



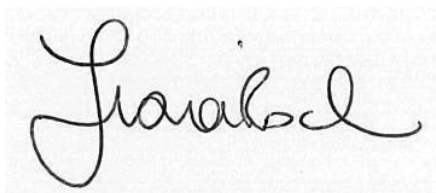
## Director of Equal Opportunity in Public Employment

Annual report 2013

# Letter of Transmittal

Hon. C J Barnett MEd MLA  
PREMIER

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 2013.

A handwritten signature in black ink, appearing to read 'Fiona Roche', on a light-colored, textured background.

Fiona Roche  
Acting Director of Equal Opportunity  
in Public Employment

19 September 2013

## Enquiries:

Public Sector Commission  
Dumas House, 2 Havelock Street, West Perth 6005  
Locked Bag 3002, West Perth WA 6872  
Telephone: (08) 6552 8500 Fax: (08) 6552 8501  
Email: [admin@psc.wa.gov.au](mailto:admin@psc.wa.gov.au)  
Website: [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

## © State of Western Australia 2013

There is no objection to this publication being copied in whole or part, provided there is due acknowledgement of any material quoted or reproduced from the publication.

Published by the Public Sector Commission (Western Australia), September 2013.

Copies of this report are available on the Public Sector Commission website at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

## Accessibility

Copies of this document are available in alternative formats upon request.

# Contents

<b>Director's message.....</b>	<b>4</b>
<b>Operating context for the DEOPE .....</b>	<b>6</b>
Vision and mission .....	6
Services and activities .....	6
The DEOPE and the Public Sector Commission .....	6
Jurisdiction .....	7
Resources and corporate governance .....	7
Contribution to State Government goals .....	7
DEOPE <i>Strategic Plan 2012-2014</i> .....	8
<b>Activities and achievements.....</b>	<b>10</b>
Key result area 1 – Build and support quality practices in equity and diversity management .....	10
Key result area 2 – High quality, accurate, and timely reporting .....	12
Key result area 3 – Performance partnering.....	13
Key result area 4 – Effective staff, systems and processes .....	15
<b>Planned initiatives for 2013/14 .....</b>	<b>16</b>
<b>Workforce diversity profile.....</b>	<b>18</b>
Representation .....	20
Distribution .....	25
<b>Appendixes .....</b>	<b>29</b>
Appendix A – Legislative framework.....	29
Appendix B – Public authorities reporting to the DEOPE .....	32
Appendix C – Glossary and definitions .....	37
Appendix D – Abbreviations .....	41
Appendix E – References .....	42

# Director's message



As the Acting Director of Equal Opportunity in Public Employment (DEOPE), I am pleased to present the *DEOPE Annual report 2013*. My acting commenced on 1 July 2013, and therefore this report details the activities and achievements for the 2012/13 reporting year when Mr Michael Palermo was the DEOPE.

It is pleasing to note the ongoing commitment of public authorities<sup>1</sup> to the *Equal Opportunity Act 1984* (EO Act), particularly as it relates to the achievement of equity and diversity in public employment. This year's report recognises some positive progress in diversity outcomes across the sector. For example, public sector entities have seen an

upward trend in the representation of women in the senior executive service (SES), which has increased by four percentage points to 29.2 per cent since 2009. Local government authorities are leading in the representation of youth, with young indoor and outdoor workers accounting for 14.2 per cent and 7.0 per cent of the workforce respectively. The distribution of Indigenous Australians in public universities has seen strong improvements since 2009. Other authorities have seen an increase in the representation of women in tier 1 and 2 positions to 10.0 per cent and 19.1 per cent respectively.

Given the Western Australian Government's commitment to increasing the representation of Indigenous Australians across public sector agencies to 3.2 per cent by 2015, an enhanced focus is needed in this area. The former DEOPE participated as a member of the Public Sector Commission's (the Commission) Aboriginal Employment Strategy Governance Group to actively support an increase in the number of Aboriginal trainees employed in the sector. In 2013/14, I will continue this work as a member of the governance group and further progress a range of strategies to support the employment of Aboriginal people.

The Aboriginal community is a key client group for many public authorities. Consequently, it is critical for those agencies to have programs in place to 'close the gap' across a number of outcome areas, particularly in Aboriginal employment. A key priority for all public authorities will be to address direct and indirect barriers to Aboriginal employment.

---

<sup>1</sup> Public authorities refers to public sector entities and other authorities (including government trading enterprises), local government authorities and public universities.

This involves establishing effective programs to attract, develop and retain the skills and insight to run inclusive and effective programs and services. I will continue to work in collaboration with the Commission to progress initiatives in this area.

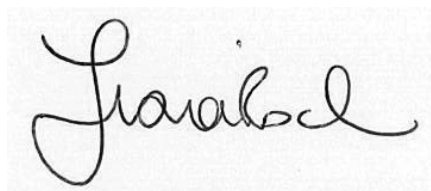
Increasing the representation of other diversity groups in public employment remains a priority, particularly for people with disability and women in management. By working with the Commission, on programs that target these diversity groups, I am confident that we will see a greater commitment to improved equal employment opportunity outcomes by all public authorities.

The connection between the achievement of improved employment equity and enhanced government services needs to be continually emphasised. Equity and diversity in public employment is an important end in itself, and a key driver for increasing productivity and enhancing the delivery of government services to our diverse community. I am keen to see public authorities build upon their equal employment opportunity (EEO) management plans to achieve diversity and equal opportunity objectives. A key focus over the coming year will be to translate plans and strategies into measurable outcomes.

As you read this year's annual report, you will notice some changes to the format from previous years. While the report properly addresses all legislative requirements for reporting under section 144 of the EO Act, including the work and activities of the DEOPE and the administration of functions in the reporting period, it no longer includes detailed workforce diversity data. Additional commentary about trends and issues relating to the diversity profile of the public sector will be provided through 'How does your agency compare' reports to entities as well as the 'State of the sector 2013' report which will be presented to Parliament by the Public Sector Commissioner in late 2013.

I would like to take the opportunity to thank public authorities for their efforts and commitment to the diversity agenda. I also would like to thank the Public Sector Commissioner, Mr Mal Wauchope, for his ongoing support and commitment to equal opportunity in public employment. I particularly wish to acknowledge the work and contribution of Mr Michael Palermo, the outgoing DEOPE since 2009, and his 2013 team, for their expertise and commitment to enhancing equity and diversity.

I am pleased to present this year's report and look forward to working with public authorities and other stakeholders in 2013/14.

A handwritten signature in black ink, appearing to read 'Fiona Roche', on a light-colored background.

Fiona Roche

Acting Director of Equal Opportunity in Public Employment

# Operating context for the DEOPE

## Vision and mission

The DEOPE's vision is for a diverse public workforce that mirrors the profile of the community at all levels of public employment and which promotes equal opportunity, inclusion, and freedom from discrimination in all work environments.

The DEOPE's mission is to build awareness, knowledge and capability in order to eliminate discrimination and promote productive diversity in public employment.

## Services and activities

The DEOPE performs a range of functions in assisting public authorities to develop, implement and monitor the effectiveness of EEO management plans in supporting the objects of Part IX of the EO Act.

The DEOPE works with public authorities and other relevant stakeholders to achieve a public sector workforce that reflects a diverse Western Australian community that values and respects the contribution of all employees.

## The DEOPE and the Public Sector Commission

The DEOPE is located within the Public Sector Commission and works with the Public Sector Commissioner towards common objectives associated with achieving the core human resource management principles under section 7 of the *Public Sector Management Act 1994* (PSM Act). This includes supporting effective practices in EEO, diversity and workforce planning to eliminate unlawful discrimination and promote a workforce that is representative of the community and capable of delivering public value to all Western Australians.



## Jurisdiction

The DEOPE's jurisdiction is employment in public authorities which includes:

- public sector entities
- government trading enterprises
- local government authorities
- public universities.

The DEOPE is a member of various cross-government initiatives and committees. During 2012/13, the DEOPE was involved with and contributed to the:

- Aboriginal Employment Strategy Governance Group
- 'Equal Opportunity Commission substantive equality program'
- WA CALD across government network
- Public Sector Employment of People with Disability (PSEPD) Reference Group.

