



Queensland Government
Department of **Industrial Relations**

2005 – 2009 EEO ACTION PLAN

ACTIONS, RESPONSIBILITIES AND TIMEFRAMES

Message from the Director-General

The Equal Opportunity in Public Employment (EOPE) Act 1992 requires all agencies to develop an EEO management plan that will:

(i) enable members of the target groups to—

(A) compete for recruitment, selection, promotion and transfer in the agency and within other agencies; and

(B) pursue careers in the agency and other agencies;

as effectively as people who are not members of the target groups; and

(ii) eliminate unlawful discrimination by the agency or its employees against members of the target groups with respect to employment matters.

EEO practices do not merely meet legislative requirements they also enhance the productive capacity of the department by developing a diverse workforce with a rich range of skills, languages, experiences and approaches to solving problems.

The *2005 - 2009 DIR EEO Management Plan* is the department's key tool for meeting the requirements of the Act and is consistent with the people management practices and principles outlined in the DIR Strategic Plan and the DIR Workforce Management Plan. The EEO Plan seeks to achieve a diverse workforce that reflects the Queensland community it services and aims to achieve the following targets:

Aboriginal and Torres Strait Islander Peoples	People Of Non-English Speaking Backgrounds	People with a Disability	Women	Youth
<ul style="list-style-type: none">• 3.0% Indigenous representation	<ul style="list-style-type: none">• 7.2% NESB1• 13.5% NESB 1&2	<ul style="list-style-type: none">• 5% increase per year	<ul style="list-style-type: none">• 25% SES & SO• 35% middle & upper management	<ul style="list-style-type: none">• 10% increase per year

I encourage all staff to contribute to the following Actions to enable DIR to achieve these targets.

PETER HENNEKEN
Director-General

<p>community</p> <p>6. Advertise positions which are Identified for Aboriginals or Torres Strait Islanders</p> <p>7. Provide training and development opportunities for Indigenous staff by:</p> <ul style="list-style-type: none"> • Mentoring and coaching • Relieving in higher positions • Participation in Wal Meta unit programs: <ul style="list-style-type: none"> ○ Work Experience ○ Traineeship Support ○ Mentoring Program ○ Advancement Program ○ AO6/7 Senior Management Program ○ AO8/SO Executive Management Program <p>8. Employ Indigenous trainees under the 2005 - 06 traineeship intake.</p> <p>9. Appoint Indigenous graduates under:</p> <ul style="list-style-type: none"> • the National Indigenous Cadetship Program and • the DIR Graduate Training and development program <p>10. Promote DIR as an Employer of Choice to Aboriginals and Torres Strait Islanders by:</p> <ul style="list-style-type: none"> • Being visible at key cultural events such as NAIDOC Week • Linking the DIR Internet site to DIR EEO policies and the Indigenous Staff Network • Cultivating strong relationships with Indigenous communities • Making DIR's work known to universities, especially university graduate job placement staff • Providing a DIR Indigenous Scholarship to sponsor a high school student with their studies 	<p>GM's and RM's</p> <p>GM's and RM's</p> <p>GM's and RM's</p> <p>GM's and RM's</p> <p>GM's and RM's</p> <p>DG and DDG</p> <p>Corporate Strategy</p> <p>Manager, Indigenous Program</p> <p>Manager, Indigenous Program</p> <p>Corporate Strategy</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>On going</p> <p>On going</p> <p>31/12/05</p> <p>Ongoing</p> <p>Ongoing</p> <p>31/03/06</p>
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<ul style="list-style-type: none"> • Providing a culturally appropriate email and telephone information service for queries from Aboriginals and Torres Strait Islanders regarding workplace health and safety (including workplace harassment) and electrical safety. 	GM – WHSQ	Ongoing
<ul style="list-style-type: none"> • Advertising vacancies as widely as possible (eg: 4AAA, Koori Mail) 	GM's and RM's	Ongoing
<p>11. Fund and promote key cultural events including:</p> <ul style="list-style-type: none"> • National Day of Healing (Sorry Day) • Coming of the Light • NAIDOC Week 	DDG GM's and RM's	June – July each year Ongoing
<p>12. Maintain an Indigenous staff network to provide culturally appropriate support, two-way information sharing and consultation.</p>	Manager, Indigenous Program and Corporate Strategy	Ongoing
<p>13. Develop and maintain linkages with Strategic Indigenous Groups in other agencies and local government to maximise information sharing and effective work towards common goals.</p>	Manager, Indigenous Program and Corporate Strategy	Ongoing
<p>14. Minimise the risk of discrimination or harassment by:</p> <ul style="list-style-type: none"> • providing Code of Conduct training in staff inductions • including behavioural expectations in PPDP's • maintaining an effective network of referral officers for staff to approach for information and options regarding all forms of harassment 	Workforce Capability Unit GM's and RM's, Corporate Strategy	Ongoing
<p>15. Raise staff awareness about the importance of achieving a work-life balance through the promotion of flexible work practices and policies, to promote DIR as an Employer of Choice</p>	Corporate Strategy GM's and RM's Workforce Capability Unit	Ongoing

