



WORKPLACE DIVERSITY REPORT 2001-02

STATE OF THE SERVICE SERIES 2001-02





APS VALUES

The Australian Public Service:

- is apolitical, performing its functions in an impartial and professional manner;
- is a public service in which employment decisions are based on merit;
- provides a workplace that is free from discrimination and recognises and utilises the diversity of the Australian community it serves;
- has the highest ethical standards;
- is openly accountable for its actions, within the framework of Ministerial responsibility to the Government, the Parliament and the Australian public;
- is responsive to the Government in providing frank, honest, comprehensive, accurate and timely advice and in implementing the Government's policies and programs;
- delivers services fairly, effectively, impartially and courteously to the Australian public and is sensitive to the diversity of the Australian public;
- has leadership of the highest quality;
- establishes workplace relations that value communication, consultation, co-operation and input from employees on matters that affect their workplace;
- provides a fair, flexible, safe and rewarding workplace;
- focuses on achieving results and managing performance;
- promotes equity in employment;
- provides a reasonable opportunity to all eligible members of the community to apply for APS employment;
- is a career-based service to enhance the effectiveness and cohesion of Australia's democratic system of government;
- provides a fair system of review of decisions taken in respect of APS employees.

Agency Heads are bound by the Code of Conduct in the same way as APS employees and have an additional duty to promote the APS Values.





WORKPLACE DIVERSITY REPORT 2001-02

STATE OF THE SERVICE SERIES 2001-02



© Commonwealth of Australia 2002

ISBN 0 642 54386 0

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without permission from AusInfo. Requests and enquiries concerning reproduction and rights should be addressed to the Manager, Legislative Services, AusInfo, GPO Box 84, Canberra ACT 2601.



AUSTRALIAN
PUBLIC SERVICE
COMMISSION

PUBLIC SERVICE COMMISSIONER

The Honourable John Howard MP
Prime Minister
Parliament House
Canberra ACT 2600

Dear Prime Minister

In accordance with the provisions of s. 44 of the *Public Service Act 1999* and clause 3.5 of the Public Service Commissioner's Directions 1999, I present to you a report on workplace diversity in the Australian Public Service 2001–02.

This is the second of three companion volumes in the State of the Service series for 2001–02. The others are the *State of the Service Report 2001–02* and the *Australian Public Service Statistical Bulletin 2001–02*.

Section 34C of the *Acts Interpretation Act 1901* requires you to lay a copy of the Report before each House of Parliament within 15 sitting days of that House after the day on which you receive the Report.

Yours sincerely

AS Podger
October 2002



INTRODUCTION	1
Workplace diversity	1
Workplace diversity trends in the APS	1
Information sources	2
Data quality	2
LEGAL FRAMEWORK	5
Progress in developing and reviewing WDPs	6
Assessment of outcomes of WDPs	6
Outcomes of the review of WDPs	7
Outsourcing: implications for diversity	7
APS COMMISSION SUPPORT FOR WORKPLACE DIVERSITY	9
Guidelines on workplace diversity	9
Workplace Diversity Network	9
Indigenous Employment Group	9
Indigenous APS Employees Network	10
Disability Employment Network	10
Workplace Diversity Awards 2001	11
Review of access and equity reporting	12
Publications	12
COMPOSITION OF THE APS	13
Size	13
Classification	13
Location	14
Age profile	15
EEO groups	15
Comparative data	16

WORK LIFE BALANCE	17
Health	17
Mature age workers	17
Flexible working patterns	18
Family friendly provisions	19
Maternity leave	21
AGE PROFILE	25
Overall trends	25
Classification impact	27
Distribution	28
Engagements and promotions	28
Separations	29
Mature age workers and MAC report	30
Young workers	30
GENDER	33
Classification	34
Gender differences in type of employment	36
Engagements and promotions	36
Separations	37
Observations and comments	38
INDIGENOUS AUSTRALIANS	39
Data	39
Classification	39
Distribution	40
Engagements and promotions	41
Mobility	43
Separations	43
Indigenous employment: APS Commission strategic priority	44
Survey of development needs of Indigenous employees	45
Strategies	45
Observation and comments	47

RACE OR ETHNICITY	49
Data	49
Overall trends	49
Cultural and language background	50
Classification	51
Distribution	52
Engagements and promotions	53
Separations	55
Strategies	55
Observation and comments	56
PEOPLE WITH A DISABILITY	57
Overall trends	57
Distribution	58
Engagements and promotions	59
Mobility	60
Separations	61
Strategies for employing people with an intellectual disability	61
Contracting with supported employment services	61
Agency strategies	62
Workshop on employing people with a disability	63
Disability Employment Network	63
Observation and comments	63
CHALLENGES	65
Indigenous employment	65
Race and ethnicity and disability	65
Diversity data	65
APPENDIX 1: COMPARATIVE DATA ON REPRESENTATION OF EEO GROUPS BY AGENCY	67
APPENDIX 2: REPRESENTATION RATES	78
APPENDIX 3: ENGAGEMENTS BY EEO GROUPS 2001-02	80
APPENDIX 4: PROMOTIONS BY EEO GROUPS 2001-02	81

APPENDIX 5: SEPARATIONS BY EEO GROUP 2001–02	82
APPENDIX 6: BACKGROUND TO DATA	83
APPENDIX 7: GLOSSARY OF AGENCY ABBREVIATIONS	84
APPENDIX 8: AGENCIES WITH NO REPORTED INDIGENOUS EMPLOYEES AT 30 JUNE 2002	86



This report is the second of three companion volumes in the State of the Service series for 2001–02. The others are the *State of the Service Report 2001–02* and the *Australian Public Service Statistical Bulletin 2001–02*. In future the APS Commissioner will report to Parliament on workplace diversity in the State of the Service Report.

The *Public Service Act 1999* (the PS Act) and the Public Service Commissioner's Directions (the Directions), require Agency Heads to put in place Workplace Diversity Programs (WDPs) that recognise the positive advantages of, and help make the best use of, the diversity available in the workplace and the Australian community. This includes measures to help prevent all forms of discrimination.

WORKPLACE DIVERSITY

Workplace diversity is about recognising and valuing the different knowledge, skills, backgrounds and perspectives that people bring to their work, regardless of whether those differences are based on age, gender, ethnicity, social background or other factors. A wide range of people will bring to the workplace different perspectives that can add to an agency's innovation and creativity, and overall productivity.

Maximising the benefits of workplace diversity builds organisational capability and helps to achieve business goals and strategic priorities. Organisations that capitalise on the benefits of workplace diversity create harmonious workplaces and ensure that all employees are able to contribute fully to the organisation's goals. Such organisations have cultures that reflect the broader Australian community and are more likely to understand the needs of their customers.

WORKPLACE DIVERSITY TRENDS IN THE APS

One way of assessing the effectiveness of workplace diversity programs is to evaluate APS employee demographic trends. Data from the APS Employment Database (APSED) shows that:

- women continue to slightly outnumber men, and while the proportion of women at middle and senior management levels continues to increase, there are still more men at these levels
- while the proportion of Indigenous employees in the APS is twice that of the Australian labour market, further improvements are being hampered by limited career paths at lower levels and low retention rates
- the representation of those from a non-English speaking background appears to be in decline
- the proportion of APS employees with a disability continues to decline.

The APS Commission recognises that using demographic data alone provides a narrow approach to assessing the effectiveness of diversity initiatives. Over the next year the APS Commission will work with agencies to develop a framework that will enable them to better evaluate the effectiveness of their diversity programs.

INFORMATION SOURCES

This report covers Government agencies with staff employed under the PS Act. Data was drawn from APSED, which contains employment information about all APS employees. Unless otherwise stated, data refers to ongoing staff.

Another source of data for this report was information provided by Agency Heads in response to a letter from the Public Service Commissioner in June 2002. The APS Commissioner asked Agency Heads about:

- the current status of their WDP
- use of special measures for employing Indigenous employees
- use of special measures for employing people with an intellectual disability
- means of ensuring up-to-date diversity data
- how they ensured that contracted providers of recruitment services applied diversity principles.

The WDPs submitted to the APS Commissioner pursuant to s. 18 of the PS Act were also examined in preparing the report.

Because the provision of most diversity data by individual employees is voluntary, there may be under-reporting about people with a disability, race or ethnic background or Indigenous status.

All data in this report is from APSED unless specifically mentioned otherwise. Data on the Senior Executive Service (SES) is taken from APSED and includes all SES employees, people temporarily assigned to the SES, inoperative SES and specialists who are classified as SES-equivalents.

DATA QUALITY

The APSED data about having a disability, being an Indigenous Australian, or being a person for whom race or ethnicity may give rise to employment-related disadvantage, is incomplete and hence a matter of continuing concern. There appear to be particular weaknesses in the data on ethnicity including inconsistency in self-identification of employees across agencies. Some agencies have recently implemented strategies, including employee surveys, which will improve the data provided to APSED. All agencies are encouraged to improve diversity data so that APSED data can provide a sound basis for policy development and planning.

When questioned about how they managed diversity data:

- 92% of agencies invited new employees to provide diversity data
- 38% gave employees the opportunity to update diversity data annually
- 61% monitored and evaluated their agency diversity data and trends.

Other strategies used by agencies to manage diversity data included:

- an online facility for employees to update their details at any time (seven agencies)

- encouraging employees to update their details, method not specified (five agencies)
- using email to remind employees to update their data (three agencies)
- a marketing campaign to encourage employees to update their details (two agencies)
- an all staff bulletin (one agency)
- a newsletter (one agency).

Several agencies identified problems with their systems for collecting, retaining and using diversity data due primarily to data entry issues or lack of automated systems. The ATO, Child Support Agency (CSA) and DIMA are all looking to improve systems or upgrade existing systems, in the near future.

Appendix 6 sets out changes in the sources and methods of data collection over recent years and changes in classification data that should be taken into account when interpreting the figures in this report.



The APS Values are the foundation for management and governance in the APS, providing an ethical framework for work and decision making by Agency Heads and employees. The PS Act articulates the APS Values and requires Agency Heads to uphold and promote them.

Four APS Values are especially relevant to diversity:

- The APS is a public service in which employment decisions are based on merit (s. 10(b))
- The APS provides a workplace that is free from discrimination and recognises and utilises the diversity of the Australia community it serves (s. 10(c))
- The APS provides a fair, flexible, safe and rewarding workplace (s. 10(j))
- The APS promotes equity in employment (s. 10(l)).

APS employees also have responsibilities that relate to workplace diversity under the Code of Conduct:

- An APS employee, when acting in the course of APS employment, must treat everyone with respect and courtesy, and without harassment (s. 13(3))
- An APS employee must at all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS (s. 13(11)).

Under s. 18 of the PS Act Agency Heads must establish a WDP to help give effect to the APS Values. Chapter 3 of the Public Service Commissioner's Directions sets out the scope and application of the Values and elaborates on the requirements for WDPs.

Other relevant legislation includes:

- The *Racial Discrimination Act 1975* makes it unlawful to discriminate in employment on the grounds of race, colour or national or ethnic origin.
- The *Sex Discrimination Act 1984* makes it unlawful to discriminate in employment on the grounds of a person's sex, marital status, pregnancy or potential pregnancy or to sexually harass another person.
- The *Human Rights and Equal Opportunity Commission Act 1984* provides for the rights of people with physical or intellectual disabilities and addresses complaints of discrimination in employment.
- Under the *Occupational Health and Safety (Commonwealth Employment) Act 1991* all employers and employees must maintain a secure, healthy and safe working environment. An employer must take practical precautions to prevent harassment.
- The *Disability Discrimination Act 1992* makes it unlawful for an employer to discriminate against a person on the grounds of disability (including a disease).
- The *Workplace Relations Act 1996* prohibits discrimination in awards and agreements and (subject to some exemptions) in the termination of employment.

PROGRESS IN DEVELOPING AND REVIEWING WDPS

All agencies have a WDP. The requirement first arose from the Public Service Commissioner's 1998 *Guidelines on Managing Workplace Diversity*, which required APS agencies to have WDPs by 31 August 1998. Although only 40% of agencies met this deadline, other agencies have progressively completed WDPs and now all agencies have done so.

Some agencies have combined their WDP with other related strategies. For example, the Department of Defence has developed a Defence Equity and Diversity Plan 2001–2003 that combines their WDP and the access and equity strategy required by the *Charter of Public Service in a Culturally Diverse Society*.

According to the Commissioner's Directions, Agencies must review their WDPs at least once every four years. Many agencies have developed or are now developing new WDPs.

Of the agencies that responded to the Commissioner's questions, 16% have reviewed their WDP and put in place a new WDP. Thirty-nine per cent are reviewing their WDP and 45% have their original WDP in place. Seven of these are planning to review their WDPs in the next six to twelve months.

While assisting agencies to develop their second WPD, the APS Commission became aware that some agencies:

- had moved away from focusing on EEO groups to wider diversity strategies such as work life balance strategies
- were more targeted, focusing on specific strategies and actions
- were linking diversity to other human resources strategies
- used simpler, more quantifiable performance indicators
- used staff surveys to assess qualitative outcomes of the WDP
- used progressive diversity goals and priorities, rather than concurrent strategies
- used simpler and clearer language.

Some agencies rely on generic measures, like fair recruitment practices, to promote diversity, rather than strategies targeted towards particular groups. Before becoming totally reliant on generic measures, agencies need to assess whether there is employment-related disadvantage for any particular group of employees.

ASSESSMENT OF OUTCOMES OF WDPS

The APS Commissioner questioned agencies about how they assessed the effectiveness of their WDPs. A variety of strategies were reported.

Sixty-one per cent of agencies reported that they monitored and evaluated diversity data and trends. Almost 15% reported assessing their WDPs against performance indicators. Six per cent reported surveying staff. Another 6% consulted employees and diversity networks.

The Refugee Review Tribunal is currently reviewing its WDP outcomes against performance indicators, as well as undertaking a survey of staff and examining diversity data, training data and occupational health and safety data.

The APS Commission considers the need to improve the evaluation of diversity programs a priority. Over the next 12 months the APS Commission will work with agencies to develop an assessment framework that will enable agencies to more effectively evaluate the impact of WDPs.

OUTCOMES OF THE REVIEW OF WDPS

The APS Commissioner asked agencies that had reviewed their WDPs, what strategies were needed to improve outcomes. Strategies identified included:

- embedding diversity strategies in the workplace
- developing realistic action plans and strategies
- identifying new objectives and setting realistic timeframes
- linking diversity closely to the APS Values
- providing diversity training.

When questioned about the outcome of diversity programs, agencies reported:

- greater staff awareness about diversity issues
- the programs gave effect to the APS Values
- better people management practices.

OUTSOURCING: IMPLICATIONS FOR DIVERSITY

The APS Commissioner asked agencies what strategies they used to encourage private sector providers to incorporate diversity principles when providing recruitment services to the APS.

A number of agencies reported using strategies to increase the likelihood that private sector providers will observe the agencies' workplace diversity practices when delivering recruitment services to the APS. Fifteen per cent of agencies reported including provisions in Request for Tender documents while 22% ensure that the contract requires the service provider to apply workplace diversity principles. Around 5% of agencies ensure that the contract provides for consequences if workplace diversity principles are not applied. Another 16% provide briefings, training or written guidance on workplace diversity principles to the service providers. Twelve per cent of agencies monitor the diversity of applicants and successful candidates.

Two agencies ensure that where recruitment is outsourced, the responsibility for decision making, selection and delegation are retained in-house. Customs uses assessment centres for selection because they believe that it results in a more equitable outcome with a broader range of capabilities tested.

Some agencies incorporate their workplace diversity policy in the contract of service. AFFA holds quarterly meetings with the outsourced provider to ensure that all aspects of the contract are conducted within appropriate guidelines. The CSA, in conjunction with its recruitment service provider, is developing a process to advertise employment opportunities through the Australian Council for the Rehabilitation of the Disabled employment database.

Health contracts out elements of the recruitment and selection process for its graduate intake. Examples of strategies employed by Health to ensure the diversity of the graduate intake include:

- advertising at Indigenous centres at universities
- including information about the Department's commitment to workplace diversity in advertisements
- including profiles of former graduates from diverse backgrounds in promotional material
- ensuring that candidates are interviewed by staff who have the same diversity background.

Agencies' responses to the question suggest that, while a number explicitly address their workplace diversity obligations when using a recruitment services provider, others have yet to put appropriate measures in place. A combination of approaches, such as contractual provisions, briefings (or training) and independent complaints monitoring would be more likely to ensure the application of diversity principles than any one of these strategies alone.



Under the PS Act and Directions, Agency Heads are responsible for implementing strategies to promote workplace diversity. The APS Commission works to support individual agencies, as well as offering APS-wide services to assist Agency Heads meet their obligations. An outline of the APS Commission's support services is set out below.

GUIDELINES ON WORKPLACE DIVERSITY

Last year the APS Commission published *Guidelines on Workplace Diversity* to help agencies meet their obligation to develop a WDP and embed the principles of workplace diversity in their culture and management systems.

WORKPLACE DIVERSITY NETWORK

The Workplace Diversity Coordinator's Network comprises more than 200 workplace diversity coordinators and other interested people from more than 90 agencies who share resources, strategies and best practice through meetings, and a monthly e-mail newsletter produced by the APS Commission. The network met three times during 2001–02. The themes for the meetings were strategies for supporting staff with a disability, work life balance and gender. Themes for 2002–03 will include strategies to support cultural diversity and age issues.

INDIGENOUS EMPLOYMENT GROUP

The APS Commission convenes quarterly meetings of the Indigenous Employment Group (IEG). The IEG includes representatives from 38 APS agencies who share experiences, innovative practices and ideas about the recruitment and development of Indigenous Australians. Most members are human resource practitioners.

This year the IEG were informed about successful initiatives such as:

- ATSIIC's Operative Development Program and Vocational Experience Traineeship
- DEST's Yarrangi Plan
- the Bureau of Meteorology's cultural awareness training and cadetships.

The IEG heard speakers from the Australian Indigenous Leadership Centre, QANTAS, VIBE magazine and the ACT Office of Training and Adult Education.

One of the highlights of the year was a panel of senior Indigenous APS employees sharing their experiences and their suggestions about how agencies can improve the recruitment and retention of Indigenous Australians in the APS. Major challenges and goals identified by panel members included:

- having a workplace that reflects the cultural diversity of Australia
- having a work environment and workplace practices that are genuinely inclusive of Indigenous Australians

- having non-Indigenous APS employees who acknowledge the unique perspectives of being an Indigenous Australian and treat Indigenous work colleagues with respect
- having on-going Indigenous cross-cultural training
- having managers who manage their Indigenous employees well
- ensuring that Indigenous employees have a properly designed personal development program, including a list of the skills those employees bring with them
- providing Indigenous employees with opportunities to advance through study
- having managers who can influence non-Indigenous staff to change behaviour
- having established support mechanisms and flexible survival kits such as mentoring and coaching
- having managers and colleagues recognise that not all employees seek promotion
- recognising the contribution of Indigenous Australians to the APS, e.g. the posters FaCS prepared for the Centenary of Federation
- emphasising the retention of Indigenous employees
- avoiding the expectation that all Indigenous Australians know everything about every Indigenous issue.

INDIGENOUS APS EMPLOYEES NETWORK

The Indigenous APS Employees Network (IAPSEN) is a national network established by the APS Commission to foster communication between and provide support to Indigenous APS employees. Across Australia there are more than 150 members with around 100 located in the Canberra region. It is intended to hold meetings of IAPSEN members in other regions during 2003.

There have been three meetings of the Canberra area group, which has agreed terms of reference, strategic plan and a vision statement:

To establish and maintain a culturally appropriate network that supports and advocates Aboriginal and Torres Strait Islander staff interests, values and perspectives in the APS.

Office holders have been elected and meetings are held every two months.

DISABILITY EMPLOYMENT NETWORK

The APS Commission, with support from FaCS and the Office of Disability, has established a new network to provide ongoing support and encouragement to agencies who employ or wish to employ people with a disability. The first meeting of the network in June 2002 had over 60 participants from 30 agencies for a presentation about 'reasonable adjustment' from the HREOC. The network will meet several times a year and a regular newsletter from the APS Commission will provide members with information and resources.

WORKPLACE DIVERSITY AWARDS 2001

The Workplace Diversity Awards, conducted by the APS Commission in conjunction with the Institute of Public Administration Australia, recognise and publicise successful strategies for eliminating discrimination and disadvantage and for deriving maximum benefits from a diverse workforce.

In 2001, 23 entries from 14 agencies were assessed on the basis of innovation, results, lasting impact and transferability.

Defence won the open category with its Equity and Diversity Training Program. Centrelink won the combined regional and small agency category with its 'Working with Vision Impairment' program (see chapter on People With a Disability).

The following initiatives received commendations.

- Customs, for its part-time work arrangements for shift work employees
- Centrelink, for its Multilingual Call Centre
- Australian Quarantine and Inspection Service, for its Northern Australia Quarantine Strategy
- ATSIC, for its Vocational Experience Traineeship.

WORKPLACE DIVERSITY AWARDS WINNER 2001: DEFENCE EQUITY AND DIVERSITY TRAINING PROGRAM

Defence has been working to change attitudes about equity and diversity. The Defence Equity Organisation is developing its workplace equity and diversity-related training in three formats: online on the Defence Intranet, CD Rom and face-to-face delivery.

Defence is leading a consortium of APS Agencies to develop learning materials supporting the Public Service Training Package including *Work Effectively with Diversity* and *Manage Diversity*. These materials can be customised by other agencies.

Components of the *Cultural Diversity Training Package* are the CD Rom-based modules focusing on multiculturalism in Australia and the benefits it can offer Defence. The modules consist of exercises that, while teaching aspects of cultural diversity, also test participant knowledge. The package comprises five modules: *Multicultural Issues*, *Interpreter and Translation Services*, *Intercultural Communication*, *Cultural Diversity Resources*, and *Ethnic Naming Systems*.

The *Understanding Homosexuality* course is an important and innovative program for Defence. It has components on sexual orientation, identity and behaviour, stereotyping and the impact of disclosure on everyone in the workplace. It sends a strong message on expected behaviour.

The APS Commission published a booklet about many of the successful programs nominated for the Awards, as a source of ideas and encouragement to other agencies.

REVIEW OF ACCESS AND EQUITY REPORTING

The APS Commission was part of a reference group established by DIMIA to review agencies' progress in implementing the *Charter of Public Service in a Culturally Diverse Society*. A particular issue was the overlap of reporting requirements with the APS Commission's Workplace Diversity Report. The Group is expected to report early next year.

PUBLICATIONS

DEVELOPMENT NEEDS OF INDIGENOUS EMPLOYEES IN THE AUSTRALIAN PUBLIC SERVICE

In December 2001 the APS Commission published the results of a survey of Indigenous Executive Level employees. The purpose of the survey was to identify development needs of Indigenous employees. Information obtained from the survey will help the APS Commission and APS agencies to consider how the development needs of Indigenous employees can be addressed.

