



Education and Training

Equity and Diversity Plan 2007-2009

The Department of Education and Training places great emphasis on ensuring its employees work in an environment where they are treated fairly, professionally and are valued for their diverse experience, knowledge and abilities. We are focused on developing a culture where equity and diversity are valued and promoted and are integral to all decision making in the Department.

This plan builds on the strengths of the ACT Government's plans and frameworks and establishes a plan for achieving a best practice Equity and Diversity organisation.

The Key Result Areas that provide the basis for the development of this three year plan are:

- Planning diversity
- Maintaining diversity
- Building capabilities

With this plan we welcome the opportunity to assist workplaces achieve good leadership and management practices that have a positive impact on the culture of this organisation.

Key result area 1
Planning Diversity

| Objectives | Strategies | Performance Measures | Responsible | Timeframe |
|---|---|---|---|---|
| Develop a best practice that values equity and diversity | <ul style="list-style-type: none"> • Collect and analyse comprehensive diversity demographic data • Develop an Equity and Diversity Policy Statement | <ul style="list-style-type: none"> • An Equal Employment Opportunity (EEO) form is redeveloped and implemented • Data of current employees is up to date • Accurate reporting to better reflect department's EEO demographics • Data is being used to demonstrate the benefits of a diverse workforce • DET Equity and Diversity Policy Statement is developed and has been promoted to potential and existing staff | Employee Relations | Dec 07 Dec 07 Dec 07 Ongoing Dec 06 |
| Enhance the Department's recruitment strategies to better attract Indigenous Australians | <ul style="list-style-type: none"> • Identify an officer to undertake the role of Indigenous Employment Coordinator as an adviser for human resources policies, practices and programs | <ul style="list-style-type: none"> • Guidelines on the role of an Indigenous Employment Coordinator have been developed • A review of Indigenous employment plans and policies is completed | Employee Relations & Indigenous Education Section | Jul 07 Jul 08 |
| Increase employment opportunities for people with an impairment/disability | <ul style="list-style-type: none"> • Implement the ACT Government Disability Employment Framework | <ul style="list-style-type: none"> • Strong partnerships are developed with Disability WORKS Australia (DWA) and other disability support agencies • All positions are advertised through DWA • Reasonable Adjustment brochure is revised and published • A review of disability plans and policies is completed, including a review of the Return to Work Policy | Employee Relations | Ongoing Ongoing Dec 06 July 07 |
| Reflect positive Work/Life Balance strategies in the Department | <ul style="list-style-type: none"> • Actively promote Work/Life Balance Toolkit | <ul style="list-style-type: none"> • Information sessions have been conducted for managers and school leaders on the Work/Life Balance Toolkit • Staff have an understanding of the flexible work options available to them • Orientation processes include the promotion of flexible work options | Employee Relations | Jul 07 Jul 07 Feb 07 Ongoing |

**Key result area 2
Maintaining Diversity**

| Objectives | Strategies | Performance Measures | Responsible | Timeframe |
|--|---|---|---|--------------------------------------|
| Create a workplace free from discrimination and harassment | <ul style="list-style-type: none"> • Develop and implement the department's Workplace Discrimination and Harassing Behaviours Policy • Promote understanding of legislation and best practice regarding Staff Grievance Resolution Policy including Discrimination and Harassing Behaviours • Ensure staff are informed of responsibilities under Teachers Code of Professional Practice | <ul style="list-style-type: none"> • Number of complaints in each calendar year reduced • Information sessions have been conducted for principals, managers and Staff Equity Contact Officers on Workplace Discrimination and Harassing Behaviours policy • Information sessions have been conducted with staff in relation to their responsibilities under the Teachers Code of Professional Practice | Employee Relations | Yearly Dec 07 Dec 06 Yearly |
| Raise commitment to and awareness of Indigenous employment opportunities | <ul style="list-style-type: none"> • Promote the Charles Perkins Scholarships • Support Indigenous traineeships | <ul style="list-style-type: none"> • Increased levels of Aboriginal and Torres Strait Islander staff employed in the department • Successfully engage an Indigenous person through the Indigenous Traineeship Program | Employee Relations & Indigenous Education Section | Dec 09 Dec 07 |
| Increase the understanding of impairment and disability to all departmental employees | <ul style="list-style-type: none"> • Assist work areas to ensure reasonable adjustments in the workplace for/with employees | <ul style="list-style-type: none"> • Training for identified staff on managing staff with mental illnesses • Information brochures about reasonable adjustments are distributed in the workplace | Employee Relations & Injury Management | Dec 09 Dec 06 |
| Promote part time work arrangements within and outside of DET | <ul style="list-style-type: none"> • Assist managers and school leaders to facilitate part time hours | <ul style="list-style-type: none"> • The department's part time work arrangements have been promoted both internally and externally • An increase in the number of employees utilising flexible work options • Contacts have been identified within DET to assist school leaders and managers with part time arrangements | Employee Relations | Dec 08 Dec 08 Dec 08 |

