streamlined data collection and customised reporting.

Staff Structure and Resources

Staff in the Office of EEO work in three branch teams. The Diversity Team consists of a Director and three consultants. This team takes the lead in strategic policy and resource development, consulting on management plans and some of the communication and promotions work.

The evaluation and reporting team measures, evaluates and reports on progress against diversity objectives and produces regular and ad hoc reports on achievement of EEO objectives. This function is provided for a range of functions across the whole of the Office of the Public Sector Standards Commissioner in human resource management, ethics and public interest disclosures as well as equity. This integrated approach facilitates enhanced evaluation and analysis across these closely aligned areas. Executive and administrative support is provided by a separate team within the OEEO.

In 2003-2004 the Office of EEO included nine FTEs and the total cost of the services provided was \$858,000. This figure includes the cost of services provided within co-location arrangements with the OPSSC.

Clients and Key Partners

The primary clients for the OEEO are public authorities in Western Australia. These include state government departments and authorities, state trading enterprises, regulatory authorities, local governments and public universities. The Minister for Public Sector Management is a key client, and approaches to the achievement of equity and diversity objectives are influenced by Government policy particularly in the areas of employment and public sector management. The chief executive officers for public sector authorities are also key partners and the OEEO works closely with this group to achieve a workplace which reflects the diversity of the Western Australian community and values and respects the contribution of all employees. In working towards this objective the Office consults widely with public authorities and other relevant community groups.

The CEO Diversity Forum is a sub-group of the Premier's Strategic Management Council. The forum is considered to be a critical performance partnership in the development and implementation of key strategies and in the establishment of performance frameworks and the setting of achievement objectives.

Strategic Focus

The Office of EEO is responsible for evaluating and reporting on public authority progress towards the achievement of a diverse workforce. This includes reporting on public sector progress towards the achievement of the objectives of the *Equity and Diversity Plan 2001-2005* (EDP). This evaluation is primarily achieved through analysis of the demographic profile of employees.

Reviews of agencies are also conducted using climate surveys and other information. Feedback is provided through presentations to corporate executive groups. Progress reports, which include sector benchmarks, are provided to larger organisations (with more than 100 employees) and to the relevant Minister.

Throughout 2003-2004, the Office of Equal Employment Opportunity has continued to provide advice and assistance on equity and diversity issues to public authorities and to evaluate and report on progress towards the achievement of whole of sector diversity objectives established under the EDP.

Goals	Strategies
Planning, Evaluation and Accountability Government and agencies are informed of the current status of employment equity in public authorities and agencies are influenced to: <ul style="list-style-type: none"> ■ Achieve a more diverse workforce at all levels of their organisation ■ Comply with their legislative obligations for planning and reporting under the Act. 	<ul style="list-style-type: none"> ■ Sector wide strategies and performance objectives ■ Equity measures and data analysis ■ Public authority EEO and diversity planning ■ Measurement, feedback and benchmarking ■ Public authority reviews and evaluation. ■ Reports to Ministers and Government.
Public Authority Development Agencies have ready access to knowledge, skills and services to influence and enable them to implement strategies to achieve improved EEO and diversity in their organisation.	<ul style="list-style-type: none"> ■ Consultancy on implementation of EEO Management Plans ■ Best practice development, brokerage and publications ■ Reference groups and strategic partnerships ■ Training for reviewing and managing EEO and diversity ■ Education forums on current issues.
Communication and Promotion The Office of EEO has an acknowledged reputation for the delivery of high quality customised diversity solutions : <ul style="list-style-type: none"> ■ public authorities are aware of, value and use the services and products ■ the Office participates in national policy debate and influences future policy directions. 	<ul style="list-style-type: none"> ■ Marketing and communication plans ■ Comprehensive and useful website ■ Whole of government committees ■ Product launches and distribution of material ■ Publications promoting equity and diversity initiatives ■ Conferences, speeches and research partnerships ■ Interstate and overseas profile for the Office of EEO.

REPORT ON ACTIVITIES

The following section provides summary information on activities undertaken throughout the 2003-04 reporting year consistent with the goals and strategies described earlier.

Planning, Evaluation and Accountability

The *Equity and Diversity Plan for the Public Sector Workforce 2001-2005* (EDP) was launched by the Hon. Dr Geoff Gallop, MLA, in February 2002 as part of the Government's commitment to "developing an equitable and diverse public sector workforce that is representative of the Western Australian community at all levels of employment and enables employees to combine work and family responsibilities".

The Equity and Diversity Plan sets interim and long-term objectives for priority areas of:

- Improved distribution of women, particularly in management positions
- Improved representation at all levels for Indigenous Australians, people from culturally diverse backgrounds and people with disabilities
- Increased representation of youth.

Through this report, the Office of EEO reports annually to the Premier on progress in achieving the objectives across the public sector.

Public sector agencies with more than fifty employees have been required to contribute to the Government's sector-wide objectives by developing realistic objectives for their own organisation. The Office of EEO received performance objectives from almost all public sector agencies with more than fifty employees, covering 98.5% of the public sector workforce. The Office collected these initial objectives from agencies and collated them for the *First Progress Report* on the EDP (released by the Premier in April 2003). In June 2003 the First Progress Report was distributed to Chief Executive Officers of all public sector agencies. The Progress Report was also distributed to all agencies with less than 50 employees (53 agencies), together with a resource kit and strategies for implementing the EDP.

In December 2003, a second Progress Report was distributed to Chief Executive Officers of all public sector agencies. An analysis of how their individual results compared to those for the public sector was also sent.

In addition, the Office has provided agencies with tools for data analysis of objectives, consultancy services, analysis of their 2002 demographic data and comparative reports showing EDP progress against their own and sector-wide objectives.

Climate Surveys and Presentations

The EEO Climate Survey asks employees a range of questions on their personal attitude to their agency's human resource management and equity climate. Feedback on the results of the Climate Survey, together with analysis of the agency's demographic data, EEO management plan and any agency-specific issues, are provided to the senior executive of each agency. Feedback from participants showed a 96% satisfaction with the reviews, demonstrating the usefulness of this strategy. Fifteen Climate Surveys were conducted in 2003-2004 and seven Review Presentations, including South West and Challenger TAFE, Women and Children's Health, Treasury and Finance, Forest Products Commission, Housing and Works and Culture and the Arts, were delivered by the Director and senior management to Corporate Executive forums in these agencies.

A review of the survey will be undertaken next year.

Whole of Sector Evaluation and Reporting

As in previous years, the Director received EEO Yearly Reports on demographic data from all public sector authorities:

- 116 public sector agencies in August 2004 (data as at 30 June 2004);
- 144 local government authorities in December 2003 (data as at 30 June 2003); and
- 4 public universities in June 2004 (data as at 31 March 2004).

Data collected allows identification of employment trends for women and men, Indigenous Australians, people from culturally diverse backgrounds, people with disabilities, and for different age groups.

The Director's Annual Report provides a summary of the equity and diversity outcomes of each of the sectors (the public sector, local government and public universities). This information is publicly available and the Office is frequently asked for sector-wide demographic data for a range of purposes.

To assist agencies evaluate their own progress, reports analysing individual agency progress and providing sector benchmarks are also provided to all public sector agencies with more than 100 employees (the *How Does Your Agency Compare?* reports).

Public Authority Development

Development of Sector Wide Strategies

Indigenous Strategies

The Office developed and launched a new CD-ROM *Insights: Strategies for Success* which offers the latest information on Indigenous employment strategies for building and managing the diversity of public sector organisations. This CD-ROM is based on the very popular Office publication, *Insights – Strategies for Success*.

People With Disabilities Strategy

To assist public authorities to increase the representation of people with disabilities employed in the public sector, a third supporting strategy for the EDP, the Accessing Abilities Strategy has been developed and will be launched and distributed to all Public Sector agencies, in September.

Local Government

The Director has contributed to the Ministerial Advisory Committee on Women in Local Government to identify issues relating to women's employment and career development in local governments and the resulting document '*Strategies for Achieving Greater Participation by Women in the Western Australian Local Government Sector*' was launched in May 2004 .

EEO Management Plans

Part IX of the *Equal Opportunity Act 1984* requires the Director to evaluate the effectiveness of public authority management plans in achieving the objectives of the Act (to eliminate discrimination and promote equal opportunity in public employment).

Chief executive officers of public authorities (State government agencies, local governments and universities) must prepare and implement an equal opportunity management plan to achieve the objects of the Act; forward a copy of the plan to the Director of Equal Opportunity in Public Employment and report to the Director each year on the implementation of equal employment opportunity in their authority.

The principal strategies used to evaluate the effectiveness of EEO management plans are:

- Assessment of changes to the public sector demographic profile through analysis of data collected from public authority yearly reports;
- Benchmarking against sector-wide objectives and across each sector; and
- Assessment of how people feel about equity in their organisation through EEO Climate Surveys, and feedback of this information to senior executives through Review Presentations.

As part of their Management Plan, public sector agencies with more than 50 employees have provided individual agency objectives to contribute to the achievement of the objectives in the Government's *Equity and Diversity Plan for the Public Sector Workforce*.

After the 2003 audit of all public sector agencies with less than fifty employees, on the status of their EEO management plan, a targeted mail-out was conducted informing each of their audit outcome. All agencies responded by providing a current EEO management plan using a template provided to them.

Consultancy Services

Provision of a consultancy service assists public authorities to focus on self-assessment and develops their capacity to plan and implement EEO and diversity strategies suited to their business needs.

A portfolio approach to managing the diverse needs of public authorities results in clients generally having one point of contact with the Office for all their needs and, therefore, improving the access to, and customisation of, services available to them. Specifically, the portfolio management structure allows each OEEC consultant:

- To gain an understanding of the particular needs of individual agencies within their respective portfolios;
- To understand the business challenges facing an agency and determine how equity and diversity, particularly in management tiers, can improve business and service performance;
- To develop and maintain collaborative working relationships with managers who are responsible for leading the implementation of equity and diversity initiatives within their respective agencies;
- To access good practice examples and to facilitate the use of this information with other public sector agencies; and
- To establish an effective dialogue with managers for identifying and addressing any diversity performance issues in their organisation.

The Office plays a key role in providing information on equity and diversity trends and best practice and policy advice on building diversity awareness and management capability. The following list typifies the kind of customised consultancy provided by the Office:

- Assistance with the development of agency Equal Opportunity Management Plans;
- Advice on the design and implementation of specific strategies to address the equity and diversity needs of the organization;
- Advice on aligning equity and diversity strategies with the Public Sector Standards in Human Resource Practices;
- Assistance with developing quantifiable indicators for measuring equity and diversity outcomes; and
- Identification and provision of information on progressive diversity management and leadership practices.

Communication and Promotion

CEO Diversity Forum

The CEO Diversity Forum is a group of Chief Executive Officers from the WA public sector with a strong commitment to improving organisational performance through workforce diversity. The group meets bi-monthly, and current membership (by invitation) stands at twenty six. In 2003/2004 the CEO Diversity Forum has worked with the Director on:

- the development of the *Insights: Strategies for Success* CD-ROM covering Indigenous employment priorities;
- evaluating the culturally validated recruitment test for Indigenous Australians that may be offered in place of the current public sector Level 1 entry exam; and
- Development of *Accessing Abilities* strategy and guidelines to assist agencies in the recruitment and retention of people with disabilities. This will be launched and distributed to all Public Sector agencies, in September 2004.

Research

The Office provided input and made data contributions to the final report for the ATN-WEXDEV project, an Australia-wide investigation of the role of women executives in the transformation and maintenance of managerial cultures which was presented to the Director in June. Results of the project will be circulated to public sector agencies shortly.

The Key and the Equity Practitioners' Diversity Forum

The Director continued to publish information about equity and diversity issues, particularly those relevant to employment in the WA public sector, through the electronic publication, *The Key*. This newsletter is distributed free of charge via e-mail and through the Office website.

The Diversity Forum for equity practitioners continues to be hosted by the Director. This Forum presents, free of charge, interesting and informative sessions on equity and diversity issues in the public sector. Invitations are distributed across the State via the electronic bulletin board, PSWA Announce.

The format for several of the Diversity Forums will alter next year as consultants hold workshops, based on the Shared Services cluster model, for new sector wide strategies such as *Insights* and *Accessing Abilities*.

EQUITY AND DIVERSITY OUTCOMES FOR 2003-2004

Trends and Issues in the WA Community and Public Authorities

Issue	Action by the Office of EEO
<p>Equity and Diversity Plan 2001-05</p> <p>The 2004-05 reporting year will be the last year of operation of the <i>Equity and Diversity Plan 2001-2005</i> (EDP). Ongoing evaluation of achievement against objectives has taken place and periodic progress reports have been issued. Improvements in the position of women in senior positions and in the representation of Indigenous employees have been noted and under-achievement in the representation of people with disabilities and in the Equity Index for Indigenous Australians has been acknowledged and responded to through new strategies and promotional products.</p>	<ul style="list-style-type: none"> ■ Additional support in defining EEO group membership is being offered to assist in the collection of accurate and useful data. ■ Workshops in the application of recruitment, retention and development strategies will be run for agencies wanting to enhance employment outcomes for Indigenous staff. ■ The Accessing Abilities strategy will be launched to encourage and support improvements in the employment of people with disabilities. ■ The framework of the current Equity and Diversity Plan will be reviewed and opportunities for improvement identified for future diversity planning. ■ The relationship of the EDP to the Better Planning: Better Services planning framework and the State Sustainability Strategy is being examined to ensure there is a consistency of approach for agencies.
<p>Progress Report Priorities</p> <p>The second progress report on the <i>Equity and Diversity Plan 2001-2005</i> highlighted sector wide underachievement in the areas of employment for people with a disability and in the retention and development of Aboriginal staff in public sector agencies.</p>	<p>In collaboration with the CEO Diversity Forum, the OEEO:</p> <ul style="list-style-type: none"> ■ Developed and launched an interactive CD ROM as a learning tool to help public sector agencies build an environment that affirms and respects Indigenous cultural values in the workplace and provide tips and strategies for both managers and Indigenous employees. ■ Developed a strategy to assist public authorities to increase the representation of employees with disabilities in the public sector to achieve objectives in the Government's Equity and Diversity Plan.
<p>Gender Pay Equity</p> <p>The current level of gender pay equity and the characteristics, causes and consequences of gender pay inequity in public sector agencies is being investigated by a number of jurisdictions around Australia. Research completed to date indicates that this is a complex issue that goes far beyond a simple look at salary bands. The issues also involve work value assessment and classification regimes as well as structural and cultural barriers to flexible work practices and interpretations of merit at senior levels.</p>	<ul style="list-style-type: none"> ■ CEO selection processes will continue to monitor applicant pools for gender balance and executive search specialists will be contracted, in part, on their ability to target and identify balanced fields of candidates. ■ The Office of Equal Employment Opportunity will participate in, and contribute to, joint research initiatives. ■ The Director of Equal Opportunity in Public Employment will develop and pilot a targeted initiative in partnership with local government

Issue	Action by the Office of EEO
Data Integrity and Validity <p>The integrity and validity of public sector data used in the reporting of employment outcomes for diversity groups is heavily dependent on the extent to which there is consistent application of definitions and effective sampling in public sector agencies. This assists in achieving timely and accurate reporting.</p>	<ul style="list-style-type: none"> Finalised and distributed revised indicators of cultural diversity and disability status of employees in public authorities to enable the development of targeted strategies. Developed a web-based package for public sector agencies to forward data for their annual reports and to provide calculations and charts to give immediate feedback on key measures and trends for their agency.
Women in Universities <p>Universities now have a good representation of people from culturally diverse backgrounds and people with disabilities but women remain under represented in management tiers and the representation and distribution of Indigenous Australians still needs to improve.</p>	<ul style="list-style-type: none"> The Office recognises that proposed Commonwealth government policy changes may impact demographics for academic staff. Progress will be monitored and specific strategies developed if required.
Women in the Public Sector <p>There has been some progress in the public sector in the distribution of women and the representation of other diversity groups. However for people with disabilities, youth and women in management, the objectives included in the Equity and Diversity Plan are unlikely to be achieved without considerable effort.</p>	<ul style="list-style-type: none"> The Office will provide assistance to the public sector to identify further aspirational objectives for people with disabilities, people from culturally diverse backgrounds and women in Management Tiers to achieve the Equity and Diversity Plan objectives. Research is being undertaken to identify which groups of people are under represented in the public sector workforce in order to develop targeted strategies for more cultural diversity. A sector wide strategy for the employment of people from culturally diverse backgrounds will be developed next year to support the Government's Anti-Racism Strategy. The Office will contribute to the sector wide youth options strategy being developed by the Department of the Premier and Cabinet.
Agency Amalgamations <p>Changes due to the Machinery of Government review resulted in a number of agency amalgamations. The review of the effective delivery of Government priorities (Functional Review) has resulted in further agency amalgamations.</p> <p>The Functional Review Implementation Team (FRIT) is developing models for the integrated and unified delivery across the public sector of corporate services, including human resource management.</p>	<ul style="list-style-type: none"> The Office will liaise with FRIT to ensure that the new clustered services appropriately assist agencies to develop diverse workforces and provide flexible and family friendly working environments. The Office will need to adapt its approach to agency assistance and monitoring in line with the new corporate services models.