RECRUITMENT OF INDIGENOUS AUSTRALIANS IN THE AUSTRALIAN PUBLIC SERVICE

This booklet, released in December 2001, brings together information about the legal framework, strategies and initiatives that agencies may consider when recruiting Indigenous Australian employees and when devising strategies for their learning and development. It aims to help agencies develop an integrated and strategic approach to recruiting and developing Indigenous Australian employees as part of their WDP.

OUR STORIES—CAREER PROFILES OF ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE IN THE AUSTRALIAN PUBLIC SERVICE

The APS Commission produced a new publication entitled *Our stories—Career profiles of Aboriginal and Torres Strait Islander people in the Australian Public Service*. The booklet tells the stories of 15 Aboriginal and Torres Strait Islander people and their journeys through the APS. Each person plays a significant role in their agency and brings an Indigenous cultural perspective to their work and workplace.

The APS Commission published the booklet to celebrate the contribution made to the APS by Indigenous Australian employees and also to attract Indigenous recruits by providing role models.



The Hon, Tony Abbott, Minister Assisting the Prime Minister for the Public Service at the launch of *Our Stories*.

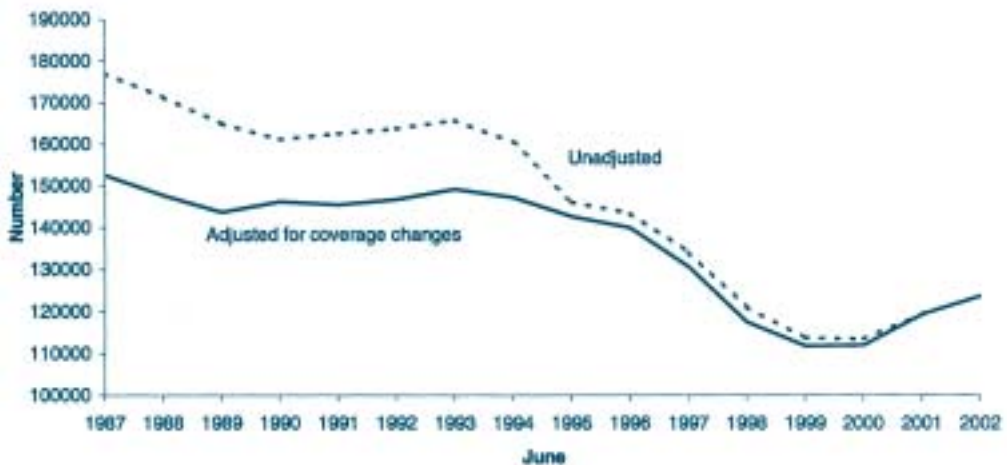


Over the past decade the composition of the APS has changed in many ways.

SIZE

At 30 June 2002 there were 112 123 ongoing employees compared to 142 913 at 30 June 1993. Many factors contributed to this overall decrease including corporatisation, privatisation, the transfer of functions to other Commonwealth organisations, changes in functions, efficiency improvements and outsourcing. Over the past three years there has been an increase of 8.7% representing a modest reversal of the declining trend since 1987.

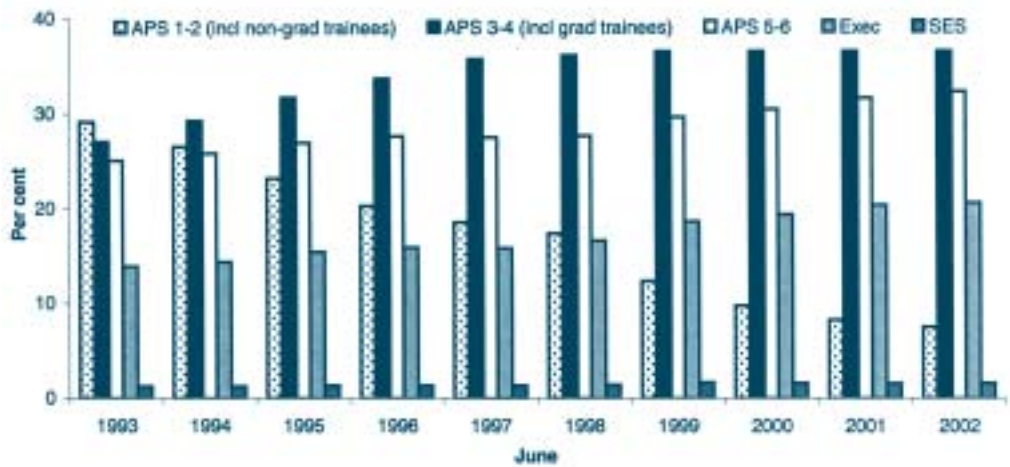
Figure 1: All staff (ongoing and non-ongoing) 1987 to 2002



CLASSIFICATION

There has been a change in the proportion of employees at lower levels, middle management and senior executive levels. Technological change, multi-skilling, the changing nature of business and outsourcing have contributed to reducing demand for lower level employees.

Figure 2: Ongoing staff by classification group 1993 to 2002



LOCATION

At 30 June 2002, two thirds of APS employees were located outside the ACT, although the ACT (33.7%) had the highest proportion.

Table 1: Ongoing staff by location 2002

	Number	%
ACT	37 817	33.7
NSW	23 303	20.8
Victoria	19 253	17.2
Queensland	13 063	11.7
South Australia	6890	6.1
Tasmania	2487	5.8
Western Australia	6529	2.2
NT	1767	1.6
Overseas	944	0.8
N/A	70	0.1
Total	112 123	100.0

AGE PROFILE

The age profile of the APS has changed over the past decade:

- the average age is 41 years, which is four years older than a decade ago, and is older than the average age of the Australian workforce
- there are fewer young employees and numbers are continuing to decline
- there are fewer employees over 55 than in the Australian workforce generally
- the age profile of agencies varies widely
- the APS tends to be somewhat older than the wider workforce, but has a smaller share of both younger workers and employees over 55.

For a more detailed examination of the age profile see the age profile chapter.

EEO GROUPS¹

Changes in classification and age profile have contributed to changes in the representation of EEO groups. There are fewer employees in the administrative and non-clerical streams of work, where members of some of the EEO groups and younger workers had previously been concentrated. Similarly, there are now more employees in the managerial levels, where there are more older employees and where in the past EEO groups have been under-represented.

This structural change has dampened progress in delivering improved diversity outcomes despite improvements that are evident at higher classification levels. Agencies should consider whether additional career pathways or entry pathways could be provided.

Details of trends in representation for each of the EEO groups are considered in the following chapters.

**Table 2: Ongoing employees: representation of EEO groups
June 2001 and June 2002**

EEO Group	APS				Labour Force	
	2001		2002		No	%
	No	%	No	%		
Women	55 923	51.5	58 219	51.9	3 963 010	45.1
Indigenous Australians	2599	2.4	2669	2.4	124 517	1.4
People with a disability	4205	3.9	4056	3.6	1 100 200	11.7
Race or ethnicity	10 729	9.9	10 753	9.6	1 211 295	13.8

Source: APSED, ABS census 2001

¹ EEO groups are those who suffer employment-related disadvantage on the basis of gender, Indigenous status, race or ethnicity or having a disability

The proportion of women in the APS continues to increase, particularly among women in senior and middle management where the proportion is lowest. The proportion of Indigenous employees remains steady, though some increases are evident at middle and senior levels (again from a low base).

COMPARATIVE DATA

Appendix 2 of this report provides comparative data for the EEO groups for:

- the Australian population of working age
- the Australian labour force (people in work or looking for work)
- Australians in employment
- Australians employed in occupations that are equivalent to APS occupations.

The APS employs a higher proportion of Indigenous Australians (2.4%) than are in the Australian labour force as a whole (1.4%, according to the Census of Population and Housing 2001).

The representation of people from a non-English speaking background in the APS (9.6%) is slightly lower than in APS-equivalent occupations in industry (12.8%) and lower than in the labour force in general (13.8%).

The representation of women in the APS (51.9%) is slightly lower than in APS-equivalent occupations in industry (61.3%) but higher than in the labour force in general (45.1%).

The availability of people with the skills required by the APS affects its composition. One indicator of diversity performance for an individual agency is continuing improvement in representation of EEO groups, particularly at senior levels. Individual agency data can be found in Appendix 1.



The Public Service Commissioner's Directions require Agency Heads to put in place measures to ensure that APS employees are helped to balance their work, family and other caring responsibilities. These measures can be found in WDPs, human resources policies, Certified Agreements (CAs) and Australian Workplace Agreements (AWAs).

HEALTH

An increasing number of agencies include health and lifestyle initiatives among the measures to help their employees to achieve a balance between work and their personal life. Such initiatives bring health issues to the notice of employees. Examples include health assessments, speakers on nutrition, exercise and stress management, health expos and health weeks and subsidisation of gymnasium and health club membership. These initiatives encourage employees to pursue healthier, more balanced lifestyles, to the benefit of both employees and agencies.

MATURE AGE WORKERS

The Management Advisory Committee (MAC) established a project on organisational renewal in the context of the ageing of the APS and the wider Australian workforce and changes in career and work expectations. MAC is expected to report on the project towards the end of 2002.

Research for the project explored career and retirement intentions, attitudes to work, and whether changes to employment arrangements would encourage older workers to be retained or re-employed by the APS. Current and former employees aged 50 and above were surveyed. Current employees were from all classifications, while former employees were either at Executive or SES Level at the time of separation from the APS.

Preliminary results indicate that both former and current employees prefer more flexible working arrangements. This could be an important future attraction and retention issue for the APS.

Although only a small proportion of current and former employees nominated health and caring for sick relatives as the main factors for leaving, the ageing of the Australian population may mean that more employees will need flexible working arrangements. All agencies reported using flexible conditions to retain employees and considered it to be an effective component of overall retention strategies.

This research needs to be considered against the background that, while the APS is on average older than the labour market as a whole, there are significantly fewer workers aged 55 and over in the APS and fewer of these are working part-time. Although there appears to be some use of older workers through contract and other non-direct flexible employment arrangements, considerable room remains for increased and more flexible employment of older workers.

FLEXIBLE WORKING PATTERNS

To maximise the benefits of diversity and the skills available in the workforce, it is important for agencies to acknowledge that employees have personal responsibilities that need to be balanced with work responsibilities. Every APS agency has developed measures to allow flexible working patterns, although the practical application of such measures varies.

FLEXIBLE HOURS

For many employees, the most important factor in being able to balance work, family and other life responsibilities is flexible working hours. According to DEWR Agreements Database, 87% of current APS CAs provide for flexitime systems, 54% allow time-off in lieu of overtime at penalty rates, and 23% allow time off in lieu of overtime at ordinary rates. Thirty-six per cent of agencies allow flexible start and finish times, 23% allow negotiable hours of work and 13% allow employees to make up time.

PART-TIME WORK

Part-time work has increased over the past decade in the APS. The proportion of ongoing employees working part-time in the APS has increased over the past decade from 3.4% in 1993 to 9.4% in 2002. A major reason for this increase was the removal of artificial restrictions on ongoing part-time employees in awards and enterprise agreements.

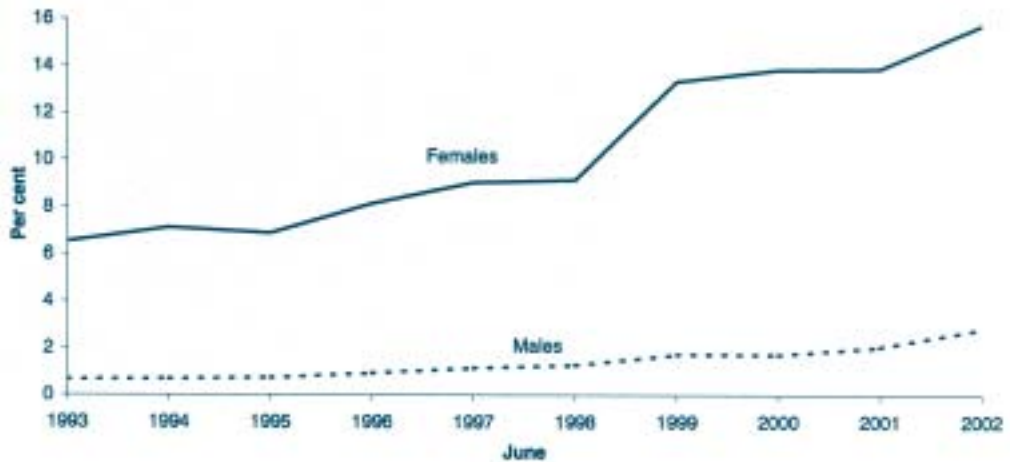
Part-time work is an option for many employees attempting to achieve a work life balance. APS employees use part-time work for a range of reasons, including health considerations, caring responsibilities and education. According to the DEWR Agreements Database, 95% of APS CAs provide for part-time work. All agencies offer part-time work to women returning from maternity leave.

Although women continue to represent the greater proportion of employees working part-time, the proportion of men working part-time has increased over the past decade. Of ongoing staff employed in 2002, 2.8% of men were employed part-time, an increase from 0.7% in 1993. In 2002, 15.6% of women were employed part-time, compared with 6.5% in 1993.

The marked increase in the proportion of women working part-time probably reflects women's greater caring responsibilities and an increased desire and capability to combine these with work. For the same reason it is not surprising that women aged 30–44 comprise the biggest group of part-time workers, with a much lower incidence for men and women aged 45 and over. For both men and women, part-time work is mainly concentrated at the APS 1–4 levels.

There is a greater incidence of part-time work among non-ongoing employees (21%).

Figure 3: Ongoing staff: proportion working part-time 1993 to 2002



While part-time work has been growing in the APS, its incidence is lower than for equivalent occupations in the broader public sector (31%) and private sector (33%)².

Agencies need to develop management and human resources systems and strategies that provide for more flexible work practices. An example of good practice is from Customs, which won a commendation in the 2001 Workplace Diversity Awards for the management of part-time employees in a shift environment. Customs introduced rosters that ensure that the part-time shift workers have access to general work information, performance feedback and training opportunities. Staff survey results indicate that part-time employees in Customs now have a greater sense of belonging, improved opportunities for more varied work and a more positive relationship with their colleagues.

FAMILY FRIENDLY PROVISIONS

According to the DEWR Agreements Database:

- 73% of APS CAs allow employees to either purchase additional recreation leave or to elect to be paid four years' salary over a five-year period and have the fifth year as a career break.
- 64% of agreements allow access to other paid leave for caring purposes
- 64% provide for home-based work
- 44% provide for job-sharing
- 31% allow the flexible use of annual leave
- 21% allow unpaid family leave
- 19% allow paid adoption leave

² Note that the composition of APS-equivalent occupations is based on the ABS Australian Standards Classification of Occupations and reflects as closely as possible the current structure of the APS.

- 19% allow paid family leave
- 6% allow paid paternity leave.

As reported in the Workplace Diversity Report 2001–02, such provisions do not always lead to adequate balancing of work and family responsibilities. A significant proportion of SES employees in particular consider that work demands interfere with their personal life, either regularly or virtually all the time. This remains a challenge requiring conscious effort by Agency Heads, with the inclusion of family-friendly work practices in AWAs being a possible strategy. Agencies need to actively manage and apply the provisions, making sure that they are available to staff in reality and are not just provisions in agreements. It is not always possible, of course, to design work arrangements that meet the preferences of all employees.

WINNER OF THE WORK AND FAMILY AWARDS: THE DEPARTMENT OF FAMILY AND COMMUNITY SERVICES (FACS)

FaCS was a joint winner in the large business category of the Australian Chamber of Commerce and Industry Work and Family Awards.

FaCS initiatives

- Flexible working arrangements including single day annual leave, part-time, career breaks, time off in lieu, flexible working hours and teleworking.
- Unlimited personal leave
- Paid maternity leave (12 weeks) including part-time employment upon return and paid adoption leave (12 weeks—non gender specific)
- Network of family support rooms
- Family friendly meeting times for senior executives (9.30 am start)
- Work life diversity team and network of work life diversity contact officers
- Support for corporate volunteering and a community work placement scheme
- Free work life balance information and referral service and employee assistance program for confidential personal, vocational and career counselling
- Breast pump loan scheme for breastfeeding mothers
- ‘Learning at lunch’ seminars on issues like healthy eating, parenting, dealing with teenagers, stress management and laughter therapy
- Annual organisation-wide family fun day
- Extra family care costs covered if an employee is required to be away from home outside normal hours

- School holiday family care subsidy
- Strategy to promote flexible and balanced working arrangements for senior officers
- Older employee retention strategy and an employee mobility program
- Annual staff health expo, health promotion and assessment programs, ergonomic workstation assessment and free flu vaccinations.

FaCS reported that implementing family friendly practices has positioned FaCS as an employer of choice. In a recent staff survey, FaCS employees reported a high level of organisational commitment and job satisfaction. The agency also reported no new stress-related claims in the previous three years. In a recent staff survey, over 90% of employees reported their supervisors either met or exceeded their expectations about accommodating life and family responsibilities. Part-time work has increased by 50% over the same period and the number of women in SES positions grew by 60%.

MATERNITY LEAVE

An important strategy in the suite of family friendly work practices available in the APS is maternity leave. Paid maternity leave has been a condition of service in the APS since 1973 and is an important component of working conditions that help attract and retain women. The following is a brief history of paid maternity leave in the APS and an overview of trends.

HISTORY OF PAID MATERNITY LEAVE IN THE APS

Pre-1966

There were no maternity leave provisions before 1966 because married women could not be employed as permanent officers. Chief Officers had discretion to grant maternity leave to single permanent officers or temporary employees who could use recreation, sick or long service leave or leave without pay.

1966 provisions

In 1966 the ‘marriage bar’ was removed and the *Public Service Act 1922* was amended to allow:

- maternity leave of up to 26 weeks absence
- mandatory absence for six weeks before and six weeks after confinement
- maternity leave was without pay, but the officer could use paid leave credits, including sick leave, for all or part of the absence.

Maternity Leave (Australian Government Employees) Act 1973 (ML Act)

In 1973, following representations from agencies and staff organisations and in the light of Cabinet consideration and International Labour Organisation instruments, the Government announced the following maternity leave conditions:

- at least 12 weeks maternity leave on full pay
- leave to start six weeks before expected confinement, and end six weeks after actual confinement
- 52 weeks maximum period of absence
- the right to re-employment at the end of maternity leave.

Changes to maternity leave provisions in 1978

The *Maternity Leave (Australian Government Employees) Amendment Act 1978* introduced the following changes:

- 12 weeks maximum paid maternity leave
- 12 months qualifying period
- maternity leave could not commence until six weeks before the expected date of confinement
- provision for employees to remain at work during the six weeks before expected date of confinement, with medical certificate.

Current practices in maternity leave provisions in agreements

Certified Agreements and AWAs cannot override the ML Act but may provide additional entitlements relating to the birth of a child. Examples of additional entitlements included in some agreements are:

- additional paid leave for maternity leave purposes following the birth of a child
- additional special, non-accruable, leave entitlements for medical checks associated with pregnancy
- ability to spread payment for mandatory absence over 24 weeks.

Trends in maternity leave

The table below shows the overall use of paid maternity leave since 1991–92. Note that data is not available for the period 30 June 1997 to 30 June 2001 and changes in the data collection method and definitions mean that the data for the 2000–02 periods are not strictly comparable to those for earlier years.

Table 3: Women completing a period of maternity leave 1991–92 to 2001–02

1991–92	1591
1992–93	1889
1993–94	1986
1994–95	1898
1995–96	2045
1996–97	2121
2000–01	1594
2001–02	1620

The data from July 2000 shows:

- Most women combine their paid maternity leave with other forms of leave (e.g. recreation, long service leave) to extend the period before returning to work.
- Most women who take maternity leave return to work. Of the 1594 women who took maternity leave in 2000–01, only 206 (12.9 %) separated by 30 June 2002.
- Almost half the women returning to work after maternity leave were APS 5–6 level or higher, indicating the importance of maternity leave in retaining skilled employees.
- The median age of women taking maternity leave was 31 years and the median length of service before taking the first period of maternity leave was 6.6 years.
- Most women returned to work full-time (77%). Classification level does not appear to be an influence, with the exception of the SES where nine out of ten women returned full-time.

From an employer perspective, agencies support maternity leave as an important element of an overall package of conditions and working arrangements that supports the attraction and retention of women and the diversity objectives of the PS Act.

There are nonetheless significant costs involved, particularly where women separate immediately after taking maternity leave. In addition, small agencies sometimes find that holding positions for women on maternity leave and temporary filling arrangements disruptive. On the other hand, agencies recognise the benefits of maternity leave for retaining women, given the professional nature of APS work and the significant investment in developing employees.

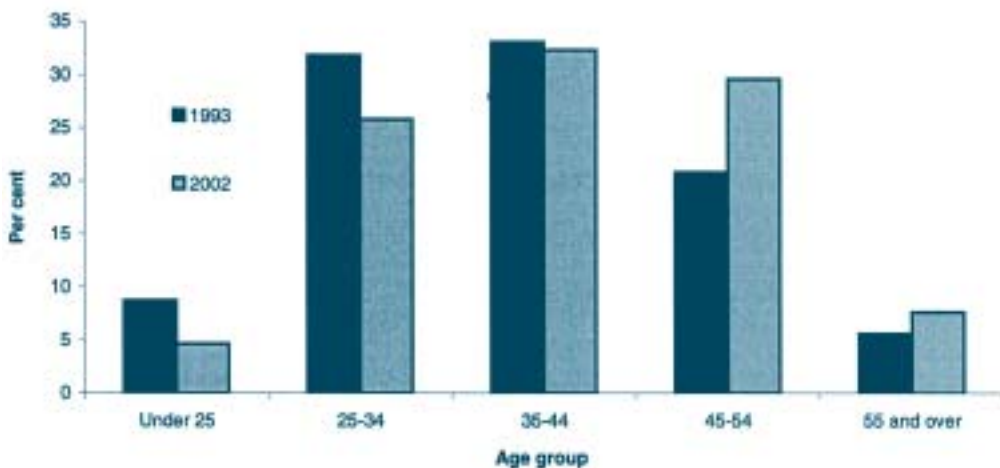


This chapter explores the changing age profile of the APS and its implications for agencies.

OVERALL TRENDS

The APS workforce now has a greater number of mature age workers (aged 45 and over) than a decade ago. This may be due to a number of factors—the relative stability of the APS workforce, combined with higher levels of recruitment in the late 1960s and early 1970s, the lower levels of recruitment of younger employees in recent years, along with higher levels of recruitment of older workers. Over the past decade there has been a modest increase in the number of APS employees aged over 55. Possible reasons for these trends are explored later in the chapter.