**Key result area 3
Building Capabilities**

| Objectives | Strategies | Performance Measures | Responsible | Timeframe |
|--|---|--|---|---|
| Encourage staff participation in equity and diversity programs | <ul style="list-style-type: none"> • Use data to set priorities for equity and diversity • Enhance and support the Staff Equity Contact Officers Network | <ul style="list-style-type: none"> • Employees from diverse backgrounds are retained through the identification of retention issues • Evaluation of exit survey data is complete • Induction Day training is facilitated, the promotion of the role of a SECO, an increase of SECO numbers and further increases for each year of the plan | Employee Relations | Dec 09 Dec 08 Yearly |
| Retain and nurture existing Indigenous staff | <ul style="list-style-type: none"> • Drive the establishment of informal and formal networking opportunities for Indigenous employees across the ACT Government | <ul style="list-style-type: none"> • ACT Government Indigenous Network is established through consultation with other agencies • Staff are aware and encouraged to participate in departmental networks • Career paths are developed for Indigenous staff • Cross Cultural Awareness training to all staff continues to be facilitated | Employee Relations and Indigenous Education Section | Dec 07 Dec 07 Dec 08 Ongoing |
| Gain access to permanent employment for staff with impairments/disabilities | <ul style="list-style-type: none"> • Provide training/workplace opportunities for people with an impairment/disability with a view to encourage permanent employment | <ul style="list-style-type: none"> • Traineeship programs for people with a disability are developed, including an introduction to the workplace program for these students | Employee Relations and Injury Management | Ongoing |
| The department encourages and supports Work/Life Balance | <ul style="list-style-type: none"> • Address organisational culture issues to better reflect the needs of employees. | <ul style="list-style-type: none"> • Leaders capabilities are developed in supporting, utilising and expanding the use of flexible work options • A workplace culture survey is developed and completed by staff to be evaluated for future strategies | Employee Relations | Dec 08 Dec 08 |

Glossary of terms

Diversity – Differing skills, family structure, educational levels, ages, sexuality, religion and cultural and social backgrounds

Equity – Equity is about a fair go for all, not just treating people equally, but treating people according to their needs

Inclusivity – Creating work environments where each person's unique skills and abilities can contribute to organisational goals

Reasonable adjustments – Changing some feature of the work situation so that people with disabilities can do their work more effectively

Work/life balance – Holistic approach to balancing work, family, health, study and other life responsibilities

Impairment/Disability - Generally a condition either caused by accident, trauma, genetics or disease, which may restrict a person's mental processes, senses or mobility

Other resources

General references and useful web addresses;

ACT Government's Canberra Social Plan www.cmd.act.gov.au/canberraplan

ACT Public Service Employment Framework for People with a Disability <http://www.psm.act.gov.au/disability.htm>

Facing up to Racism Plan – A Strategic Plan for Addressing racism and Unfair Discrimination 2004 – 2008

<http://www.dhcs.act.gov.au/community/mau/pubs/FacinguptoRacism.pdf>

An Equity and Diversity framework for the ACT Public Service, Chief Minister's Department June 2006

http://www.psm.act.gov.au/strategic_human_resources/act_public_service_equity_and_diversity_framework_june_2006.pdf