16. Encourage new staff to complete the EEO Census through the Aurion HR system	GM's and RM's Workforce Capability Unit (staff inductions)	Ongoing
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People from Non-English Speaking Backgrounds

What is the 2005 - 06 goal for this group?

- To achieve a 20 % increase in the current numbers of NESB1&2 staff. ie: increasing representation by 10 full time equivalent positions

Definition - What is "NESB1"?

- NESB1 means staff who were born overseas

Definition - What is "NESB2"?

- NESB2 means staff with a parent born overseas

Actions to achieve targets	Responsibility (in addition to the Diversity Steering Committee and the DIR People from a Non-English Speaking Background staff network)	Timeframe
1. Implement Queensland Multicultural Policy by: <ul style="list-style-type: none"> Nominating a senior officer to sponsor overall implementation of the policy in the department Incorporating strategic multicultural action plans into all business plans Establishing departmental action teams to implement the policy Participating in the interdepartmental committee on multicultural affairs Reporting on the progress of multicultural development in departmental annual reports and through Multicultural Affairs Queensland 	DG GM's and RM's DDG DDG Corporate Strategy	30/03/06 30/06/06 30/09/05 Ongoing 31/12/05 & 30/06/06 Ongoing

<ul style="list-style-type: none"> • Resourcing and funding multicultural initiatives including language services support and interpreters where appropriate • Employing people from culturally and linguistically diverse backgrounds when implementing workforce planning as well as via DIR's: <ul style="list-style-type: none"> ○ Migrant Work Experience Program (Target of one participant per intake) ○ Traineeships (Target of one participant per intake) ○ Graduate program (Target of one participant per intake) • Providing professional interpreter services or linguistically appropriate information at no cost to the client as required by the Queensland Government's Language Services Policy 	<p>GM's and RM's</p> <p>GM's and RM's</p> <p>GM's and RM's</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>2. Communicate the economic advantage of having a diverse workforce mix by:</p> <ul style="list-style-type: none"> • staff induction • cultural awareness training • positive news articles in news@DIR • Regional Managers' and other forums 	<p>Corporate Strategy Workforce Capability Unit GM's and RM's</p>	<p>Ongoing</p>
<p>3. Develop cross agency networks to enhance collaboration</p>	<p>Corporate Strategy</p>	<p>Ongoing</p>
<p>4. Establish and maintain a staff network to provide culturally appropriate support, two-way information sharing and consultation</p>	<p>Corporate Strategy</p>	<p>31/12/05</p>
<p>5. Fund and promote key cultural events such as Harmony Day</p>	<p>DDG</p>	<p>08/03/06</p>
<p>6. Provide a mentoring and coaching program to enable staff from Non-English Speaking Backgrounds to better compete for promotional positions</p>	<p>Workforce Capability Unit</p>	<p>31/03/06</p>
<p>7. Provide training and development opportunities to increase the skills and experience of staff from Non-English Speaking Backgrounds</p>	<p>GM's and RM's Workforce Capability Unit</p>	<p>31/03/06</p>