## Resources and corporate governance

The DEOPE office and function is integrated within the Commission. The Commission provides officers, accommodation, corporate services as well as administrative and business systems to support the statutory and operational functions of the DEOPE. The Commission is the accountable authority for the purposes of the *Financial Management Act 2006*.

## Contribution to State Government goals

The activities and programs of the DEOPE contribute both directly and indirectly to government goals. In particular:

- **Results-based service delivery**

DEOPE programs and activities are geared towards promoting a public workforce that better represents the community it serves. The capacity of public authorities to achieve meaningful outcomes for different groups in the community is enhanced when those authorities effectively use the knowledge, skills and insight that people from those groups and communities can offer public authorities as employees.

- **Social and environmental responsibility**

Promoting and progressing EEO outcomes in public employment has a strong social responsibility dimension and assists to position public authorities as model employers in the community.

## DEOPE *Strategic Plan 2012-2014*

The DEOPE *Strategic plan 2012–2014* defines four key result areas and associated strategic objectives and strategies to help build quality practices, high quality reporting, performance partnering and effective staff, systems and processes.

	Legislative function and strategic objective	Strategies
<b>Key result area 1</b> Build and support quality practices in equity and diversity management	<ul style="list-style-type: none"> <li>• Advise and assist public authorities in relation to EEO management plans, including the development of guidelines to assist public authorities in preparing EEO management plans.</li> <li>• Evaluate the effectiveness of EEO management plans in achieving the objects of Part IX of the EO Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop specific strategies to support the development and implementation of EEO management plans to assist with the representation of:               <ul style="list-style-type: none"> <li>• women in management</li> <li>• people with disability</li> <li>• Indigenous Australians</li> <li>• people from culturally diverse backgrounds</li> <li>• youth.</li> </ul> </li> <li>• Maintain and develop a range of targeted information services, products and resources relevant to public authorities.</li> <li>• Develop and implement a program of EEO management plan evaluation.</li> <li>• Prepare diversity improvement tools and make them available to public authorities.</li> </ul>



	Legislative function and strategic objective	Strategies
<b>Key result area 2</b> High quality, accurate, and timely reporting	<ul style="list-style-type: none"> <li>• Make reports and recommendations to the Minister as to the operation of EEO management plans.</li> <li>• Make reports and recommendations to the Minister as the DEOPE deems appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake annual EEO data collection and reporting.</li> <li>• Provide an equity focus to Commission reports as required.</li> <li>• Prepare and distribute ‘How does your agency compare?’ and ‘How does your university compare?’ reports.</li> <li>• Prepare DEOPE annual reports.</li> <li>• Contribute to and support implementation of cross-sector workforce data collection and reporting initiatives.</li> <li>• Provide advice and assistance with EEO reporting from human resource minimum obligatory information requirement (HRMOIR) to Workforce Analysis and Collection Application (WACA).</li> <li>• Undertake audits and investigations where and when appropriate in accordance with section 147 of the EO Act.</li> </ul>
<b>Key result area 3</b> Performance partnering	<ul style="list-style-type: none"> <li>• Consult with persons or peak bodies who are concerned with any or all of the objects of the EO Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Support targeted initiatives that provide leverage for the objects of the EO Act across the sector and in large agencies.</li> <li>• Maintain, build and facilitate performance partnerships that foster cross-sector leadership in equity and diversity management.</li> </ul>
<b>Key result area 4</b> Effective staff, systems and processes	<ul style="list-style-type: none"> <li>• To ensure internal coherence and accountability in planning, decision making, operations, evaluation and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish, develop and maintain a diverse, effective and appropriately skilled workforce capability team.</li> </ul>

# Activities and achievements

## Key result area 1 – Build and support quality practices in equity and diversity management

### Consultancy service

The DEOPE plays a key role in providing information on equity and diversity trends and good practice through a customised consultancy service. The consultancy service provides advice and assistance to public authorities on:

- developing EEO management plans
- developing guidelines, planning and evaluation tools
- evaluating the effectiveness of plans and strategies
- improving diversity data collection methods
- meeting compliance requirements.

In 2012/13, the workforce planning and diversity team continued working with public authorities through a customised consultancy service and agency portfolio model. While the priority of staff was to assist public authorities with the development of their workforce and diversity plans, advice was also provided to agencies on how to progress the implementation of their plans. Consultancy activity also involved presentations to a number of agency corporate executive meetings in order to provide a summary on public sector workforce strengths and gaps that were identified in a mid-point review of *Strategic directions for the public sector workforce 2009–2014* and to engage with agency executives and reinforce the importance of workforce planning and the diversity agenda.

In 2012/13, the DEOPE interacted with 130 public authorities, 140 local government authorities and four public universities. The range of interactions included data collection through to consulting on the development and evaluation of EEO management plans as well as running information sessions and forums.

## Compliance assessment

Public authorities are required to have an EEO management plan as per section 145 of the EO Act. Evaluations of EEO management plans provided to the DEOPE were undertaken to determine the extent to which EEO management plans adequately satisfied the specific requirement of that provision. The DEOPE was satisfied that all public authorities maintained compliance with this requirement and, consequently, the DEOPE did not undertake any investigations under section 147 of the EO Act.

## Integrated planning

During 2012/13, the DEOPE continued to support the implementation of the *Public Sector Commissioner's Circular 2011-02: Workforce planning and diversity in the public sector*. This circular encourages public sector agencies to integrate the requirements of section 145(2) of the EO Act and workforce initiatives into a single integrated workforce and diversity plan.

## Workforce and diversity planning tools

The DEOPE has continued, in collaboration with the Commission, to promote the collaborative efforts of public authorities in the sharing of workforce and diversity planning tools and resources.

As a result, agencies from across the sector have contributed good practice examples of workforce planning documents that promote equity and diversity. The Commission has also identified a variety of agency EEO management plans that showcase good practice.

These resources can be found in the workforce planning toolkit, accessible on the Commission's website. New resources added to the workforce planning toolkit in 2012/13 include:

- Aboriginal cultural learning framework (Department of Health)
- Aboriginal economic participation strategy (Government of Western Australia)
- Aboriginal employment action plan (South Metropolitan Health Service)
- Graduate program information (Department of Finance)
- Inclusive employment forum – video and transcript (Public Sector Commission)
- Multicultural health website (Department of Health)
- Pay equity toolkit (Department of Commerce)
- Western Australian youth mentoring reform strategic framework (Department for Communities)
- Women in leadership strategy (Western Australia Police)
- Women's report card (Department for Communities)
- Exemplar EEO management plans (various agencies).

## **Key result area 2 – High quality, accurate, and timely reporting**

### **Reporting**

The DEOPE reports on the progress of public authorities towards the achievement of a diverse workforce under section 143 of the EO Act. The Commission supports the DEOPE through the collection, management and evaluation of diversity data. The data is used in planning, reporting and improvement of equity and diversity programs across the public sector.

### **Workforce data**

A key focus of the DEOPE during the reporting period was to work, in collaboration with the Commission, with authorities to improve the accuracy of diversity data. The DEOPE engaged with the Department of Health and the Department of Education, and other large entities, to improve response rates to a voluntary diversity questionnaire managed by authorities. Work focused on reviewing and amending the methods used for equity and diversity surveying and reporting. These amendments have improved the accuracy of diversity statistics, particularly the underrepresentation of employees in some diversity groups. While this has had many benefits, it has resulted in the identification of some previous over-reporting of the representation of people with disability in the Department of Health. Given the size of the Department of Health's workforce, the correction for this year has impacted whole-of-sector figures and creates an impression of a decline in representation when in fact, it is more indicative of the effect of past over-reporting of employees with disability across the Department of Health. This is evident in Tables 1 and 5 on pages 22 and 26 of this report.

### **Workforce data improvement project – officers in 50d positions**

The EO Act contains provision for lawful positive discrimination in situations where a person's equal opportunity status is determined to be an essential criterion for performance of the functions.

