

EEO MANAGEMENT PLAN

EEO Management Plan for Department of Mines and Energy

For 2007 - 2010

| Priority Issue to be addressed | WOG Outcome | Proposed Outcomes | High Level Strategies to achieve outcomes | Performance Indicators to measure achievement of outcomes | Proposed timeframe for achievement of outcomes |
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| EEO census response rate | 1 | A response rate of at least 80% to the EEO census | <p>Clear communication of, the benefits of participating in the census</p> <p>Visible promotion and support of census participation by senior management.</p> | Increase % response to census | Annually |
| Unlawful Discrimination | 2 | Elimination of unlawful discrimination against target group staff | <p>Incorporate Anti-discrimination program in Departmental Induction Program.</p> <p>Monitor workplace environment through staff census, for unlawful discrimination and harassment.</p> <p>Staff census – development of audit census canvassing harassment and discrimination issues for trend analysis</p> | Number of grievances | Annually |

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| Attraction of People with a Disability | 9 | Increase number of people with a disability employed by DME 58 to 60. | <p>Identify new disability network opportunities and partner initiatives i.e. Disability Services Qld, Commonwealth Rehabilitation Service</p> <p>Develop strategy to promote DME as employer of choice for people with a disability</p> <p>Participate in disability calendar events such as Disability Action Week and Mental Health Week.</p> | Number of people with a disability employed by DME | 2010 |
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| <p>Attraction, retention and career development of Indigenous staff</p> | <p>3, 7</p> | <p>Increase number of indigenous staff employed by DME 7 to 10</p> | <p>Explore feasibility and implement as appropriate, the following programs:</p> <ul style="list-style-type: none"> - Traineeships - School based/full time Cadetships - Scholarship Program (secondary and tertiary) - Wal-meta Development Program - Identified Positions <p>Develop a mentoring program for Indigenous staff.</p> <p>Network with Wal-Meta</p> <p>Provide access to a variety of support and career development mechanisms and opportunities</p> <p>Implement the Aboriginal and Torres Strait Islander Protocol – Acknowledgement of Traditional Owners</p> | <p>Number of indigenous staff employed by DME</p> | <p>2010</p> |
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| Attraction of female employees to middle and upper level management positions | 4,5,6 | Increase number of female employees employed in middle and upper level management positions from 238 to 261 female employees to middle and upper level management positions. | <p>Develop communication strategy to raise awareness of career development and opportunities for women at the middle and upper level management level positions.</p> <p>Develop interactive database where staff can register for job sharing and/or career development opportunities.</p> <p>Analyse of full-time vacancies to assess feasibility of flexible working arrangements (ie: part-time or job share) and where appropriate, advertise accordingly.</p> <p>Develop a 'Keeping in Touch with Staff on Leave' program, targeted at female employees in particular.</p> <p>Consult with female employees prior to long-term leave to determine the level of contact they would like while on extended leave.</p> <p>Invite female employees on extended leave to staff functions and training opportunities.</p> <p>Develop mentoring program to enable female employees to preview high level positions to overcome assumptions that SO/SES appointments involve too many hours or unsuitable</p> | Number of female employees appointed to middle and upper management positions | 2010 |
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| Attraction of people from a non-English Speaking Backgrounds (NESB) to DME | 3, 4, 8 | Increase number of people from NESB from 58 to 60 | Deliver training program (including writing skills and verbal communication) for NESB staff. Provide mentoring services for NESB employees to assist with, and encourage communication. | Number of NESB employees | 2010 |
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