<p>8. Ensure that at least one member of every DIR interview panel has undertaken cultural awareness training</p>	<p>GM's and RM's</p>	<p>Ongoing</p>
<p>9. Promote DIR as an Employer of Choice to people from a Non-English Speaking Background by:</p> <ul style="list-style-type: none"> • advertising vacancies as widely as possible (eg: 4EB, non-English language publications) • ensuring that DIR employment information is promoted in Non-English publications (brochures, guides etc) produced by the Department (eg: Vietnamese language Wageline brochure) 	<p>Corporate Strategy Strategic Communications</p>	<p>Ongoing</p>
<p>10. Minimise the risk of discrimination or harassment by:</p> <ul style="list-style-type: none"> • providing Code of Conduct training in staff inductions • including behavioural expectations in PPDP's • maintaining an effective network of referral officers for staff to approach for information and options regarding all forms of harassment 	<p>Workforce Capability Unit</p> <p>GM's and RM's</p> <p>Corporate Strategy</p>	<p>Ongoing (for all)</p>
<p>11. Raise staff awareness about the importance of achieving a work-life balance through the promotion of flexible work practices and policies, to promote DIR as an Employer of Choice</p>	<p>Corporate Strategy GM's and RM's Workforce Capability Unit</p>	<p>Ongoing</p>
<p>12. Encourage new staff to complete the EEO census through the Aurion HR system</p>	<p>GM's and RM's Workforce Capability Unit (staff inductions)</p>	<p>Ongoing</p>

People with a Disability

What is the 2005 - 06 goal for this group?

- 5 % increase per year in staff who identify as having a disability. ie: increasing representation by 2 full time equivalent positions

Actions to achieve targets	Responsibility (in addition to the Diversity Steering Committee and the DIR People with a Disability staff network)	Timeframe
1. Raise staff awareness of disability issues generally via: <ul style="list-style-type: none"> • staff induction • positive news articles in news@DIR • Regional Managers' an other forums 	Corporate Strategy Workforce Capability Unit GM's and RM's	Ongoing
2. Employ people with a disability when implementing workforce planning as well as via DIR's: <ul style="list-style-type: none"> • Disability Work Experience Program • Traineeships • Graduate program 	GM's and RM's	Ongoing
3. Review the Recruitment and Selection for Diversity Flowchart to support increased employment of people with a disability. Ensure that the Guide contains hyperlinks to existing recruitment processes such as the Disability Champions Project	Corporate Strategy	31/12/05
4. Support a network for staff with an interest and understanding of issues relating to people with a disability so as to maximise appropriate information sharing and consultation.	Corporate Strategy	Ongoing
5. Deliver information programs to enable managers to understand their obligations under the <i>Disability Discrimination Act</i> as well as the concept	Workforce Capability Unit	Ongoing

of "Reasonable Adjustment".		
6. Fund and promote key celebratory events such as Disability Action Week.	DDG	July each year
7. Provide a mentoring and coaching program to enable staff with a disability to better compete for promotional positions	Workforce Capability Unit	Ongoing
8. Provide training and development opportunities to increase the skills and experience of staff with a disability.	Workforce Capability Unit GM's and RM's	Ongoing
9. Promote DIR as an Employer of Choice to people with a disability by: <ul style="list-style-type: none"> • advertising vacancies as widely as possible (eg: disability associations' publications) 	Corporate Strategy	Ongoing
10. Minimise the risk of discrimination or harassment by: <ul style="list-style-type: none"> • providing Code of Conduct training in staff inductions • including behavioural expectations in PPDP's • maintaining an effective network of referral officers for staff to approach for information and options regarding all forms of harassment 	Workforce Capability Unit GM's and RM's Corporate Strategy	Ongoing (for all)
11. Raise staff awareness about the importance of achieving a work-life balance through the promotion of flexible work practices and policies, to promote DIR as an Employer of Choice	Corporate Strategy GM's and RM's Workforce Capability Unit	Ongoing
12. Encourage new staff to complete the EEO census through the Aurion HR system	GM's and RM's Workforce Capability Unit (staff inductions)	Ongoing