Figure 4: Representation of ongoing staff by age group 1993 and 2002

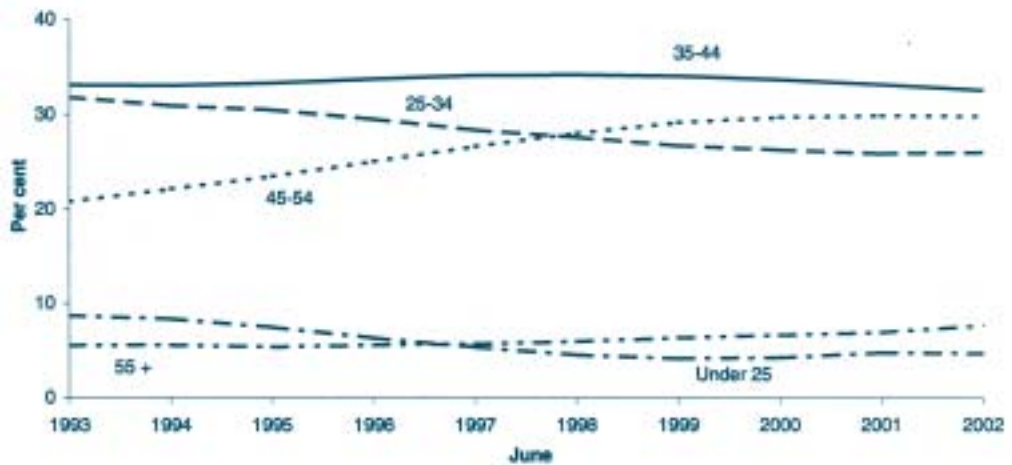


One major feature of the past decade is the declining proportion of staff aged under 25. Contributing factors to this decline include:

- the changing nature of APS employment, with fewer opportunities at lower classifications
- people remain in education longer and so come to the APS older but better qualified.

Given the ageing profile of the APS, agencies need to have work arrangements and management practices that optimise the participation and retention of mature age workers. In addition, agencies could consider whether additional career pathways might be appropriate in order to widen the pool of new entrants in the future, including younger people.

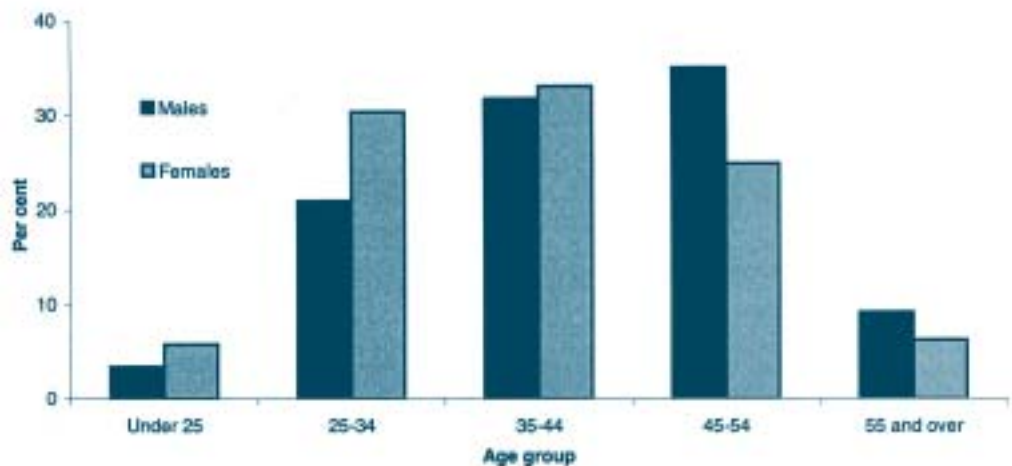
Figure 5: Ongoing staff by age group 1993 to 2002



AGE AND GENDER

Although there are more women than men in the under 25, 25–34 and 35–44 age groups, there are more men than women in the older age groups and there are significantly more men than women with more than 30 years service in the APS. This may in part reflect the tendency of women to resign at an earlier age than men as well as former patterns of recruitment. There may be some small residual effect of the ‘marriage bar’, which before 1966 prevented married women being permanently employed in the APS. The number of women being recruited to the APS has increased over time, leading to the number of women in the 25–44 age group being higher than men.

Figure 6: Ongoing staff: age profile by gender 2002

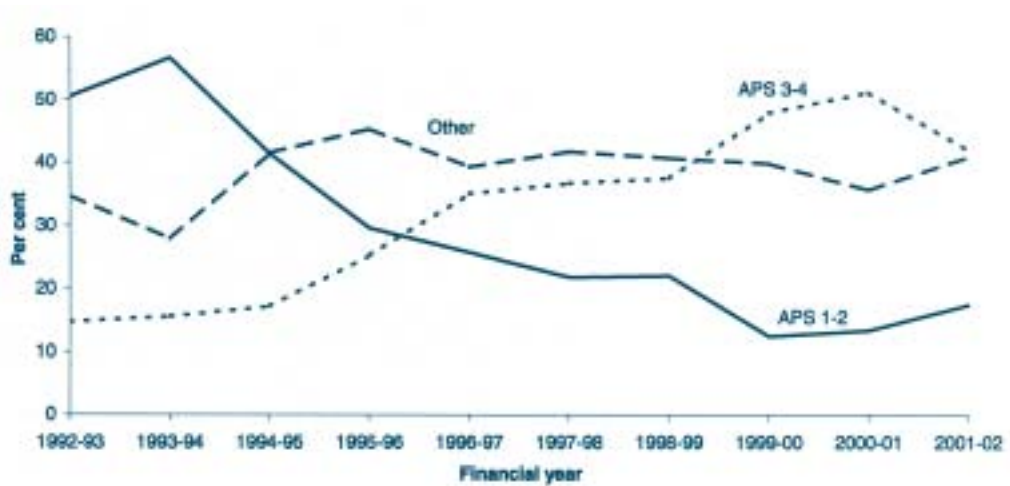


CLASSIFICATION IMPACT

The changing composition of engagements has contributed to major shifts in the APS classification profile. A key change has been the reduction in the use of APS 1-2 classifications.

Figure 7: Ongoing staff: engagements by selected classifications

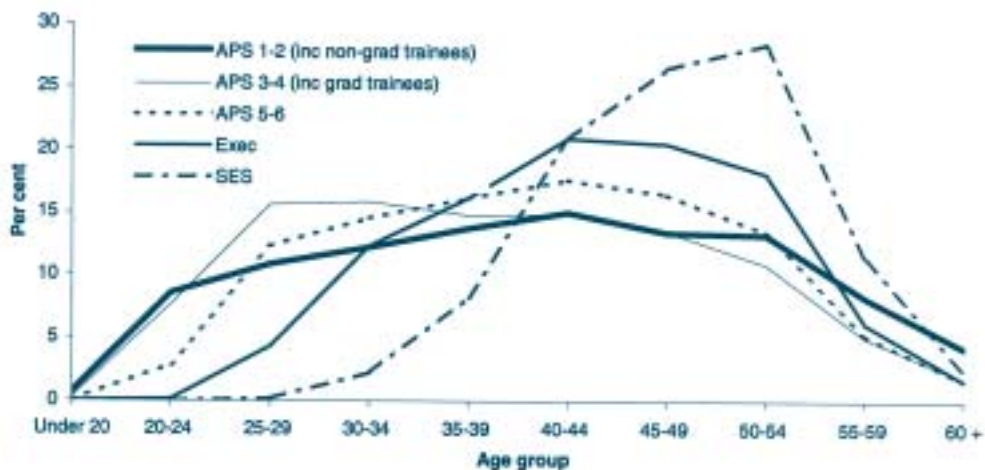
1992-93 to 2001-02



Also important has been an increased emphasis on graduate-level recruitment and lateral recruitment at levels above base grade.

The shift in the classification profile is also having a major impact on the employment of younger people in the APS. 'Base level' positions in the past were the main entry level for many young people, and young people still dominate at these declining classification levels as shown in Figure 8.

Figure 8: Ongoing staff: classification by age group 2002



In looking at their classification arrangements into the future, there may be value in agencies reconsidering their structures with a view to also providing additional pathways for attracting people into the Service (for example through traineeships arrangement) in order to expand their potential recruitment pool. This could also assist in building better workforce diversity, for example through widening opportunities for Indigenous employment and people with a disability.

DISTRIBUTION

There is substantial variation in the age profile of agencies. For example, Treasury has a relatively high proportion of younger workers compared to DVA, which has a high proportion of older workers.

Figure 9: Ongoing staff in selected agencies by age group 2002



The substantial differences between agencies underline the importance of workforce planning by each agency. When undertaking workforce planning it is important for agencies to understand their own profile and how it reflects its business requirements and the nature of its clients as well as the broader Australian community. The age composition of an agency has implications not only for workforce planning and succession planning, but also management styles and approaches.

ENGAGEMENTS AND PROMOTIONS

Over the past decade, the median age of recruitment of men in the APS has risen slightly from 32 years to 34 years, while the median age of women remained at 30 years.

The rise in the median age of recruitment of men may be explained, in part, by a decline in the number of young people recruited and an increase in the lateral recruitment of older people. Engagements of employees aged 45 years and above have increased from 12.3% of all engagements in 1992–93 to 16.5% in 2001–02.

As shown in Figure 7, most base grade recruitment occurs at APS 3–4, which has become the most common classification entry point, with 41.8% of all engagements in 2001–02. A decade ago 50.5% of new employees joined at the APS 1–2 level. In 2001–02 only 17.3% of new employees joined at this level. (The 2001–02 figure is a slight reversal in this trend from 13.4% in 2000–01.)

Over the past decade engagements at the APS 5–6 and Executive Levels have almost doubled.

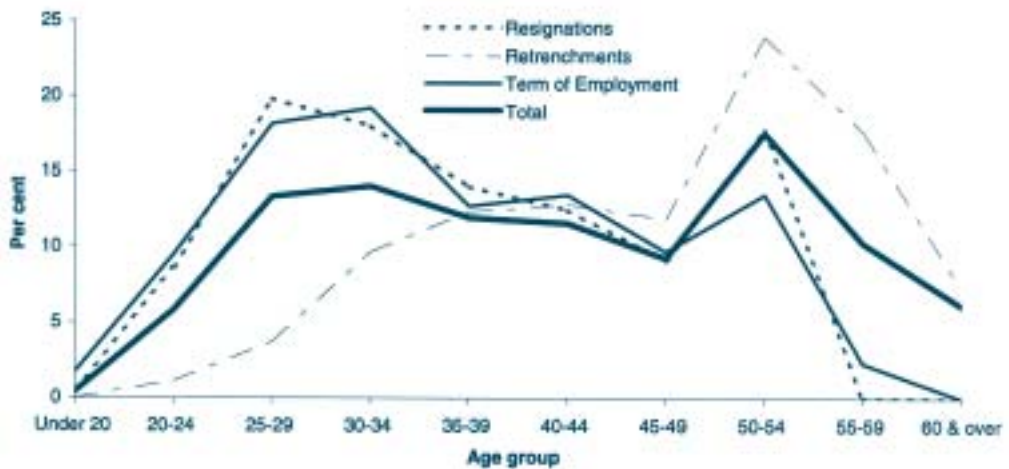
SEPARATIONS

The number of employees separating because of age retirement has increased slowly over the past few years but not at the rate that might have been expected, given the ageing of the APS workforce.

A contributing factor is the increase in resignations of employees in the 50–54 age group. Another factor is the continued role of retrenchment, which, while showing some decline since its peak around 1996–98, remains relatively higher for older workers. The number of terminations has increased (from a low base) and in 2001–02 accounted for 8.1% of all separations.

The rates and methods of separation vary markedly between older and younger employees, as illustrated in Figure 10. Separation rates are highest for employees in their mid-20s and mid-50s.

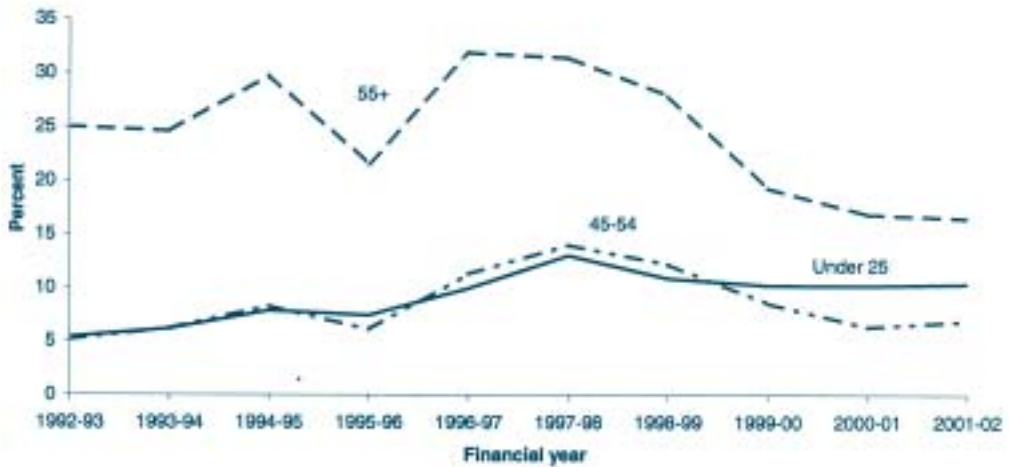
Figure 10: Ongoing staff: selected separations by age group 2001–02



Note: the drop in resignations is artificial as, from age 55, employees retire rather than resign.

The decline in separation rates for workers aged 45 and over slowed in 2001–02.

Figure 11: Ongoing staff: separation rate for selected age groups 1992-93 to 2001-02



Better management and provision of supportive working arrangements for older workers important in view of an ageing population and an ageing APS. While the APS no longer has a compulsory retirement age, there is a low level of people over 55. There is room to offer more flexible employment options to older workers. Managers will also need to learn how best to manage older workers in an environment without compulsory age retirement, including through performance management as well as flexible employment arrangements.

MATURE AGE WORKERS AND MAC REPORT

The Management Advisory Committee (MAC) is chaired by the Secretary of the Department of Prime Minister and Cabinet, with the Public Service Commissioner as executive officer. The Committee advises the Government on matters about the management of the APS. The MAC sub-committee on organisational renewal is examining the challenges of building organisational capability by APS agencies.

Research for the organisational renewal report includes the likely employment and retirement patterns of mature age workers in APS and the possible imminent departure of increasing numbers of members of the Commonwealth Superannuation Scheme who are approaching age 55. The research seeks to better understand demographic changes and to consider appropriate strategies to reduce and manage possible loss of skills and knowledge. The project looks at career intentions and employment patterns of graduate recruits and strategies for their development and retention.

The MAC report on this project is expected to be released late in 2002.

YOUNG WORKERS

The number of people under 25 years of age is declining. Between June 1992 and June 1999 the number of employees aged under 25 dropped by 70.1%. There was a slight upturn over the past three years.

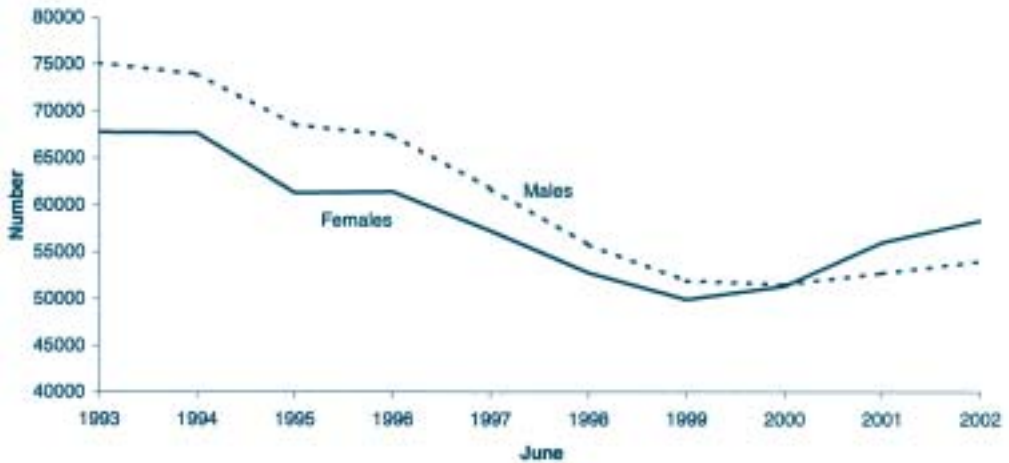
The lower rate of recruitment of younger workers over the past decade reflects a number of factors, including the longer periods young people spend in full-time education before joining the APS. Another important factor is the decreasing number of base grade employment opportunities, reflecting changing work requirements and the increasing need of the APS for employees with a higher standard of education, skills and experience. For these reasons it is not practical to expect any major reversal of the decline in the number of young people in the APS, although there is concern to retain some alternative career pathways for young people.

The APS Commission made a submission to the Senate Finance and Public Administration References Committee Inquiry on Australian Public Service Recruitment and Training in June 2002, including the issue of young people in APS employment.



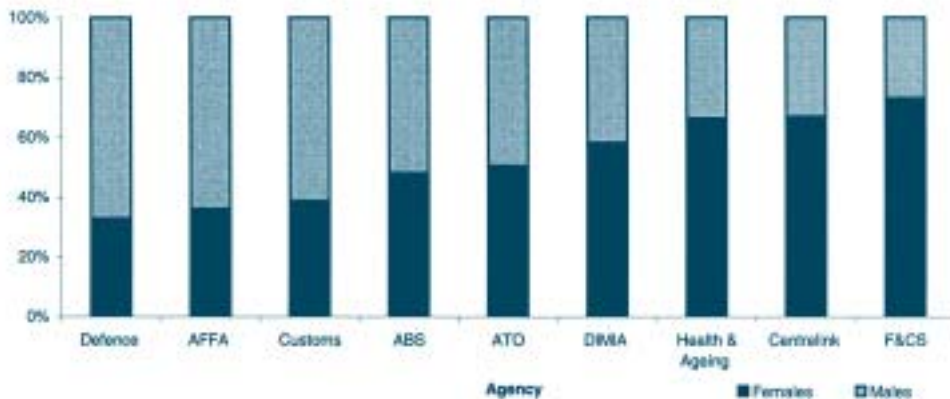
At 30 June 2002, women represented 51.9% of all ongoing employees, a slight increase since 30 June 2001 (51.5%). The proportion of women has increased steadily over the past ten years, from 47.4% at 30 June 1993.

Figure 12: Ongoing staff by gender 1993 to 2002



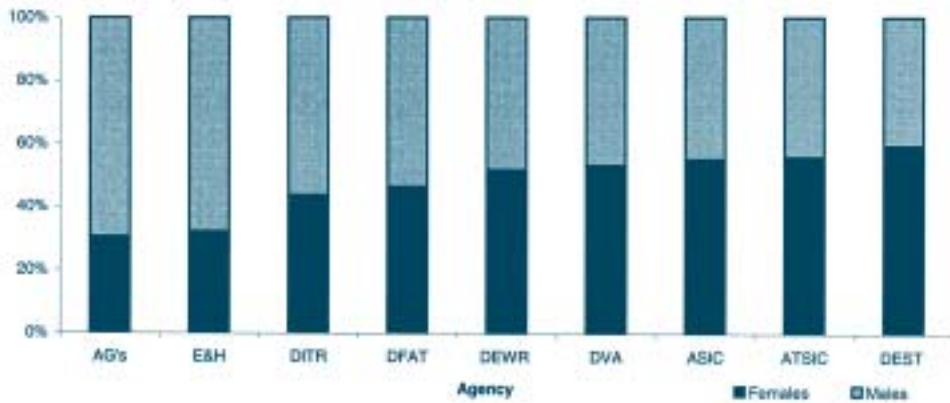
The gender ratio of ongoing employees varies substantially from agency to agency. Of agencies with more than 3000 ongoing employees at 30 June 2002, Defence had the highest proportion of men (67.1%) while the FaCS had the highest proportion of women (72.8%).

Figure 13: Ongoing staff: gender representation for agencies with over 3000 staff 2002



In agencies with between 1000 and 3000 ongoing employees at 30 June 2002, the Attorney-General's Department had the highest proportion of men (69.5%), while the Department of Education, Science and Technology had the highest proportion of women (59.4%).

Figure 14: Ongoing staff: gender representation for agencies with between 1000 and 3000 staff 2002



CLASSIFICATION

Although women continue to be concentrated in lower classifications in the APS (Table 4), there has been a substantial increase in the number of women in supervisory and management positions (Table 5).

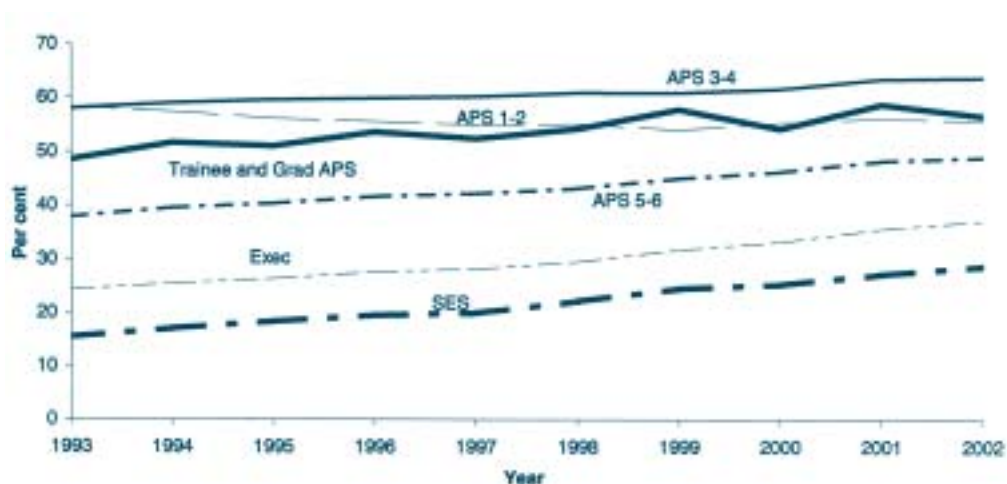
Table 4: Ongoing staff: classification by gender 2002

	Males		Females		Total	
	No	%	No	%	No	%
APS	37 659	69.9	48 707	83.7	86 366	77.0
Executive	14 580	27.0	8493	14.6	23 073	20.6
SES	1262	2.3	501	0.9	1763	1.6
Trainees & graduates	403	0.7	518	0.9	921	0.8
Total	53 904	100	58 219	100	112 123	100

Table 5: Ongoing staff: representation of women by classification 2002

	1993	2001	2002
	%	%	%
APS 1–2	58.4	55.8	55.4
APS 3–4	58.1	63.1	63.3
APS 5–6	37.9	48.0	48.6
Executive	24.3	35.4	36.8
SES	15.4	27.0	28.4
Trainees and graduates	48.6	58.4	56.2
Total	47.4	51.5	51.9

Figure 15: Ongoing staff: representation of women by classification group 1993 to 2002



Since 1993, the proportion of women in the SES has increased from 15.4% to 28.4% in 2002. Over the decade, increases at Executive Level were from 24.3% to 36.8% and at APS 5–6 from 37.9% to 48.6%.

The increase has been steady and is expected to continue. Of particular note is the growth in SES Band 3 representation of women over the decade from 5 to 16 individuals (from 5.4% to 16.2% of Band 3 officers). The SES representation rate for women in the APS compared well with that of other jurisdictions: 28% in Victoria, 26% in NSW, 20% in Western Australia and less than 20% in Queensland.

Over the past decade there has been a slight decline in the high percentage of women at the APS 1–2 levels. The reasons for this are discussed elsewhere in the report. The proportion of graduates and trainees who are women has increased from 48.6% in 1993 to 56.2% in 2002.

