

APPENDIX 5

Equal Employment Opportunity (EEO) Program/Workplace Diversity

In line with the requirements of the Government's Public Service reform agenda, the Department is developing a Workplace Diversity Plan.

The draft plan includes existing EEO legislative requirements but goes beyond the traditional framework to emphasise and incorporate the broader issues of diversity. A working group of human resource representatives from across the Department conducted a series of focus group sessions for staff and policy representatives in Canberra and regional offices to contribute to the development of the plan.

To assist in the focus group sessions, the working group prepared a diversity reference document which was circulated to focus group participants and an emailed communique was sent to all staff outlining the project and encouraging participation.

Pending implementation of the Workplace Diversity Plan, the Department's EEO Program 1995-98 continued to meet the Department's ongoing commitment to EEO objectives this year. The EEO Program 1995-98 was developed in line with the model for EEO Programs developed by the Public Service and Merit Protection Commission and was implemented in December 1995.

RESOURCES/CONSULTATIVE MECHANISMS

The General Manager, Corporate Services Division (Senior Executive Service Band 2) is the senior executive responsible for EEO in the Department. EEO policy development and policy advice is the responsibility of the Employee Relations Section, Executive Branch, Corporate Services Division.

There is a network of EEO coordinators across Australia who meet on a regular basis. The function of EEO coordinators is to coordinate EEO activity in each Division/Office in accordance with the activities outlined in the EEO Program.

The Gender Advisory Committee continued its consultative role on gender issues within the Department this year. The Committee's objective is to provide a working environment in which gender will not be an obstacle to all staff in:

- maximising opportunities and feeling fulfilled in their work;
- achieving their career goals;
- contributing to the Department's productivity.

The Committee worked to foster a high level of awareness of gender issues through the development of a gender awareness program, induction processes and effective communication mechanisms. It encouraged high levels of participation in the Department and the Australian Government Solicitor (AGS) in their activities by making a plan of their activities available to all staff.

In addition, the Board of Management has maintained the position of Adviser on Gender Issues to the Board of Management (BoM) to ensure a gender perspective is brought to bear on all management issues considered by BoM, and specialist advice is available on gender issues arising at BoM.

INDIGENOUS CADETSHIP PROGRAM

Recruitment through the Indigenous Cadetship Program was suspended this year pending the separation of the AGS from the Department. However, the Department still has two cadets studying as part of the Indigenous Cadetship Program and, during the course of the year, one indigenous legal cadet completed the cadetship and was appointed to a position in the AGS.

EEO DATABASE

The Department has a computerised human resource management system (NOMAD) that has the capacity to capture EEO data and currently holds EEO data for 63 per cent of permanent staff. The provision of all EEO data is optional.

STATISTICAL DATA

At Tables 5.1 and 5.2 below are summaries of representation of EEO groups within salary levels and representation of EEO groups within occupational groups.

MAJOR ACHIEVEMENTS FOR 1997-98

Disability Action Plan

A workshop of EEO contact officers and representatives of staff with disabilities commenced work on the development of the Department's draft Disability Action Plan in early August 1997.

Departmental management and staff were consulted on the development of the Plan.

To provide for a more strategic approach to equity and diversity issues, the disability plan will be integrated into the Department's Workplace Diversity Plan to be in place at the end of August 1998.

Gender Awareness Training

A Gender Awareness Training Program for Senior Executive Staff was conducted. The program consisted of three workshops on 'Managing Diversity and Gender'.

The workshops were aimed at:

- exploring gender based differences in communication and leadership styles and their effects on the organisation and individuals within it;
- understanding the impact gender has on organisational equity, leadership effectiveness and corporate performance;
- extending corporate strategies for managing diversity and gender difference;
- enhancing individual leadership strategies and practices for managing diversity.

Outcomes from the workshops included:

- increased personal and corporate appreciation of gender-based differences in communication style;
- greater personal understanding of workplace differences and confidence in managing them;
- enhanced leadership skills for improved performance;
- more practical strategies to optimise outcomes for the organisation and for individuals.

Gender Day

The Department's second Gender Day, sponsored by the Board of Management and organised by the Gender Advisory Committee, was held in February 1998.

The objectives for the day were to:

- identify key issues affecting gender equity in the Attorney-General's Department and Australian Government Solicitor;
- develop strategies to address these issues;
- consider mechanisms to progress gender equity within both the Department and Australian Government Solicitor.

The outcome was that strategies were identified to achieve the following:

- recognising and rewarding diversity;
- achieving the culture we need;
- mentoring;
- rewarding and recognising performance;
- identifying and promoting competitive advantage.

General Outcomes

- continued implementation of the EEO Program 1995-98;
- continued maintenance and management of a carer's room in Central Office;
- maintenance of EEO statistics held on NOMAD;
- training and refresher training of Harassment Contact Officers;
- presentation of EEO sessions on orientation/induction and other training courses as required;
- education, awareness and consultation about workplace diversity and the Department's Diversity Plan in Canberra and regionally.

PRIORITIES FOR 1998-99

The major focus for 1998-99 will be to finalise the Workplace Diversity Plan and develop a program for implementation of the strategies contained in the Plan.