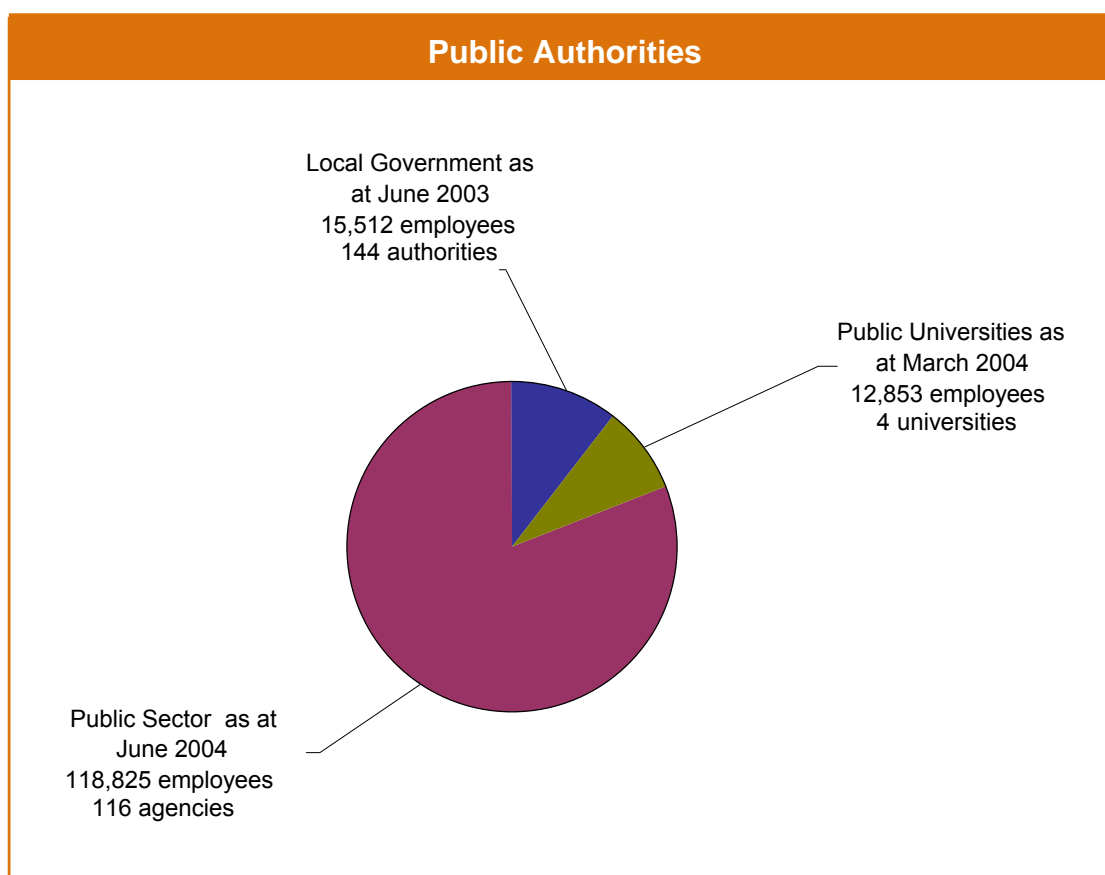
Evaluating EEO and Diversity in Public Authorities

EEO and diversity in public authorities is assessed by the representation of women, men and other diversity groups at all levels of the workforce and by their representation in management positions. Diversity groups include Indigenous Australians, people from culturally diverse backgrounds, people with disabilities, youth and mature workers. Each year public authorities provide an EEO Annual Report on their demographic profile to the Director to enable an assessment of the effectiveness of their EEO Management Plans. The Office of EEO provides feedback to large organisations with an analysis of their data benchmarked against the sector. The Office also conducts climate surveys that obtain employee perceptions on equity and diversity in public authorities on a regular cycle that aims to survey large agencies approximately every five years.

This section provides a summary and analysis of the sector wide data for women, men, Indigenous Australians, people from culturally diverse backgrounds, people with disabilities, youth and mature workers. Each of these diversity groups is considered for each of the three public authority sectors.

Public Authorities

Public authorities include three sectors: public sector agencies (including the utilities), public universities and local governments. In 2004 there were 264 public authorities in Western Australia with 147,190 employees.



Equity Measures

Representation

It is useful to compare the representation of the diversity groups in the workforce with the representation of those groups in the customers of the public authority or the general population. For data across all public authorities, representation is measured as a percentage and compared to the community.

Distribution

The distribution of women and other diversity groups across all levels in the organisation can be measured with the Equity Index. This is a measure of 'compression' - the extent to which members of the diversity group are primarily to be found at the lower classification levels. An Equity Index of 100 indicates an equitable distribution and an Index of less than 100 indicates there is compression at lower levels (for a more detailed explanation see Appendix 6 - Glossary and Definitions).

Management

Representation in management is measured by representation of the groups in the top three tiers of management. A second measure is the representation in the salary or classification levels that normally include middle and senior management. For the public sector, representation in the Senior Executive Service is also measured.

Employee Perceptions

Employee perceptions of equity and diversity are assessed using questions in a climate survey of employees relating to how people are respected and valued by managers and colleagues and the acceptability and occurrence of offensive behaviour relating to gender, race, disability and age.

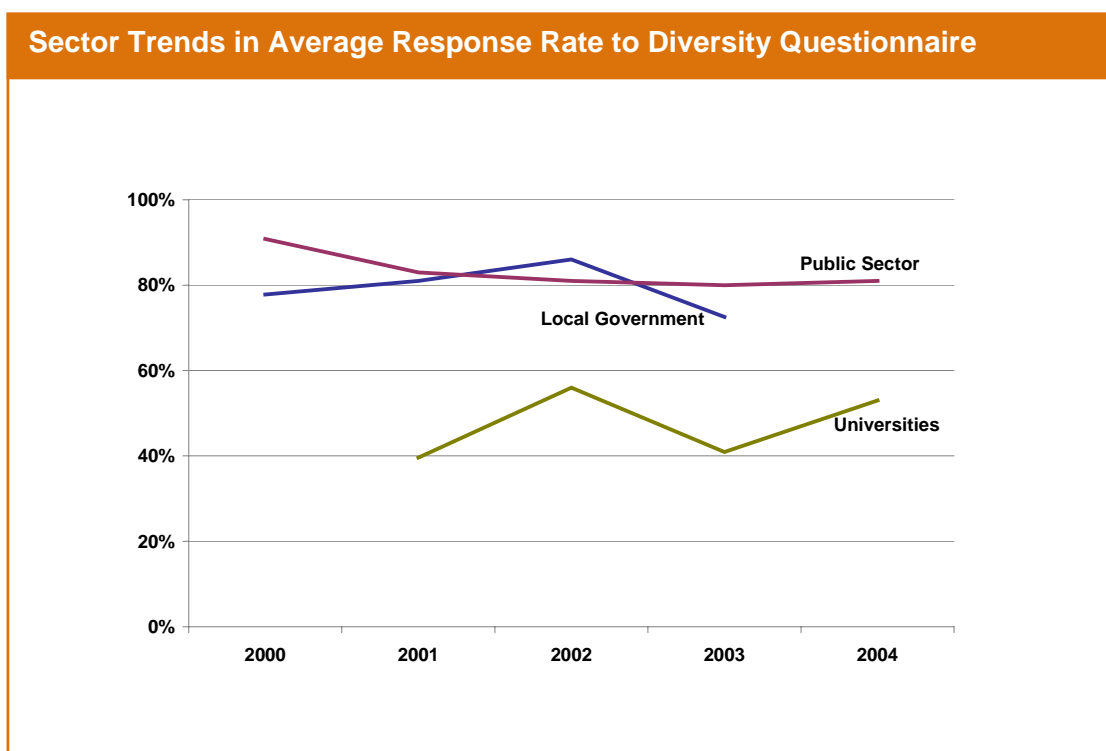
Estimating the Representation of Diversity Groups

Representation of a wide range of diversity groups in the workforce provides the opportunity to maximise the potential benefits of a diverse workforce. A demographic profile is available for women, men, Indigenous Australians, people from culturally diverse backgrounds, people with disabilities, youth and mature workers.

Information relating to gender and age has been collected for all employees for many years and the data for women, men, youth and mature workers is based on information from 100% of the workforce.

In Western Australia, information has also been collected since 1994 on the representation of other diversity groups in the workforce of public authorities. Information for Indigenous Australians, people from culturally diverse backgrounds and people with disabilities is obtained through surveys of employees. Since 2000 the percentage of people responding to the survey has continued to be over 80% for the public sector; however the local government rate has fallen to 73% in 2003, compared to a high of 86% in 2002. Overall, the generally high sample size has enabled good estimates of the representation of diversity groups in these sectors. For universities the percentage responding to the survey is much lower and ranges from 30% to 53% in 2004 depending on the group and whether the information relates to academics or general staff.

While a high percentage of people surveyed enables a good estimate of the representation, these estimates may be lower than the actual representation because some people may choose not to identify as members of the EEO group. In addition, it is not possible to analyse trends between years where the sample sizes are considerably different as they often represent different organisations with varying demographic profiles. The average sample size for diversity groups for the three sectors is shown below.



For universities the average response rate has increased considerably in the last year and there has been a decrease for local government. This will impact upon the percentages of the diversity groups for these sectors.

Current Factors Impacting on Sector Profile Reporting

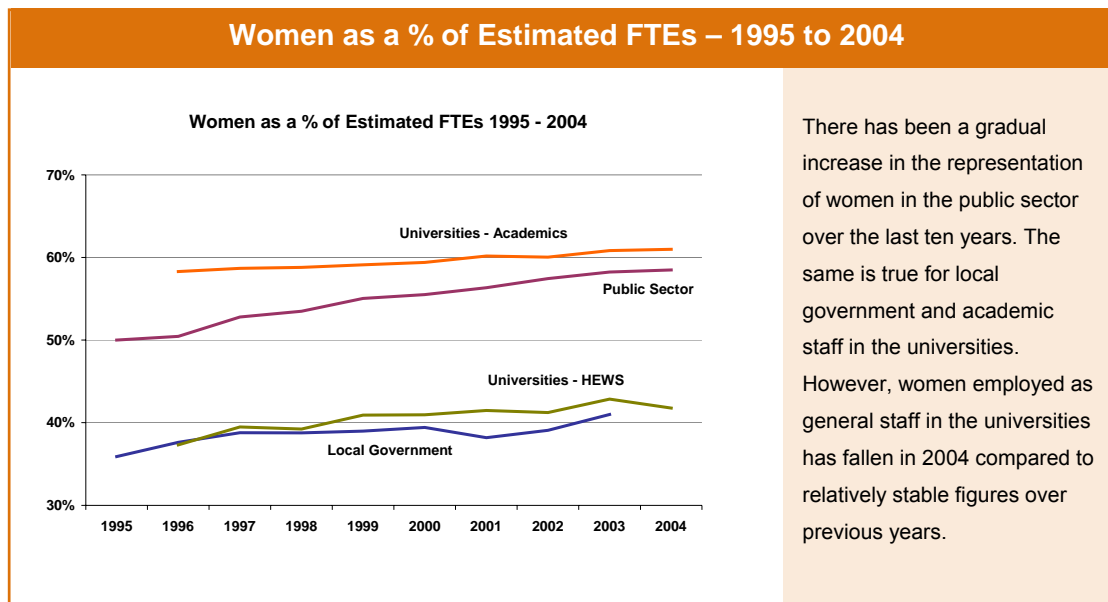
Modes of Employment Policy

The Modes of Employment policy was introduced in May 2001 with the clear purpose of improving access to permanent work for casual and fixed term staff in roles that were essentially ongoing. The policy was part of the Government's commitment to greater job security and improved entry-level opportunities for employees in the public sector. The policy has influenced trends to the extent that contract and casual positions that have been made permanent were more prevalent in lower classification levels. The conversion of these positions to permanent has possibly lowered the Equity Index for groups where there was a disproportionately high number of equity group members.

Harmonisation of Pay Scales under Single Agreement

Differences in the pay rates for staff at the same classification band under agency level Enterprise and Workplace Agreements in recent years has led to some artificial movements in the Equity Index. While these have been minor, the movement from a wide range of scales to a single scale within the General Agreement offers more reliable comparability in the 2003-04 figures.