GENDER DIFFERENCES IN TYPE OF EMPLOYMENT

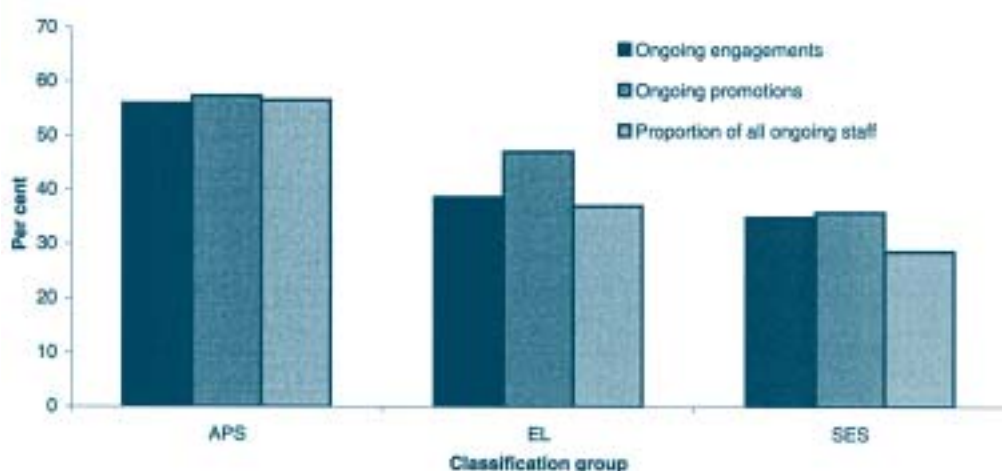
At 30 June 2002 7.5% of men in the APS were in non-ongoing employment, compared to 10.7% of women. The proportion of men in non-ongoing employment has increased slightly since 30 June 2001 (7.0%), while the proportion of women has remained the same.

Although women currently comprise 51.9% of ongoing APS employees, their representation in part-time employment is significantly higher (see chapter on work life balance). This is unlikely to change while Australian women continue to have primary responsibility for care of children and dependent relatives, though there appears to be increasing interest among older workers (both male and female) in phased retirement, that is, decreasing working hours for a period before retirement.

ENGAGEMENTS AND PROMOTIONS

The number of women appointed to the APS continues to increase, particularly at supervisory, management and executive levels. During 2001–02, women made up 54.3% of all ongoing engagements to the APS. They constituted 54.7% of employees promoted in 2001–02.

Figure 16: Ongoing staff: engagement and promotion rates for women 2001–02



In 2001–02 38.5% of all engagements at Executive Level were women. Women comprised 46.8% of promotions to Executive Level in 2001–02, compared to 43.8% in 2000–01; this remains higher than their current representation at Executive Levels.

During 2001–02 34.7% of all engagements to the SES were women, a further increase on 2000–01 when women comprised 34.3% of all engagements to the SES. Women comprised 35.6% of promotions to SES level. Again these are significantly higher than women’s current representation in the SES (28.4%).

The trend over the past decade is for women to join the SES sooner than men. In 2001–02 the median length of service for employees reaching SES Band 1 was 13 years for women and 15 years for men.

A study of graduates between 1986 and 2001 showed that since the early 1990s the proportion of female graduates has increased over time, consistently outnumbering males. There were fewer male graduates recruited in 2001 than in 1986.

The overall proportion of women engaged in 2001–02 (54.3%) does not suggest any serious problem for the Service in terms of excessive feminisation. Nonetheless it is important for agencies to work towards a workforce that reflects the diverse nature of their client base and the Australian population.

Details of ongoing engagements and promotions are at Appendixes 3 and 4 respectively.

SEPARATIONS

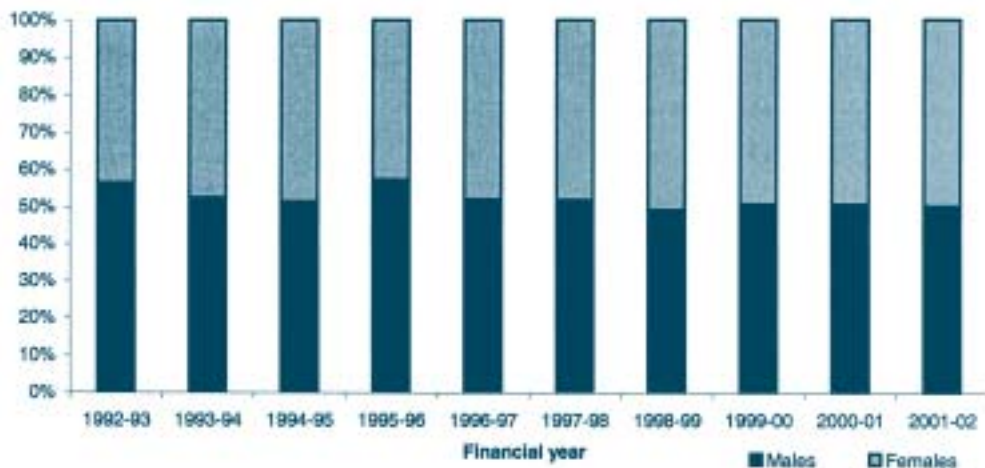
During 2001–02, slightly more men (4309) than women (4274) separated from the APS.

Women were more likely to resign than men and men were more likely to be retrenched than women. More men separated on the grounds of age or invalidity retirements than women. One of the factors behind the differences may be that women in the APS are on average younger than men.

Table 6: Ongoing staff: type of separation by gender 2001–02

	Males		Females	
	No	%	No	%
Resignation	2115	49.1	2547	59.6
Age retirement	467	10.8	325	7.6
Retrenchment	1190	27.6	934	21.9
Invalidity retirement	88	2.0	59	1.4
Termination of employment	356	8.3	338	7.9
Compulsory move to non-APS agency	1	0.0	4	0.1
Death	50	1.2	36	0.8
Other	42	1.0	31	0.7
Total	4309	100.0	4274	100.0

Figure 17: Ongoing staff: separations by gender 1992–93 to 2001–02



GRADUATE SEPARATION

Results from a recent study of APS graduates between 1987 and 2001 showed that male graduates stay longer before separating than female graduates. The median length of service for graduates who had separated was 5.9 years for male graduates and 5.1 years for female graduates.

Female graduates stayed a median length of 3.7 years at the agency where they commenced as a graduate, before either separating from the APS or moving to another APS agency. Male graduates stay on average longer before leaving (median of 4.2 years).

LENGTH OF SERVICE

More men have a long period of service in the APS: 7.7% of men have 30 years service compared to 1.4% of women. Similarly, 15.1% of men have between 20 and 30 years service compared to 8.1% of women.

Table 7: Ongoing staff: length of service by gender 2002

	Males	Females	Total
	<i>%</i>	<i>%</i>	<i>%</i>
Under 1	7.4	7.1	7.3
1 and under 2	8.3	11.8	10.1
2 and under 3	8.3	10.6	9.5
3 and under 5	8.1	11.1	9.7
5 and under 10	14.8	16.8	15.8
10 and under 15	16.1	18.5	17.3
15 and under 20	14.1	14.7	14.4
20 and under 30	15.1	8.1	11.5
30 and over	7.7	1.4	4.5
Total	100.0	100.0	100.0

OBSERVATIONS AND COMMENTS

The proportion of women in the APS is still increasing, but will probably stabilise around 54%, given the current rates of engagements and separations.

There is continuing growth in the proportion of women at senior levels, but it will be some time before women are 50% of either Executive Levels or the SES. Nonetheless figures generally compare well with other jurisdictions.

Variations between agencies are substantial, mostly reflecting different functions, client groups and gender profiles of relevant professional streams. Nonetheless, agencies need to keep their profile under review.



At June 1993, 2.1% of all APS employees identified themselves as Indigenous Australians. By June 1998 that had risen to 2.7%. Since then the percentage has decreased to 2.4%, although it appears to have stabilised over the past two years. Comparatively, the APS has a higher participation rate of Indigenous Australian employees.

According to the 2001 Australian Census, 1.9% of all Australians aged 15 to 64 and 1.4% of the Australian labour market identified themselves as Indigenous Australians.

DATA

The quality of data on Indigenous employment provided by agencies to APSED remains a concern. In conducting a survey of development needs of Executive Level Indigenous employees, of the 122 Executive Level employees identified in APSED as Indigenous Australians, 8% responded that they were not Indigenous Australians. Without accurate data, it will be difficult to quantify the success of strategies to increase representation of Indigenous employees in the APS.

CLASSIFICATION

The highest proportion of employees identifying themselves as Indigenous Australians is at trainee and graduate level (see Table 7). Between June 1993 and June 2002 the percentage of employees working at these levels who identified themselves as Indigenous Australians increased from 3.5% to 4.9%.

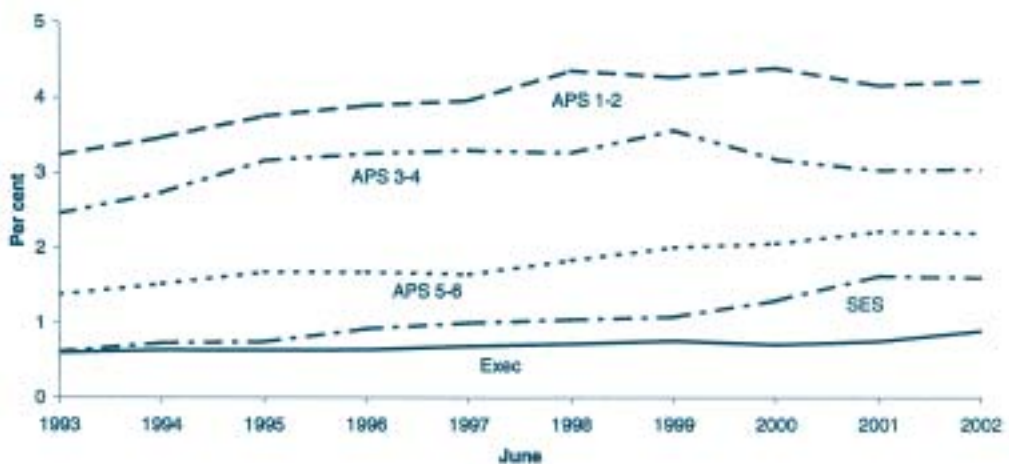
The proportion of employees at APS 3–4 levels who identified themselves as Indigenous Australians rose from 2.5% in June 1993 to a peak of 3.5% in June 1999 declined slightly, and then leveling at 3.0% for the past two years. Since June 1993, the proportion of employees identifying themselves as Indigenous Australians at APS 5–6 levels has increased fairly steadily to 2.2% in 2002 (the same as in 2001), while representation at Executive Levels has increased slightly to its current peak of 0.9%. Representation at SES level has increased more rapidly than at Executive Level, with 1.6% of SES staff identifying themselves as Indigenous Australians.

The changing structure of the APS, with a reduction in lower level employees and an increase in middle management and senior executive levels has affected the representation of Indigenous people employees. Thus, despite the continuing increases in Indigenous representation at each level, the total representation of Indigenous employees has not improved since 1998.

Table 8: Ongoing staff: representation of Indigenous staff by classification

	1993	2001	2002
	%	%	%
APS 1-2	3.2	4.1	4.2
APS 3-4	2.5	3.0	3.0
APS 5-6	1.4	2.2	2.2
Executive	0.6	0.7	0.9
SES	0.6	1.6	1.6
Trainee and graduate	3.5	5.5	4.9
Total	2.1	2.4	2.4

Figure 18: Ongoing staff: proportion of Indigenous staff by classification 1992-93 to 2001-02



DISTRIBUTION

The representation rate of ongoing employees who identify themselves as Indigenous Australians varies from agency to agency. The five large and medium-sized agencies with the highest proportion of Indigenous employees are ATSIIC (46.5%), DEST (10.5%), DEWR (4.2%), Centrelink (3.8%) Health (2.6%). These five agencies, which employ 27.7% of all APS employees, account for 63.6% of all Indigenous employees in the APS. The small agencies with the highest proportion of Indigenous employees are AHL (81.0%), TSRA (33.35%), AIATSIS (28.3%) and NNT (13.0%). It would appear that agencies that deliver services directly to Indigenous Australians are far more likely to have Indigenous employees.

Based on data provided by agencies there are no Indigenous employees in 21 agencies (Appendix 8).

Figure 19: Ongoing staff: representation of Indigenous staff in agencies with more than 3000 ongoing employees 2002

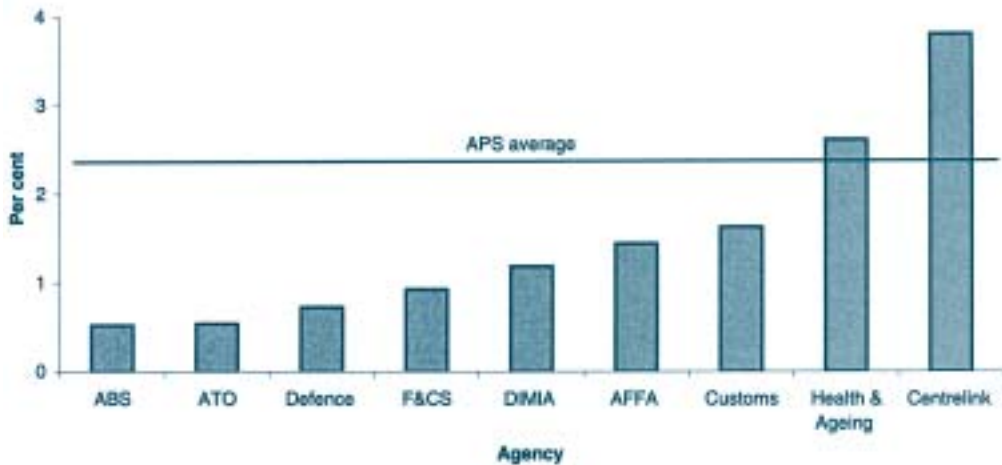
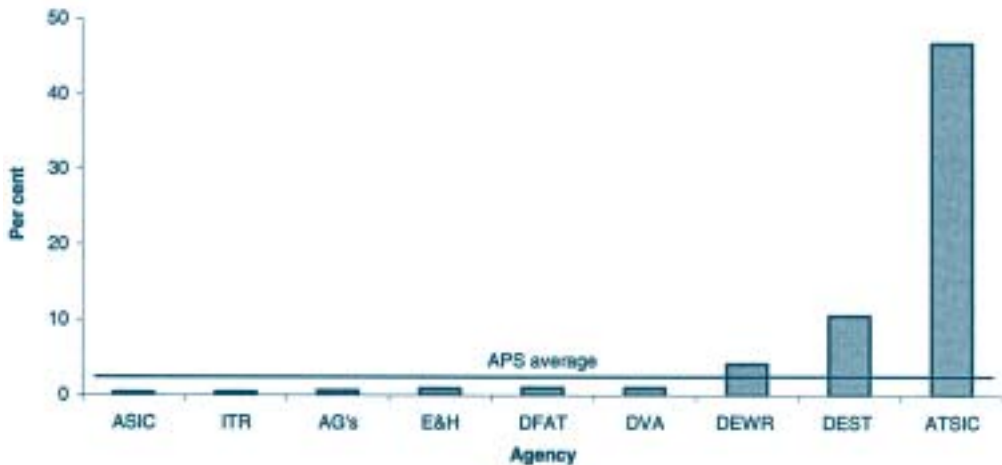


Figure 20: Ongoing staff: representation of Indigenous staff in agencies with between 1000 and 3000 ongoing employees 2002



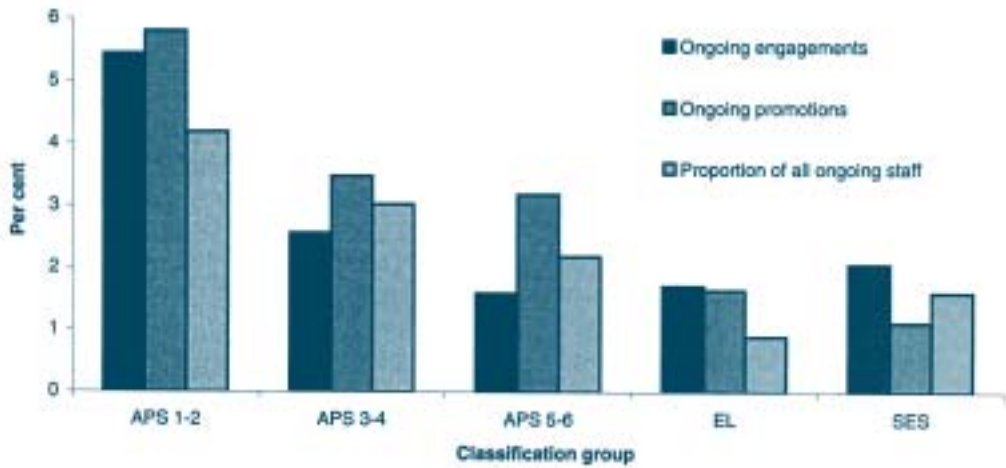
ENGAGEMENTS AND PROMOTIONS

Of total engagements during 2001–02 (Appendix 3), 2.8% were Indigenous Australians. This is an increase from 2000–01 (2.4%), and a decline since 5.2% in 1992–93 which had the highest rate for the decade. Of the Indigenous Australians who were engaged during 2001–02, 63.5% were women.

Proportionately more Indigenous Australians were engaged at APS levels (2.9%) than at Executive Level (1.7%). One Indigenous Australian was engaged at SES level, comprising 2.0% of all SES engagements.

Indigenous employees constituted 3.0% of all promotions in 2001–02 (compared to 2.1% in 2000–01) which is slightly more than their current representation in the APS, particularly at senior levels). Indigenous employees constituted 1.6% of promotions at Executive Levels. Two Indigenous Australians were promoted to or within the SES during 2001–02.

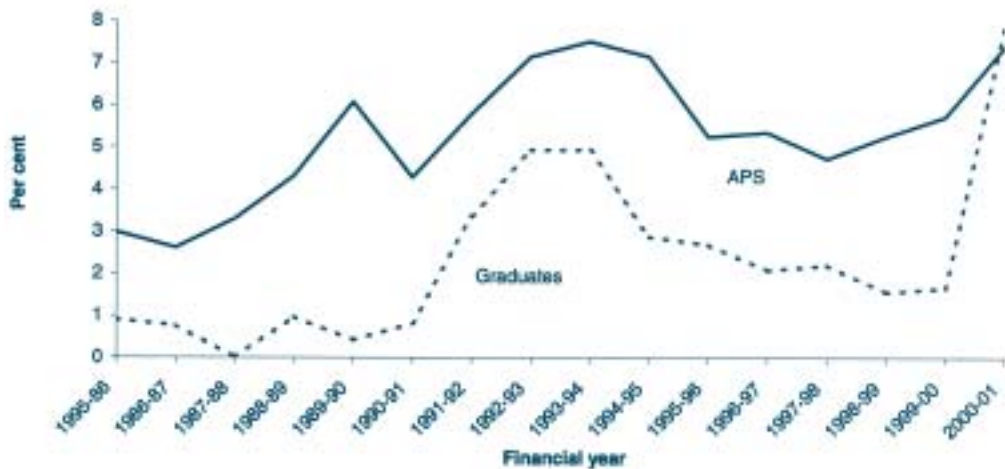
Figure 21: Ongoing staff: engagements and promotion rates for Indigenous staff 2001–02



GRADUATES

Following a substantial increase in the percentage of graduates identifying themselves as Indigenous Australians between 1991–92 and 1993–94, the percentage declined until 1999–00 (Figure 22). The high proportion of Indigenous graduates appointed in 2001 was due largely to a recruitment drive conducted by ATSIC, which resulted in the appointment of 21 Indigenous graduates.

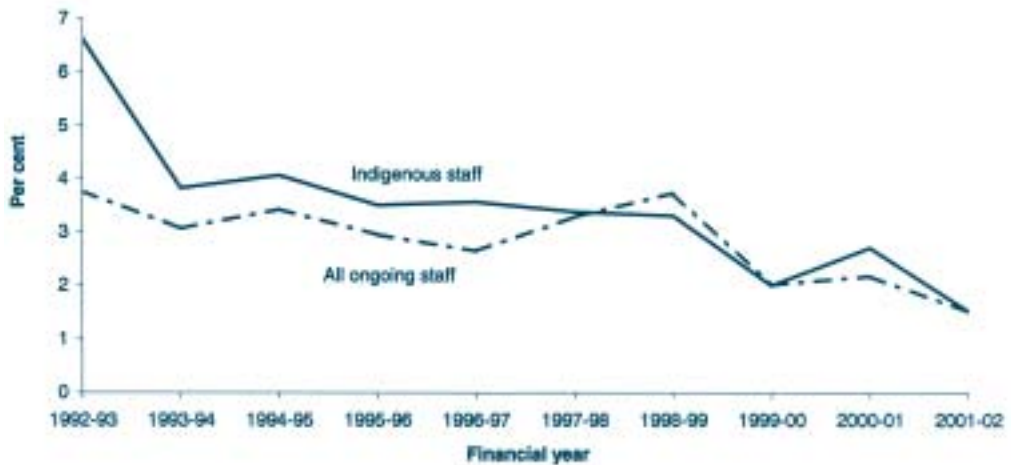
Figure 22: Ongoing staff: proportion of engagements for Indigenous staff as graduates and APS ongoing employees 1985–86 to 2000–01



MOBILITY³

During 2001–02 the mobility rate for Indigenous Australians was the same as the APS average, compared to most of the previous decade where it was above the average.

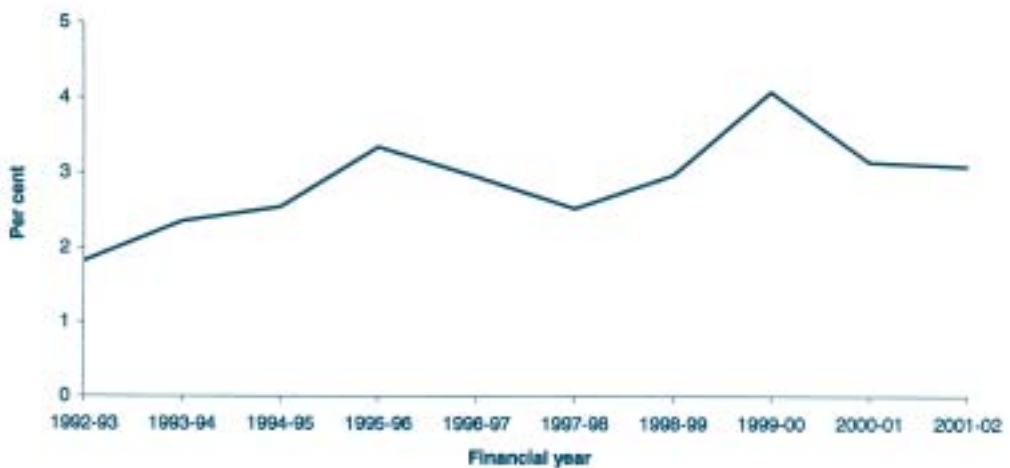
Figure 23: Ongoing staff: mobility rates for Indigenous staff 1992–93 to 2001–02



SEPARATIONS

Over the past two years, the rate at which Indigenous Australians separate from the APS has remained at 3.1%.