The term used in section 50 of the EO Act is 'a genuine occupational qualification' and section 50(d) establishes a legitimate condition in situations where the 'genuine occupational qualification involves (d) providing persons of a particular race with services for the purpose of promoting their welfare where those services can most effectively be provided by a person of the same race'.

This provision has been used by a number of agencies to support Aboriginal employment initiatives and to ensure that certain services are provided by Aboriginal people. In early 2013, the DEOPE met with agencies to discuss discrepancies between the number of section 50(d) positions reported by the agencies and the number of Aboriginal employees reported through the HRMOIR workforce data. The initiative to reconcile these two related data sets led to improved identification in the diversity sample for key agencies employing significant numbers of Aboriginal employees.

## **How does your agency compare?**

'How does your agency compare?' reports provide an opportunity for public authorities to benchmark their workforce profiles against the public sector. In 2013, the DEOPE provided 'How does your agency compare?' reports to public sector entities with more than 100 employees. Similar reports were prepared and distributed to the four public universities.

## **Key result area 3 – Performance partnering**

### **Presentations and diversity networks**

The DEOPE delivered a range of presentations and engaged in a number of activities to support the diversity agenda across the public sector. This included:

- curriculum and course leadership for 'Foundations of government human resources, module two: Diversity in the public sector'
- presenting at the 'Graduate future leaders program, module one: Raising your diversity IQ' (July 2012)
- presenting at the Human Resources Managers Forum–Disability employment in the public sector (June 2013)
- supporting the Public Sector Commissioner's International Women's Day luncheon to celebrate the accomplishments of women in leadership across the public sector (March 2013).

### **Inclusive employment – people with disability forum**

During Disability Awareness Week in December 2012, a forum recognising the International Day of People with Disability was jointly hosted by the DEOPE, the Commission and the Disability Services Commission (DSC).

The forum was facilitated by Ms Deborah Kennedy, a former Australian Broadcasting Corporation television newsreader, with 70 audience members participating in a panel discussion on inclusive employment strategies for people with disability.

Panel guests included Dr John Byrne, Director Corporate Services from the Department of Environment and Conservation, Ms Suzanne Colbert, Chief Executive Officer of the Australian Network on Disability and Ms Monique Williamson, Executive Director, Community and Sector Development at DSC.

Topics and questions fielded by the panel ranged from how to attract and retain people with disability, addressing perceived obstacles, interviewing tips and workplace adjustments.

The DEOPE talked about positive achievements in the representation and distribution of people with disability employed in the public sector and a partnership with DSC to develop practical tools and resources to support the *Disability employment strategy 2013–2015*.

## Aboriginal employment

Through membership on the Aboriginal Employment Strategy Governance Group, the DEOPE continued to support the implementation of the *Aboriginal Employment Strategy 2011–2015* for the Western Australian public sector.

The strategy is Western Australia's commitment to the Council of Australian Governments' Indigenous Economic Participation National Partnership and is the blueprint for achieving Western Australia's commitment to increase Aboriginal public sector employment to 3.2 per cent by 2015.

The implementation of the strategy commenced in December 2011. Since that time significant progress has been achieved in meeting the objectives of 'Theme 2: Attract Aboriginal people'. Under this theme the Commission established an 'Aboriginal traineeship program' (ATP). This is an integrated employment, training and mentoring service coordinated by the Commission. The ATP provides Aboriginal and Torres Strait Islander people, 25 years of age and under, with an opportunity to develop public administration skills and competencies through a Certificate II and III in Government.

To date three metropolitan intakes have resulted in seven trainees securing ongoing employment with host agencies. In July 2013, the fourth metropolitan intake will see 32 trainees placed in public sector entities. The second regional intake will also commence in July with 20 trainees placed in public authorities in regional Western Australia.



Public Sector Commission staff



## **Disability employment strategy**

During 2012/13, the DEOPE, in collaboration with the Commission and DSC, worked on the development of the *Disability employment strategy 2013–2015*.

The PSEPD reference group was established to provide advice and guidance, and to monitor the implementation and success of the strategy. During the strategy's development, a review was undertaken of strategies in place to attract, recruit, and retain people with disability in the public sector. This gave particular attention to:

- the representation of people with disability employed in the public sector
- barriers throughout the process of employment, from application, to appointment, to workplace support
- the role of the Commission and DSC in supporting the strategy across the public sector.

## **Key result area 4 – Effective staff, systems and processes**

The DEOPE supports the Commission on broader policy initiatives designed to integrate functions and improve systems and processes. During the reporting period, the DEOPE participated on a steering group responsible for overseeing the development of a whole of Commission workflow and case management database. The project was delivered on time and on budget. Implementation of the new system in 2013/14 will support improved information sharing, effective case management, efficient monitoring of trends in enquiries, compliance assessment and areas relevant to the DEOPE functions.

# Planned initiatives for 2013/14

The following strategic priorities have been identified for 2013/14.

## **Review of the EO Act**

A review of the EO Act is expected to be undertaken by the Commission. Such a review is likely to consider how best to ensure the efficient and effective achievement of the objects of the EO Act are met, and the interplay between the EO Act and the PSM Act, as well as other relevant Commonwealth legislation. The DEOPE will make a submission to any review, and will be pleased to work with the Commission in supporting this important work.

## **New evaluation models**

There will be a greater focus on monitoring and evaluating the extent to which public authorities are placing a strong results focus on their activities in 2014. This will be progressed through the introduction of outcomes evaluation frameworks and enhanced assurance and audit activities undertaken in conjunction with the Commission.

## **From planning to implementation**

The commitment of public authorities to workforce and diversity planning is to be commended. The *State of the sector 2012* reported that workforce plans now cover 99 per cent of the public sector workforce. The challenge is to translate those plans to implementation. The focus will therefore be on working with public authorities on moving forward with measurable activities to further the diversity agenda.

## **New reporting mechanisms**

Currently there is some duplication in the timing and presentation of data and information in reporting products associated with the DEOPE functions with other workforce planning and reports produced by the Commission. Through 2013/14 these will be assessed with a view to further streamline the reports, increase the availability of comparative data and link this to strategic workforce issues facing public authorities as a whole.

### Senior women in public sector leadership project

The *State of the sector 2012* reported that the representation of women within the SES in the public sector increased from 19.1 per cent in 2000 to 27.6 per cent in 2012. The same report notes that, comparatively, the Western Australian public sector has not performed as well as other jurisdictions and in 2012 has the lowest representation of women in SES positions compared with all other Australian state and territory jurisdictions.

As shown in Figure 1, the representation of women in the SES has increased to 29.2 per cent in 2013, however this is still lower than most other jurisdictions.