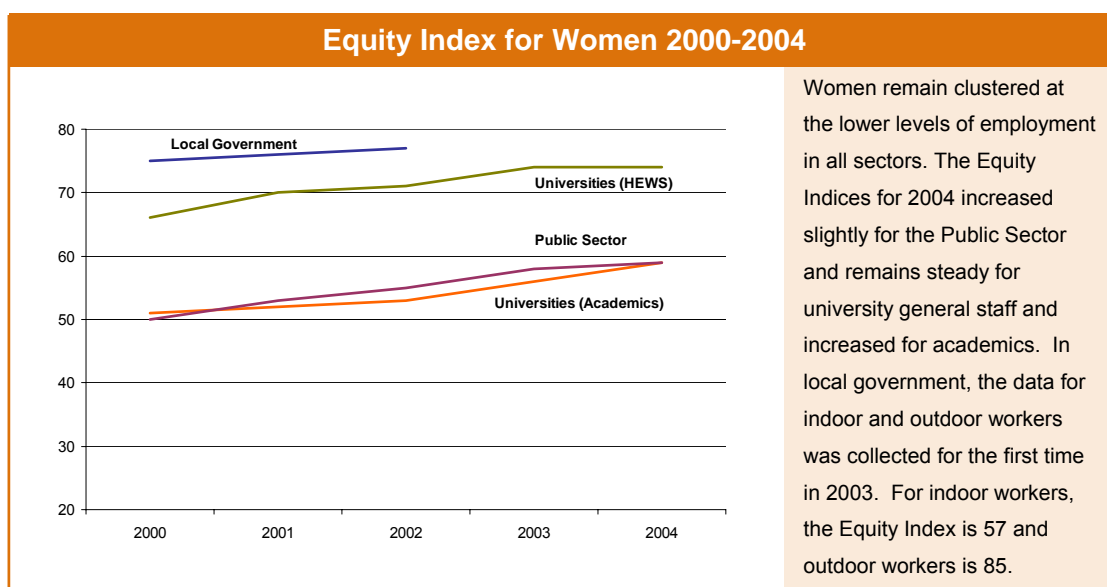
Women in Management in Public Authorities



Women and men differ in their types of employment. Women are less likely to be permanent than men in all sectors. For example permanency rates for women in the public sector are 68% compared to 80% for men. Women are also more likely to be part time, with 41% of permanent and fixed term women in the public sector being part time, compared to 8% of men. Other sectors show similar differences. For details see Appendices 2-4.

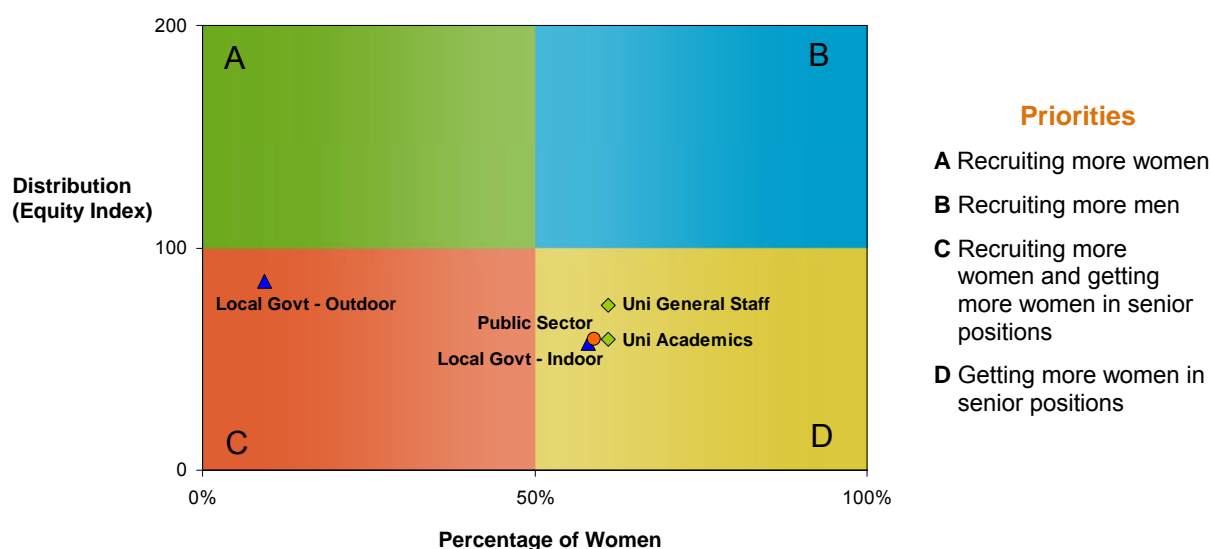
Distribution of Women in Senior Positions

The Equity Index measures the distribution of women across all levels of employment and compares it to the distribution of all staff. The ideal Index is 100, which indicates an equitable distribution of women.

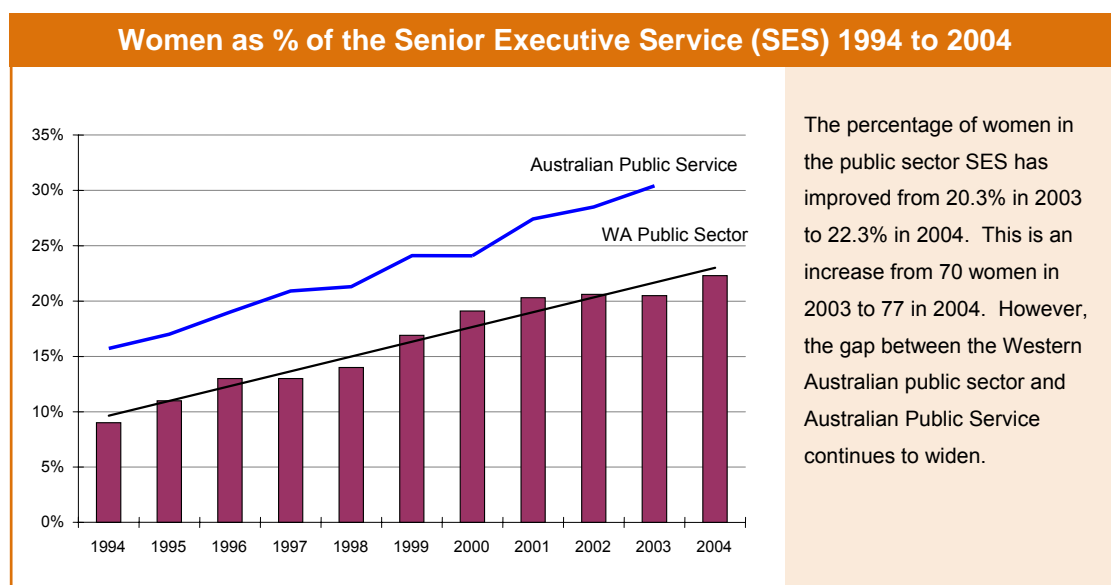


Gender Matrix

The gender matrix shows the position of women in each of the sectors. The matrix shows the proportion of women on the horizontal axis and their distribution (the Equity Index) on the vertical axis. The four quadrants each indicate a different area of priority for improved EEO and diversity.

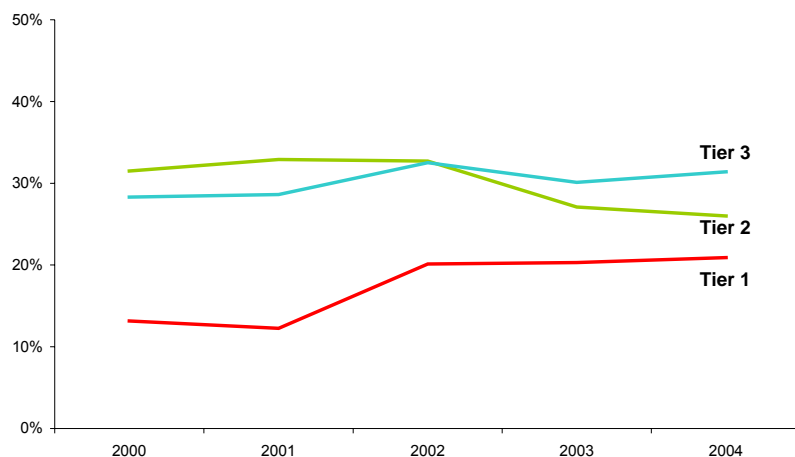


The under representation of women at senior levels can be seen in the public sector Senior Executive Service (SES). Women continue to be under represented in the SES and their representation is lower in Western Australia than in the Commonwealth and in other Australian states.



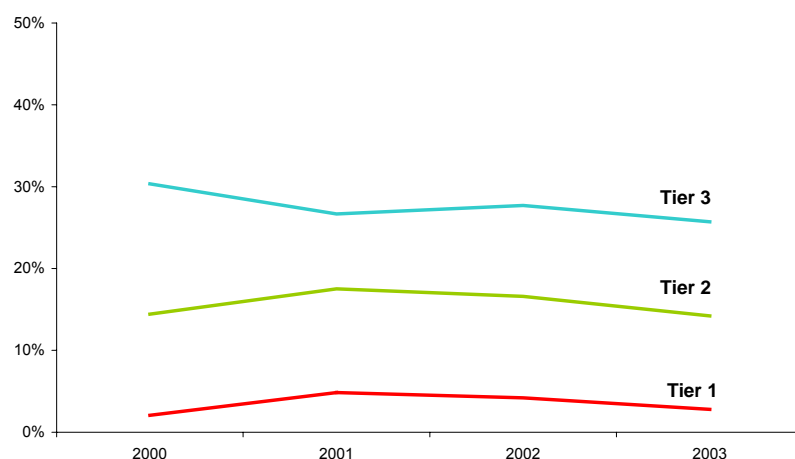
Women in Management Tiers

Management Tiers – Public Sector



For the public sector the representation of women in Tier 1 and Tier 3 has increased slightly in 2004. However it is of concern that women remain under represented at Tier 2 (corporate executive level) and their representation has declined in the last year. This does not appear to be due to marked changes in agency structures. Urgent action will be needed to achieve improvements.

Management Tiers – Local Government



In local government women remain under represented at all levels of management and there has been a decline in the last year. The very low levels of women at Tier 1 (Chief Executive Officer level) is of serious concern. Tier 2 (corporate executive level) is also low relative to other sectors.

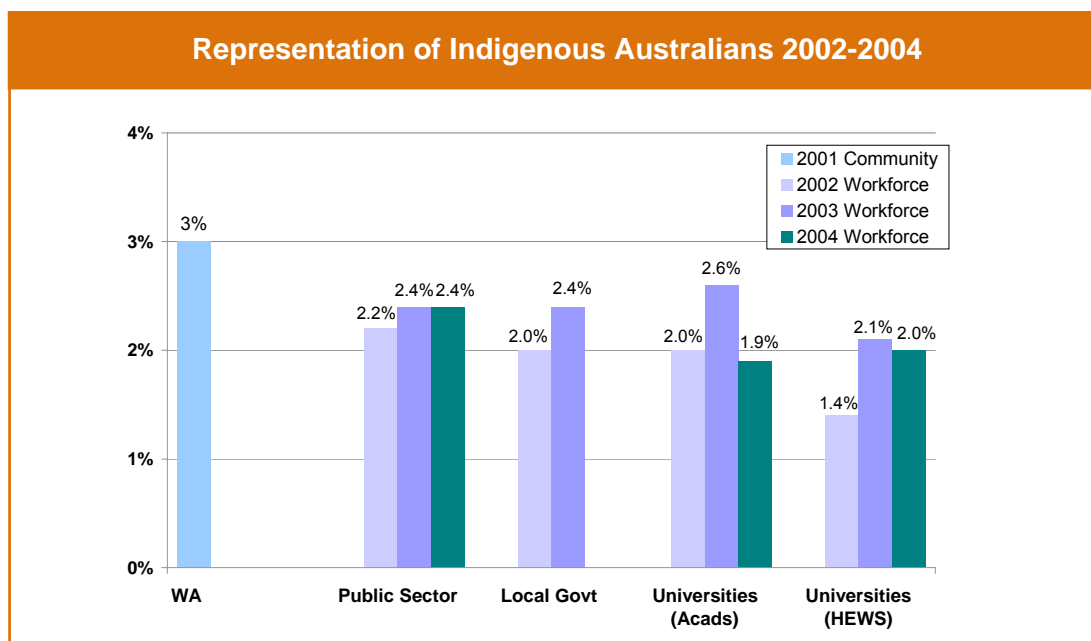
Management Tiers – Universities



For universities women are now well represented at Tier 2 following a marked increase in their representation at that level. This has been mainly due to a restructure in one university that meant Tier 3 positions became Tier 2. There has been a decline in Tier 3 (managers reporting to corporate executive) in the last year and the under representation of women at this level still needs to be addressed.

Indigenous Australians

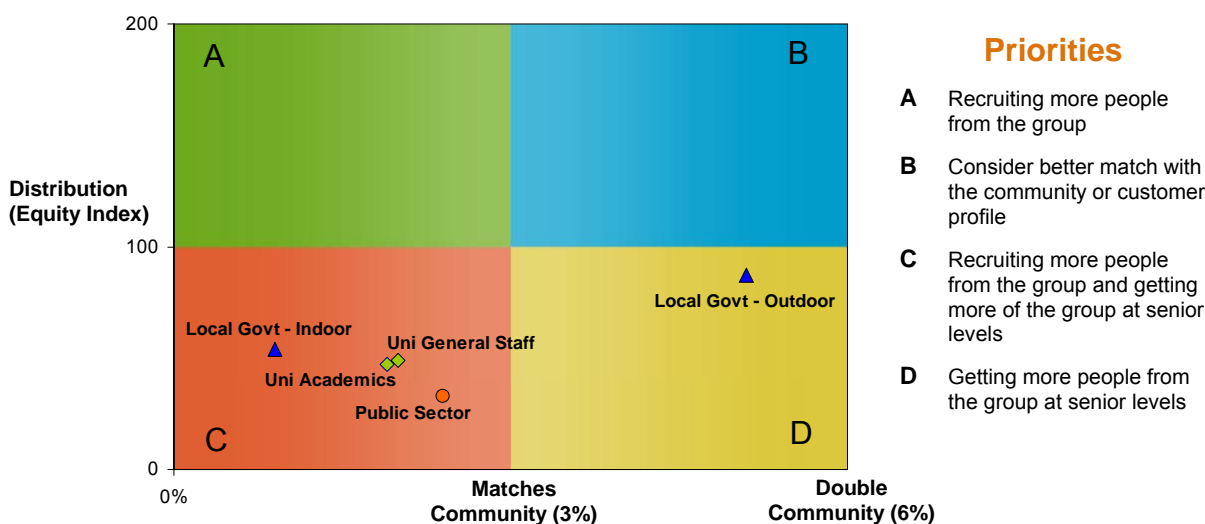
Indigenous Australians are people of Aboriginal and Torres Strait Islander descent who identify as such and are accepted as such by the community in which they live.



Note: The data on Indigenous people relies on self nomination. It is therefore possible that these results may underestimate the true number.