Figure 24: Ongoing staff: separations of Indigenous staff as a proportion of all ongoing separations, 1992–93 to 2001–02



³ Mobility is defined as the number of ongoing promotions and transfers between agencies as a proportion of total ongoing staff. Mobility rates have been calculated excluding movements from the then Department of Employment, Education, Training and Youth Affairs to the Department of Social Security (DSS) prior to the establishment of Centrelink. This movement was not an Administrative Arrangement Order, but the later move from DSS to Centrelink was.

Over the past decade Indigenous Australians have been over-represented among employees separating from the APS. The high engagement rate of Indigenous Australians has offset this to some extent, but if the separation trend continues, the representation of Indigenous Australians in the APS may not increase. While representation at APS 1–2 Levels is continuing to increase, this is more than offset by the downward trend in recruitment overall at these levels: this is a key offsetting factor to all the positive trends occurring.

On average, Indigenous employees do not remain in the APS as long as non-Indigenous Australians. During 2001–02 20.2% of Indigenous employees who separated had less than one year of service, compared to 4.9% of non-Indigenous employees. Another 23.2% of Indigenous employees who separated had 5–10 years service compared to 14.3% of non-Indigenous employees. Only 3.4% of Indigenous employees who separated had 20 or more years of service last year compared with 27.7% of non-Indigenous employees.

Table 9: Ongoing staff: Indigenous separations by length of service 2001–02

	Years of service								
	Under 1	1–2	2–3	3–5	5–10	10–15	15–20	20–30	30+
	%	%	%	%	%	%	%	%	%
Indigenous employees	20.2	12.9	6.8	15.2	23.2	14.4	3.8	2.7	0.8
Non-Indigenous	4.9	4.6	5.1	8.4	14.3	19.4	15.6	13.5	14.2

INDIGENOUS EMPLOYMENT: APS COMMISSION STRATEGIC PRIORITY

The APS Commission considers the employment and retention of Indigenous Australians as a strategic priority for 2002–03, focusing on achieving higher representation of Indigenous employees in the APS.

The APS Commission will focus on measures to attract, develop and retain Indigenous employees.

The aim is to:

- identify good recruitment practices
- build a range of development strategies which could be offered by the APS Commission to Indigenous employees at all levels
- explore the scope for collaborative ventures with other agencies and organisations, such as the Australian Indigenous Leadership Centre, with particular expertise in this area
- promote these initiatives across the APS.

A working party has been established to oversee this project.

SURVEY OF DEVELOPMENT NEEDS OF INDIGENOUS EMPLOYEES

In December 2001 the APS Commission published the results of a survey of Indigenous Executive Level employees. The purpose of the survey was to identify development needs of Indigenous staff within the APS, particularly at the Executive Level.

There was a moderate response rate with 45 out of 112 Indigenous Executive Level employees responding to the survey. The main findings from the survey were:

- Over three quarters (75%) of respondents were interested in advancing to another position within the APS, with 65% of respondents seeing themselves as staying in the APS for more than five years.
- While only 31% of respondents said a mentor/coach or an Indigenous network supported them, almost 70% of respondents considered that having a mentor/coach or Indigenous network was important or very important to them.
- Forty per cent of respondents indicated that they found access to training and development opportunities to be an issue. Of the reasons given, the largest number appear related to time and resources, particularly in relation to the remoteness of work locations.
- A third (33%) of respondents said that they had worked in only one APS agency, a third (33%) said that they had worked in two APS agencies and 20% said they had worked in three APS agencies.
- A large proportion (89%) of respondents considered their ability to liaise and communicate with Indigenous clients was relevant to their appointment to the APS.
- Two thirds of respondents (67%) felt that they would benefit from more skills or experience at their substantive level.
- A large proportion (71%) believed that they have unique issues to deal with at work that may affect their performance. Of those that believe they have unique issues, the following were nominated: tokenism (64%), direct racism (24%), indirect racism (70%) expectations from Indigenous clients (64%) and presumptions that they are only able to work on issues relating to Indigenous people (49%).
- Over half (58%) of respondents felt that they have responsibilities outside work that are unique to them as an Indigenous person which may at times affect their performance at work. Of those that felt they have such responsibilities, 96% indicated family responsibilities, 50% indicated cultural responsibilities and 58% indicated community responsibilities.

STRATEGIES

APS Commissioner's Direction 4.6 allows Agency Heads to limit specified employment opportunities to Indigenous applicants. The purpose of the provision is to enable APS agencies to offer targeted employment opportunities to Indigenous Australians to address employment-related disadvantage. This Direction is a 'special measure' for the purposes of s. 8 of the *Race Discrimination Act 1975*.

When asked whether they had used this provision, 31% of agencies said they had used it in 2001–02 while 20% said that they intended to use the provision next year.

Agencies use a wide range of initiatives to recruit and retain Indigenous staff.

- ATSIC's Indigenous Career Development and Recruitment Strategy includes its Vocational Experience Traineeship (VET) which offers young Indigenous people, especially those living in rural or remote areas, 12 months work experience with ATSIC, which results in a nationally recognised certificate. Participants receive coaching, mentoring, performance management and peer networking. ATSIC also has a Graduate Program and an Operational Development Program. The Future Leaders Program assists 12 ATSIC employees with their development over a year, eight of whom are Indigenous.
- The Australian Quarantine and Inspection Service (AQIS) works with remote Indigenous communities across northern Australia. For the past decade AQIS's Northern Australia Quarantine Strategy has employed Indigenous staff in its strategically important quarantine regions of Torres Strait and the Northern Peninsula area. Community ownership of AQIS activities in the Torres Strait has translated to a high level of quarantine awareness and support in the Torres Strait.
- Environment Australia (EA) manages three mainland National Parks jointly with their traditional owners and has a history of working to expand employment opportunities for Indigenous people throughout the Department. EA's Indigenous Career Development and Recruitment Strategy includes a national traineeship program for ten Indigenous trainees, Indigenous cross-cultural awareness programs throughout the National Parks and the Canberra office, recognition of traditional workplace skills and mentoring for Indigenous staff and trainees.
- Centrelink, through its Statement of Reconciliation, has a commitment to working in practical ways with Indigenous Australians, their communities and other agencies to achieve integrated services that improve economic and social outcomes for Indigenous Australians. It commits Centrelink to providing employment opportunities and support to Indigenous staff to fulfil their career goals. Centrelink's Indigenous Employees' Action Plan offers ten cadetships and ten scholarships annually, regional information sessions on employment opportunities in Western Australia, an electronic team room where Indigenous employees can network and Indigenous human resource consultants in some regions to support Indigenous employees.
- DFAT has participated in the Commonwealth's National Indigenous Cadetship Project since 1994 and currently has three Indigenous cadets. Since 1993 DFAT has recruited 19 Indigenous Graduate Trainees (the main feeder group for diplomatic positions overseas). Fourteen of these still work in the Department. DFAT also has the Roni Ellis Indigenous Study Award, which supports an Indigenous student studying a tertiary accreditation program at the University of Canberra and the Indigenous Internship program, which provides an opportunity for final year Indigenous students to work with DFAT staff on a research project.
- AFFA has developed an *Indigenous Strategy Statement and Guidelines for Reaching Our Clients—Aboriginal and Torres Strait Islanders*. AFFA uses a targeted marketing campaign to encourage Indigenous students to apply for their Graduate Development Program.

- FaCS is offering Indigenous Traineeships and Cadetships and is developing an Indigenous Action Plan.
- The Bureau of Meteorology has three Indigenous cadets, as part of the Commonwealth National Indigenous Cadetship Project. Managers in Bureau offices in rural and remote localities encourage students to visit and learn about careers in the organisation and to undertake work experience. Many of these students are Indigenous.

OBSERVATION AND COMMENTS

Data suggests that the lack of further improvement in the proportion of APS employees who identify themselves as Indigenous is primarily the result of fewer lower level positions, notwithstanding the greater share of those position achieved by Indigenous employees.

Representation at higher levels is continuing to improve slowly, although the average length of service remains well below that for non-Indigenous employees. While the intake of Indigenous graduates is above the overall representation of Indigenous employees in the APS, the large jump in 2001 was mostly due to a big intake by ATSIC.

Representation is concentrated among agencies with responsibility for Indigenous-specific programs, and there is limited mobility of Indigenous employees to other agencies.

This data suggests that further improvements in the representation of Indigenous Australians in the APS requires improvements in retention rates, further and sustained improvements in graduate recruitment, the development of new careers pathways and partnerships to enhance mobility between areas responsible for Indigenous programs to other areas of the APS.

The APS Commission project will explore these issues further and provide advice to agencies on effective ways to improve Indigenous employment.



The Public Service Commissioner's Direction 3.3 requires agencies to address 'employment-related disadvantage on the basis of race or ethnicity'. In the absence of alternative measures, 'people from a non-English speaking background' (NESB), which captures information about first language, place of birth and parental heritage, has been used for APSED, which provides data for this report.

Two sub-groups are used: NESB 1 covers people born overseas whose first language was not English; NESB 2 includes children of migrants, including those who were born overseas and arrived in Australia before the age of five but did not speak English as a first language, those who were Australian born, but did not speak English as a first language and had a least one NESB parent, and those who were Australian born and had neither parent speaking English as a first language.

DATA

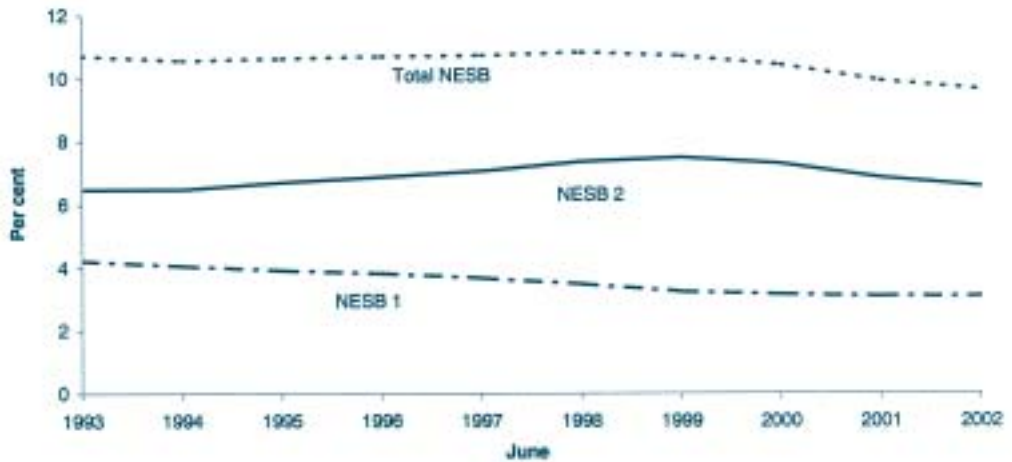
There appear to be serious weakness in the data, which relies on self-identification. The Commission suspects that the problem is greater for NESB 2 data than for NESB1. It is also noteworthy that the proportion of people identifying as from non-English speaking backgrounds when engaged appears to be lower than their representation in the APS. This may result from an initial reluctance to identify racial or ethnic origin. It adds weight to the need for agencies to regularly update their databases.

OVERALL TRENDS

The proportion of people who identified themselves as being from non-English speaking backgrounds decreased slightly from 9.9% at June 2001 to June 9.6% at June 2002. In 1993, the proportion was 10.7%. The number of people from non-English speaking backgrounds decreased from 15 318 at June 1993 to 10 753 at June 2002, following the overall trend of decreasing employee numbers in the APS.

At June 30 2002, the representation of NESB 1 employees was 3.1%. This was the same as at June 2001, but less than ten years ago (4.2%). In 1993 the percentage of NESB 2 employees in 1993 was 6.5%, the same as at June 1993, although a slight drop from 2001 (6.8%).

Figure 25: Ongoing staff: representation of NESB 1, NESB2 and total NESB 1993 to 2002



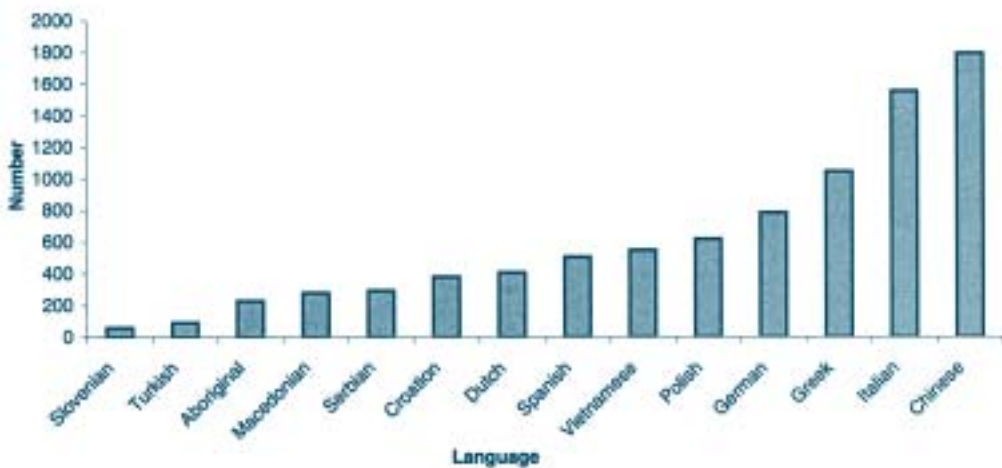
CULTURAL AND LANGUAGE BACKGROUND

The 20 most common countries of origin for APS employees born overseas, starting with the most common, were:

England, New Zealand, India, Sri Lanka, Scotland, Malaysia, Vietnam, Philippines, Germany, Hong Kong, China, Italy, USA, Poland, Netherlands, Papua New Guinea, South Africa, Canada, Fiji and Singapore.

The most common languages, other than English, first spoken by APS employees are set out in the table below⁴:

Figure 26: Ongoing staff speaking selected languages, 2002



⁴ Please note that this figure includes only employees who have specified a language, includes Mandarin and Cantonese with Chinese and does not include Arabic due to known errors in the data.

CLASSIFICATION

While the representation of NESB 1 and 2 employees is biased towards lower classification levels, it is not markedly so. Only representation at the SES level is significantly different (lower) than at other levels.

Table 10: Ongoing staff: representation of NESB staff by classification, 1993, 2001 and 2002

	1993		2001		2002	
	NESB 1	NESB 2	NESB 1	NESB 2	NESB 1	NESB 2
APS 1–2	4.9	7.7	2.8	8.1	2.8	7.4
APS 3–4	3.8	6.5	3.1	6.0	2.9	5.8
APS 5–6	4.1	6.6	3.5	7.6	3.5	7.2
Executive	4.0	5.2	2.8	6.9	2.9	6.8
SES	2.1	3.2	1.3	4.2	1.3	4.7
Trainee & graduate	3.6	6.0	2.0	4.1	2.3	3.0
Total	4.2	6.5	3.1	6.8	3.1	6.5

Figure 27: Ongoing staff: proportion of NESB 1 by classification 1993 to 2002

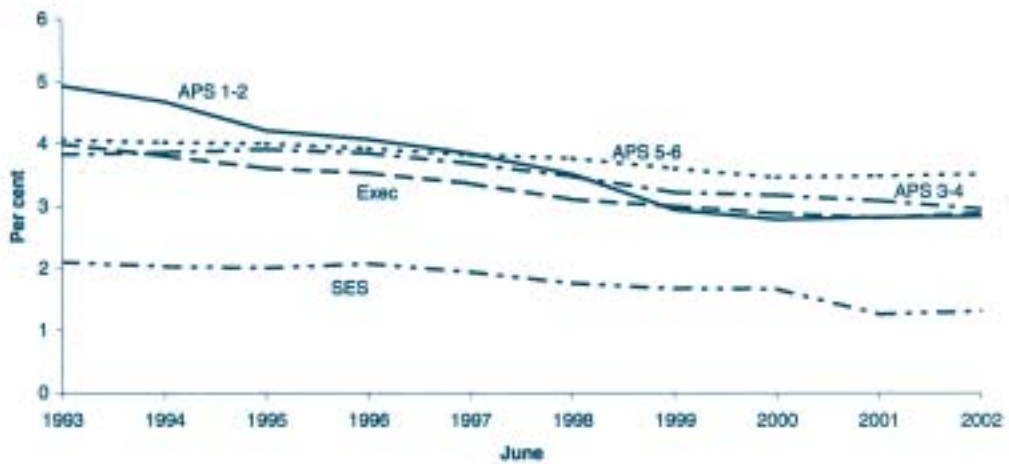
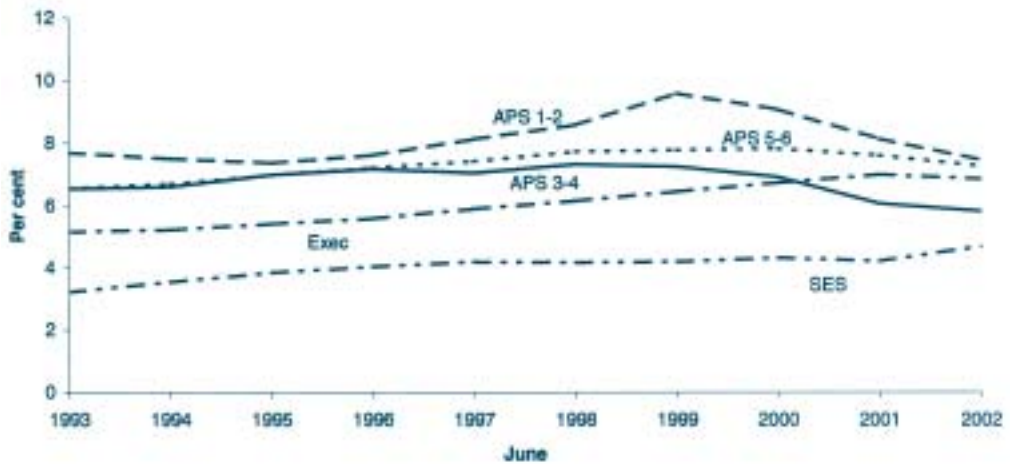


Figure 28: Ongoing staff: proportion of NESB 2 by classification 1993 to 2002



There has been a steady decline in NESB 1 representation at all classifications, over the last 10 years with some levelling over the past year. The biggest downward trends are for APS 1–2 employees and the SES.

There is a less consistent pattern for NESB 2 employees with improvements at higher levels, but recent declines at lower levels (from a higher base). Overall there is a small decline in NESB 2 employees in recent years continuing in 2001–02.

DISTRIBUTION

The representation rate of ongoing NESB employees varies from agency to agency. Of agencies with more than 3000 employees, AFFA, Health, ABS and DIMIA have proportionately more NESB 1 employees than the APS average. This may be explained in part by the nature of their work. Among middle-sized agencies, E&H, DEWR, DITR and ASIC have above average representation of NESB 1 employees.

The NESB 2 variations are greater and may reflect in part data problems. Nevertheless the data suggests that Defence, Customs, ATO and DIMIA have proportionately more NESB 2 employees than the APS average. Amongst middle-sized agencies, only DFAT and ASIC have more NESB 2 employees than the APS average.

Figure 29: Ongoing staff: representation of NESB staff in agencies with more than 3000 employees 2002

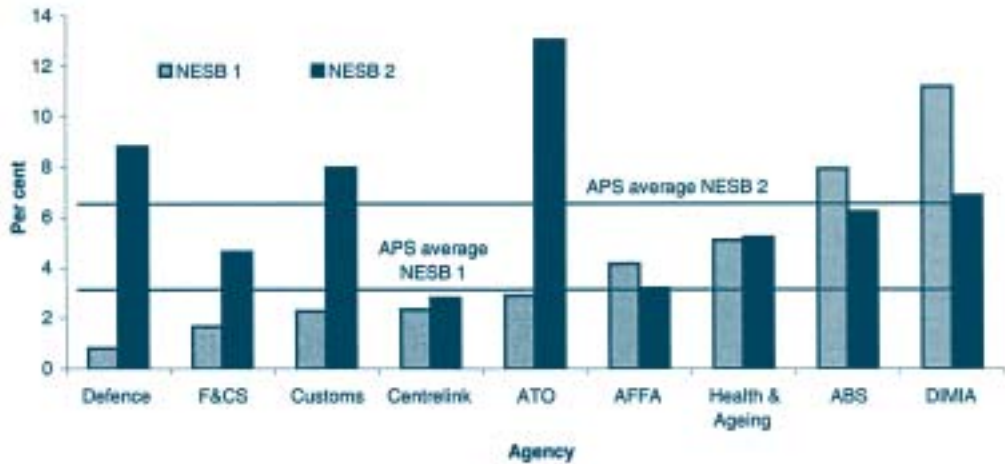
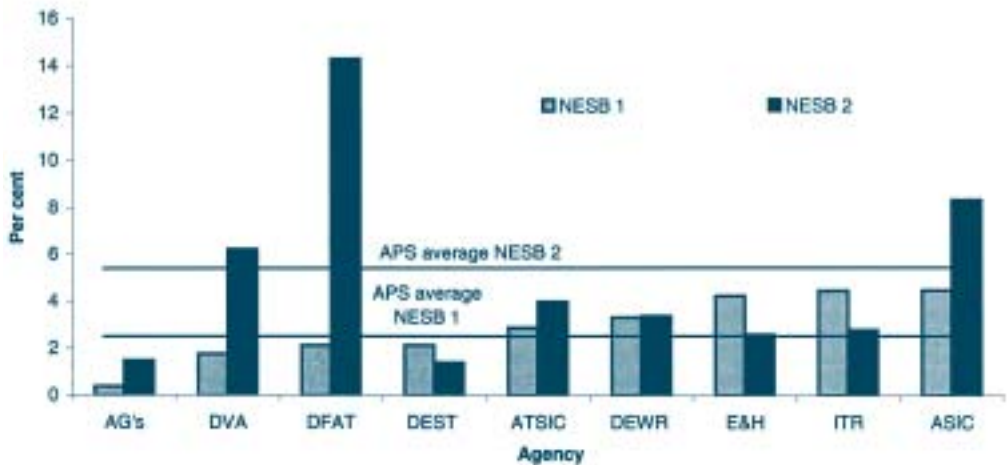


Figure 30: Ongoing staff: representation of NESB staff in agencies with between 1000 and 3000 employees 2002



ENGAGEMENTS AND PROMOTIONS

During 2001–02, 5.2% of all engagements to the APS were people from a non-English speaking background. This compared with 4.7% in 2000–01. Of those engaged during 2001–02, 2.1% were NESB 1 and 3.1% were NESB 2.

Of employees promoted in 2001–02, 7.6% were from a non-English speaking background, compared with 11.3% in 2000–01, (2.3% NESB 1, 5.2% NESB 2).