ACT Government Equity and Diversity Toolkit <http://www.psm.act.gov.au/equity.html>

Work and Life balance in the ACT Public Service, Chief Minister's Department September 2001 http://www.psm.act.gov.au/publications/WLB_Policy.doc

Disability Works Australia www.dwa.org.au

ACT Government www.act.gov.au

Centre for mental health research www.anu.edu.au/cmhr

Department of Education and Training www.det.act.gov.au

Flexibility at work www.flexibility.com.au

Human Rights Commission www.hro.act.gov.au

Public Sector Management www.psm.act.gov.au

New Apprenticeships ACT <http://www.det.act.gov.au/services/training.htm>

Work/life balance www.worklifebalance.com.au

DET Strategic Plan for 2006 – 2009 http://www.det.act.gov.au/publicat/pdf/stratplan2006_2009.pdf

University of Canberra – Charles Perkins Scholarship <http://www.canberra.edu.au/student-services/scholarships/scholarships-for-indigenous-students>

Australian Public Service Commission – APS Employment and Capability Strategy for Aboriginal and Torres Strait Islander Employees

<http://www.apsc.gov.au/indigenousemployment/index.html>

Department of Employment and Workplace Relations – National Indigenous Cadetship Project Handbook

<https://www.nicp.dewr.gov.au/default.asp?Home=&SessionGUID={797E5768-D11B-4D00-8A5D-4140AFAAA18B}>

ACT Public Service Multicultural Network

http://us/multicultural_staff_network/

Staff Equity Contact Officers <https://136.153.10.102/resources/equity.html>

Flexible Work Practices Statement and Work/Life Balance Toolkit https://136.153.10.102/resources/wlb_toolkit.html

The department is obligated under the legal framework of the *ACT Public Sector Management Act 1994* to reflect the expectations of the government and the community about a fair, inclusive and productive public service.

Legislation underpinning Equity and Diversity policy, principles and practices includes:

Public Sector Management Act 1994 – Standards and Best Practice Notes (ACT)

- *Discrimination Act 1991* (ACT)
- *Sex Discrimination Act 1984* (Commonwealth)
- *Racial Discrimination Act 1975* (Commonwealth)
- *Disability Discrimination Act, 1992* (Commonwealth)
- *Racial Hatred Act 1995* (Commonwealth)
- *Human Rights and Equal Opportunity Commission Act 1986* (Commonwealth)

Four Equity and Diversity target groups identified in section 39 of the *Public Sector Management Act 1994* are

- Women
- People from culturally and linguistically diverse backgrounds
- Aboriginal people and Torres Strait Islander people
- People with disabilities

Customer Service

The ACT Department of Education and Training is committed to equity and diversity in the workplace and recognises its importance in the delivery of services in the areas of:

- Government school education
- Non government school education
- Vocational education and training services
- Children's services including, licensed children's services, early intervention programs, preschool education

In delivering these services the Department believes that equity in the workplace enhances the working environment and improves efficiency.

This document can be found at <http://www.det.act.gov.au/publicat/publicat.htm>.

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| ENGLISH | If you need interpreting help, telephone: |
| ARABIC | إذا احتجت لمساعدة في الترجمة الشفوية ، إتصل برقم الهاتف : |
| CHINESE | 如果你需要传译员的帮助，请打电话： |
| CROATIAN | Ako trebate pomoć tumača telefonirajte: |
| GREEK | Αν χρειάζεστε διερμηνέα τηλεφωνήσετε στο |
| ITALIAN | Se avete bisogno di un interprete, telefonate al numero: |
| MALTESE | Jekk għandek bżonn l-għajnuna t'interpretu, ċempel: |
| PERSIAN | اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید: |
| PORTUGUESE | Se você precisar da ajuda de um intérprete, telefone: |
| SERBIAN | Ако вам је потребна помоћ преводиоца телефонирајте: |
| SPANISH | Si necesita la asistencia de un intérprete, llame al: |
| TURKISH | Tercümana ihtiyacımız varsa lütfen telefon ediniz: |
| VIETNAMESE | Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại: |

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