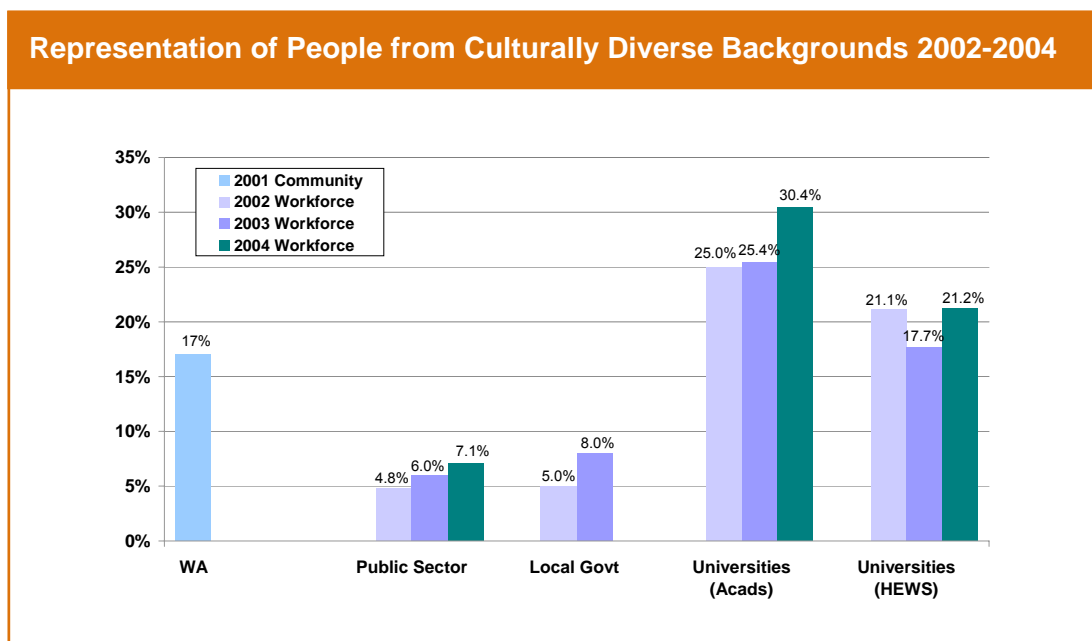
In all sectors, there has been an increase in the overall number of Indigenous Australians employed. However, in the public sector there has been a corresponding increase in the total number of employees surveyed, resulting in the same percentage of Indigenous Australians in the sector. There will need to be strong improvement in order to achieve the objectives of 2.9% for 2005 set under the Equity and Diversity Plan for the public sector. For the local government and universities, the percentage increase for local government and the decrease for universities, are mainly due to the changes in sample sizes.

The diversity matrix below shows the position of Indigenous Australians in each sector. The matrix shows representation of Indigenous Australians in the workforce relative to representation in the WA community (3%) on the horizontal axis and their distribution (the Equity Index) on the vertical axis.



People from Culturally Diverse Backgrounds

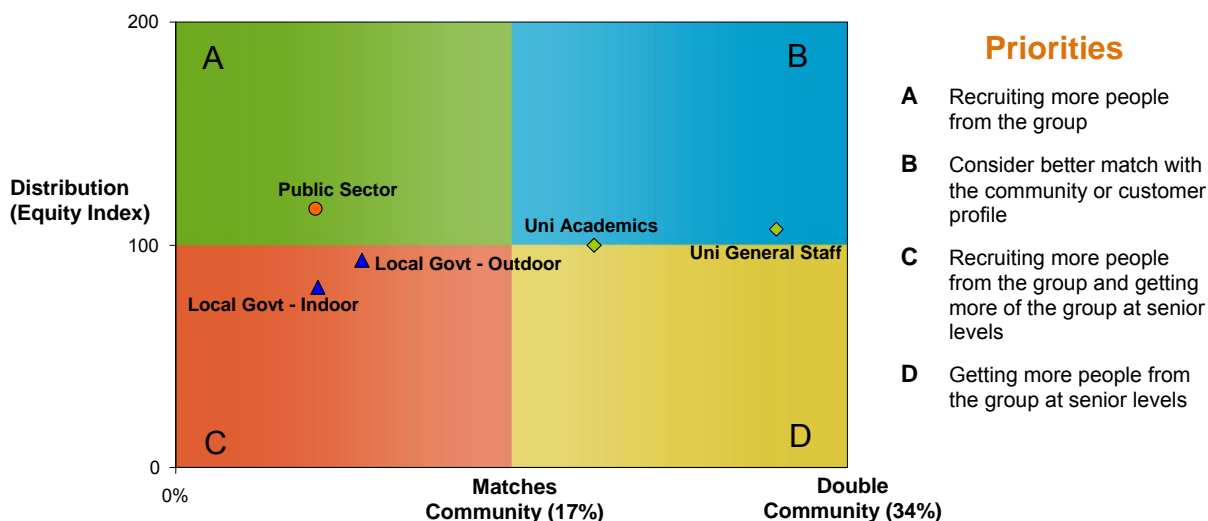
Cultural diversity in public authorities is measured by the number of people born overseas from non-English speaking backgrounds.



Note : The data on people from culturally diverse backgrounds relies on self nomination. It is therefore possible that these results may underestimate the true number.

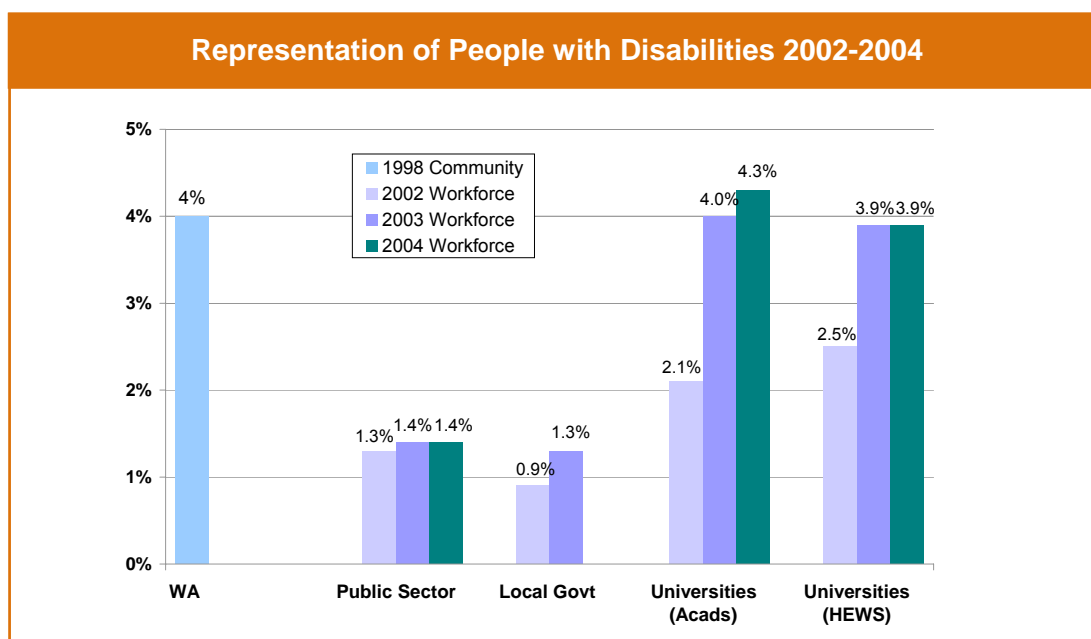
People from culturally diverse backgrounds are well represented in universities but are clearly under represented in the public sector and local government, especially in comparison to the community average of 17%. However, there has been a considerable improvement in the last two years in the public sector in line with objectives established under the *Equity and Diversity Plan for the Public Sector Workforce*. The increases in the local government and universities are positive and represent a substantial increase in numbers as well as percentages.

The diversity matrix below shows the position of people from culturally diverse backgrounds in each sector with representation relative to the WA community (17%) on the horizontal axis and distribution (the Equity Index) on the vertical axis.



People with Disabilities

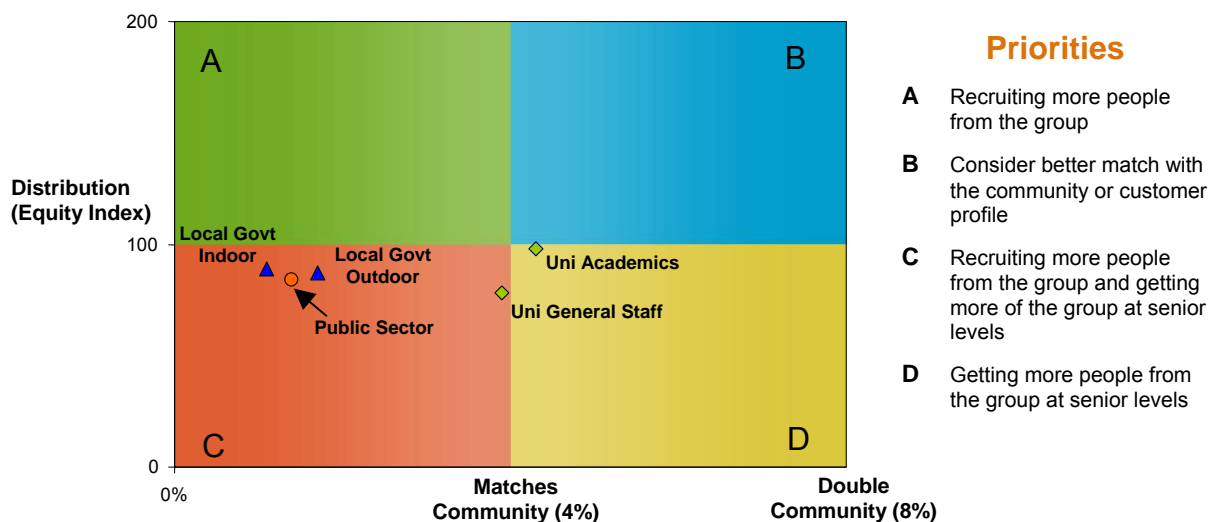
This diversity group includes people with a moderate core activity restriction aged between 16 and 64 years. The community cannot be exactly compared to the people with disabilities in public authorities as the definition refers to disabilities that require adjustments in the workplace and there may be some people with disabilities who do not identify themselves as requiring these adjustments. However, it is the most comparable estimate available.



Note : The data on people with disabilities relies on self nomination. It is therefore possible that these results may underestimate the true number.

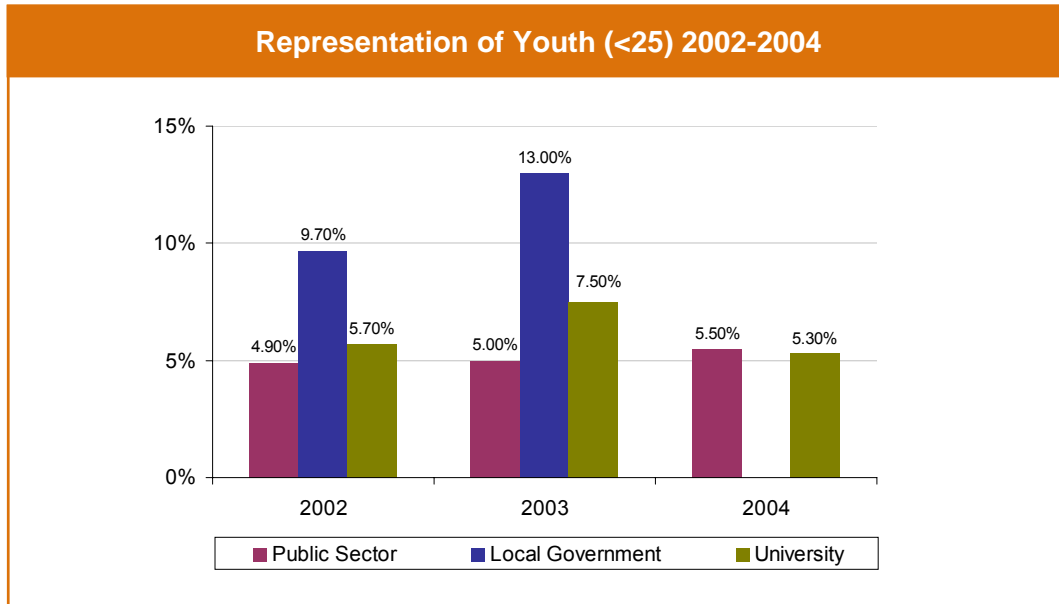
There has been an increase in the numbers of people with disabilities in all sectors. However, in the public sector there has been a corresponding increase in the total number of employees surveyed, resulting in the same percentage of people with disabilities in the sector. There will need to be substantial improvements to achieve the objectives set in the *Equity and Diversity Plan for the Public Sector Workforce*. Universities have maintained their strong improvement in the employment of people with disabilities as a result of proactive programs in several universities. There has been an improvement in local government, although this is partly due to the reduced sample size.

The diversity matrix shows the position of people with disabilities in each sector with representation relative to the community (4%) on the horizontal axis and distribution (the Equity Index) on the vertical axis.

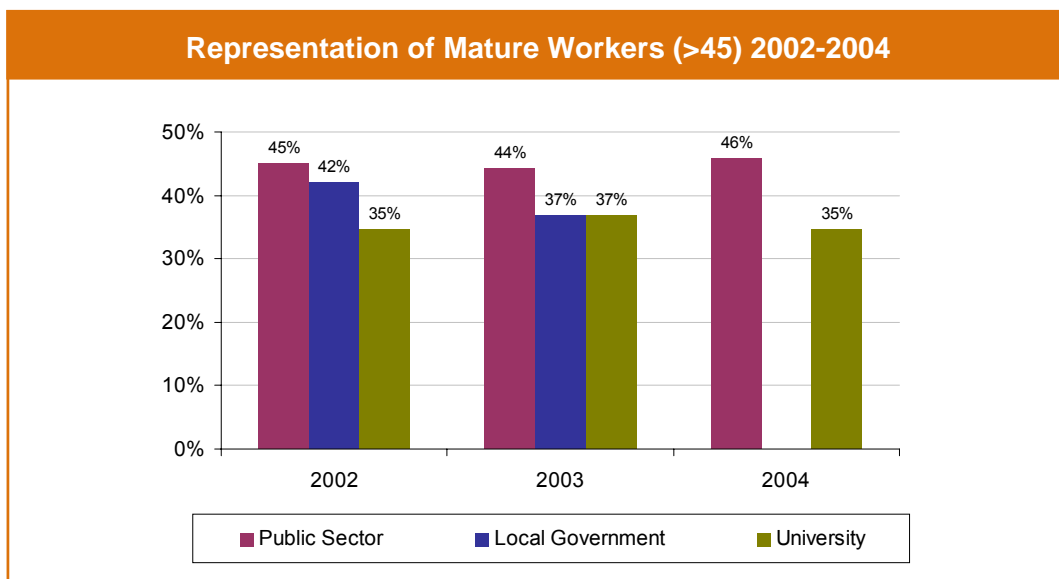


Youth and Mature Workers

The following age data relates to employees in the public, local government and university sectors. In the public sector the proportion of both youth and mature workers are increasing. In 2004 5.5% of public sector employees are youth (<25 years), an increase from 5.0% in 2003 and 45.9% are mature workers (>45 years), an increase from 44.3%.