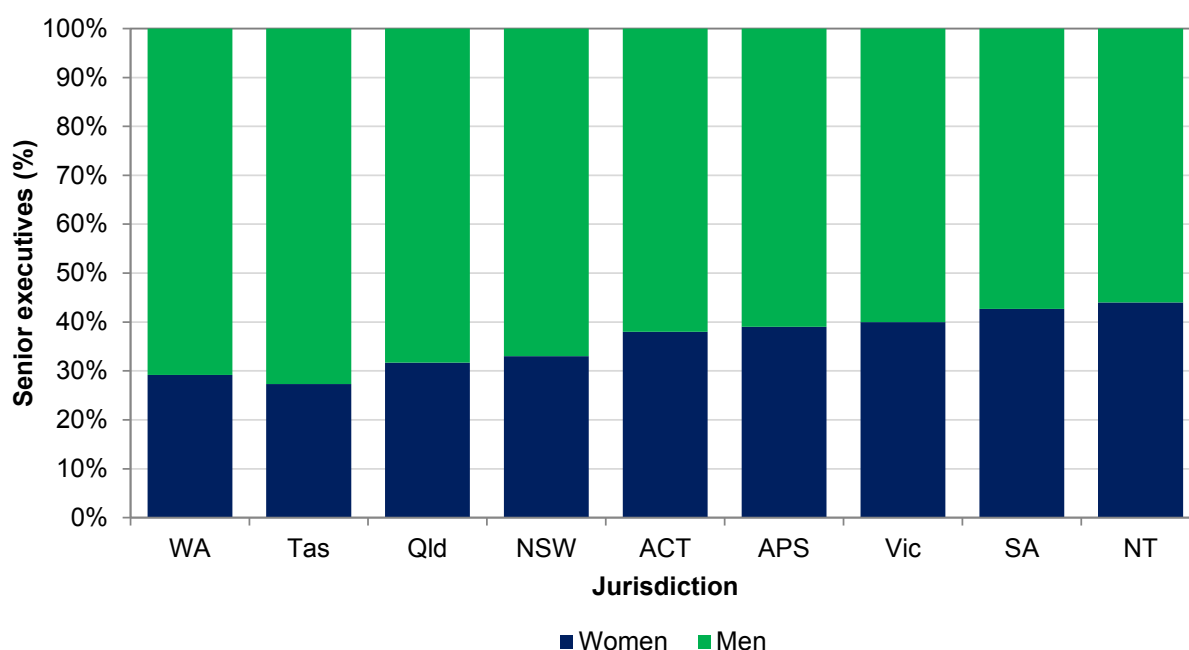


Figure 1: Representation of women in SES positions in Australian State and Territory jurisdictions in 2011 to 2013. For sources see Inter-jurisdictional workforce data references in Appendix E.

In response to this situation, the Public Sector Commissioner has committed to a project to examine the motivations, beliefs, goals, internal conflict and values of senior women in the public sector in relation to work and to identify what could encourage and support more women to take on leadership roles in the public sector. The DEOPE will work in collaboration with the Commission on this important project, which will include supporting the analysis of survey results to gain a greater insight into the leadership journey of senior women and examining ways of sharing the information gathered to a broad audience.

### Review of *Strategic directions for the public sector workforce 2009–2014*

The expiry of this sector-wide strategy will provide an opportunity to consider the strengths and weakness of the previous planning frameworks and strategies designed to support the objectives identified for that strategy in 2009.

# Workforce diversity profile

The DEOPE analyses data on the representation<sup>2</sup> and distribution<sup>3</sup> of diversity groups in public authorities. This data allows the DEOPE to assess the effectiveness of public authority workforce and diversity plans.

In 2013, the DEOPE received data from:

- 109 public sector entities (June 2013 data)
- 140 local government authorities (March 2013 data)
- four public universities (March 2013 data)
- 21 other public authorities (June 2013 data).

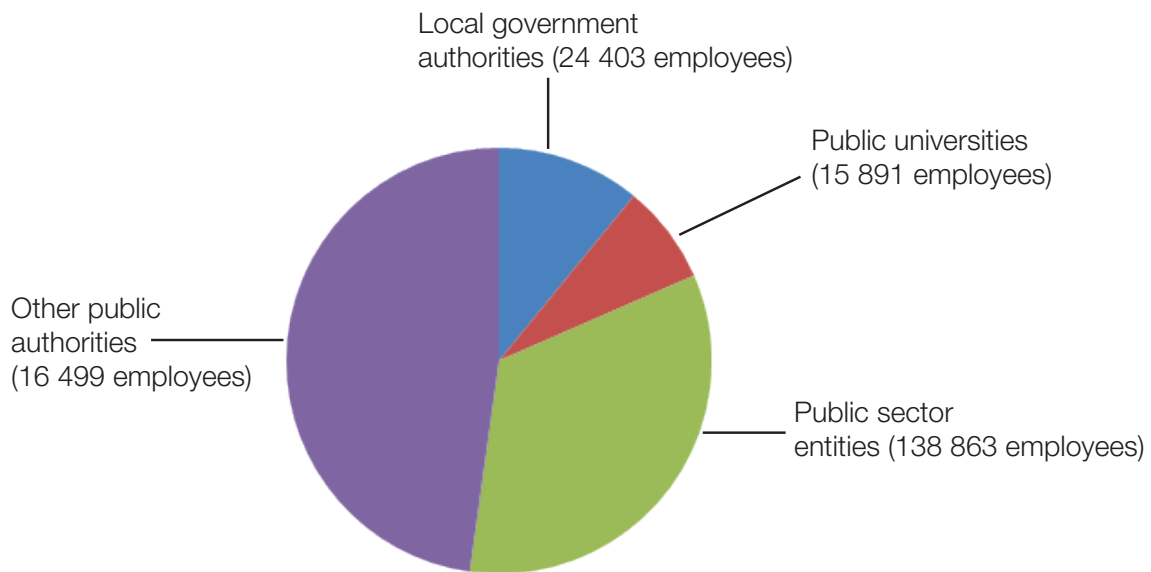
Appendix B contains a list of all public authorities that reported during 2012/13 and an overview is provided in Figure 2. In 2012/13, there were 195 656 employees in these authorities.



---

<sup>2</sup> Representation is the number of employees who self-identify as belonging to a diversity group, expressed as a proportion of the number of valid responses to a voluntary diversity questionnaire managed by public authorities.

<sup>3</sup> Distribution is determined using the equity index. The equity index measures the distribution of each diversity group across salary levels. The ideal equity index is 100, with an index of less than 100 indicating that a diversity group is concentrated at the lower salary levels.



**Figure 2: Public authorities reporting to the DEOPE in 2012/13<sup>4</sup>**

In 2013, the DEOPE worked with the Commission to review and amend the methods used for equity and diversity surveying and reporting. A revised methodology has been used to prepare the 2012/13 DEOPE annual report. Therefore, the results reported for previous years will differ in this report to previous reports due to the changes in methodology.

In previous years, the DEOPE has also reported on public sector entities and other public authorities as one combined group. These have now been split in the 2012/13 DEOPE annual report.

The data for Indigenous Australians, people with disability and people from culturally diverse backgrounds relies on self-nomination. Therefore, it is possible that this data underestimates the true numbers.

<sup>4</sup> Please note the decrease in the 2012/13 headcount figures is largely due to a change in methodology to improve the quality of reporting. In previous years, casual employees who had been paid at any time in the financial year were included. This year, only casual staff who were paid in June 2013 were included.

## Representation

Tables 1 to 4 provide an overview of representation<sup>5</sup> for the last five years, based on yearly reports to the DEOPE.

### Women in management

Women in management refers to the representation of female employees in the top three management tiers, which includes the SES in public sector entities. The management tiers are linked to decision-making responsibility, rather than salary.

Table 1 shows that female employees held 29.2 per cent of SES positions within public sector entities in 2013. The proportion of women in tiers 2 and 3 of management increased in 2013 to 35.4 per cent and 42.0 per cent respectively, while women in tier 1 decreased to 26.2 per cent.

Table 2 highlights that the representation of local government women indoor workers in tier 1 positions increased to 8.6 per cent while tier 2 positions decreased to 32.1 per cent in 2013. The proportion of women outdoor workers in tier 2 positions decreased to 1.6 per cent while tier 3 positions increased to 11.0 per cent.

In public universities, there is one woman occupying a tier 1 position so the representation remained steady at 25.0 per cent in 2013 (Table 3). Tier 2 representation decreased to 33.3 per cent in 2013 for academic and general staff combined, however Tier 3 representation increased to 40.8 per cent.

Table 4 shows that the proportion of women in tier 1 and 2 positions within other public authorities increased in 2013 to 10.0 per cent and 19.1 per cent respectively, while women in tier 3 positions decreased to 19.5 per cent.

### Indigenous Australians

Indigenous Australian employees 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.

Based on June 2013 data, Table 1 shows that the representation of Indigenous Australian employees in public sector entities was 3.0 per cent, slightly lower than 2012. However, this is above the proportion of working age Indigenous Australians in the WA population<sup>6</sup> (2.8 per cent).

In local government authorities, the representation of Indigenous Australian indoor and outdoor workers remained relatively steady at 1.7 per cent and 6.3 per cent respectively (Table 2).

Table 3 indicates that the proportion of Indigenous Australian academic staff in public universities remained the same in 2013, at 1.2 per cent. However, the proportion of Indigenous Australian general staff increased slightly to 1.2 per cent.