EEO/DIVERSITY IN APPOINTMENTS TO STATUTORY AND NON-STATUTORY BODIES

As at 30 June 1998 there were 439 statutory appointments to statutory and non-statutory bodies in the Attorney-General's Portfolio. Of this number 123 were women.

In 1997-98, 62 appointments were made to statutory and non-statutory bodies. Of these, 23 were women.

It was not possible to identify details for other EEO target groups during 1997-98. The provision of EEO data by appointees to statutory and non-statutory bodies is optional and so these figures are unlikely to accurately reflect the diversity in appointments.

Table 5.1 Representation of EEO groups within salary levels at 30 June 1998

| <i>Salary</i> | <i>Total no. of staff</i> | <i>Women</i> | <i>People of non-English speaking background (1st Generation)</i> | <i>People of non-English speaking background (2nd Generation)</i> | <i>Aboriginal and Torres Strait Islander People</i> | <i>People with Disabilities</i> | <i>Staff with EEO data*</i> |
|----------------------|---------------------------|--------------|---|---|---|---------------------------------|-----------------------------|
| Below \$25 938 | 45 | 14 | 2 | 3 | 3 | 1 | 24 |
| Includes ASO1 | | 30% | 5% | 7% | 7% | 2% | 53% |
| \$26 560 to \$29 453 | 241 | 211 | 11 | 20 | 0 | 6 | 105 |
| Includes ASO2 | | 87% | 4% | 8% | 0% | 2% | 44% |
| \$30 252 to \$32 651 | 814 | 252 | 22 | 56 | 7 | 22 | 493 |
| Includes ASO3 | | 31% | 3% | 7% | 0.8% | 3% | 61% |
| \$33 717 to \$36 609 | 141 | 83 | 3 | 10 | 0 | 0 | 88 |
| Includes ASO4 | | 59% | 1% | 7% | 0% | 0% | 62% |
| \$37 607 to \$39 877 | 125 | 70 | 7 | 11 | 0 | 7 | 93 |
| Includes ASO5 | | 56% | 6% | 9% | 0% | 6% | 74% |
| \$40 618 to \$46 658 | 152 | 71 | 7 | 17 | 1 | 3 | 111 |
| Includes ASO6 | | 47% | 5% | 10% | 0.7% | 2% | 73% |
| \$49 932 to \$54 088 | 154 | 55 | 4 | 6 | 1 | 3 | 101 |
| Includes SOG C | | 35% | 3% | 4% | 0.6% | 2% | 66% |
| \$56 846 to \$64 877 | 80 | 20 | 4 | 1 | 0 | 3 | 61 |
| Includes SOG B | | 26% | 5% | 1% | 0% | 4% | 76% |
| \$68 497 | 204 | 73 | 5 | 4 | 0 | 4 | 158 |
| Includes SOG A | | 36% | 2% | 2% | 0% | 2% | 77% |
| Above \$68 497 | 103 | 25 | 1 | 6 | 0 | 1 | 79 |
| Includes SES | | 24% | 1% | 6% | 0% | 1% | 77% |
| \$31 793 to \$61 350 | 211 | 108 | 5 | 14 | 1 | 6 | 112 |
| Legal 1** | | 51% | 2% | 7% | 0.5% | 3% | 53% |
| Total | ***2 270 | 982 | 71 | 148 | 13 | 56 | 1 425 |
| | | 43% | 3% | 6% | 0.6% | 2.5% | 63% |

* Staff who have provided EEO information.

** Legal 1 staff have been reported on separately as the reporting system does not allow for accuracy of EEO data across salary levels.

*** These tables include permanent officers only and thus the total figure of 2 270 is less than the total Department staffing figure of 2 343 shown at Appendixes 3.1 and 3.2.

Table 5.2 Representation of EEO groups in occupational groups at 30 June 1998

| <i>Occupational Group</i> | <i>Total no. of staff</i> | <i>Women</i> | <i>People of non-English speaking background (1st Generation)</i> | <i>People of non-English speaking background (2nd Generation)</i> | <i>Aboriginal and Torres Strait Islander People</i> | <i>People with Disabilities</i> | <i>Staff with EEO data*</i> |
|---------------------------|---------------------------|--------------------|---|---|---|---------------------------------|-----------------------------|
| SES | 103 | 25 24% | 1 1% | 6 6% | 0 0% | 1 1% | 79 77% |
| ASO & related | 936 | 633 68% | 33 4% | 66 7% | 7 1% | 31 3% | 557 59% |
| Professional | 482 | 205 42% | 18 4% | 37 8% | 1 0.2% | 12 2% | 328 68% |
| Technical ** | 749 | 119 16% | 19 3% | 39 5% | 5 0.6% | 12 2% | 461 61% |
| Total | ***2 270 | 982 43% | 71 3% | 148 6% | 13 0.6% | 56 2.5% | 1 425 63% |

* Staff who have provided EEO information.

** These figures include staff classified as Protective Security Officers, Australian Protective Service.

*** These tables include permanent officers only and thus the total figure of 2 270 is less than the total Department staffing figure of 2 343 shown at Appendixes 3.1 and 3.2.