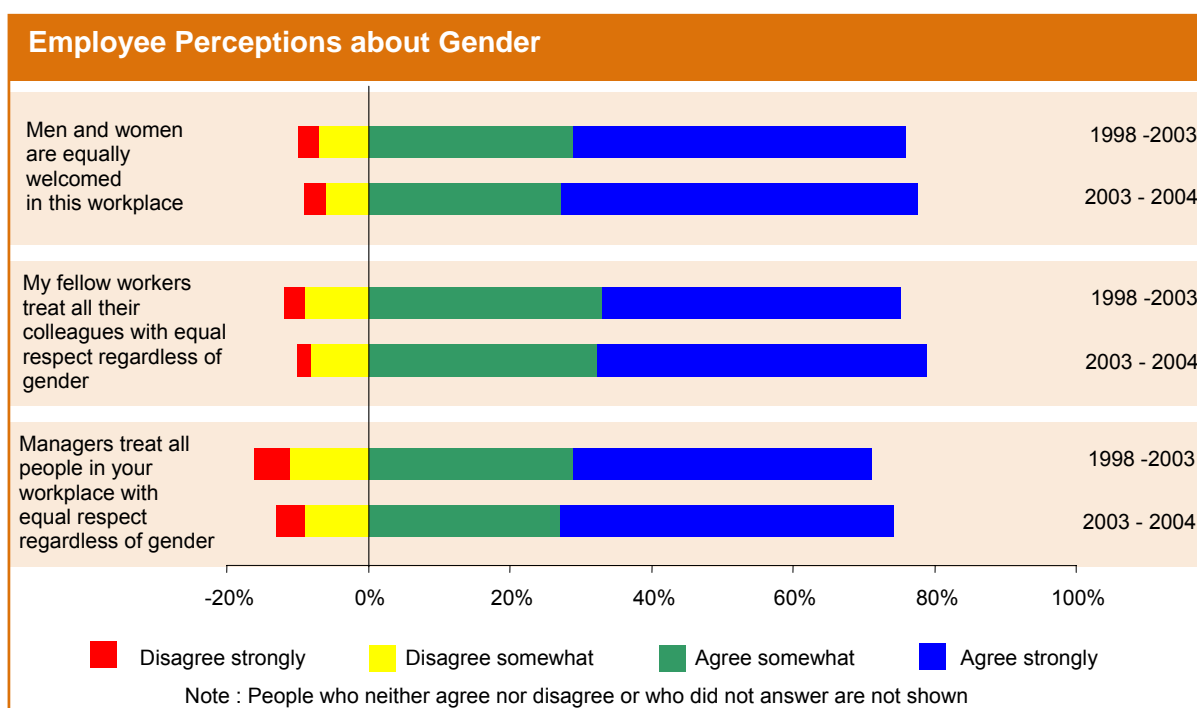
Compared to men there is a higher proportion of women under 25 years in the public sector with 6.1% of women and 4.4% of men in this group. In local government there are considerably more women (17%) than men (9%) in this age group. In universities the representation of youth in women (5.5%) and men (5.0%) are similar.



Mature workers are over represented compared to the community and the representation of both men and women in the public sector who are over 45 years is increasing. The representation of mature workers in local government and the universities is declining. There is likely to be increased turnover in the public sector as they reach retirement age. Many agencies are developing strategies to retain the skills and knowledge of mature workers. The representation of mature workers in local government and the universities is declining.

Climate Surveys

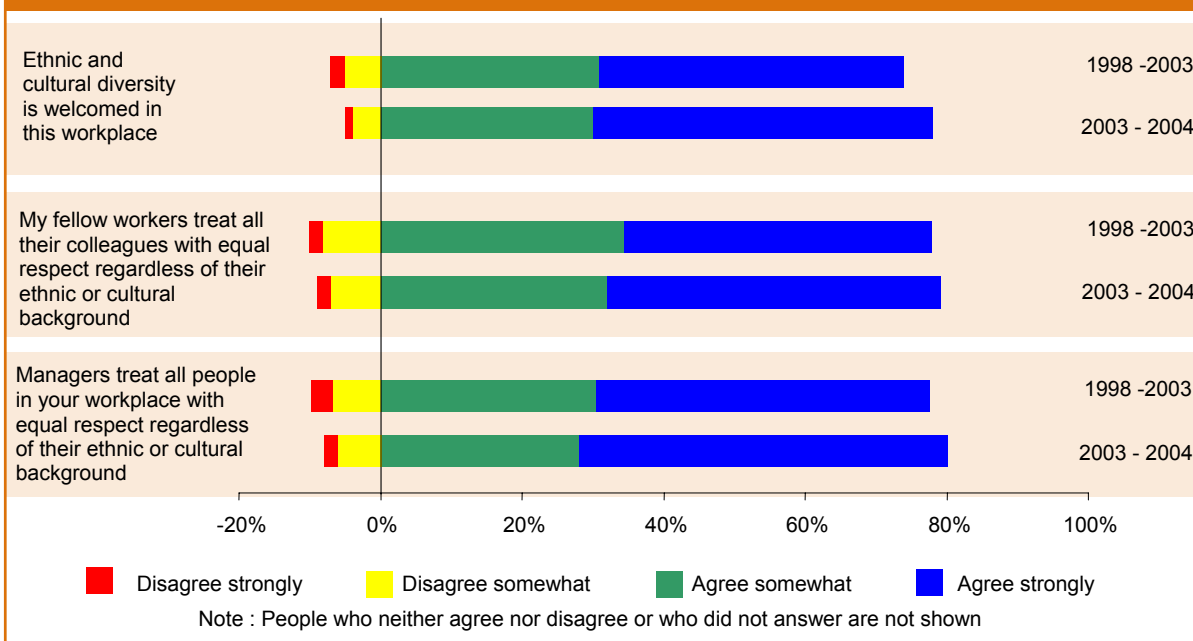
Climate surveys on public sector employee perceptions of human resource management, ethics and equity and diversity are conducted in public authorities on a rotating five yearly cycle. The following charts show employee perceptions about equity and diversity in the workplace over the periods July 2003 to June 2004 (6,662 respondents) compared to the previous five year period from July 1998 to June 2003 (20,162 respondents). The sample for 2003-2004 includes agencies from a broad cross section of the sector including education and health districts and a range of other government departments and statutory authorities.



Perceptions about gender equity in 2003-2004 have shown a small improvement compared to the aggregate for the previous five years, with slightly more employees agreeing with the statements than for the corresponding result in the previous period. For instance, around 74% of respondents agree that managers respect and welcome people regardless of gender in 2003-2004 compared to 71% for 1998-2003. Women and men show similar responses to these questions.

While there has been an improvement in perceptions, it is of concern that 13% of employees in 2003-2004 still disagree that *managers* treat people with equal respect regardless of gender (compared to 16% in 1998-2003). Similar results apply in the cases of gender and colleagues. Clearly there is a need for continuing work to encourage people to value gender diversity in the workplace, particularly people in management positions.

Employee Perceptions about Ethnic and Cultural Diversity



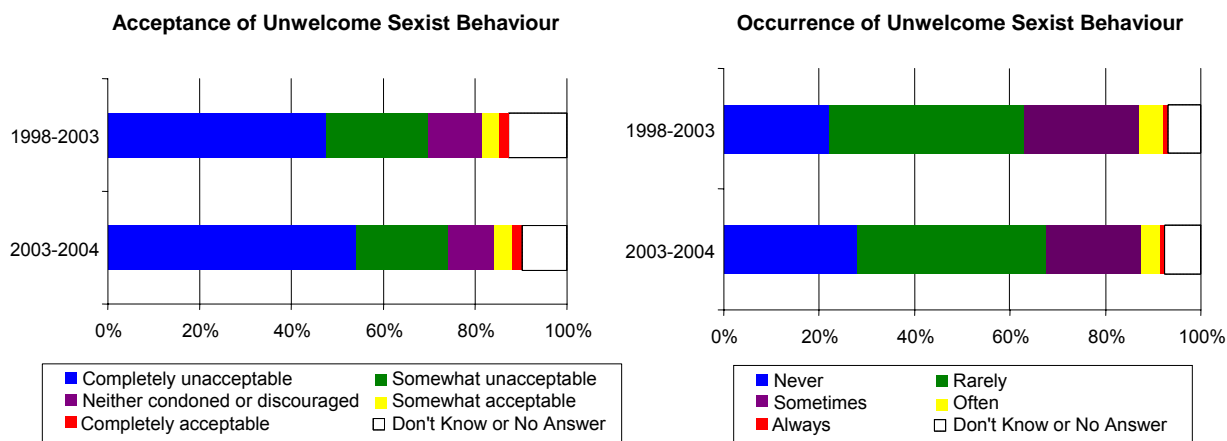
A comparison of the 2003-2004 responses compared to the previous five year period shows that perceptions about ethnicity and cultural diversity are becoming more positive. For example, 78% of respondents in 2003-2004 agreed that ethnic and cultural diversity is welcomed in the workplace, compared to 74% for 1998-2003. Similarly, 80% in 2004 agreed that their managers treat people with equal respect, regardless of their ethnic or cultural background, compared to 79% in the earlier period.

An analysis of the responses from people who identified as Indigenous Australian or from ethnic minorities confirmed that they are slightly less positive compared to the rest of the workforce about these questions. This shows that Indigenous Australians and people from different cultural backgrounds to the majority could benefit from the continuing need to encourage all employees to value cultural diversity in the workplace.

Acceptance and Occurrence of Unwelcome Behaviour

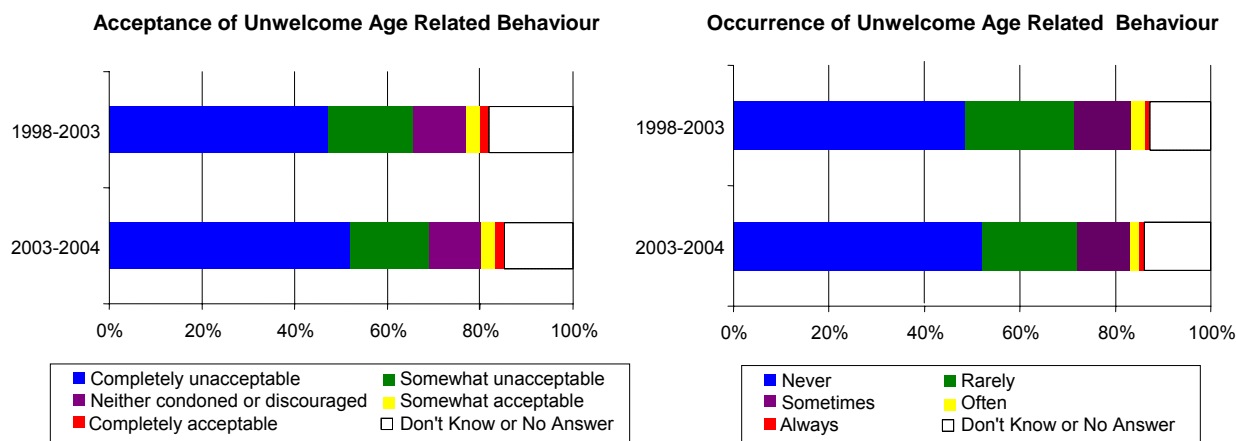
While it is clear the majority of employees perceive that unwelcome behaviour on the basis of age, sex, race and disability is unacceptable, in some areas it is still more likely to occur than might be expected from their understanding of its acceptability. In addition there are still some respondents who are said that unwelcome behaviour was neither condoned nor discouraged, or who did not know or did not answer (ranging from 16% for disability to 26% for age). It is of concern that there are still a number of people unaware of the acceptability of unwelcome behaviour and signals that agencies need to educate staff on behaviour that is acceptable and unacceptable in the workplace. They also need to ensure that they take steps to ensure that the unwelcome behaviour does not occur through active intervention when it is observed and appropriate mechanisms for employees to raise their concerns.

Other staff making unwelcome comments, jokes or remarks of a sexist or sexual nature



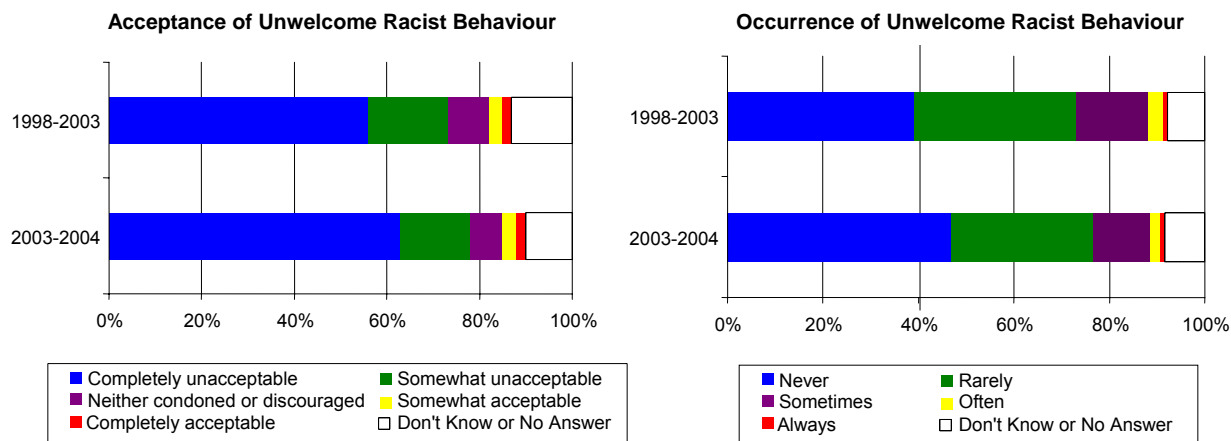
The majority of staff find that making unwelcome comments, jokes or remarks of a sexist or sexual nature is either completely or somewhat unacceptable. In addition most respondents said that it never or rarely occurred in the workplace with women and men showing similar results. This is a positive result. However while 74% of respondents in 2003-2004 consider that unwelcome behaviour of a sexist nature is completely or somewhat unacceptable, only 68% perceived that it rarely or never occurs and of these only 20% said it never occurs. Proactive steps are needed in agencies to ensure that employees behaviour in this area is in line with agency expectations.

Other staff indicating that someone cannot advance in his or her career because of their age



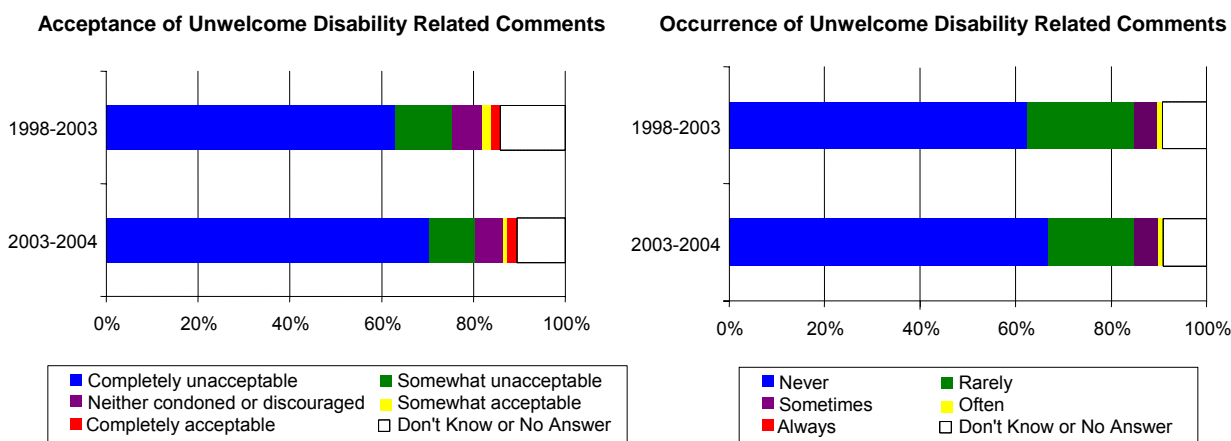
The majority of staff believe that indicating that someone cannot advance in his or her career because of their age is either completely or somewhat unacceptable and that the behaviour never or rarely occurred. For this behaviour there was a large group (26%) that said it was neither condoned or discouraged or who did not know or did not answer. There seems to be less awareness that age related unwelcome behaviour is unacceptable. Given the ageing workforce and the need to retain mature workers, it is important for agencies to address these issues.