<sup>5</sup> Representation is the number of employees who self-identify as belonging to a diversity group, expressed as a proportion of the number of valid responses to a voluntary diversity questionnaire managed by public authorities.

<sup>6</sup> Australian Bureau of Statistics 2012, *2011 Census of population and housing*.



Table 4 shows that the representation of Indigenous Australian employees in other public authorities remained relatively steady at 1.5 per cent in 2013.

### **People from culturally diverse backgrounds**

Cultural diversity is measured by the number of employees born in countries other than those categorised as mainly English speaking countries (for example, Australia, Canada, Ireland, New Zealand, South Africa, the United Kingdom and the United States of America).

Table 1 shows that the representation of public sector entity employees from culturally diverse backgrounds decreased slightly in 2013 to 12.4 per cent.

For local government authorities, the representation of indoor and outdoor workers from culturally diverse backgrounds increased to 21.4 per cent and 17.6 per cent respectively in 2013 (Table 2).

Table 3 highlights that the proportion of academic staff in public universities from culturally diverse backgrounds increased in 2013 to 32.6 per cent. The representation of general staff also increased to 22.9 per cent.

Table 4 indicates that the representation of employees from culturally diverse backgrounds in other public authorities decreased to 13.5 per cent in 2013.

### **People with disability**

Employees with disability include those employees that identify as having an employment restriction that requires adaptations such as ongoing assistance to carry out duties or specialised equipment.

The representation of employees with disability in public sector entities was 2.6 per cent in 2013 (Table 1).<sup>7</sup> This figure remains above the WA working age representation of people needing assistance with core activities<sup>8</sup> (1.9 per cent).

The representation of local government indoor and outdoor workers with disability remained relatively steady at 1.7 per cent and 2.9 per cent respectively in 2013 (Table 2).

Table 3 indicates that the proportion of academic staff with disability in public universities increased slightly in 2013 to 2.0 per cent. However, the proportion of general staff with disability remained relatively steady at 1.4 per cent.

The representation of employees with disability in other public authorities remained relatively steady at 1.6 per cent in 2013 (Table 4).

---

<sup>7</sup> In 2013, the Department of Health identified a significant over-reporting error for employees with disability. This means that the figures for 2009 to 2012, as reported in Tables 1 and 5, reflect an over-representation of people with disability in public sector entities.

<sup>8</sup> Australian Bureau of Statistics 2012, *2011 Census of population and housing*.

## Youth and mature workers

Youth refers to employees under 25 years of age while mature workers are aged 45 years and over. Mature workers are over-represented in public employment compared with the broader community. Many public authorities are developing strategies to retain mature workers through flexible working arrangements to help with the transfer of corporate knowledge and skills to the younger workforce.

Table 1 shows that the representation of mature age workers in public sector entities remained steady in 2013 at 51.9 per cent. However, the proportion of youth decreased slightly to 5.1 per cent.

In local government authorities, youth representation for both indoor and outdoor workers increased in 2013 to 14.2 per cent and 7.0 per cent respectively. Similarly, the representation of mature workers increased to 37.5 per cent and 56.2 per cent respectively.

In public universities, youth representation for both academics and general staff increased in 2013 to 3.3 per cent and 8.3 per cent respectively. Similarly, the representation of mature academics increased to 40.4 per cent. However, the representation of mature general staff decreased to 35.0 per cent.

Table 4 shows that the representation of youth in other public authorities increased to 6.3 per cent in 2013, while the representation of mature workers decreased to 41.6 per cent.

**Table 1: Public sector entity representation from 2009–2013**

Diversity group	Representation (%)				
	2009	2010	2011	2012	2013
Women in management					
- Senior executive service	25.1	26.7	26.4	27.6	29.2
• Tier 1	23.1	27.7	29.6	31.4	26.2
• Tier 2	38.3	36.9	35.6	33.7	35.4
• Tier 3	36.8	39.0	40.0	40.5	42.0
Indigenous Australians	2.7	2.9	3.1	3.3	3.0
People from culturally diverse backgrounds	13.7	13.1	13.1	12.7	12.4
People with disability <sup>9</sup>	3.4	3.5	4.2	4.8	2.6
Youth	6.0	5.5	5.5	5.4	5.1
Mature workers	51.2	51.7	51.9	51.9	51.9

<sup>9</sup> In 2013, the Department of Health identified a significant over-reporting error for employees with disability. This means that the figures for 2009 to 2012, as reported in Tables 1 and 5, reflect an over-representation of people with disability in public sector entities.

**Table 2: Local government authority representation from 2008–2010 and 2012–2013**

Diversity group		Representation (%)				
		2008	2009	2010	2012	2013
Women in management	Tier 1 (indoor workers)	9.9	7.1	7.8	7.9	8.6
	Tier 1 (outdoor workers)	n/a	n/a	n/a	n/a	n/a
	Tier 2 (indoor workers)	26.4	29.1	28.3	34.2	32.1
	Tier 2 (outdoor workers)	14.0	1.9	13.4	6.9	1.6
	Tier 3 (indoor workers)	34.5	33.7	39.1	38.0	37.2
	Tier 3 (outdoor workers)	9.1	3.8	11.5	9.3	11.0
Indigenous Australians	Indoor workers	1.5	1.6	1.4	1.8	1.7
	Outdoor workers	7.9	7.1	6.4	6.1	6.3
People from culturally diverse backgrounds	Indoor workers	13.4	13.4	14.6	19.6	21.4
	Outdoor workers	12.6	13.8	11.4	16.0	17.6
People with disability	Indoor workers	2.1	1.9	1.8	1.7	1.7
	Outdoor workers	4.4	4.5	3.3	3.1	2.9
Youth	Indoor workers	16.1	15.3	15.0	11.4	14.2
	Outdoor workers	7.5	8.7	10.1	6.4	7.0
Mature workers	Indoor workers	33.8	37.1	38.7	37.2	37.5
	Outdoor workers	51.4	50.3	56.6	53.3	56.2

Note: For 2011, the reporting date for local government authorities was changed from December 2011 to March 2012 in order to better match other reporting timeframes. This change resulted in no local government authority data for the 2011 reporting year.

**Table 3: Public university representation from 2009–2013**

Diversity group		Representation (%)				
		2009	2010	2011	2012	2013
Women in management (academic and general staff)	Tier 1	25.0	25.0	25.0	25.0	25.0
	Tier 2	33.3	37.5	40.0	39.1	33.3
	Tier 3	36.1	36.0	41.4	36.4	40.8
Indigenous Australians	Academic staff	1.1	1.2	1.3	1.2	1.2
	General staff	1.1	1.2	1.2	0.9	1.2
People from culturally diverse backgrounds	Academic staff	21.4	22.8	25.4	25.7	32.6
	General staff	18.7	18.8	19.9	19.7	22.9
People with disability	Academic staff	1.5	1.4	1.9	1.7	2.0
	General staff	1.8	1.5	1.7	1.3	1.4
Youth	Academic staff	2.2	2.4	4.1	2.4	3.3
	General staff	8.8	8.1	9.6	8.0	8.3
Mature workers	Academic staff	41.7	42.0	46.1	39.3	40.4
	General staff	31.4	30.9	33.1	37.0	35.0

**Table 4: Other public authority representation from 2009–2013**

Diversity group		Representation (%)				
		2009	2010	2011	2012	2013
Women in management						
• Tier 1		10.5	10.5	10.5	5.3	10.0
• Tier 2		20.8	16.0	16.1	18.3	19.1
• Tier 3		18.8	19.3	21.1	20.7	19.5
Indigenous Australians		1.0	1.1	1.1	1.4	1.5
People from culturally diverse backgrounds		20.1	16.0	17.8	19.6	13.5
People with disability		1.7	1.7	1.5	1.5	1.6
Youth		8.0	6.8	6.1	5.6	6.3
Mature workers		45.6	45.8	46.8	45.3	41.6

## Distribution

Tables 5 to 8 provide an overview of distribution<sup>10</sup> for the last five years, based on yearly reports to the DEOPE.

For youth and mature workers, distribution is not available because salary levels closely correlate with age and experience.