Figure 31: Ongoing staff: engagement and promotion rates for NESB 1 staff 2001–02

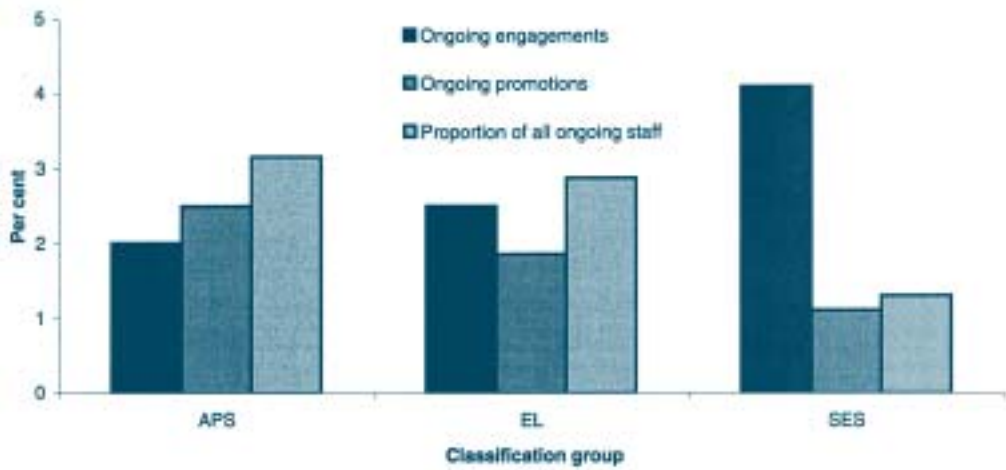
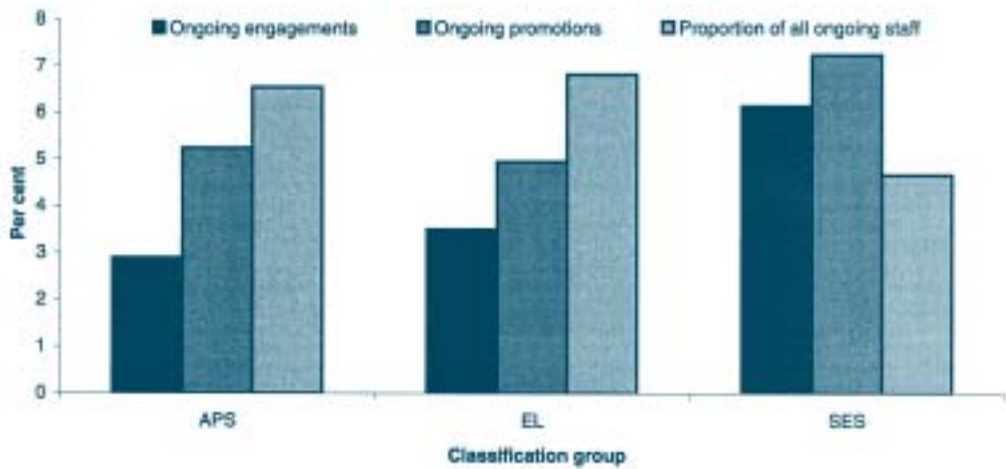


Figure 32: Ongoing staff: engagement and promotion rates for NESB 2 staff 2001–02



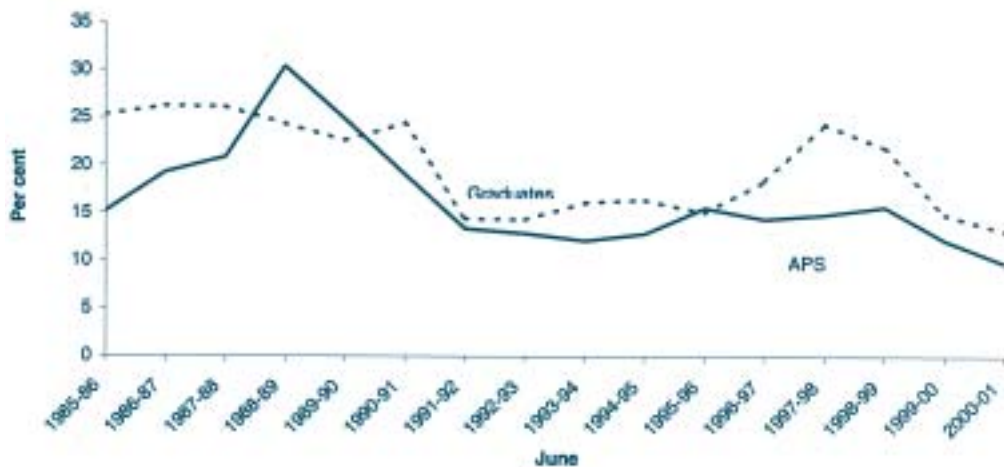
While the numbers involved are very small, the proportion promoted to the SES in 2001–02 from the NESB 1 group was 1.1% (2 promotions) compared with 1.8% (4 promotions) in 2000–01. The proportion of people promoted within and to the SES who were in the NESB 2 group was 7.2% (13 promotions) in 2001–02, up from 3.5% in 2000–2001.

Representation of NESB 1 employees will decline further if there continue to be fewer engagements and promotions in lower and Executive Level classifications than current representation. Similarly NESB 2 employees, where engagements and promotion levels are even lower than current representation for both lower levels and Executive Levels, can be expected to decline further (though this data should be used with caution).

GRADUATES

A study of APS graduates between 1986 and 2001 indicated that the proportion of graduates from a non-English speaking background was consistently higher than Indigenous graduates or people with a disability between 1986 and 2001, reflecting patterns of engagement in the wider APS. However, there has been a decline in the proportion of NESB graduates since 1986. The lowest proportion of NESB graduates occurred in 2001. Nonetheless, graduates have a higher NESB representation than the overall APS.

Figure 33: Ongoing staff: proportion of engagements of people from a non-English speaking background for graduates and APS 1986 to 2001



SEPARATIONS

Of ongoing employees who separated from the APS in 2001–02 (Appendix 5), 7.0% were from a non-English speaking background compared with 7.4% in 2000–01, with 1.9% being NESB 1, compared with 2.2% in 2000–01, and 5.1% being NESB 2 virtually unchanged from 2000–01.

For employees in the NESB 1 group, the rate of engagement at 2.1% was higher than the rate of separation at 1.9%. However, for employees in the NESB 2 group, an engagement rate of 3.1% was less than the separation rate of 5.1% in 2001–02.

The median length of service for NESB 1 employees is 5.6 years compared to 6.1 for NESB 2 employees.

STRATEGIES

From information provided by agencies for last year's workplace diversity report it was clear that most agencies relied on 'mainstream' workplace diversity strategies to eliminate employment-related disadvantage on the basis of race or ethnicity such as:

- promoting understanding of the merit selection process
- including a 'demonstrated commitment to workplace diversity principles' in selection criteria
- measures to prevent harassment and discrimination.

Few agencies had strategies relating to the cultural and language background of their employees. Of those that did, the most common strategy was a language and skills register or community language allowance that recognised competency in a second language as a worthwhile skill that the agency could make use of.

This year the Bureau of Meteorology introduced a new WDP which has two innovative measures that recognise the cultural diversity of their staff: their selection advisory committee members are encouraged to participate in cross cultural training and their WDP highlights the range of languages spoken by Bureau employees and the wide range of birthplaces.

Centrelink was one of the winners of the 2001 Workplace Diversity Awards, with a strategy that recognises in a tangible way the language and cultural skills of their staff for the benefit of Centrelink and its clients.

CENTRELINK MULTICULTURAL CALL CENTRE

Commendation in the Open Category of the Workplace Diversity Awards 2001

Centrelink has done significant work to improve access and establish a model for the APS in serving customers with diverse cultural and linguistic backgrounds. The model builds opportunities by recognising and celebrating the linguistic and cultural diversity of Call Centre staff.

The Call Centre provides a universal language service with 167 staff collectively speaking 38 languages. Call Centre staff are a resource for other Centrelink staff on cross cultural issues and regularly address customers at multicultural forums as well as providing assistance to customers from other agencies.

Centrelink has a business partnership arrangement with the University of NSW's Institute of Languages for the purpose of recognising and accrediting staff's language skills.

OBSERVATION AND COMMENTS

There appear to be continuing problems with data on race and ethnicity, though trends over time may be discernible if definitions and reporting arrangements have not changed significantly.

The data does suggest a continued decline in the proportion of APS employees from a non-English speaking background. The decline is only partly related to the decline in lower level position in the APS, with steady reductions in NESB 1 representation at all classifications, and only modest improvements in NESB 2 representation at some levels (mainly SES and Executive Levels). Engagements and promotions also appear generally to be lower than the current representation in most instances. The only positive messages from the analysis appear to be the relatively high representation amongst graduates (though these are on the decline), and the slowly growing number of SES with a non-English speaking background.

There is a need for better data and more analysis. In the meantime, the data suggest agencies should consider ways to ensure their recruitment strategies, including those for graduates, attract applications from able people with a non-English speaking background.



The APSED data used to report on employees with a disability relies upon individuals disclosing this information, so there may be some under-reporting. Also it should be borne in mind that there is no accepted definition of what constitutes a disability used across the APS. Some agencies have a definition, others leave it up to individuals to decide whether or not they have a disability.

During 2001–02 the APS Commission assisted the Office of Disability to conduct a survey for the evaluation of the Commonwealth Disability Strategy which was sent to all APS employees who were recorded on APSED as having a disability. This allowed data about disability status to be verified and many errors were eliminated.

In 2000–01 the APS Commission initiated an independent review of its long-term practice of adjusting APSED diversity data retrospectively where data from an agency shows that a person's diversity status has changed. The review concluded that retrospectively adjusted data for disability status was more likely to reflect the actual situation than the data that was not adjusted.

The APS Commission decided to modify APSED software so that it records the date when it receives data that indicates that a person's disability status has changed. It will however be some time before comparative data can be generated using this method. In the meantime the APS Commission will operate parallel systems, continuing to update data retrospectively when data is received from agencies that shows that the person's disability status has changed.

OVERALL TRENDS

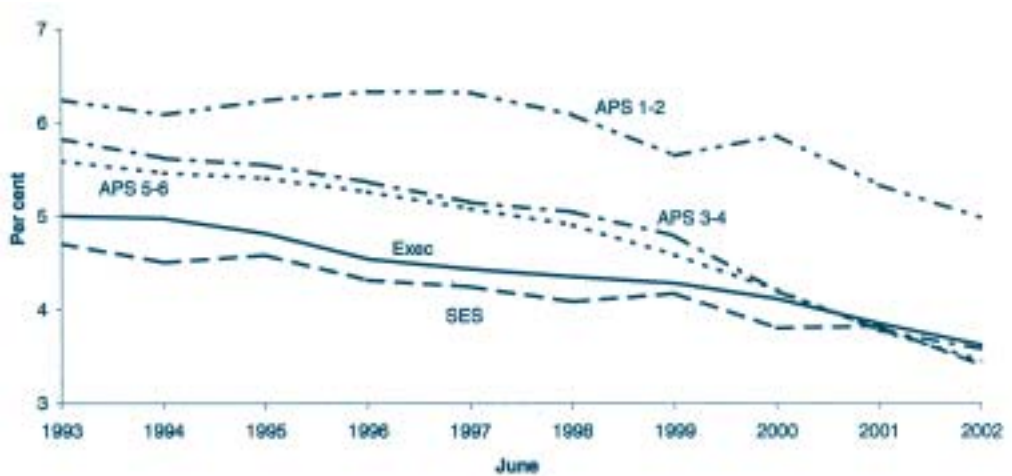
Over the past decade there has been a consistent decline in the employment of people with a disability, both as a proportion of APS employees and in absolute numbers. The number employed has declined from 8092 at June 1993 to 4056 at June 2002, while the proportion declined from 5.7% at June 1993 to 3.9% at June 2001, with a further small decline to 3.6% at June 2002.

While this has been influenced by the decline over the decade in the number of APS employees working at lower levels, the decline is reflected at all classification levels.

Table 11: Ongoing staff with a disability by classification group 1993, 2001 and 2002

	1993	2001	2002
	%	%	%
APS 1-2	6.2	5.3	5.0
APS 3-4	5.8	3.8	3.6
APS 5-6	5.6	3.8	3.5
Executive	5.0	3.9	3.6
SES	4.7	3.8	3.4
Total	5.7	3.9	3.6

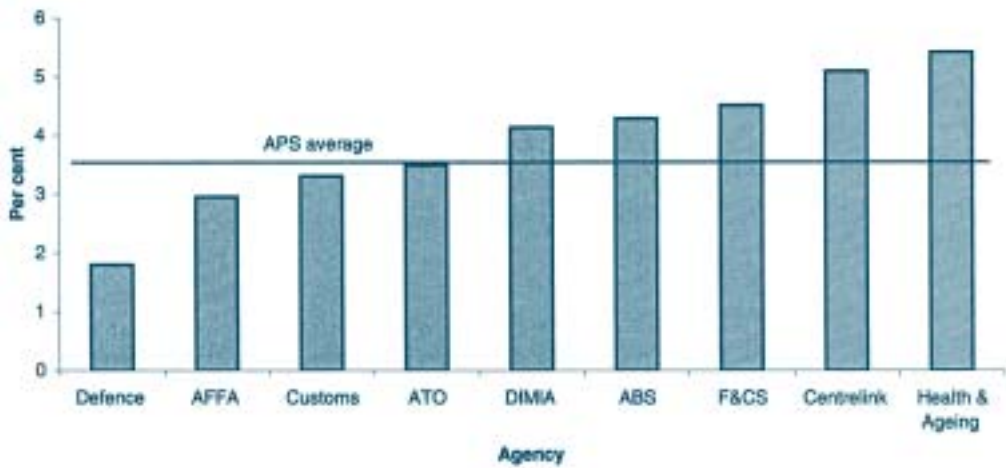
Figure 34: Ongoing staff with a disability by classification group 1993 to 2002



DISTRIBUTION

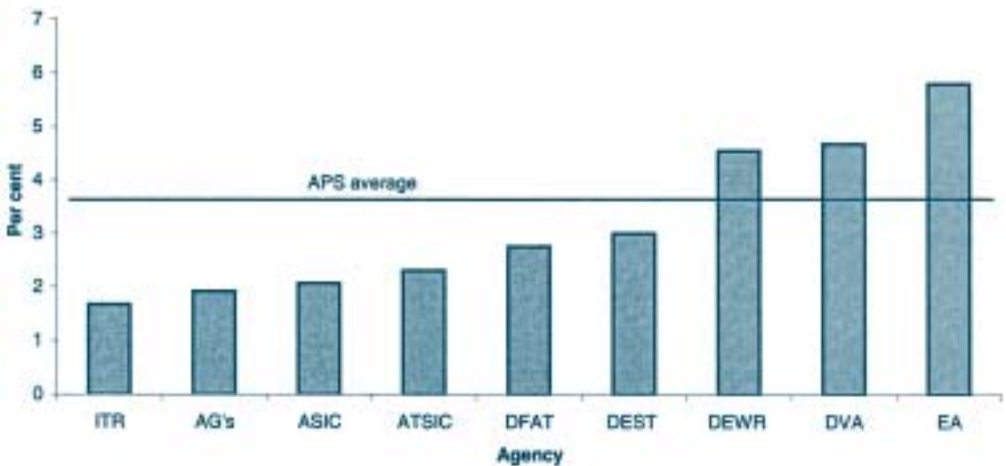
The proportion of people with a disability in agencies with more than 3000 employees at 30 June 2002 ranged from 5.4% in Health and 5.1% in Centrelink to 1.8% in Defence.

Figure 35: Ongoing staff with a disability in agencies with more than 3000 employees 2002



The proportion of people with a disability in agencies with between 1000 and 3000 employees at 30 June 2002 ranged from 5.8% in Environment Australia to 1.7% in DITR.

Figure 36: Ongoing staff with a disability in agencies with between 1000 and 3000 staff 2002



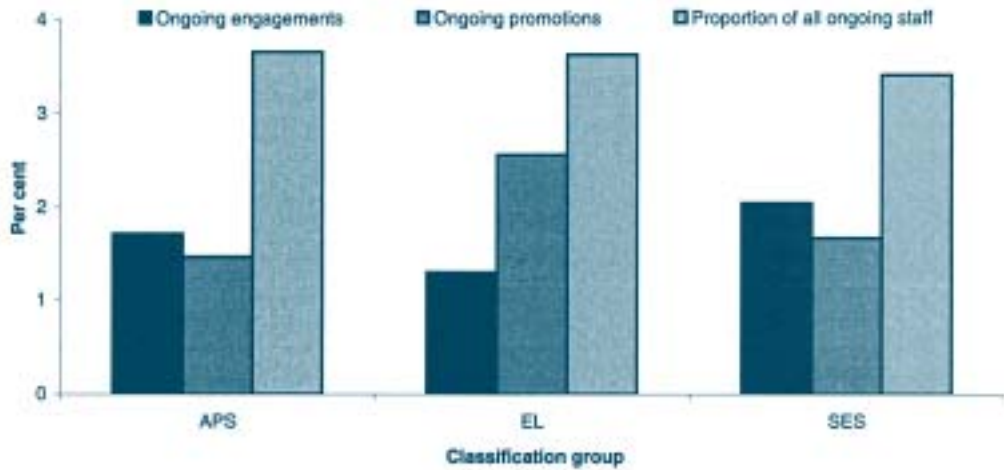
ENGAGEMENTS AND PROMOTIONS

Of engagements in 2001–02 (Appendix 3) 1.5% were of people with a disability compared to 0.8% in 2000–01, well below the current representation level.

Among employees promoted in 2001–02 (Appendix 4), 1.7% were people with a disability compared with 2.6% in 2000–01, and again below the current representation level.

Figure 37 shows engagement and promotion rates for people with a disability to classification groups compared with representation rates for those classification groups.

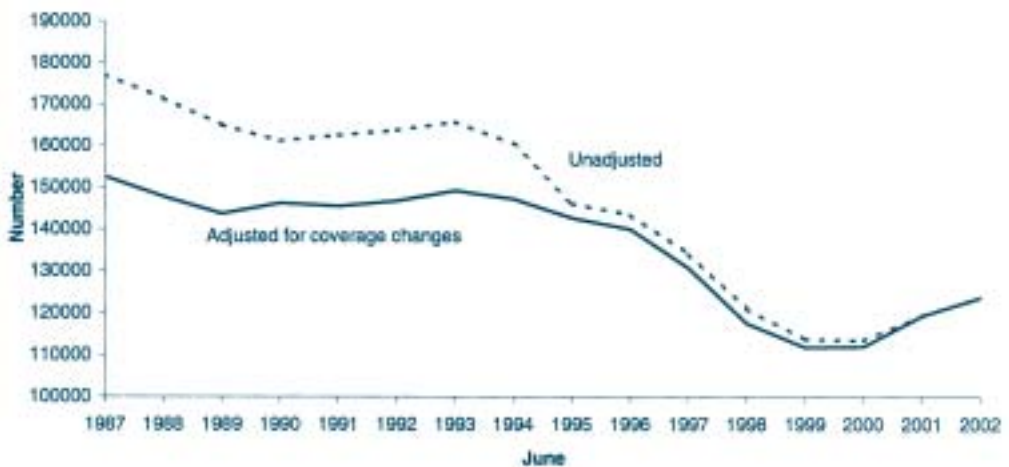
Figure 37: Ongoing staff: engagement and promotion rates for people with a disability 2001–02



MOBILITY⁵

Mobility rates for people with a disability are illustrated in Figure 38, which shows that over the past decade the rates have generally been below the APS average. It has been suggested that employees with a disability tend to remain in a work environment that suits them.

Figure 38: Ongoing staff: mobility rates for staff with a disability 1992–93 to 2001–02



⁵ See footnote 1

SEPARATIONS

Of ongoing employees who separated from the APS in 2001–02 (Appendix 4) 365 (4.3%) were people with a disability compared with 337 (4.1%) in 2000–01. People with a disability continue to be over-represented in retrenchments (5.0%) and in separations of all kinds. Understandably, a higher proportion of people with a disability separate from the APS due to invalidity (19.7%) compared to the APS overall (1.7%). This could be partly explained by people acquiring disabilities that lead to separation due to invalidity.

The over-representation of people with a disability in retrenchments is a matter of concern. Approximately one in three people with a disability who left the APS in 2001–02 was retrenched, while only one in four of all APS staff who left did so through retrenchment.

For the past five years the proportion of recruits to the APS who identify themselves as having a disability has fluctuated between 1.0% and 2.6%, consistently below the rates of separation for people with a disability. (Care needs to be taken in giving weight to the actual figure because of the data quality issues referred to above.)

STRATEGIES FOR EMPLOYING PEOPLE WITH AN INTELLECTUAL DISABILITY

To encourage the recruitment of people with an intellectual disability to the APS, Direction 4.2(6)(b) allows Agency Heads to identify particular employment opportunities as open only to people with an intellectual disability. This year the Public Service Commissioner asked agencies about their use this provision to recruit people with an intellectual disability.

Fifty-six agencies said that they did not use the provision because there were no suitable employment opportunities in their agency. Four said that the agency was not aware of the provision. A small number of agencies had used the provision (two in 2000–01 and four in 2001–02) and nine intended to use it in 2002–03. No agencies reported finding the provision too complex to use.

CONTRACTING WITH SUPPORTED EMPLOYMENT SERVICES

An increasing number of APS agencies are using contracted services provided by supported employment services for people with an intellectual disability. AFFA has print room services provided by a supported employment services provider. Defence has a similar arrangement.

DEFENCE AND JOBMATCH

Defence is working with Koomarri Jobmatch to create opportunities to gain skills and experience for people with an intellectual disability.

Koomarri Jobmatch is a supported employment service that places people with intellectual disabilities in integrated employment, either in small groups or in individual supported jobs, under the supervision of a Training and Placement Officer (TPO).

Jobmatch provides 14 employees and two TPOs to Defence. This team undertakes a range of services and functions for Defence, including photocopying, mail-outs, packaging, collating conference papers, folders and information kits, filing and internal courier runs.

While working in Defence premises, the workers remain employees of Jobmatch. Jobmatch is responsible for all employment-related costs and conditions, including salary, workers' compensation and leave entitlements.

This arrangement saves Defence time and money. Jobmatch performs support tasks that would normally divert Defence staff from other duties. For instance, the large monthly mail-outs such as the Defence Information Bulletin saves Defence about \$9,600 per annum, because outsourcing these jobs would cost Defence two or three times the amount being paid at present.

AGENCY STRATEGIES

Under the Commonwealth Disability Strategy all Commonwealth agencies are required to have a Disability Action Plan (DAP) where the organisation has strategies to:

- provide information in accessible formats
- employ people with disabilities
- purchase accessible services
- recognise people with disabilities as consumers of services
- consult with people with disabilities to find out what they need.

For APS agencies, the employment aspect of the DAP complements the requirement for their WDP to contain measures to address any workplace-related disadvantage for people with a disability. APS agencies have a range of strategies in place for employees with a disability. Some large organisations have networks to support people with a particular kind of disability.

For example, the ATO has networks for visually impaired employees and hearing-impaired employees that not only provide support to employees but also give the ATO advice on adaptive technology. FaCS has a network for users of voice-activated word processing technology, for employees with a range of disabilities including occupational overuse syndrome.