Women		
<p>What is the 2005 - 06 goal for this group?</p> <ul style="list-style-type: none"> To achieve a 10 % increase of women in Middle and Upper Management positions. ie: increasing representation by 7 full time equivalent positions <p>Definition - What is "Women in Middle and Upper Management"?</p> <ul style="list-style-type: none"> Women in Middle and Upper Management refers to those women in the AO6, AO7, AO8, SES and SO positions 		
Actions to achieve targets	Responsibility (in addition to the Diversity Steering Committee, and the DIR Women's network)	Timeframe
<p>1. Raise staff awareness of issues impacting on working women via:</p> <ul style="list-style-type: none"> Staff induction Posters Work and Life Balance intranet site news articles in news@DIR Regional Managers' and other staff and information forums 	Corporate Strategy Unit Workforce Capability Unit	Ongoing
<p>2. Appoint female staff through the:</p> <ul style="list-style-type: none"> National Indigenous Cadetship Scheme (Target of at least 50% of intake) Migrant Work Experience Program (Target of at least 50% of intake) Traineeship program (Target of at least 50% of intake) Graduate program (Target of at least 50% of intake) 	GM's and RM's	Ongoing
<p>3. Fund and promote key events such as International Women's Day</p>	DDG	08/03/06
<p>4. Provide additional training and development opportunities for female staff via:</p>	GM's and RM's	Ongoing

<ul style="list-style-type: none"> • Public sector program • Queensland Women In the Public Sector (QWIPS) • Relieving opportunities • Mobility programs <p>5. Maintain a DIR Women's network to enable two-way communication with the DIR Diversity and Equity Steering Committee on issues impacting on female staff.</p> <p>6. Develop networks with the Office of Women, QWIPS and other agencies so as to maximise information sharing and ensure effective working toward common goals.</p> <p>7. Develop a register of suitably qualified women, to be used as a reference tool for representation of women on committees, working parties, selection panels or other decision-making forums</p> <p>8. Promote DIR as an Employer of Choice to women by:</p> <ul style="list-style-type: none"> • advertising vacancies as widely as possible • advertising that the Department promotes flexible working arrangements for women to achieve a work-life balance <p>9. Minimise the risk of discrimination or harassment by:</p> <ul style="list-style-type: none"> • providing Code of Conduct training in staff inductions • including behavioural expectations in PPDP's • maintaining an effective network of referral officers for staff to approach for information and options regarding all forms of harassment <p>10. Raise staff awareness about the importance of achieving a work-life balance through the promotion of flexible work practices and policies, to promote DIR as an Employer of Choice</p>	<p>Corporate Strategy</p> <p>Corporate Strategy</p> <p>Corporate Strategy</p> <p>Corporate Strategy GM's and RM's</p> <p>Workforce Capability Unit GM's and RM's Corporate Strategy</p> <p>Corporate Strategy GM's and RM's Workforce Capability Unit</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing (for all)</p> <p>Ongoing</p>
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11. Encourage new staff to complete the EEO census through the Aurion HR system	GM's and RM's Workforce Capability Unit (staff inductions)	Ongoing
12. When positions are advertised, include a statement in job descriptions that part-time work is negotiable.	GM's and RM's	Ongoing

<ul style="list-style-type: none"> • Graduate program (5 young graduates) <p>5. Provide training and development opportunities for young staff by:</p> <ul style="list-style-type: none"> • structured induction • middle management scheme • relieving opportunities • cross generational; knowledge sharing project teams • mentoring and coaching <p>6. Fund and promote a biannual Youth Forum.</p> <p>7. Support the youth network to provide appropriate support, two-way information sharing and consultation.</p> <p>8. Develop and maintain linkages with other agencies and local government to maximise information sharing and effective work towards common goals</p> <p>9. Minimise the risk of discrimination or harassment by:</p> <ul style="list-style-type: none"> • providing Code of Conduct training in staff inductions • including behavioural expectations in PPDP's • maintaining an effective network of referral officers for staff to approach for information and options regarding all forms of harassment <p>10. Raise staff awareness about the importance of achieving a work-life balance through the promotion of flexible work practices and policies, to promote DIR as an Employer of Choice</p> <p>11. Encourage new staff to complete the EEO census through the Aurion HR system</p>	<p>Workforce Capability Unit (training) GM's and RM's (coaching and relieving)</p> <p>DDG</p> <p>Corporate Strategy</p> <p>Corporate Strategy</p> <p>Workforce Capability Unit</p> <p>GM's and RM's</p> <p>Corporate Strategy</p> <p>Corporate Strategy GM's and RM's Workforce Capability Unit</p> <p>GM's and RM's Workforce Capability Unit (staff inductions)</p>	<p>Ongoing</p> <p>2006/07 financial year Ongoing</p> <p>Ongoing</p> <p>Ongoing (for all)</p> <p>Ongoing</p> <p>Ongoing</p>
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