The ideal distribution is 100, with a score of less than 100 indicating that a diversity group is concentrated at the lower salary levels.

### Women

Table 5 shows that the distribution of female employees in public sector entities in 2013 remained relatively steady at 71. However, this is below the ideal score of 100.

For female local government indoor and outdoor workers, the distribution remained relatively steady at 81 and 88 respectively (Table 6).

Table 7 indicates that in public universities, the distribution of female academics and general staff remained relatively unchanged in 2013 at 72 and 84 respectively.

Table 8 shows that the distribution of female employees in other public authorities remained relatively steady at 65 in 2013.

### Indigenous Australians

The low representation of Indigenous Australians in public authorities means that movements across salary levels can cause large changes in distribution scores.

Table 5 highlights that the distribution for Indigenous Australian employees in public sector entities increased to 39 in 2013. However, this is below the ideal score of 100.

For local government indoor and outdoor workers, the Indigenous Australian distribution remained relatively steady at 60 and 90 respectively in 2013 (Table 6).

In public universities, the distribution of Indigenous Australian academics and general staff increased to 85 and 61 respectively in 2013 (Table 7).

Table 8 shows the distribution for Indigenous Australian employees in other public authorities remained relatively unchanged at 49 in 2013.

---

<sup>10</sup> Distribution is determined using the equity index. The equity index measures the distribution of each diversity group across salary levels.

## People from culturally diverse backgrounds

The distribution of employees from culturally diverse backgrounds in public sector entities remained steady at 96 in 2013 (Table 5).

Table 6 indicates that in 2013 the distribution of local government indoor workers from culturally diverse backgrounds decreased to 112 while outdoor workers remained relatively steady at 109.

In public universities, the distribution of academic and general staff from culturally diverse backgrounds remained relatively steady at 87 and 95 in 2013 (Table 7).

The distribution of employees from culturally diverse backgrounds in other public authorities increased to 153 in 2013 (Table 8).

## People with disability

The distribution of employees with disability in public sector entities was 87 in 2013 (Table 5).<sup>11</sup>

Table 6 shows that the distribution of local government indoor and outdoor workers with disability remained relatively steady at 78 and 81 respectively in 2013.

The distribution of public university academics with disability increased to 101 in 2013 (Table 7). However, the distribution of general staff with disability remained steady at 76.

The distribution of employees with disability in other public authorities decreased to 87 in 2013 (Table 8).

**Table 5: Public sector entity distribution from 2009–2013**

Diversity group	Distribution (equity index)				
	2009	2010	2011	2012	2013
Women	64	67	69	69	71
Indigenous Australians	53	41	36	35	39
People from culturally diverse backgrounds	98	97	93	96	96
People with disability <sup>12</sup>	98	95	95	100	87

<sup>11</sup> In 2013, the Department of Health identified a significant over-reporting error for employees with disability. This means that the figures for 2009 to 2012, as reported in Tables 1 and 5, reflect an over-representation of people with disability in public sector entities.

<sup>12</sup> *ibid.*



**Table 6: Local government authority distribution from 2008–2010 and 2012–2013**

		Distribution (equity index)				
Diversity group		2008	2009	2010	2012	2013
Women	Indoor workers	76	80	83	79	81
	Outdoor workers	104	96	92	87	88
Indigenous Australians	Indoor workers	52	62	65	61	60
	Outdoor workers	98	91	93	91	90
People from culturally diverse backgrounds	Indoor workers	112	110	108	116	112
	Outdoor workers	102	102	103	108	109
People with disability	Indoor workers	72	77	74	77	78
	Outdoor workers	86	84	91	83	81

Note: For 2011, the reporting date for local government authorities was changed from December 2011 to March 2012 in order to better match other reporting timeframes. This change resulted in no local government authority data for the 2011 reporting year.

**Table 7: Public university distribution from 2009–2013**

		Distribution (equity index)				
Diversity group		2009	2010	2011	2012	2013
Women	Academic staff	68	69	70	71	72
	General staff	80	81	82	83	84
Indigenous Australians	Academic staff	59	76	76	71	85
	General staff	58	53	56	51	61
People from culturally diverse backgrounds	Academic staff	88	86	88	88	87
	General staff	95	93	92	93	95
People with disability	Academic staff	105	108	104	97	101
	General staff	76	72	77	76	76

**Table 8: Other public authority distribution from 2009–2013<sup>13</sup>**

Diversity group	Distribution (equity index)				
	2009	2010	2011	2012	2013
Women	69	77	65	66	65
Indigenous Australians	51	52	46	51	49
People from culturally diverse backgrounds	136	154	159	142	153
People with disability	133	136	86	91	87

<sup>13</sup> In 2013, 21 other public authorities were surveyed and inform the distribution results. Please note when comparing with previous results, that a smaller sample of other public authorities were surveyed in previous years.

## Appendix A – Legislative framework

The Director of Equal Opportunity in Public Employment (DEOPE) is a statutory officer appointed by the Western Australian Governor to perform the functions outlined in Part IX of the *Equal Opportunity Act 1984* (EO Act). The DEOPE reports annually to the Minister responsible for public sector management.

The EO Act promotes equal opportunity in Western Australia and addresses discrimination in the areas of accommodation, education, employment, and the provision of activities, goods, facilities and services on the grounds of:

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

The objects of Part IX of the EO Act are to:

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

The EO Act positions EEO management plans as the principal accountability instrument for public authorities to ensure an absence of discrimination and positive employment outcomes for diversity groups. Sections 141, 143, 145 and 146 of the EO Act provide for a shared accountability between the DEOPE and chief executive officers of public authorities in achieving these outcomes.

## Role of the DEOPE

The statutory role of the DEOPE is to:

- advise and assist public authorities to develop EEO management plans
- evaluate the effectiveness of EEO management plans in achieving the objects of Part IX of the EO Act
- monitor and report to the Minister on the operation and effectiveness of EEO management plans
- undertake investigations into matters regarding the development and implementation of EEO management plans.

## Responsibilities of public authorities

To achieve the objects of Part IX of the EO Act, public authorities are required to prepare and implement an EEO management plan as outlined in section 145(1) of the EO Act. Ultimate responsibility for the EEO management plan rests with the authority's chief executive officer (section 141 of the EO Act).

### EEO management plan preparation and implementation

The provisions to develop a plan are set out in sections 145(2)(a)-(h) of the EO Act.

Effective and compliant EEO management plans must contain:

- a. a process for the development of policies and programs to ensure a harassment-free workplace
- b. strategies to communicate the policies and programs referred to in point (a)
- c. methods for the collection and recording of diversity data, including a current workforce diversity profile
- d. processes for the review of personnel practices to identify possible discriminatory practices
- e. the inclusion of goals and targets to determine the success of the EEO management plan
- f. strategies to evaluate the policies and programs referred to in point (a)
- g. a process to review and amend the EEO management plan
- h. the assignment of implementation and monitoring responsibilities.

Public authorities need to consider how they can most effectively achieve EEO and diversity outcomes to suit their business needs and meet the requirements of the EO Act. This may be through an independent EEO management plan or an integrated workforce and diversity plan. Initiatives within independent and integrated plans must meet the requirements of sections 145(2)(a)-(h) of the EO Act. All EEO management plans should work toward achieving three high-level outcomes.

1. The organisation values EEO and diversity while promoting a work environment free from all forms of harassment.
2. Workplaces are free from employment practices that are biased, discriminate unlawfully against actual employees or potential employees.
3. Employment programs and practices recognise and include strategies to achieve workforce diversity.

Section 145 (6) requires that a public authority shall provide a copy of a current EEO management plan to the DEOPE.

## **Public authorities' annual report to the DEOPE**

Section 146 of the EO Act outlines public authorities' requirement to report annually to the DEOPE. This is achieved by the provision of workforce demographic data each year.

Regular monitoring and evaluation enables public authorities to assess whether the EEO management plans strategies are appropriate, achievable and effective in meeting the objects of Part IX of the EO Act.

## Appendix B – Public authorities reporting to the DEOPE

The table below lists the public sector entities and other public authorities with aggregated data in this report.