Other staff making unwelcome comments, jokes or remarks of a racist nature



In 2003-2004 unwelcome comments, jokes or remarks of a racist nature, consisting of jokes or remarks were perceived by the majority of staff as either completely or somewhat unacceptable in the workplace. Whilst most respondents (77%) also considered that such behaviour never or rarely occurred, it is of concern that 15% of respondents said that such behaviour sometimes, often or always occurs. Respondents who identified as being from an ethnic minority background or as Indigenous Australians were less likely to say that the behaviour never or rarely occurred (68% of 514 respondents from an ethnic minority backgrounds and 61% of 114 Indigenous Australian respondents). A comparison with the previous five year period shows an improvement in the perceptions for these groups. Nevertheless the results for 2003-2004 indicate that many people who are not part of the majority culture still experience this behaviour.

Other staff making unwelcome comments about someone with a disability



The majority of respondents in 2003-2004 perceived that making unwelcome comments about a person's disability is either completely or somewhat unacceptable (80%) and that this behaviour never or rarely occurred (84%). This is a positive result, indicating that most staff understand that such behaviour is not tolerated in the workplace. The majority of respondents who identified as having a disability also said it never or rarely occurred (72% of 153 respondents with a disability) a slight improvement from the previous five year period. While this type of unwelcome behaviour is perceived to be the least acceptable and the least likely to occur, there are still 16% of respondents who said the behaviour is neither condoned or discouraged or who did not know or did not answer. This indicates that further efforts for raising employee awareness of these issues are still required.

APPENDICES

Appendix 1 – Performance 2003 – 2004

EEO Advice, Assistance and Evaluation

This output involves the assessment of public authority compliance with Part IX of the *Equal Opportunity Act 1984* in order to achieve a more diverse workforce within all public authorities.

Total Cost of Service: \$858 000

Staff: 9 FTE's

Performance in 2003-2004

Performance Measures	2003/2004 Target	2003/2004 Actual
Quantity		
Public authorities assisted and reported on	267	266
Quality		
Satisfaction of agency corporate executives with feedback provided in effectiveness review (evaluation)	75%	96%
Satisfaction of training participants	75%	93%
Timeliness		
Timeframes between request for assistance and response	3 working days	0.5 working days
Timeframes between receipt of annual reports and distribution of analysis	10 weeks	10 weeks
Cost		
Average cost per public authority	\$4 363	\$3 226

Appendix 2 – Public Sector Workforce Demographics

Women and Men in the Public Sector

Representation of Women and Men 2001-2004				
	2001	2002	2003	2004
Number of Employees	107 168	109 176	115 573	118 825
Number of Women	65 358	67 717	72 628	75 075
Number of Men	41 810	41 459	42 945	43 750
Women as % of all Employees	61.0%	62.0%	62.8%	63.2%
Estimated Women FTEs as % of all estimated FTEs	56.3%	57.5%	58.2%	58.5%

Note: Estimated FTEs are calculated by counting each full time person as one FTE and each part time and casual person as 0.5 FTEs.

Employment Type - Women and Men 2001-2004				
	2001	2002	2003	2004
Permanent Women	42 687	45 973	48 433	50 920
Permanent Women as % of all Women	65.3%	67.9%	66.7%	67.8%
Permanent Men	32 790	33 139	33 902	34 815
Permanent Men as % of all Men	78.4%	79.9%	78.9%	79.6%
Part Time Women	23 067	24 512	25 575	27 160
Part Time Women as % of permanent and fixed term Women	39.8%	40.8%	40.5%	41.3%
Part Time Men	2 666	3 380	2 839	3 088
Part Time Men as % of permanent and fixed term Men	6.9%	8.8%	7.3%	7.8%

Women in Management in the Public Sector

Distribution of Women 2001-2004				
	2001	2002	2003	2004
Equity Index for Women	53	55	58	59
Women as % Salary Ranges 7-10	23.0%	23.6%	26.4%	29.3%
Women as % Salary Ranges 9-10	20.9%	20.8%	23.2%	23.6%

The Equity Index is a measure of compression at the lower salary ranges of the sector. An index of 100 indicates no compression.

Women in the Senior Executive Service (SES) 2001-2004				
	2001	2002	2003	2004
People in the SES	404	369	342	345
Women in the SES	82	76	70	77
Women as % SES	20.3%	20.6%	20.5%	22.3%

Women in the Management Tiers 2001-2004				
	2001	2002	2003	2004
Total in Tier 1	155	144	118	115
Women in Tier 1	19	29	24	24
Women as % Tier 1	12.3%	20.1%	20.3%	20.9%
Total in Tier 2	690	701	517	520
Women in Tier 2	227	229	140	135
Women as % Tier 2	32.9%	32.7%	27.1%	26.0%
Total in Tier 3	1 611	1 610	1 462	1 397
Women in Tier 3	461	524	440	438
Women as % Tier 3	28.6%	32.5%	30.1%	31.4%

Note : The number of CEOs may not match the number of agencies where one CEO is managing two organisations.

Indigenous Australians in the Public Sector

Representation of Indigenous Australians, 2001-2004

	2001	2002	2003	2004
Employees surveyed	89 568	88 802	92 578	96250
Employees surveyed as % Total	83.6%	81.3%	80.1%	81.0%
Indigenous Australians	1 884	1 925	2 196	2325
Indigenous Australians as % employees surveyed	2.1%	2.2%	2.4%	2.4%
Permanent Employees as % Total	70.4%	72.5%	71.2%	72.2%
Permanent Indigenous Australians as % all Indigenous Australians	55.4%	61.7%	58.7%	59.5%

Note : The data on Indigenous Australians relies on self nomination. It is therefore possible that these results may underestimate the true number.

Distribution of Indigenous Australians, 2001-2004

	2001	2002	2003	2004
Equity Index for Indigenous Australians	29	24	30	33
No. Indigenous Australians in Salary Ranges 7-10	42	32	60	72
% All Employees Salary Ranges 7-10	7.5%	6.4%	7.2%	9.4%
% Indigenous Australians in Salary 7-10	2.5%	1.8%	3.1%	3.5%
No. Indigenous Australians in Salary Ranges 9-10	10	9	15	16
% All Employees Salary Ranges 9-10	2.2%	1.7%	1.9%	2.2%
% Indigenous Australians in Salary Ranges 9-10	0.6%	0.5%	0.8%	0.8%

The Equity Index is a measure of compression at the lower salary ranges of the sector. An index of 100 indicates no compression.

Indigenous Australians in the Senior Executive Service (SES) 2001-2004

	2001	2002	2003	2004
Indigenous Australians in the SES	7	6	8	8
Indigenous Australians as % SES	1.7%	1.6%	2.3%	2.3%

People from Culturally Diverse Backgrounds in the Public Sector

Representation of People - Culturally Diverse Backgrounds 2001-2004				
	2001	2002	2003	2004
Employees surveyed	89 416	88362	92 494	96 050
Employees surveyed as % Total	83.4%	80.9%	80.0%	80.8%
People Culturally Diverse Backgrounds	3 835	4 300	5 554	6 852
People from Culturally Diverse Backgrounds as % employees surveyed	4.3%	4.9%	6.0%	7.1%
Permanent Employees as % Total	70.4%	72.5%	71.2%	72.2%
Permanent People from Culturally Diverse Bgds as % all People from Culturally Diverse Backgrounds	70.7%	70.8%	74.2%	75.2%

Note : The data on people from culturally diverse backgrounds relies on self nomination. It is therefore possible that these results may underestimate the true number.

Distribution of People from Culturally Diverse Backgrounds 2001-2004				
	2001	2002	2003	2004
Equity Index for People from Culturally Diverse Backgrounds	120	135	132	116
No. People from Culturally Diverse Backgrounds in Salary Ranges 7-10	351	373	507	702
% All Employees Salary Ranges 7-10	7.5%	6.4%	7.2%	9.4%
% People from Culturally Diverse Backgrounds in Salary 7-10	10.2%	9.8%	10.2%	11.5%
No. People from Culturally Diverse Backgrounds in Salary Ranges 9-10	97	105	147	231
% All Employees Salary Ranges 9-10	2.2%	1.7%	1.9%	2.2%
% People from Culturally Diverse Backgrounds in Salary Ranges 9-10	2.8%	2.8%	3.0%	3.8%

The Equity Index is a measure of compression at the lower salary ranges of the sector.
An index of 100 indicates no compression.

People from Culturally Diverse Backgrounds in the Senior Executive Service (SES), 2001-2004				
	2001	2002	2003	2004
People from Culturally Diverse Backgrounds in the SES	10	9	8	10
People from Culturally Diverse Backgrounds as % of SES	2.5%	2.4%	2.3%	2.9%

People with Disabilities in the Public Sector

Representation of People with Disabilities, 2001-2004

	2001	2002	2003	2004
Employees surveyed	89 452	88 954	92 491	96 344
Employees surveyed as % Total	83.5%	81.5%	80.0%	81.1%
People with Disabilities	1 145	1 119	1 281	1 388
People with Disabilities as % employees surveyed	1.3%	1.3%	1.4%	1.4%
Permanent Employees as % Total	70.4%	72.5%	71.2%	72.2%
Permanent People with Disabilities as % all People with Disabilities	82.2%	82.3%	79.7%	78.7%

Note : The data on people with disabilities relies on self-nomination. It is therefore possible that these results may underestimate the true number.

Distribution of People with Disabilities, 2001-2004

	2001	2002	2003	2004
Equity Index for People with Disabilities	81	94	81	84
No. People with Disabilities in Salary Ranges 7-10	73	67	82	102
% All Employees Salary Ranges 7-10	7.5%	6.4%	7.2%	9.4%
% People with Disabilities in Salary Ranges 7-10	6.9%	6.5%	7.2%	8.4%
No. People with Disabilities in Salary Ranges 9-10	12	16	12	23
% All Employees Salary Ranges 9-10	2.2%	1.7%	1.9%	2.2%
% People with Disabilities in Salary Ranges 9-10	1.1%	1.6%	1.1%	1.9%

The Equity Index is a measure of compression at the lower salary ranges of the sector.
An index of 100 indicates no compression.

People with Disabilities in the Senior Executive Service (SES) 2001-2004

	2001	2002	2003	2004
People with Disabilities in the SES	2	5	5	5
People with Disabilities as % SES	0.5%	1.4%	1.5%	1.4%

Appendix 3 – Local Government Workforce Demographics

Women and Men in Local Government

Representation of Women and Men 2000-2003					
	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Number of Employees	15 146	14 584	14 953	10 731	4 781
Number of Women	6 950	6 351	6 693	6 700	605
Number of Men	8 196	8 233	8 260	4 031	4 176
Women as % of all Employees	45.9%	43.5%	44.8%	62.4%	12.7%
Estimated Women FTEs as % of all estimated FTEs	39.4%	38.2%	39.1%	57.6%	9.3%

Note: Estimated FTEs are calculated by counting each full time person as one FTE and each part time and casual person as 0.5 FTEs.

Employment Type - Women and Men 2000-2003					
	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Permanent Women	3 982	3 981	4 349	4 157	354
Permanent Women as % of all Women	57.3%	62.7%	65.0%	62.0%	58.5%
Permanent Men	6 666	6 639	6 736	2 891	3 907
Permanent Men as % of all Men	81.3%	80.6%	81.5%	71.7%	93.6%
Part Time Women	1 382	1 440	1 600	1 558	153
Part Time Women as % of permanent and fixed term Women	32.7%	32.6%	34.4%	33.8%	40.9%
Part Time Men	234	339	288	205	97
Part Time Men as % of permanent and fixed term Men	3.3%	4.7%	4.0%	6.1%	2.4%

Women in Management in Local Government

Distribution of Women 2000-2003

	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Equity Index for Women	75	76	77	57	85
Women as % Salary Ranges 7-10	23.5%	23.1%	25.8%	25.8%	5.3%
Women as % Salary Ranges 9-10	17.4%	16.0%	15.5%	17.1%	5.9%

The Equity Index is a measure of compression at the lower salary ranges of the sector.
An index of 100 indicates no compression.

Women in Management Tiers 2000-2003

	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Total in Tier 1	144	144	143	144	
Women in Tier 1	3	7	6	4	
Women as % Tier 1	2.1%	4.9%	4.2%	2.8%	
Total in Tier 2	388	417	410	393	58
Women in Tier 2	56	73	68	63	1
Women as % Tier 2	14.4%	17.5%	16.6%	16.0%	1.7%
Total in Tier 3	514	551	628	637	201
Women in Tier 3	156	147	174	203	12
Women as % Tier 3	30.4%	26.7%	27.7%	31.9%	6.0%

Indigenous Australians in Local Government

Representation of Indigenous Australians 2000-2003					
	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Employees surveyed	11 778	12 202	12 961	7 361	3 878
Employees surveyed as % of Total	77.8%	83.7%	86.7%	68.6%	81.1%
Indigenous Australians	282	261	258	69	197
Indigenous Australians as % of employees surveyed	2.4%	2.1%	2.0%	0.9%	5.1%

Note : The data on Indigenous Australians relies on self nomination.
It is therefore possible that these results may underestimate the true number.

Distribution of Indigenous Australians 2000-2003					
	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Equity Index for Indigenous Australians	46	29	29	54	87
No. Indigenous Australians in Salary Ranges 7-10 (for 2003 this is Levels 7-10 for Indoor and Levels 4-6 for Outdoor)	18	7	6	5	137
% All Employees Salary Ranges 7-10	17.6%	18.4%	17.9%	22.9%	73.5%
% Indigenous Australians in Salary Ranges 7-10	7.5%	3.1%	2.7%	8.6%	72.5%
No. Indigenous Australians in Salary Ranges 9-10 (for 2003 this is Levels 9-10 for Indoor and Level 6 for Outdoor)	5	4	4	2	35
% All Employees Salary Ranges 9-10	9.0%	9.3%	9.1%	12.4%	29.1%
% Indigenous Australians in Salary Ranges 9-10	2.1%	1.8%	1.8%	3.4%	18.5%

The Equity Index is a measure of compression at the lower salary ranges of the sector.
An index of 100 indicates no compression.