More agencies could consider using specialist recruitment service providers to ensure that people with a disability are considered for employment opportunities. The Child Support Agency, in conjunction with its

recruitment service provider, is developing a process to advertise employment opportunities through the Australian Council for the Rehabilitation of the Disabled employment database.

Centrelink won the Regional and Small Agency category in the APS Commission's Workplace Diversity Awards with its 'Working with Vision Impairment' program.

CENTRELINK: WORKING WITH VISION IMPAIRMENT

After employing a vision-impaired Customer Service Officer at Centrelink's Call Centre in Latrobe, Centrelink developed a manual to help induct and train vision-impaired employees in the Call Centre.

The manual is a core resource for employing, training and coaching vision-impaired people. Adoption of this manual will result in establishing equal opportunity in the workplace for vision-impaired people and a greater appreciation of their capacity and capabilities in the workplace.

WORKSHOP ON EMPLOYING PEOPLE WITH A DISABILITY

This year the APS Commission conducted two workshops for human resource practitioners, to address declining employment rates of people with a disability in the APS. A total of 49 participants from 30 agencies attended the workshops. Participants identified barriers to increasing the employment opportunities for people with disabilities and discussed strategies to overcome those barriers, including awareness raising, modifying job advertisements and training selection committees.

The workshop also covered stereotyping and common misconceptions, the financial benefits of employing people with disabilities, legislative requirements, discrimination issues, reasonable adjustment, and the role of specialised employment agencies. Participants provided very positive feedback on the workshops.

DISABILITY EMPLOYMENT NETWORK

Following the workshops, the APS Commission facilitated a meeting for over 60 human resources practitioners from about 30 agencies on 'reasonable adjustment' for employees with disabilities, with a presentation from the HREOC. Feedback from the meeting was extremely positive. The APS Commission is working with the Office of Disability and FaCS to establish a network in 2002-03 to assist human resource managers to recruit and support staff with disabilities.

OBSERVATION AND COMMENTS

The proportion of people with a disability in the APS is declining and the decline will continue, judging by current patterns of recruitment and separation. The decline is at all classification levels and will continue, based on current patterns of promotions. While there are problems with some of the data, these trends appear to be robust.

Further analysis needs to be undertaken by the APS Commission and the Office of Disability. Revitalised recruitment strategies, including alternative career pathways in partnership with external agencies, may need to be considered to turn around the current trend.



It is important to address workplace diversity not just as an EEO issue, but also as a strategy for improving agency performance through innovation, new perspectives and greater affinity with clients and the Australian public. The key challenge is to ensure that WDPs are linked directly to corporate plans and human resources strategies.

INDIGENOUS EMPLOYMENT

Representation of Indigenous Australians is concentrated in agencies that have responsibility for Indigenous-specific programs, and there appears to be limited mobility of Indigenous employees to other agencies.

Further improvements in the representation of Indigenous Australians in the APS will depend on improvements in retention rates, improvements in graduate recruitment, the development of new career pathways to make up for the declining number of low-level positions in the APS and partnerships to enhance mobility between areas responsible for Indigenous programs and other areas of the APS.

The APS Commission Indigenous employment project will explore these issues further and provide advice to agencies on effective ways to improve Indigenous employment. The APS Commission will work with agencies to identify good practice and encourage the adoption of practices that are appropriate to agency circumstances and business goals. The APS Commission will explore the scope for collaborative ventures with public and private sector organisations with expertise in Indigenous employment.

RACE AND ETHNICITY AND DISABILITY

Even though there are continuing problems with data on race and ethnicity and disability, the trends over time for these groups have not changed substantially and raise issues about the effectiveness of agency strategies for these groups.

While further analysis is needed, it seems likely that recruitment strategies in particular may need to be considered in WDPs to address the problem to ensure that APS agencies are attracting applications from skilled people with a disability and from non-English speaking backgrounds. Attention also needs to be given to ensuring that people with a disability have appropriate opportunities.

DIVERSITY DATA

The APS Commissioner wrote to Agency Heads during 2001–02 about the lack of data being provided to APSED relating to being an Indigenous Australian, having a disability, or being a person for whom race or ethnicity may give rise to employment-related disadvantage. Of greatest concern was the fact that close to half the records for APS employees provided to the APS Commission for June 2001 had no data or incomplete data in these fields.

Without accurate data it is difficult to gauge the extent of diversity across the APS and to assess the issues facing the APS. For example, lack of accurate data about Indigenous employment makes it difficult to

assess the extent of problems faced by the APS, let alone to develop robust strategies to increase representation of Indigenous employees.

The APS Commission encourages agencies to ensure that accurate data is recorded in a format suitable for transfer to APSED and to provide it in a timely way. Agencies must communicate with their employees about how diversity data is used and protected. For employees to volunteer diversity data they must be confident that the information is collected for legitimate and useful purposes and maintained in a way that protects employee privacy.



APPENDIX 1: COMPARATIVE DATA ON REPRESENTATION OF EEO GROUPS BY AGENCY

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES %	Trainee %	2002 %	2001 %
Agriculture Fisheries Forestry – Australia Total staff: 3421	Women	37.3	31.8	22.2	71.4	36.1	34.2
	IA	1.6	1.2	0.0	0.0	1.4	1.8
	PWD	2.8	3.5	4.2	0.0	3.0	4.3
	NESB 1	4.1	4.8	1.4	2.9	4.2	4.7
	NESB 2	3.8	1.6	0.0	0.0	3.2	2.9
Attorney-General's Total staff: 1562	Women	26.9	42.8	34.0	58.3	30.5	33.4
	IA	0.6	0.3	2.0	0.0	0.6	0.6
	PWD	1.3	4.3	2.0	0.0	1.9	2.8
	NESB 1	0.0	1.6	0.0	8.3	0.4	0.5
	NESB 2	1.4	2.0	0.0	0.0	1.5	1.5
<i>Administrative Appeals Tribunal</i> Total staff: 109	Women	68.7	76.0	100.0	0.0	70.6	71.7
	IA	1.2	0.0	0.0	0.0	0.9	1.0
	PWD	1.2	0.0	0.0	0.0	0.9	0.0
	NESB 1	6.0	0.0	0.0	0.0	4.6	3.0
	NESB 2	9.6	8.0	0.0	0.0	9.2	9.1
<i>Australian Transaction Reports and Analysis Centre</i> Total staff: 52	Women	66.7	48.3	50.0	0.0	55.8	55.4
	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 1	4.8	6.9	0.0	0.0	5.8	5.4
	NESB 2	9.5	0.0	0.0	0.0	3.8	5.4
<i>Australian Customs Service</i> Total staff: 4760	Women	39.2	26.4	36.4	59.0	38.7	37.2
	IA	1.7	0.0	0.0	2.9	1.6	1.5
	PWD	3.3	3.8	12.1	0.0	3.3	3.4
	NESB 1	2.5	1.3	0.0	0.0	2.3	2.2
	NESB 2	8.4	4.9	3.0	3.6	7.9	8.4
<i>CrimTrac Agency</i> Total staff: 24	Women	60.0	26.3	0.0	0.0	33.3	41.7
	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	0.0	5.3	0.0	0.0	4.2	4.2
	NESB 1	0.0	15.8	0.0	0.0	12.5	12.5
	NESB 2	0.0	5.3	0.0	0.0	4.2	4.2

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES Trainee %		2002 %	2001 %
<i>Family Court of Australia</i>	Women	74.1	57.1	40.9	0.0	68.1	68.3
Total staff: 592	IA	2.2	0.6	0.0	0.0	1.7	2.0
	PWD	10.4	8.9	4.5	0.0	9.8	8.8
	NESB 1	1.0	0.0	0.0	0.0	0.7	0.5
	NESB 2	3.7	3.6	4.5	0.0	3.7	2.9
<i>Federal Court of Australia</i>	Women	60.4	52.0	33.3	0.0	57.5	59.1
Total staff: 228	IA	1.2	0.0	0.0	0.0	0.9	0.9
	PWD	4.7	2.0	0.0	0.0	3.9	5.0
	NESB 1	5.3	6.0	0.0	0.0	5.3	5.5
	NESB 2	5.3	2.0	11.1	0.0	4.8	4.5
<i>Federal Magistrates Service</i>	Women	89.5	71.4	0.0	0.0	86.7	79.5
Total staff: 45	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	2.6	0.0	0.0	0.0	2.2	2.6
	NESB 1	2.6	0.0	0.0	0.0	2.2	2.6
	NESB 2	0.0	0.0	0.0	0.0	0.0	0.0
<i>Office of the Federal Privacy Commissioner</i>	Women	65.4	44.4	0.0	0.0	58.3	58.1
Total staff: 36	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	3.8	0.0	0.0	0.0	2.8	0.0
	NESB 1	0.0	0.0	0.0	0.0	2.8	0.0
	NESB 2	11.5	0.0	0.0	0.0	8.3	9.7
<i>Human Rights & Equal Opportunity Commission</i>	Women	71.7	67.7	100.0	0.0	70.5	69.9
Total staff: 78	IA	2.2	0.0	0.0	0.0	1.3	2.7
	PWD	0.0	3.2	0.0	0.0	1.3	2.7
	NESB 1	13.0	0.0	0.0	0.0	7.7	8.2
	NESB 2	6.5	3.2	0.0	0.0	5.1	8.2
<i>Insolvency and Trustee Service Australia</i>	Women	57.1	29.5	16.7	0.0	50.5	49.8
Total staff: 218	IA	1.2	0.0	0.0	0.0	0.9	0.9
	PWD	3.0	0.0	0.0	0.0	2.3	2.2
	NESB 1	4.2	11.4	0.0	0.0	5.5	5.8
	NESB 2	4.8	6.8	16.7	0.0	5.5	4.9
<i>National Crime Authority</i>	Women	68.1	28.8	12.5	0.0	52.3	52.5
Total staff: 193	IA	0.8	0.0	0.0	0.0	0.5	0.5
	PWD	2.5	3.0	12.5	0.0	3.1	2.9
	NESB 1	1.7	0.0	0.0	0.0	1.0	1.5
	NESB 2	7.6	6.1	0.0	0.0	6.7	7.4

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES %	Trainee %	2002 %	2001 %
<i>National Native Title Tribunal</i>	Women	69.8	53.4	0.0	100.0	65.7	65.2
	IA	15.4	3.4	0.0	100.0	13.0	12.1
Total staff: 230	PWD	2.4	5.2	0.0	0.0	3.0	3.4
	NESB 1	4.7	1.7	0.0	0.0	3.9	4.3
	NESB 2	2.4	3.4	0.0	0.0	2.6	2.9
<i>Office of the Director of Public Prosecutions</i>	Women	76.4	51.7	32.5	50.0	62.8	62.7
	IA	0.9	0.7	2.5	100.0	1.5	1.0
Total staff: 409	PWD	5.6	4.0	2.5	0.0	4.6	4.5
	NESB 1	4.2	3.3	2.5	0.0	3.7	3.5
	NESB 2	5.6	7.9	5.0	50.0	6.6	6.2
<i>Office of Film & Literature Classification</i>	Women	52.2	60.0	100.0	0.0	55.9	58.1
	IA	0.0	0.0	0.0	0.0	0.0	0.0
Total staff: 34	PWD	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 1	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 2	8.7	10.0	0.0	0.0	8.8	9.7
<i>Office of the Parliamentary Counsel</i>	Women	72.2	41.7	38.5	0.0	53.5	52.2
	IA	0.0	0.0	0.0	0.0	0.0	0.0
Total staff: 43	PWD	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 1	0.0	8.3	0.0	0.0	2.3	2.2
	NESB 2	0.0	0.0	0.0	0.0	0.0	0.0
Communications Information Technology and the Arts	Women	64.6	46.5	41.7	54.5	57.8	57.6
	IA	0.7	0.4	0.0	0.0	0.5	0.7
Total staff: 737	PWD	5.2	1.2	4.2	0.0	3.8	4.5
	NESB 1	1.1	1.7	0.0	0.0	1.2	1.1
	NESB 2	4.6	3.3	0.0	0.0	3.9	3.8
<i>Australian Broadcasting Authority</i>	Women	68.3	41.7	75.0	0.0	57.1	55.1
	IA	0.0	0.0	0.0	0.0	0.0	0.0
Total staff: 112	PWD	6.7	2.1	0.0	0.0	4.5	4.7
	NESB 1	8.3	6.3	0.0	0.0	7.1	6.3
	NESB 2	13.3	8.3	0.0	0.0	10.7	10.2
<i>Australian Communications Authority</i>	Women	42.6	35.5	8.3	50.0	39.6	36.5
	IA	0.4	0.8	0.0	0.0	0.5	0.5
Total staff: 402	PWD	3.9	0.0	8.3	0.0	2.7	3.0
	NESB 1	6.2	1.6	0.0	0.0	4.5	4.4
	NESB 2	5.4	4.8	0.0	25.0	5.5	4.9

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES %	Trainee %	2002 %	2001 %
<i>Australian National Maritime Museum</i>	Women	47.9	52.2	0.0	0.0	48.9	51.5
	IA	1.4	0.0	0.0	0.0	1.1	0.0
Total staff: 94	PWD	4.2	0.0	0.0	0.0	3.2	3.0
	NESB 1	1.4	0.0	0.0	0.0	1.1	1.0
	NESB 2	2.8	0.0	0.0	0.0	2.1	2.0
<i>National Archives of Australia</i>	Women	55.9	44.3	60.0	80.0	54.0	54.8
Total staff: 361	IA	1.8	0.0	0.0	0.0	1.4	1.8
	PWD	3.6	2.9	0.0	0.0	3.3	3.6
	NESB 1	1.8	0.0	0.0	0.0	1.4	0.9
	NESB 2	5.0	5.7	0.0	20.0	5.3	5.4
<i>National Library of Australia</i>	Women	77.0	52.8	62.5	0.0	72.3	72.4
Total staff: 480	IA	0.8	0.0	0.0	0.0	0.6	0.8
	PWD	4.7	2.2	0.0	0.0	4.2	4.4
	NESB 1	15.1	6.7	0.0	0.0	13.3	12.6
	NESB 2	4.4	6.7	12.5	0.0	5.0	4.8
<i>National Museum of Australia</i>	Women	73.8	50.0	0.0	0.0	68.1	69.9
Total staff: 138	IA	2.8	0.0	0.0	0.0	2.2	2.9
	PWD	1.9	0.0	0.0	0.0	1.4	0.0
	NESB 1	3.7	0.0	0.0	0.0	2.9	2.9
	NESB 2	1.9	0.0	0.0	0.0	1.4	1.9
<i>National Office for the Information Economy</i>	Women	64.9	38.7	18.8	0.0	46.6	49.0
Total staff: 148	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	0.0	2.7	0.0	0.0	1.4	0.0
	NESB 1	1.8	1.3	0.0	0.0	1.4	2.7
	NESB 2	5.3	2.7	0.0	0.0	3.4	2.0
Defence	Women	37.1	18.0	17.9	40.8	32.9	31.7
Total staff: 16902	IA	0.8	0.4	0.8	0.5	0.7	0.8
	PWD	1.9	1.5	2.4	0.0	1.8	2.1
	NESB 1	0.9	0.5	0.0	2.6	0.8	0.5
	NESB 2	8.1	11.5	6.5	3.1	8.8	9.4
<i>Defence Housing Authority</i>	Women	71.3	24.0	0.0	0.0	66.0	66.3
Total staff: 473	IA	0.5	0.0	0.0	0.0	0.4	0.7
	PWD	1.0	0.0	0.0	0.0	0.8	1.3
	NESB 1	3.1	2.0	0.0	0.0	3.0	2.0
	NESB 2	5.0	4.0	0.0	0.0	4.9	5.0

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES %	Trainee %	2002 %	2001 %
Education Science and Training	Women	65.4	52.5	40.5	50.0	59.4	59.0
Total staff: 1368	IA	17.0	2.4	0.0	0.0	10.5	11.5
	PWD	2.3	4.3	0.0	0.0	3.0	3.6
	NESB 1	2.2	2.1	2.7	0.0	2.1	2.1
	NESB 2	1.7	1.1	0.0	0.0	1.4	1.6
<i>Australian Research Council</i>	Women	75.0	50.0	0.0	0.0	65.1	N/A
Total staff: 43	IA	3.6	0.0	0.0	0.0	2.3	N/A
	PWD	0.0	7.1	0.0	0.0	2.3	N/A
	NESB 1	0.0	0.0	0.0	0.0	0.0	N/A
	NESB 2	0.0	0.0	0.0	0.0	0.0	N/A
Employment and Workplace Relations	Women	55.6	44.4	37.5	83.3	51.8	50.9
Total staff: 1942	IA	5.2	2.2	0.0	16.7	4.2	3.9
	PWD	4.3	5.1	3.6	0.0	4.5	5.3
	NESB 1	3.6	3.1	0.0	0.0	3.3	3.3
	NESB 2	3.9	2.1	3.6	0.0	3.3	3.1
<i>Australian Industrial Registry</i>	Women	65.6	30.8	0.0	0.0	59.8	59.6
Total staff: 179	IA	0.7	0.0	0.0	0.0	0.6	1.1
	PWD	7.9	7.7	0.0	0.0	7.8	6.2
	NESB 1	9.3	3.8	0.0	0.0	8.4	9.0
	NESB 2	15.2	3.8	50.0	0.0	14.0	14.6
<i>Comcare</i>	Women	64.7	38.2	40.0	0.0	59.1	58.3
Total staff: 281	IA	0.9	1.8	0.0	0.0	1.1	0.4
	PWD	3.6	3.6	20.0	0.0	3.9	3.9
	NESB 1	7.2	1.8	0.0	0.0	6.0	5.7
	NESB 2	3.6	3.6	0.0	0.0	3.6	4.2
<i>National Occupational Health and Safety Commission</i>	Women	60.4	54.9	50.0	0.0	57.3	55.6
Total staff: 103	IA	6.3	0.0	0.0	0.0	2.9	2.6
	PWD	10.4	3.9	0.0	0.0	6.8	6.0
	NESB 1	14.6	9.8	0.0	0.0	11.7	12.8
	NESB 2	0.0	0.0	25.0	0.0	1.0	5.1
Environment and Heritage	Women	36.3	25.9	19.4	100.0	32.0	31.6
Total staff: 2624	IA	1.2	0.3	0.0	0.0	0.9	0.9
	PWD	4.7	7.7	4.8	0.0	5.8	6.4
	NESB 1	4.1	4.7	0.0	0.0	4.2	4.2
	NESB 2	2.7	2.5	1.6	0.0	2.6	2.5

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES Trainee %		2002 %	2001 %
<i>Australian Greenhouse Office</i>	Women	60.6	40.9	28.6	0.0	48.8	48.0
Total staff: 166	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	1.4	6.8	0.0	0.0	4.2	4.7
	NESB 1	2.8	0.0	0.0	0.0	1.2	0.7
	NESB 2	0.0	1.1	0.0	0.0	0.6	0.7
<i>Great Barrier Reef Marine Park Authority</i>	Women	60.0	34.3	0.0	50.0	53.0	52.1
Total staff: 151	IA	6.4	0.0	0.0	0.0	4.6	4.2
	PWD	5.5	0.0	0.0	0.0	4.0	6.3
	NESB 1	2.7	2.9	0.0	0.0	2.6	2.1
	NESB 2	1.8	2.9	0.0	0.0	2.0	1.4
<i>National Oceans Office</i>	Women	89.5	30.8	0.0	0.0	63.6	57.1
Total staff: 33	IA	5.3	0.0	0.0	0.0	3.0	0.0
	PWD	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 1	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 2	0.0	0.0	0.0	0.0	0.0	0.0
Family and Community Services	Women	76.0	58.1	58.9	100.0	72.8	72.4
Total staff: 5758	IA	1.0	0.7	0.0	0.0	0.9	0.9
	PWD	4.3	5.3	5.4	0.0	4.5	4.6
	NESB 1	1.8	0.9	0.0	0.0	1.7	1.6
	NESB 2	5.2	2.0	0.0	0.0	4.6	4.6
<i>Centrelink</i>	Women	68.2	47.5	45.0	69.2	66.7	66.1
Total staff: 23265	IA	4.0	0.7	2.5	7.7	3.8	3.9
	PWD	5.1	5.4	6.3	0.0	5.1	5.1
	NESB 1	2.3	3.1	2.5	0.0	2.3	2.4
	NESB 2	2.8	3.4	0.0	1.5	2.8	2.9
Finance and Administration	Women	57.3	41.5	22.0	16.7	48.7	48.6
Total staff: 679	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	1.9	2.3	2.4	0.0	2.1	3.8
	NESB 1	2.7	5.8	0.0	0.0	3.7	3.6
	NESB 2	4.6	4.6	7.3	0.0	4.7	4.6
<i>Australian Electoral Commission</i>	Women	59.3	35.2	100.0	0.0	56.5	54.6
Total staff: 787	IA	0.4	0.0	0.0	0.0	0.4	0.5
	PWD	0.0	0.0	0.0	0.0	0.4	0.0
	NESB 1	2.9	1.1	0.0	0.0	2.7	2.9
	NESB 2	2.9	0.0	0.0	0.0	2.5	2.6

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES %	Trainee %	2002 %	2001 %
<i>ComSuper</i>	Women	65.2	39.3	0.0	0.0	60.1	55.9
Total staff: 336	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	1.8	0.0	0.0	0.0	1.5	2.8
	NESB 1	10.3	6.6	0.0	0.0	9.5	10.2
	NESB 2	4.4	3.3	0.0	0.0	4.2	2.8
Foreign Affairs and Trade	Women	59.4	31.4	23.5	55.8	46.3	45.3
Total staff: 2691	IA	1.4	0.3	0.0	4.7	1.0	1.0
	PWD	2.6	3.3	1.6	0.0	2.7	3.2
	NESB 1	2.7	1.7	0.5	0.0	2.1	2.3
	NESB 2	15.5	13.2	13.9	0.0	14.3	15.0
<i>Australian Centre for International Agricultural Research</i>	Women	88.9	60.0	10.0	0.0	66.0	65.9
Total staff: 47	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 1	3.7	0.0	0.0	0.0	2.1	4.5
	NESB 2	7.4	0.0	0.0	0.0	4.3	4.5
Health and Ageing	Women	72.2	58.7	41.9	70.0	66.1	65.7
Total staff: 3390	IA	2.9	1.5	1.1	25.0	2.6	2.4
	PWD	5.9	4.8	4.3	5.0	5.4	5.6
	NESB 1	4.9	5.7	1.1	2.5	5.1	5.2
	NESB 2	6.0	4.3	3.2	2.5	5.2	5.2
<i>Australian Institute of Family Studies</i>	Women	100.0	70.0	0.0	0.0	91.2	91.9
Total staff: 34	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 1	0.0	0.0	0.0	0.0	2.9	0.0
	NESB 2	4.2	0.0	0.0	0.0	2.9	2.7
<i>Australian Institute of Health</i>	Women	82.4	52.9	50.0	0.0	66.9	61.7
Total staff: 142	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	1.5	5.7	0.0	0.0	3.5	3.1
	NESB 1	4.4	1.4	50.0	0.0	4.2	6.3
	NESB 2	4.4	7.1	0.0	0.0	5.6	7.0
<i>Australia New Zealand Food Authority</i>	Women	85.4	56.5	40.0	0.0	66.7	66.7
Total staff: 108	IA	0.0	1.6	0.0	0.0	0.9	1.1
	PWD	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 1	4.9	1.6	0.0	0.0	2.8	2.2
	NESB 2	0.0	1.6	0.0	0.0	0.9	1.1