Public sector entities as at 30 June 2013		
Aboriginal Affairs, Department of	Commerce, Department of	Education, Department of
Agriculture and Food, Department of	Commission for Children and Young People	Environment and Conservation, Department of
Animal Resources Authority	Commissioner for Equal Opportunity	Environmental Protection Authority, Office of the
Architects Board of WA	Communities, Department for	Finance, Department of
Art Gallery of Western Australia	Construction Training Fund	Fire and Emergency Services, Department of
Attorney General, Department of the	Corrective Services, Department of	Fisheries, Department of
Auditor General, Office of the	Corruption and Crime Commission	Forest Products Commission
Botanic Gardens and Parks Authority	Country High School Hostels Authority	Gascoyne Development Commission
Bunbury Water Board (Aqwest)	Culture and the Arts, Department of	Goldfields Esperance Development Commission
Busselton Water Board	Director of Public Prosecutions, Office of the	Goldfields Institute of Technology
C. Y. O'Connor Institute	Disability Services Commission	Government Employees Superannuation Board
Central Institute of Technology WA	Drug and Alcohol Office	Great Southern Development Commission
Challenger Institute of Technology WA	Durack Institute of Technology	Great Southern Institute of Technology
Chemistry Centre (WA)	Economic Regulation Authority	Health and Disability Services Complaints Office
Child Protection and Family Support, Department for	Education Services, Department of	Health, Department of



## Public sector entities as at 30 June 2013

Healthway (WA Health Promotion Foundation)	Metropolitan Cemeteries Board	Racing, Gaming and Liquor, Department of
Heritage Council of WA	Metropolitan Redevelopment Authority	Regional Development and Lands, Department of
Housing, Department of	Mid West Development Commission	Registrar WA Industrial Relations Commission, Department of the
Information Commissioner, Office of the	Minerals and Energy Research Institute of WA	Rottneest Island Authority
Inspector of Custodial Services, Office of the	Mines and Petroleum, Department of	Salaries and Allowances Tribunal
Insurance Commission of WA	Parliamentary Commissioner for Administrative Investigations (Ombudsman)	School Curriculum and Standards Authority
Keep Australia Beautiful Council (W.A.)	Peel Development Commission	Small Business Development Corporation
Kimberley Development Commission	Perth Market Authority	South West Development Commission
Kimberley Training Institute	Perth Theatre Trust	South West Institute of Technology
Landgate	Pilbara Development Commission	Sport and Recreation, Department of
Law Reform Commission of WA	Pilbara Institute	State Development, Department of
Legal Aid WA	Planning, Department of	State Library of WA
Legal Practice Board of WA	Polytechnic West	Swan River Trust
Local Government, Department of	Potato Marketing Corporation of WA	The Burswood Park Board
Lotterywest (Lotteries Commission of WA)	Premier and Cabinet, Department of the	The National Trust of Australia (WA)
Main Roads WA	Public Sector Commission	Training and Workforce Development, Department of
Mental Health Commission	Public Transport Authority	Transport, Department of

### Public sector entities as at 30 June 2013

Treasury, Department of	West Coast Institute of Training	Wheatbelt Development Commission
Veterinary Surgeons Board	Western Australian Electoral Commission	WorkCover WA
WA Museum	Western Australian Meat Industry Authority	Zoological Parks Authority
WA Police Service	Western Australian Sports Centre Trust	
Water, Department of	Western Australian Tourism Commission	

### Other public authorities as at 30 June 2013

Albany Port Authority	Geraldton Port Authority	Verve Energy
Broome Port Authority	Gold Corporation	Water Corporation
Bunbury Port Authority	Horizon Power	Western Australian Greyhound Racing Authority
Dampier Port Authority	Independent Market Operator	Western Australian Land Authority
Electorate Offices	Port Hedland Port Authority	Western Australian Police Force
Esperance Port Authority	Racing and Wagering Western Australia	Western Australian Treasury Corporation
Fremantle Port Authority	Synergy	Western Power

### Independent public sector entities reported by larger entities

For the purposes of reporting on equity and diversity, staff within some public sector entities fall under the EEO management plan of larger entities. For example:

- Office of the Public Advocate and Public Trustee's Office are reported with the Department of the Attorney General.
- State Supply Commission is reported with the Department of Finance.
- Teacher Registration Board of Western Australia is reported with the Department of Education Services.

### Public sector entities abolished in 2012/13

- Fire and Emergency Services Authority of WA was abolished and the Department of Fire and Emergency Services established in its place.

- Western Australian College of Teaching was abolished and the Teacher Registration Board of Western Australia established in its place.

### New public sector entities in 2012/13

- Goldfields Institute of Technology.
- Department of Indigenous Affairs was renamed to the Department of Aboriginal Affairs.
- Department for Child Protection was renamed to the Department for Child Protection and Family Support.

The table below lists the local government authorities with aggregated data in this report.

Local government authorities as at 30 June 2013		
Albany, City of	Chapman Valley, Shire of	Dowerin, Shire of
Armadale, City of	Chittering, Shire of	Dumbleyung, Shire of
Ashburton, Shire of	Christmas Island, Shire of	Dundas, Shire of
Augusta-Margaret River, Shire of	Claremont, Town of	East Fremantle, Town of
Bassendean, Town of	Cockburn, City of	East Pilbara, Shire of
Bayswater, City of	Cocos (Keeling) Islands, Shire of	Esperance, Shire of
Belmont, City of	Collie, Shire of	Exmouth, Shire of
Beverley, Shire of	Coolgardie, Shire of	Fremantle, City of
Boddington, Shire of	Coorow, Shire of	Gingin, Shire of
Boyup Brook, Shire of	Corrigin, Shire of	Gnowangerup, Shire of
Brookton, Shire of	Cottesloe, Town of	Goomalling, Shire of
Broome, Shire of	Cranbrook, Shire of	Gosnells, City of
Broomehill-Tambellup, Shire of	Cuballing, Shire of	Greater Geraldton, City of
Bruce Rock, Shire of	Cue, Shire of	Halls Creek, Shire of
Bunbury, City of	Cunderdin, Shire of	Harvey, Shire of
Busselton, Shire of	Dalwallinu, Shire of	Irwin, Shire of
Cambridge, Town of	Dandaragan, Shire of	Jerramungup, Shire of
Canning, City of	Dardanup, Shire of	Joondalup, City of
Capel, Shire of	Denmark, Shire of	Kalamunda, Shire of
Carnamah, Shire of	Derby-West Kimberley, Shire of	Kalgoorlie-Boulder, City of
Carnarvon, Shire of	Donnybrook-Balingup, Shire of	Katanning, Shire of

### Local government authorities as at 30 June 2013

Kellerberrin, Shire of	Nannup, Shire of	Swan, City of
Kent, Shire of	Narembeen, Shire of	Tammin, Shire of
Kojonup, Shire of	Narrogin, Shire of	Three Springs, Shire of
Kondinin, Shire of	Narrogin, Town of	Toodyay, Shire of
Koorda, Shire of	Nedlands, City of	Trayning, Shire of
Kulin, Shire of	Ngaanyatjarraku, Shire of	Upper Gascoyne, Shire of
Kwinana, Town of	Northam, Shire of	Victoria Park, Town of
Lake Grace, Shire of	Northampton, Shire of	Victoria Plains, Shire of
Laverton, Shire of	Nungarin, Shire of	Vincent, City of
Leonora, Shire of	Peppermint Grove, Shire of	Wagin, Shire of
Mandurah, City of	Perenjori, Shire of	Wandering, Shire of
Manjimup, Shire of	Perth, City of	Wanneroo, City of
Meekatharra, Shire of	Pingelly, Shire of	Waroona, Shire of
Melville, City of	Plantagenet, Shire of	West Arthur, Shire of
Menzies, Shire of	Port Hedland, Town of	Westonia, Shire of
Merredin, Shire of	Quairading, Shire of	Wickepin, Shire of
Mingenew, Shire of	Ravensthorpe, Shire of	Williams, Shire of
Moora, Shire of	Rockingham, City of	Wiluna, Shire of
Morawa, Shire of	Roebourne, Shire of	Wongan-Ballidu, Shire of
Mosman Park, Town of	Sandstone, Shire of	Woodanilling, Shire of
Mount Magnet, Shire of	Serpentine-Jarrahdale, Shire of	Wyalkatchem, Shire of
Mount Marshall, Shire of	Shark Bay, Shire of	Wyndham-East Kimberley, Shire of
Mukinbudin, Shire of	Shire of Bridgetown-Greenbushes	Yalgoo, Shire of
Mundaring, Shire of	South Perth, City of	Yilgarn, Shire of
Murchison, Shire of	Stirling, City of	York, Shire of
Murray, Shire of	Subiaco, City of	

The table below lists the public universities with aggregated data in this report.