People from Culturally Diverse Backgrounds in Local Government

Representation of People from Culturally Diverse Backgrounds 2000-2003					
	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Employees surveyed	11 778	12 219	12 505	7 369	3 922
Employees surveyed as % of Total	77.8%	83.8%	83.6%	68.7%	82.0%
People from Culturally Diverse Backgrounds	522	704	623	531	369
People from Culturally Diverse Backgrounds as % of employees surveyed	4.4%	5.8%	5.0%	7.2%	9.4%

Note : The data on people from culturally diverse backgrounds relies on self nomination.
It is therefore possible that these results may underestimate the true number.

Distribution of People from Culturally Diverse Backgrounds 2000-2003					
	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Equity Index for People from Culturally Diverse Backgrounds	67	81	75	81	93
No. People from Culturally Diverse Backgrounds in Salary Ranges 7-10 (for 2003 this is Levels 7-10 for Indoor and Levels 4-6 for Outdoor)	58	94	75	79	249
% All Employees Salary Ranges 7-10	17.6%	18.4%	17.9%	22.9%	73.5%
% People from Culturally Diverse Backgrounds in Salary Ranges 7-10	12.3%	15.5%	13.3%	19.0%	69.7%
No. People from Culturally Diverse Backgrounds in Salary Ranges 9-10 (for 2003 this is Levels 9-10 for Indoor and Levels 6 for Outdoor)	25	50	36	38	93
% All Employees Salary Ranges 9-10	9.0%	9.3%	9.1%	12.4%	29.1%
% People from Culturally Diverse Backgrounds in Salary Ranges 9-10	5.3%	8.3%	6.4%	9.2%	26.1%

The Equity Index is a measure of compression at the lower salary ranges of the sector.
An index of 100 indicates no compression.

People with Disabilities in Local Government

Representation of People with Disabilities 2000-2003					
	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Employees surveyed	11 778	11 229	12 961	7 360	3 868
Employees surveyed as % of Total	77.8%	77.0%	86.7%	68.6%	80.9%
People with Disabilities	136	137	111	82	64
People with Disabilities as % of employees surveyed	1.2%	1.2%	0.9%	1.1%	1.7%

Note : The data on people with disabilities relies on self nomination. It is therefore possible that these results may underestimate the true number.

Distribution of People with Disabilities 2000-2003					
	2000	2001	2002	2003	
	All Staff	All Staff	All Staff	Indoor	Outdoor
Equity Index for People with Disabilities	60	57	52	89	87
No. People with Disabilities in Salary Ranges 7-10 (for 2003 this is Levels 7-10 for Indoor and Levels 4-6 for Outdoor)	12	15	12	17	31
% All Employees Salary Ranges 7-10	17.6%	18.4%	17.9%	22.9%	73.5%
% People with Disabilities in Salary Ranges 7-10	9.4%	11.3%	10.9%	24.6%	51.7%
No. People with Disabilities in Salary Ranges 9-10 (for 2003 this is Levels 9-10 for Indoor and Levels 6 for Outdoor)	7	7	4	4	7
% All Employees Salary Ranges 9-10	9.0%	9.3%	9.1%	12.4%	29.1%
%People with Disabilities in Salary Ranges 9-10	5.5%	5.3%	3.6%	5.8%	11.7%

The Equity Index is a measure of compression at the lower salary ranges of the sector. An index of 100 indicates no compression.

Appendix 4 – Public Universities Workforce Demographics

Women and Men in Public Universities

Representation of Women and Men, 2001-2004, Academics				
	2001	2002	2003	2004
Number of Employees	7 053	5 963	6 870	6 079
Number of Women	3 180	2 676	3 194	2 757
Number of Men	3 873	3 287	3 676	3 322
Women as % of all Employees	45.1%	44.9%	46.5%	45.4%
Estimated Women FTEs as % of all estimated FTEs	41.5%	41.2%	42.9%	41.8%

Note: Estimated FTEs are calculated by counting each full time person as one FTE and each part time and casual person as 0.5 FTEs.

Representation of Women and Men, 2001-2004, General Staff				
	2001	2002	2003	2004
Number of Employees	8 435	6 415	7 129	6 774
Number of Women	5 245	4 008	4 504	4 296
Number of Men	3 190	2 407	2 625	2 478
Women as % of all Employees	62.2%	62.5%	63.2%	63.4%
Estimated Women FTEs as % of all estimated FTEs	60.2%	60.0%	60.8%	61.0%

Note: Estimated FTEs are calculated by counting each full time person as one FTE and each part time and casual person as 0.5 FTEs.

Representation of Women and Men, 2001-2004 Academics & General Staff				
	2001	2002	2003	2004
Total Number of Employees	15 488	12 378	13 999	12 853
Total Number of Women	8 425	6 684	7 698	7 053
Total Number of Men	7 063	5 694	6 301	5 800
Total Women as % of all Employees	54.4%	54.0%	55.0%	54.9%

Women and Men in Public Universities

Employment Type – Women and Men, 2001-2004, Academics

	2001	2002	2003	2004
Permanent Women	586	661	699	746
Permanent Women as % of all Women	18.4%	24.7%	21.9%	27.1%
Permanent Men	1 286	1 370	1 383	1 409
Permanent Men as % of all Men	33.2%	41.7%	37.6%	42.4%
Part Time Women	337	386	368	403
Part Time Women as % of permanent and fixed term Women	27.5%	28.6%	27.4%	28.6%
Part Time Men	235	246	273	294
Part Time Men as % of permanent and fixed term Men	11.2%	11.5%	12.7%	13.3%

Employment Type – Women and Men, 2001-2004, General Staff

	2001	2002	2003	2004
Permanent Women	2 028	2 197	2 273	2 341
Permanent Women as % of all Women	38.7%	54.8%	50.5%	54.5%
Permanent Men	1 307	1 376	1 399	1 437
Permanent Men as % of all Men	41.0%	57.2%	53.3%	58.0%
Part Time Women	983	1065	1055	1128
Part Time Women as % of permanent and fixed term Women	32.4%	32.9%	31.8%	32.2%
Part Time Men	220	228	232	228
Part Time Men as % of permanent and fixed term Men	11.8%	11.8%	11.8%	11.3%

Women in Management in Public Universities

Distribution of Women, 2001-2004, Academics

	2001	2002	2003	2004
Equity Index for Women	52	53	56	59
% Women Academics Levels D-E	13.2%	15.0%	16.5%	17.5%

Distribution of Women, 2001-2004, General Staff

	2001	2002	2003	2004
Equity Index for Women	70	71	74	74
% Women at HEW 7-11	43.5%	44.8%	46.4%	46.8%

The Equity Index is a measure of compression at the lower salary ranges of the sector.
An index of 100 indicates no compression.

Women in Management Tiers 2001-2004 Academics & General Staff

	2001	2002	2003	2004
Total in Tier 1	4	4	4	4
Women in Tier 1	1	1	1	1
Women as % of Tier 1	25.0%	25.0%	25.0%	25.0%
Total in Tier 2	12	18	21	34
Women in Tier 2	2	4	6	16
Women as % of Tier 2	16.7%	22.2%	28.6%	47.1%
Total in Tier 3	58	75	89	126
Women in Tier 3	12	24	27	35
Women as % of Tier 3	20.7%	32.0%	30.3%	27.8%

Indigenous Australians in Public Universities

Representation of Indigenous Australians, 2001-2004 - Academics

	2001	2002	2003	2004
Employees surveyed	3 698	3 847	2 503	3 345
Employees surveyed as % of Total	52.4%	64.5%	36.4%	55.0%
Indigenous Australians	79	78	65	65
Indigenous Australians as % of employees surveyed	2.1%	2.0%	2.6%	1.9%

Note : The data on Indigenous Australians relies on self nomination.
It is therefore possible that these results may underestimate the true number.

Representation of Indigenous Australians, 2001-2004, General Staff

	2001	2002	2003	2004
Employees surveyed	4 675	4 306	3 789	4 651
Employees surveyed as % of Total	55.4%	67.1%	53.1%	68.7%
Indigenous Australians	49	62	80	93
Indigenous Australians as % of employees surveyed	1.0%	1.4%	2.1%	2.0%

Distribution of Indigenous Australians, 2001-2004, Academics

	2001	2002	2003	2004
Equity Index for Indigenous Australians	41	45	39	47
No. Indigenous Australians in Academic Levels D-E	1	2	3	4

Distribution of Indigenous Australians, 2001-2004, General Staff

	2001	2002	2003	2004
Equity Index for Indigenous Australians	33	39	49	49
No. Indigenous Australians in HEW Levels 7-11	0	5	11	12

The Equity Index is a measure of compression at the lower salary ranges of the sector.
An index of 100 indicates no compression.

People from Culturally Diverse Backgrounds in Public Universities

Representation of People from Culturally Diverse Backgrounds, 2001-2004, Academics

	2001	2002	2003	2004
Employees surveyed	2 169	2 955	2 331	2 681
Employees surveyed as % of Total	30.8%	49.6%	33.9%	44.1%
People from Culturally Diverse Backgrounds	327	739	593	815
People from Culturally Diverse Backgrounds as % of employees surveyed	15.1%	25.0%	25.4%	30.4%

Note : The data on people from culturally diverse backgrounds relies on self nomination. It is therefore possible that these results may underestimate the true number.

Representation of People from Culturally Diverse Backgrounds, 2001-2004, General Staff

	2001	2002	2003	2004
Employees surveyed	2 876	3 343	3 460	4 192
Employees surveyed as % of Total	34.1%	52.1%	48.5%	61.9%
People from Culturally Diverse Backgrounds	304	707	612	887
People from Culturally Diverse Backgrounds as % of employees surveyed	10.6%	21.1%	17.7%	21.2%

Distribution of People from Culturally Diverse Backgrounds 2001-2004, Academics

	2001	2002	2003	2004
Equity Index for People from Culturally Diverse Backgrounds	100	101	98	107
No. People from Culturally Diverse Backgrounds in Academic Levels D-E	64	118	103	173

Distribution of People from Culturally Diverse Backgrounds 2001-2004, General Staff

	2001	2002	2003	2004
Equity Index for People from Culturally Diverse Backgrounds	92	100	94	100
No. People from Culturally Diverse Backgrounds in HEW Levels 7-11	61	157	150	225

The Equity Index is a measure of compression at the lower salary ranges of the sector. An index of 100 indicates no compression.

People with Disabilities in Public Universities

Representation of People with Disabilities 2001-2004, Academics

	2001	2002	2003	2004
Employees surveyed	2 155	2 953	2 078	2 194
Employees surveyed as % of Total	30.6%	49.5%	30.2%	36.1%
People with Disabilities	51	62	83	95
People with Disabilities as % of employees surveyed	2.4%	2.1%	4.0%	4.3%

Note : The data on people with disabilities relies on self nomination.
It is therefore possible that these results may underestimate the true number.

Representation of People with Disabilities, 2001-2004, General Staff

	2001	2002	2003	2004
Employees surveyed	2 840	3 310	2 925	3 420
Employees surveyed as % of Total	33.7%	51.6%	41.0%	50.5%
People with Disabilities	79	83	113	134
People with Disabilities as % of employees surveyed	2.8%	2.5%	3.9%	3.9%

Distribution of People with Disabilities 2001-2004, Academics

	2001	2002	2003	2004
Equity Index for People with Disabilities	102	144	95	98
No. People with Disabilities in Academic Levels D-E	9	15	12	15

Distribution of People with Disabilities 2001-2004, General Staff

	2001	2002	2003	2004
Equity Index for People with Disabilities	125	103	69	78
No. People with Disabilities in HEW Levels 7-11	15	19	23	28

The Equity Index is a measure of compression at the lower salary ranges of the sector.
An index of 100 indicates no compression.

Appendix 5 – Publications

The following publications and reports from the Director of Equal Opportunity in Public Employment and the Office of Equal Employment Opportunity are available to be viewed at the Office. Most can be viewed and downloaded via the Office website: <http://www.oeeo.wa.gov.au>. Limited numbers of these booklets are available to the public free of charge.

For people with disabilities this document and other publications can be made available in alternative formats, on request.

- Director of Equal Opportunity in Public Employment Annual Reports 1985/86 to 2002/03;
- Accent on Ability;
- Acts of Courage: Public Sector CEOs on Men, Women and Work;
- Are You Employing Aboriginal Staff? A Resource Kit for Non-Aboriginal Supervisors of Aboriginal Staff;
- Breaking Through: Women Executives in the WA Public Sector;
- EEO and Diversity Management Planning: A Guide for Equity Planners and Practitioners;
- Equity and Diversity Planning Strategies;
- Implementing Flexible Working Arrangements: A Resource Kit;
- Innovative Recruitment;
- Insights: Strategies for Success. Indigenous and Non-Indigenous People on Work;
- Insights: Strategies for Success. An interactive management workshop and resource; (available on CD-ROM);
- Mentoring: A Strategy for Achieving Equity and Diversity;
- Overcoming Workplace Barriers for Aboriginal Staff – A Resource Kit for Managers and Supervisors Working with Aboriginal Staff;
- Searching for Public Sector Executives: Equity Principles;
- Tapping Into Talent: A Review Guide;
- Understanding EEO in WA;
- Voices of Diversity; and
- Women In Management: Good Ideas for Improving Diversity.

Equity and Diversity Plan publications:

- Equity and Diversity Plan for the Public Sector Workforce 2001-2005;
- Executive and Management Recruitment – Encouraging Women Applicants;
- Indigenous Employment in the WA Public Sector – Valuing the Difference;
- 1st Progress Report - April 2003 - Equity and Diversity Plan; and
- 2nd Progress Report – December 2003 - Equity and Diversity Plan.

The Key is a quarterly publication, produced electronically by the Office of EEO, dealing with current issues in equity and diversity. It is distributed free of charge via e-mail. For enquiries about *The Key* or any other publication, or to join the distribution list, please contact the Office on (08) 9260 6600 or via e-mail to deope@opssc.wa.gov.au.

Appendix 6 – Glossary and Definitions

The following notes and definitions clarify some of the main terms relevant to equal opportunity and diversity within Western Australia. Where strict definitions are required the Act should be consulted. There are also definitions pertinent to demographic data collection undertaken by public sector agencies, local government authorities and public universities. For more details see the Office of EEO website at www.oeeo.wa.gov.au.

Glossary of Terms

Climate Surveys

Climate surveys are conducted by the Office of the Public Sector Standards Commissioner for employees in public sector agencies. These include questions relating to human resource management, ethics and equity and diversity. These are conducted for large agencies (generally with more than 200 employees) on a regular basis that aims to cover all agencies in a four yearly cycle. The *Public Sector Management Act* does not cover corporatised agencies, local governments and public universities and the human resource management and ethics questions are not applicable to them. A separate climate survey is conducted for these organisations with questions that relate primarily to equity and diversity. Analysis of the climate surveys is conducted comparing responses for each agency to the public sector aggregate and providing a gender breakdown. Feedback on the results is generally provided through a presentation to the organisation's corporate executive.

EEO

Equal Employment Opportunity.

Employment Type

The employment type of an employee relates to whether the employee was employed on a permanent, fixed term or casual basis and to whether they worked full-time or part-time.