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES Trainee %	2002 %	2001 %	
<i>ARPANZA</i>	Women	55.3	15.9	0.0	0.0	39.5	34.7
Total staff: 124	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	1.3	9.1	0.0	0.0	4.0	4.0
	NESB 1	2.6	2.3	25.0	0.0	3.2	3.2
	NESB 2	1.3	0.0	0.0	0.0	0.8	0.8
<i>Office of Professional Services Review</i>	Women	82.4	40.0	0.0	0.0	69.6	55.6
Total staff: 23	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 1	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 2	11.8	0.0	0.0	0.0	8.7	11.1
Immigration Multicultural and Indigenous Affairs	Women	60.8	48.4	36.4	0.0	57.9	57.6
Total staff: 4073	IA	1.3	0.9	0.0	0.0	1.2	1.3
	PWD	3.7	5.1	10.9	0.0	4.1	4.8
	NESB 1	12.4	6.9	5.5	0.0	11.1	12.4
	NESB 2	6.9	6.2	14.5	0.0	6.8	7.4
<i>Aboriginal Hostels Ltd</i>	Women	64.0	29.4	0.0	0.0	61.8	61.8
Total staff: 327	IA	82.5	58.8	50.0	0.0	81.0	78.2
	PWD	0.3	0.0	0.0	0.0	0.3	0.4
	NESB 1	0.3	0.0	0.0	0.0	0.3	0.4
	NESB 2	1.0	0.0	0.0	0.0	0.9	0.7
<i>Aboriginal and Torres Strait Islander Commission</i>	Women	61.4	39.4	25.0	71.4	55.8	54.6
Total staff: 1084	IA	51.6	25.2	53.1	100.0	46.5	45.6
	PWD	2.1	2.7	6.3	0.0	2.3	2.5
	NESB 1	2.1	6.2	0.0	0.0	2.9	3.2
	NESB 2	4.0	3.5	3.1	14.3	4.0	3.7
<i>Australian Institute of Aboriginal and Torres Strait Islander Studies</i>	Women	68.6	52.9	0.0	0.0	62.3	61.2
Total staff: 53	IA	28.6	23.5	100.0	0.0	28.3	32.7
	PWD	5.7	5.9	0.0	0.0	5.7	6.1
	NESB 1	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 2	5.7	0.0	0.0	0.0	3.8	4.1
<i>Torres Strait Regional Authority</i>	Women	56.5	16.7	0.0	0.0	46.7	53.3
Total staff: 30	IA	39.1	16.7	0.0	0.0	33.3	36.7
	PWD	0.0	0.0	0.0	0.0	0.0	0.0
	NESB 1	0.0	16.7	0.0	0.0	3.3	3.3
	NESB 2	17.4	0.0	0.0	0.0	13.3	16.7

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES %	Trainee %	2002 %	2001 %
Industry Tourism and Resources	Women	52.0	32.3	20.8	56.1	43.7	43.3
Total staff: 2688	IA	0.4	0.2	0.0	7.3	0.4	0.4
	PWD	1.6	1.9	1.3	0.0	1.7	1.8
	NESB 1	5.4	3.2	1.3	2.4	4.4	3.9
	NESB 2	3.4	1.9	1.3	2.4	2.8	2.5
Prime Minister and Cabinet	Women	71.6	56.3	32.3	66.7	60.8	57.1
Total staff: 332	IA	0.0	4.0	6.5	0.0	2.4	1.8
	PWD	2.8	3.4	0.0	0.0	2.7	2.7
	NESB 1	3.5	1.3	6.5	0.0	2.7	3.6
	NESB 2	3.5	2.0	3.2	0.0	2.7	3.0
<i>APS Commission</i>	Women	68.2	70.0	33.3	33.3	66.7	67.4
Total staff: 135	IA	4.5	0.0	0.0	66.7	3.7	2.3
	PWD	4.5	5.0	0.0	0.0	4.4	4.7
	NESB 1	4.5	6.7	0.0	0.0	5.2	7.0
	NESB 2	6.1	5.0	0.0	33.3	5.9	4.7
<i>Australian National Audit Office</i>	Women	62.3	41.0	4.8	64.7	49.8	49.1
Total staff: 273	IA	0.8	0.0	0.0	11.8	1.1	1.1
	PWD	0.0	1.0	4.8	0.0	0.7	1.5
	NESB 1	4.6	2.9	0.0	5.9	3.7	3.7
	NESB 2	13.8	1.9	4.8	5.9	8.1	9.5
<i>Commonwealth Ombudsman</i>	Women	83.3	41.7	25.0	0.0	60.5	57.1
Total staff: 76	IA	2.8	0.0	0.0	0.0	1.3	1.3
	PWD	0.0	5.6	0.0	0.0	2.6	2.6
	NESB 1	11.1	0.0	0.0	0.0	5.3	6.5
	NESB 2	5.6	0.0	0.0	0.0	2.6	2.6
<i>Office of National Assessments</i>	Women	60.0	9.5	0.0	0.0	27.5	23.3
Total staff: 40	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	0.0	4.8	0.0	0.0	2.5	2.3
	NESB 1	6.6	0.0	0.0	0.0	2.5	2.3
	NESB 2	13.3	0.0	0.0	0.0	5.0	4.7
Transport and Regional Services	Women	55.9	35.0	36.2	0.0	45.6	44.8
Total staff: 936	IA	0.2	0.2	0.0	0.0	0.2	0.1
	PWD	3.0	2.4	0.0	0.0	2.6	2.4
	NESB 1	5.7	3.6	2.1	0.0	4.6	5.7
	NESB 2	3.8	2.4	12.8	0.0	3.6	4.1

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES Trainee %		2002 %	2001 %
<i>National Capital Authority</i>	Women	63.2	32.0	0.0	0.0	50.0	46.2
Total staff: 64	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	0.0	8.0	0.0	0.0	3.1	1.9
	NESB 1	5.3	8.0	0.0	0.0	6.3	7.7
	NESB 2	0.0	0.0	0.0	0.0	0.0	0.0
<i>Treasury</i>	Women	48.1	34.0	19.0	59.5	41.4	38.7
Total staff: 737	IA	0.3	0.8	1.7	2.4	0.7	0.7
	PWD	2.4	3.4	0.0	0.0	2.4	3.0
	NESB 1	12.6	3.8	0.0	2.4	7.9	8.5
	NESB 2	11.6	7.2	8.6	2.4	9.2	10.0
<i>Australian Bureau of Statistics</i>	Women	51.1	36.9	15.0	60.3	47.9	48.1
Total staff: 3065	IA	0.6	0.0	0.0	4.1	0.5	0.8
	PWD	4.4	3.9	10.0	1.4	4.3	4.5
	NESB 1	8.5	5.8	5.0	9.6	7.9	7.6
	NESB 2	6.8	4.7	0.0	2.7	6.2	6.3
<i>Australian Competition and Consumers Commission</i>	Women	61.9	35.5	29.4	60.9	51.4	50.1
Total staff: 479	IA	0.7	1.2	0.0	0.0	0.8	0.9
	PWD	2.6	3.0	5.9	0.0	2.7	2.1
	NESB 1	5.6	6.5	5.9	0.0	5.6	5.6
	NESB 2	5.6	3.6	0.0	4.3	4.6	5.4
<i>Australian Securities and Investments Commission</i>	Women	64.9	37.2	35.3	62.5	55.1	54.5
Total staff: 1015	IA	0.5	0.3	0.0	0.0	0.4	0.4
	PWD	2.5	1.5	0.0	0.0	2.1	2.3
	NESB 1	5.0	3.8	0.0	0.0	4.4	4.4
	NESB 2	9.2	6.5	5.9	12.5	8.3	8.3
<i>Australian Taxation Office</i>	Women	55.6	32.3	21.0	51.8	50.3	50.1
Total staff: 17818	IA	0.7	0.2	0.0	0.0	0.5	0.6
	PWD	3.5	3.7	1.7	1.2	3.5	3.5
	NESB 1	3.1	2.4	0.6	3.6	2.9	2.7
	NESB 2	13.0	13.8	3.3	1.2	13.0	12.8
<i>Productivity Commission</i>	Women	56.0	36.5	17.6	0.0	43.6	43.8
Total staff: 204	IA	0.0	0.0	0.0	0.0	0.0	0.0
	PWD	3.3	2.1	0.0	0.0	2.5	3.0
	NESB 1	4.4	8.3	11.8	0.0	6.9	7.5
	NESB 2	11.0	9.4	0.0	0.0	9.3	10.0

Agency	EEO groups	Representation rates 2002				Total	Total
		APS %	Exec %	SES %	Trainee %	2002 %	2001 %
Veterans' Affairs	Women	56.9	36.6	22.6	75.0	53.2	51.9
Total staff: 2317	IA	1.0	0.8	0.0	0.0	1.0	1.0
	PWD	4.5	5.1	9.7	0.0	4.7	4.8
	NESB 1	2.0	0.8	0.0	0.0	1.8	1.8
	NESB 2	7.0	2.7	0.0	0.0	6.2	6.4
<i>Australian War Memorial</i>	Women	50.0	50.0	25.0	0.0	49.5	50.0
Total staff: 222	IA	2.4	0.0	0.0	0.0	1.8	1.5
	PWD	4.8	4.0	25.0	0.0	5.0	5.6
	NESB 1	1.2	0.0	0.0	0.0	0.9	0.5
	NESB 2	0.6	0.0	0.0	0.0	0.5	0.5



APPENDIX 2: REPRESENTATION RATES

Representation rates⁶ for women aged 15–64

	Male	Female	% Female	Total
In the labour force ⁷	4 828 601	3 963 010	45.1	8 791 611
Employed in all occupations	4 437 686	3 697 787	45.5	8 135 473
Total employed in APS equiv occupations	714 506	1 129 667	61.3	1 844 173
Total APS staff ⁸	53 904	58 219	51.9	112 123
Not in the labour force	1 173 535	2 105 742	64.2	3 279 277
Not stated	213 794	201 214	48.5	415 008
Total population⁹	6 215 930	6 269 966	50.2	12 485 896

Representation rates⁶ for people from non-English speaking backgrounds aged 15–64

	English speaking	Non-English speaking ¹⁰	Not clear or not stated	% NESB	Total
In the labour force ⁷	7 432 723	1 211 295	147 593	13.8	8 791 611
Employed in all occupations	6 912 696	1 091 696	131 081	13.4	8 135 473
Total employed in APS equiv occupations	1 586 762	236 506	20 908	12.8	1 844 176
Total APS staff ⁸	45 383	10 753	55 987	9.6	66 740
Not in the labour force	2 496 479	698 956	83 842	21.3	3 279 277
Not stated	57 814	20 305	336 889	4.9	415 008
Total population⁹	9 987 016	1 930 556	568 324	15.5	12 485 896

6 Census of Population and Housing, Australian Bureau of Statistics 2001

7 The sum of 'employed full-time', 'employed part-time', 'unemployed, looking for full-time work', 'unemployed, looking for part-time work'

8 APS Employment Database (APSED) June 2002

9 The sum of 'In the labour force', 'Not in the labour force', and 'Not stated'

10 People born in countries other than Australia, Canada, Republic of Ireland, New Zealand, South Africa, United Kingdom, United States of America

Representation rates⁶ for Indigenous Australians—Aged 15–64

	Non-Indigenous	Indigenous	Not stated	% Indigenous	Total
In the labour force ⁷	8 609 525	124 517	57 569	1.4	8 791 611
Employed in all occupations	7 985 188	99 587	50 698	1.2	8 135 473
Total employed in APS equiv occupations	1 820 995	15 454	7724	0.8	1 844 173
Total APS staff ⁸	77 684	2669	31 770	2.4	112 123
Not in the labour force	3 133 047	105 842	40 388	3.2	3 279 277
Not stated	68 454	7277	339 277	1.8	415 008
Total population⁹	11 811 026	237 636	437 234	1.9	12 485 896

Representation rates¹¹ of people with a disability—aged 15–64

	People with a disability ¹²		All persons
	('000)	%	('000)
In the labour force ⁷	1100.2	11.7	9416.1
Employed in all occupations	973.3	11.3	8636.6
Total employed in APS equiv occupations	181.8	9.7	1872.7
Total APS staff ⁸	4.1	3.6	112.1
Not in the labour force or not stated	966.5	31.8	3038.9
Total population⁹	2066.7	16.6	12455.0

6 Census of Population and Housing, Australian Bureau of Statistics 2001

7 The sum of 'employed full-time', 'employed part-time', 'unemployed, looking for full-time work', 'unemployed, looking for part-time work'

8 APS Employment Database (APSED) June 2002

9 The sum of 'In the labour force', 'Not in the labour force', and 'Not stated'

11 Taken from the Australian Bureau of Statistics 1998 Survey of Disability, Ageing and Carers

12 A restriction or lack of ability to perform an action in the manner or within the range considered normal for a human being



APPENDIX 3: ENGAGEMENTS BY EEO GROUPS 2001-02

Classification group	Women		IA		PWD		NESB 1		NESB 2		Total	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
APS	5511	55.9	286	2.9	169	1.7	198	2.0	285	2.9	9864	100.0
Executive	385	38.5	17	1.7	13	1.3	25	2.5	35	3.5	1001	100.0
SES	17	34.7	1	2.0	1	2.0	2	4.1	3	6.1	49	100.0
Trainee & Grad APS	650	55.1	30	2.5	2	0.2	28	2.4	48	4.1	1179	100.0
Total	6563	54.3	334	2.8	185	1.5	253	2.1	371	3.1	12093	100.0



APPENDIX 4: PROMOTIONS BY EEO GROUPS 2001-02

	Women		IA		PWD		NESB 1		NESB 2		Total	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
APS	3828	57.3	224	3.4	98	1.5	167	2.5	350	5.2	6686	100.0
Executive	806	46.8	28	1.6	44	2.6	32	1.9	85	4.9	1721	100.0
SES	64	35.6	2	1.1	3	1.7	2	1.1	13	7.2	180	100.0
Total	4698	54.7	254	3.0	145	1.7	201	2.3	448	5.2	8587	100.0



APPENDIX 5: SEPARATIONS BY EEO GROUP 2001-02

	Women		IA	PWD	NESB 1		NESB 2		Total			
	No.	%			No.	%	No.	%	No.	%	No.	%
Resignation	2547	54.6	191	4.1	151	3.2	78	1.7	188	4.0	4662	100.0
Age Retirement	325	41.0	9	1.1	51	6.4	32	4.0	31	3.9	792	100.0
Retrenchment	934	44.0	20	0.9	107	5.0	33	1.6	172	8.1	2124	100.0
Invalidity Retirement	59	40.1	5	3.4	29	19.7	1	0.7	11	7.5	147	100.0
Termination of Appointment	338	48.7	37	5.3	24	3.5	17	2.4	26	3.7	694	100.0
Compulsory move to non-APS agency	4	80.0	0	0.0	0	0.0	0	0.0	0	0.0	5	100.0
Death	36	41.9	1	1.2	3	3.5	2	2.3	6	7.0	86	100.0
Other	31	42.5	0	0.0	0	0.0	1	1.4	5	6.8	73	100.0
Total	4274	49.8	263	3.1	365	4.3	164	1.9	439	5.1	8583	100.0



CHANGES TO DATA COLLECTION

Set out below are changes in the sources and methods of data collection over recent years that should be noted when interpreting the figures in this report.

Because of the voluntary nature of EEO data there is a considerable proportion of staff for whom no EEO data is recorded on APSED. This may be because the employee chose not to give the information or because the agency has not reported it to APSED. In this report, percentages are based on the total number of staff, not just those for whom data is available.

All Commission statistical reporting on ongoing employees ('permanents') up to 1997–98 was based on data from the Continuous Record of Personnel (CRP), maintained as a by-product of the Department of Finance and Administration's payroll data. The CRP did not include data on non-ongoing employees ('temporaries'). This was collected separately on the basis of 'snapshots' from payroll data.

1998–99 was a transitional year. While some data was still taken from the CRP, other data needed to be collected manually from agencies. Reporting for 1999–00, 2000–01 and 2001–02 used APSED data that is drawn from agency human resources management and payroll data supported by annual audits of agency records. It covers all employees.

NOTES ON CLASSIFICATION

This year's report uses classification levels introduced by the Public Service Classification Rules 1999. Classifications used before 1999 have been converted to their equivalent new classification in this Report. Three other things should be noted when considering trends in classifications.

Firstly, due to the introduction of broadbanding into APSED data from June 1999, classification details for staff now include both minimum and maximum classification levels. For consistency, data in this publication refers to the maximum classification level for each employee.

Secondly, APSED data since June 1999 refers to the actual classification of employees and includes temporary assignments to a higher level for more than 90 days.

Thirdly for the Senior Executive Service (SES) data includes employees in approved classifications who are not SES but who receive a similar level of remuneration



APPENDIX 7: GLOSSARY OF AGENCY ABBREVIATIONS

ABS	Australian Bureau of Statistics
ACCC	Australian Competition and Consumer Commission
ACIAR	Australian Centre for International Agricultural Research
AFFA	Department of Agriculture, Fisheries and Forestry - Australia
AG's	Attorney General's Department
AIATSIS	Australian Institute of Aboriginal and Torres Strait Islander Studies
AIHW	Australian Institute of Health and Welfare
AHL	Aboriginal Hostels Limited
ANAO	Australian National Audit Office
APSC	Australian Public Service Commission
ARPANSA	Australian Radiation Protection and Nuclear Safety Agency
ASIC	Australian Securities and Investment Commission
ATO	Australian Taxation Office
ATSIC	Aboriginal and Torres Strait Islander Commission
AUSTRAC	Australian Transaction Reports and Analysis Centre
ComSuper	Commonwealth Superannuation Administration
Customs	Australian Customs Service
Defence	Department of Defence
DEST	Department of Education, Science and Training
DEWR	Department of Employment and Workplace Relations
DFAT	Department of Foreign Affairs and Trade
DIMIA	Department of Immigration, Multicultural and Indigenous Affairs
DITR	Department of Industry, Tourism and Resources
DOCITA	Department of Communications, Information Technology and the Arts
DVA	Department of Veterans' Affairs
E&H	Department of Environment and Heritage
FaCS	Department of Family and Community Services
FSANZ	Food Standards Australia New Zealand
Finance	Department of Finance and Administration
GBRMPA	Great Barrier Reef Marine Park Authority
Health	Department of Health and Ageing
HREOC	Human Rights and Equal Opportunity Commission

IGIS	Inspector-General of Intelligence and Security
ITSA	Insolvency and Trustee Service Australia
NNT	National Native Title Tribunal
NOHSC	National Occupational Health and Safety Commission
NOIE	National Office for the Information Economy
OIGIS	Office of Inspector-General of Intelligence and Security
ORER	Office of the Renewable Energy Regulator
PM&C	Department of the Prime Minister and Cabinet
PSR	Professional Services Review
TSRA	Torres Strait Regional Authority



APPENDIX 8: AGENCIES WITH NO REPORTED INDIGENOUS EMPLOYEES AT 30 JUNE 2002

Australian Broadcasting Authority

Australian Centre for International Agricultural Research

Australian Greenhouse Office

Australian Institute of Family Studies

Australian Institute of Health and Welfare

Australian Radiation Protection and Nuclear Safety Agency

Australian Transaction Reports and Analysis Centre

Commonwealth Superannuation Administration

CrimTrac Agency

Department of Finance and Administration

Federal Magistrates Service

Federal Privacy Commissioner

National Capital Authority

National Office of the Information Economy

Office of Film and Literature Classification

Office of the Parliamentary Counsel

Office of the Renewable Energy Regulator

Office of the Inspector-General of Intelligence and Security

Office of National Assessments

Productivity Commission

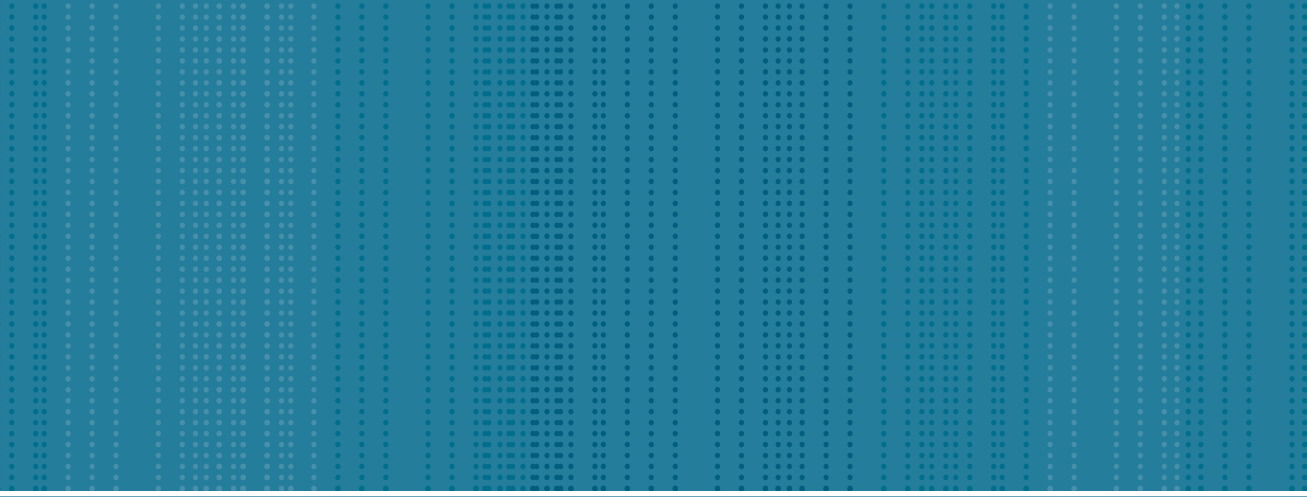
Professional Services Review



APS CODE OF CONDUCT

The Code of Conduct requires that an employee must:

- behave honestly and with integrity in the course of APS employment;
- act with care and diligence in the course of APS employment;
- when acting in the course of APS employment, treat everyone with respect and courtesy, and without harassment;
- when acting in the course of APS employment, comply with all applicable Australian laws;
- comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction;
- maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff;
- disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment;
- use Commonwealth resources in a proper manner;
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment;
- not make improper use of:
 - a. inside information, or
 - b. the employee's duties, status, power or authority,in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
- at all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS;
- while on duty overseas, at all times behave in a way that upholds the good reputation of Australia; and
- except in the course of his or her duties as an APS employee or with the Agency Head's express authority, not give or disclose, directly or indirectly, any information about public business or anything of which the employee has official knowledge.



AUSTRALIAN
PUBLIC SERVICE
COMMISSION