### Public universities as at 30 June 2013

Curtin University of Technology	Murdoch University
Edith Cowan University	University of Western Australia

## Appendix C – Glossary and definitions

The following notes clarify terms relating to equal opportunity and diversity. Where absolute definitions are required, the EO Act should be consulted.

### **Distribution (equity index)**

Distribution is determined using the equity index. The equity index measures the distribution of each diversity group across salary levels. The ideal equity index is 100, with an index of less than 100 indicating that a diversity group is concentrated at the lower salary levels.

### **EEO**

Equal employment opportunity.

### **Equal opportunity**

As stated in section 3 of the EO Act, equal opportunity refers to:

- the elimination of discrimination on the basis of the grounds covered in the EO Act
- 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.

### **Indigenous Australians**

The terms Indigenous and Aboriginal are both used in this document as follows:

The term 'Indigenous Australians' is respectfully used in this report to refer to persons of Aboriginal and Torres Strait Islander descent who identify as such, and are accepted as such, by the community in which they live. This term is used in recognition of the terminology used in the Council of Australian Governments' National Indigenous Partnership Agreement on Indigenous Economic Participation, and other relevant benchmarks.

The term 'Aboriginal' is used in reference to the Aboriginal community and Western Australian Government local policy programs such as the *Aboriginal Employment Strategy 2011–2015*. This is also in line with the renaming of Western Australia's Department of Indigenous Affairs to the Department of Aboriginal Affairs.

### **Indoor workers**

Staff in local government authorities who are generally office based.

## **Management tiers**

### **Tier 1**

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

### **Tier 2**

- Reports to tier 1.
- Assists tier 1 by implementing organisational plans.
- Is directly responsible for leading and directing the work of other managers of functional departments.
- May be responsible for managing professional and specialist employees.
- Does not include professional and graduate staff, such as engineers, medical practitioners and accountants, unless they have a primary management function.

### **Tier 3**

- Reports to tier 2.
- Formulates policies and plans for areas of control.
- Manages a budget and employees.
- Does not include professional and graduate staff, such as engineers, medical practitioners and accountants, unless they have a primary management function.

## **Outdoor workers**

Staff in local government authorities who generally work outdoors.

### **People from culturally diverse backgrounds**

People born in countries other than the countries listed below that have been categorised by the Australian Bureau of Statistics as mainly English speaking countries:

- Australia
- Canada
- Ireland
- New Zealand
- South Africa
- United Kingdom (England, Northern Ireland, Scotland, Wales)
- United States of America.

### **People with disability**

People with an ongoing disability who have an employment restriction due to their disability that requires:

- 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 – employee uses braille, low vision aids or other special technology such as appropriate computers or screens. This does not include glasses or contact lenses.
- Speech – employee uses aids such as word processors or communication boards in order to be understood or needs extra time to be understood.
- Hearing – employee uses aids such as a hearing help card or volume control telephone in order to hear, telephone typewriter, Auslan interpreter or note-taker in order to communicate.
- Learning – employee uses specific support and training to perform the job, needs more than average time to learn some parts of a job or has difficulty with reading or writing. For example, dyslexia, an intellectual disability or an acquired brain injury.
- Use of arms or hands – employee uses specific equipment. For example, modified keyboard, hands-free telephone or needs extra time for handling objects.

- Use of legs – employee uses aids or needs extra time for mobility. For example, the employee uses a wheelchair or crutches.
- Long-term medical, physical, mental or psychiatric condition – employee has any long-term health or medical condition which regularly restricts or limits activities. For example, employee requires regular absences due to illness or time to be provided at work for medication or treatment, or is restricted in some functions due to health and safety considerations.

### **Representation**

Representation is the number of employees who self-identify as belonging to a diversity group, expressed as a proportion of the number of valid responses to a voluntary diversity questionnaire managed by public authorities.

### **Senior executive service**

The senior executive service generally comprises positions classified at level 9 or above that carry specific management or policy responsibilities.



## Appendix D – Abbreviations

ABS	Australian Bureau of Statistics
DEOPE	Director of Equal Opportunity in Public Employment
EO Act	<i>Equal Opportunity Act 1984</i>
EEO	Equal employment opportunity
PSM Act	<i>Public Sector Management Act 1994</i>
SES	Senior executive service

# Appendix E – References

## Inter-jurisdictional workforce data

- Office of the State Service Commissioner Tasmania 2012, *Annual report 2011-12*, viewed 16 September 2013  
[www.dpac.tas.gov.au/\\_data/assets/pdf\\_file/0007/178522/State\\_Service\\_Commissioners\\_Annual\\_Report\\_2011-2012\\_web.pdf](http://www.dpac.tas.gov.au/_data/assets/pdf_file/0007/178522/State_Service_Commissioners_Annual_Report_2011-2012_web.pdf)
- Queensland Public Service Commission 2012, *Queensland Public Service and sector wide profile data 2011-12*, viewed 16 September 2013  
[www.psc.qld.gov.au/publications/workforce-statistics/assets/Annual-report-2012-Profile\\_data.pdf](http://www.psc.qld.gov.au/publications/workforce-statistics/assets/Annual-report-2012-Profile_data.pdf)
- New South Wales Public Service Commission, *State of the NSW Public Sector Report 2012*, viewed 16 September 2013  
[www.psc.nsw.gov.au/About-the-Public-Sector/State-of-the-Sector-Report-2012](http://www.psc.nsw.gov.au/About-the-Public-Sector/State-of-the-Sector-Report-2012)
- Australian Capital Territory Chief Minister and Cabinet Directorate 2011, direct correspondence
- Australian Public Service Commission 2012, *State of the service report 2011-12*, viewed 16 September 2013  
[www.apsc.gov.au/about-the-apsc/parliamentary/state-of-the-service/new-sosr](http://www.apsc.gov.au/about-the-apsc/parliamentary/state-of-the-service/new-sosr)
- State Services Authority Victoria 2011, *The state of the public sector in Victoria 2011-12*, viewed 16 September 2013  
[www.ssa.vic.gov.au/products/public-administration-html-only/state-of-the-public-sector-in-victoria-2011-12.html](http://www.ssa.vic.gov.au/products/public-administration-html-only/state-of-the-public-sector-in-victoria-2011-12.html)
- Office of the Commissioner for Public Employment Northern Territory 2011, *State of the service report 2011-12*, viewed 16 September 2013  
[www.ocpe.nt.gov.au/\\_data/assets/pdf\\_file/0005/57965/OCPE\\_SOS\\_Report\\_2012d\\_-\\_web2.pdf](http://www.ocpe.nt.gov.au/_data/assets/pdf_file/0005/57965/OCPE_SOS_Report_2012d_-_web2.pdf)
- Office of Public Employment and Review South Australia 2011, *South Australian public sector workforce information summary report 2012 – table 11*, viewed 16 September 2013  
[www.oper.sa.gov.au/page-57](http://www.oper.sa.gov.au/page-57)

## Other

- Australian Bureau of Statistics 2012, *2011 Census of population and housing*, Table Builder: Disability, Carers and Need for Assistance Classifications, Commonwealth of Australia, Canberra.
- Australian Bureau of Statistics 2012, *2011 Census of population and housing, Aboriginal and Torres Strait Islander peoples (Indigenous) profile*, catalogue number 2002.0, Commonwealth of Australia, Canberra.