<i>Permanent</i>	An employee employed for an indefinite period of time, usually under the terms and conditions of a relevant award or agreement.
<i>Fixed term</i>	An employee employed for a finite period of time.
<i>Full-time</i>	Those employees who normally work the agreed or award hours for a full-time employee in their occupation. If the agreed or award hours do not apply, employees are regarded as full-time if they ordinarily work 35 hours or more per week.
<i>Part-time</i>	Those employees who are not full-time as defined above.
<i>Casual</i>	Those employees who are paid on an hourly rate and receive a special loading, usually in lieu of leave entitlements.
<i>Sessional</i>	Those employed to work for session periods.
<i>Other</i>	Those employees who do not fit into any of the above groups.

Equal Opportunity

As stated in section 3 of the *WA Equal Opportunity Act*, equal opportunity is concerned with:

- The elimination of discrimination on the basis of the grounds covered in the Act, and
- The promotion of the recognition and acceptance of the equality of all persons regardless of sex, marital status or pregnancy, family responsibility or family status, race, religious or political conviction, impairment or age.

Equity Index

The Equity Index is a measure of distribution. It compares the distribution of women and diversity groups in the workforce and to the distribution of the workforce as a whole. If the group has a similar distribution across all levels as the total workforce the Equity Index is 100. An Index of less than 100 indicates compression of the group at the lower levels. An Index of more than 100 indicates the group is more likely to be at the higher levels.

For women, the Equity Index is calculated using the total number of people employed at each salary range and the total number of women at each salary range. Alternatively data may be collected on the total numbers at each classification level. If this is possible it gives a more meaningful Index. Where salary ranges are used attention should be paid to any changes to salary flowing from Agreements. Progress over time may be illusory if there have been salary increases rather than an actual redistribution of the group being measured. Comparisons with other organisations need to take into account the difference in salary level for the same promotional position or classification level.

Details of the calculation are included at the end of this appendix. The Office of EEO has electronic calculators available for agency use to calculate the equity indices for their organisation.

Indigenous Australians

Persons of Aboriginal and Torres Strait Islander origin.

Management Profile

This measures the managerial responsibility in an organisation according to the top three tiers in the organisational management structure. It is linked to decision-making responsibility rather than salary. The definitions recognise that a range of possible management structures exist, depending on the nature of the business conducted by the organisation, its size and geographical and corporate structure. While all organisations will have Tier 1 Management, some smaller organisations or those with flatter structures may have only two tiers of management.

Management Tiers

Tier 1 Management

- Directs and is responsible for the organisation and its development as a whole
- Has ultimate control of, and responsibility for, the upper layers of management
- Typical titles include CEO, general manager, executive director, commissioner.

Tier 2 Management

- Is directly below the top level of the hierarchy
- Assists Tier 1 Management by implementing organisational plans
- Is directly responsible for leading and directing the work of other managers of functional departments below them
- May be responsible for managing professional and specialist employees
- Does not include professional and graduate staff, eg engineers, medical practitioners, accountants, etc unless they have a primary management function.

Tier 3 Management

- Is responsible to Tier 2 Management
- Formulates policies and plans for their area of control and manages a budget and employees
- Is the interface between Tier 2 management and lower level managers
- Does not include professional and graduate staff, eg engineers, medical practitioners, accountants, etc unless they have a primary management function.

People from Culturally Diverse Backgrounds

People born in countries other than those categorised by the Australian Bureau of Statistics as Main English Speaking (MES) countries (ie Australia, United Kingdom, Ireland, New Zealand, South Africa, Canada and United States of America).

People with Disabilities

People with an ongoing disability who has an employment restriction due to their disability that requires any of the following :

- restriction in the type of work they can do,
- modified hours of work or time schedules,
- adaptations to the workplace or work area,
- specialised equipment,
- extra time for mobility or for some tasks,
- ongoing assistance or supervision to carry out their duties.

Types of Impairments

- **Sight** - Use braille, low vision aids or other special technology such as appropriate computers or screens (Note: Does not include glasses or contact lenses).
- **Speech** - Use aids such as word processors or communication boards in order to be understood or need extra time to be understood.
- **Hearing** - Use aids such as a hearing help card or volume control telephone in order to hear, or TTY (telephone typewriter), Auslan interpreter, or note taker, in order to communicate.
- **Learning** - Use specific support and training to perform the job, need more than average time to learn some parts of a job or have difficulty with reading or writing eg have an intellectual disability, acquired brain injury or dyslexia.
- **Use of Arms or Hands** - Use specific equipment eg modified keyboard, hands-free telephone or need extra time for handling objects.
- **Use of Legs** - Use aids or need extra time for mobility eg wheelchairs, crutches
- **Long Term Medical, Physical, Mental or Psychiatric Condition** - Any long term health or medical condition which regularly restricts or limits activities eg requires regular absences due to illness or time to be provided at work for medication or treatment or restricts some functions due to health and safety considerations.

Response Rate for Survey of Employees

Data on Indigenous Australians, People from Culturally Diverse Backgrounds and People with Disabilities is obtained through self-nomination using surveys or other voluntary data collection tools. In some organisations this information is not available for all employees and the number of surveyed employees is required to enable a calculation of the estimated percentage of employees in the EEO group in the organisation.

The response rate for the survey is the number of people that have responded to the request for information. Please note that the response rate may be different for each of the three diversity groups if a different type of survey or data collection tool was used.

Salary Profile

Data relating to salary profiles by diversity groups relates only to permanent and fixed term employees according to their current equivalent annual base wage or salary. Equivalent salary is the salary that would be paid to a full-time employee at that level including:

- Equivalent annual rate of pay as specified in the award, enterprise or workplace agreement
- Salary incremental step
- Ordinary time earnings
- Higher duties allowance for ordinary time hours
- Base wage or salary for employees on unpaid leave

Penalty payments, shift and other remunerative allowances and overtime pay are excluded.

Senior Executive Service

The structure of the Senior Executive Service (SES) differs from state to state:

APS SES positions are managerial positions above Senior Officer grades

WA The WA SES is generally comprised of positions classified at salary level 9 or above that carry specific management or policy responsibilities. CEOs are appointed under s.45 of the PSM Act whereas other SES members are appointed under sections 53 and 56 of the Act.

Calculating the Equity Index

How to Calculate the Index

The calculation of the Equity Index is:

$$E = \left(\frac{\sum_i i(f_i / F) / \sqrt{t_i / T}}{\sum_i i \sqrt{t_i / T}} \right)^2 \times 100$$

where f_i and t_i are the female and total number of employees at level i in the organisation and F and T are the total of female and all employees respectively. The index is designed so that it has a value of 100 for an "ideal" distribution of women through the levels.

How to Calculate the Significance Test

Since the Equity Index is based upon actual numbers that may vary by chance, it is necessary to determine the statistical significance of the Index. First the measure of its uncertainty is calculated using the following formula:

$$S = 100 \sqrt{\frac{\sum i^2}{F \left(\sum i \sqrt{t_i / T} \right)^2}}$$

Then the following calculation is done to test whether the Equity Index is significantly different from 100 (the 'ideal' score):

$$\text{Significance Test} = \frac{10\sqrt{E} - 100}{S}$$

A value of more than 2 or less than -2 indicates a significant difference from the ideal Index of 100.

Use of the Significance Test for Small Diversity Group Numbers

Where the organisation has small numbers of women (or the relevant diversity group) random fluctuations may have a high impact on the Equity Index and the deviation from 100 may be quite large before it becomes significant. In these situations it is important to consider the history of the Index for the organisation. If the history shows the Index is consistently low there may be cause for concern even if the Test is not significant. However if the Index is sometimes high and sometimes low it would indicate that chance fluctuations are causing these results.

Use of the Significance Test where the Diversity Group is the Majority

The calculation for the Significance Test is an estimate of a more complex test. It provides a good estimate where there is a low or medium representation of women or the diversity group in the workforce. Where the representation of women or the diversity group is high (eg in female dominated industries or occupations) the Test is not quite as accurate and gives a slight underestimate. In this situation the Test may show the deviation from 100 is not significant when the precise calculation would show that it is.

If women or people from the diversity group are the majority of the workforce, and the Significance Test is not significant but is close to -2 or 2 , the test should be carried out for the minority group (eg. men in female-dominated industries). If this shows a significant difference from 100, the majority group will also be significantly different from 100.

Appendix 7 – Western Australian Public Authorities

Local Government Authorities as at 30 June 2003

City of Albany	Shire of Dalwallinu	Shire of Ngaanyatjarrika
City of Armadale	Shire of Dandaragan	Shire of Northam
City of Bayswater	Shire of Dardanup	Shire of Northampton
City of Belmont	Shire of Denmark	Shire of Nungarin
City of Bunbury	Shire of Derby-West Kimberley	Shire of Peppermint Grove
City of Canning	Shire of Donnybrook-Balingup	Shire of Perenjori
City of Cockburn	Shire of Dowerin	Shire of Pingelly
City of Fremantle	Shire of Dumbleyung	Shire of Plantagenet
City of Geraldton	Shire of Dundas	Shire of Quairading
City of Gosnells	Shire of East Pilbara	Shire of Ravensthorpe
City of Joondalup	Shire of Esperance	Shire of Roebourne
City of Kalgoorlie-Boulder	Shire of Exmouth	Shire of Sandstone
City of Mandurah	Shire of Gingin	Shire of Serpentine-Jarrahdale
City of Melville	Shire of Gnowangerup	Shire of Shark Bay
City of Nedlands	Shire of Goomalling	Shire of Tambellup
City of Perth	Shire of Greenough	Shire of Tammin
City of Rockingham	Shire of Halls Creek	Shire of Three Springs
City of South Perth	Shire of Harvey	Shire of Toodyay
City of Stirling	Shire of Irwin	Shire of Trayning
City of Subiaco	Shire of Jerramungup	Shire of Upper Gascoyne
City of Swan	Shire of Kalamunda	Shire of Victoria Plains
City of Wanneroo	Shire of Katanning	Shire of Wagin
Shire of Ashburton	Shire of Kellerberrin	Shire of Wandering
Shire of Augusta-Margaret River	Shire of Kent	Shire of Waroona
Shire of Beverley	Shire of Kojonup	Shire of West Arthur
Shire of Boddington	Shire of Kondinin	Shire of Westonia
Shire of Boyup Brook	Shire of Koorda	Shire of Wickiepin
Shire of Bridgetown-Greenbushes	Shire of Kulin	Shire of Williams
Shire of Brookton	Shire of Lake Grace	Shire of Wiluna
Shire of Broome	Shire of Laverton	Shire of Wongan-Ballidu
Shire of Broomehill	Shire of Leonora	Shire of Woodanilling
Shire of Bruce Rock	Shire of Manjimup	Shire of Wyalkatchem
Shire of Busselton	Shire of Meekatharra	Shire of Wyndham-East Kimberley
Shire of Capel	Shire of Menzies	Shire of Yalgoo
Shire of Carnamah	Shire of Merredin	Shire of Yilgarn
Shire of Carnarvon	Shire of Mingenew	Shire of York
Shire of Chapman Valley	Shire of Moora	Town of Bassendean
Shire of Chittering	Shire of Morawa	Town of Cambridge
Shire of Christmas Island	Shire of Mount Magnet	Town of Claremont
Shire of Cocos (Keeling) Islands	Shire of Mount Marshall	Town of Cottesloe
Shire of Collie	Shire of Mukinbudin	Town of East Fremantle
Shire of Coolgardie	Shire of Mullewa	Town of Kwinana
Shire of Coorow	Shire of Mundaring	Town of Mosman Park
Shire of Corrigin	Shire of Murchison	Town of Narrogin
Shire of Cranbrook	Shire of Murray	Town of Northam
Shire of Cuballing	Shire of Nannup	Town of Port Hedland
Shire of Cue	Shire of Narembreen	Town of Victoria Park
Shire of Cunderdin	Shire of Narrogin	Town of Vincent

Public Universities as at 31 March 2004

Curtin University of Technology
Edith Cowan University

Murdoch University
University of Western Australia

Public Sector Agencies as at 30 June 2004

Albany Port Authority	Hairdressers Registration Board
Animal Resources Authority	Healthway
Architects Board of WA	Heritage Council of WA
Botanic Gardens and Parks Authority	Insurance Commission of Western Australia
Broome Port Authority	Kimberley College of TAFE
Builders & Painters Registration Boards of WA	Kimberley Development Commission
Building & Construction Industry Training Fund	LandCorp
Bunbury Port Authority	Law Reform Commission
Bunbury Water Board	Legal Aid Western Australia
Burswood Park Board	Lotteries Commission of WA
Busselton Water Board	Main Roads Western Australia
Central TAFE	Metropolitan Cemeteries Board
Central West College of TAFE	Mid West Development Commission
Challenger TAFE	Midland Redevelopment Authority
Conservation Commission	Minerals and Energy Research Institute of WA
Corruption and Crime Commission	National Trust of Australia (WA)
Curriculum Council	Nurses Board of Western Australia
CY O'Connor College of TAFE	Office of Country High School Hostels Authority
Dampier Port Authority	Office of Energy
Department for Community Development	Office of Health Review
Department for Planning and Infrastructure	Office of the Auditor General
Department for the Registrar Industrial Relations Cmn	Office of the Director of Public Prosecutions
Department of Agriculture	Office of the Information Commissioner
Department of Conservation & Land Management	Office of the Inspector of Custodial Services
Department of Consumer and Employment Protection	Office of the Public Sector Standards Cmr
Department of Culture and the Arts	Parliamentary Cmr for Admin. Investigations
Department of Education and Training	Pathcentre
Department of Education Services	Peel Development Commission
Department of Environment	Perth Market Authority
Department of Fisheries	Pharmaceutical Council of WA
Department of Health	Pilbara Development Commission
Department of Housing and Works	Pilbara TAFE
Department of Indigenous Affairs	Police Department
Department of Industry and Resources	Port Hedland Port Authority
Department of Justice	Public Transport Authority
Department of Land Information	Racing and Wagering WA
Department of Local Government and Regional Devt	Rottne Island Authority
Department of Racing, Gaming and Liquor	Small Business Development Corporation
Department of Sport and Recreation	South West Development Commission
Department of the Premier and Cabinet	South West Regional College of TAFE
Department of Treasury and Finance	State Supply Commission
Disability Services Commission	Swan TAFE
Drug and Alcohol Office	Treasury Corporation
East Perth and Subiaco Redevelopment Authorities	Veterinary and Surgeons Board
Eastern Goldfields Transport Board	Water Corporation
Economic Regulator Authority	West Coast College of TAFE
Egg Marketing Board	Western Australian Electoral Commission
Equal Opportunity Commission	Western Australian Greyhound Racing Authority
Esperance Port Authority	Western Australian Legal Practice Board
Fire and Emergency Services Authority of WA	Western Australian Sports Centre Trust
Forest Products Commission	Western Australian Tourism Commission
Fremantle Port Authority	Western Potatoes
Gascoyne Development Commission	Western Power
Geraldton Port Authority	Western Australian Meat Industry Authority
Gold Corporation	Wheatbelt Development Commission
Goldfields Esperance Development Commission	WorkCover Western Australia
Government Employees Superannuation Board	Zoological Gardens Board
Great Southern Development Commission	
Great Southern TAFE	