

Appendices

Appendix 1

Legislation and legal change Nil

Appendix 2

SENIOR EXECUTIVE SERVICE POSITIONS

Number of executive officers on 30 June

	2002	2001
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Executive officers with remuneration equal to or exceeding equivalent of SES Level 1	2	2
--	---	---

Number of positions filled by women	2	2
-------------------------------------	---	---

Number of CES/SES positions on 30 June

Level	2002 Total CES/SES positions	2001 Total CES/SES positions
8	0	0
7	0	0
6	0	0
5	0	0
4	0	0
3	1	1
2	0	0
1	1	1
CEOs under s.11A	0	0
Total	2	2

Appendix 3

EXECUTIVE REMUNERATION AND SENIOR EXECUTIVE PERFORMANCE STATEMENT

Executive remuneration

This information is not required as no SES officer is at level 5 or above.

Appendix 4

EXECUTIVE OFFICER QUALIFICATIONS ON 30 JUNE 2003

Robyn Henderson, Director-General
BSc, BA (HONS), ASSOC.DIP.LAB.STUD., M.LITT

Philippa Hall, Deputy Director-General
Policy and Research Directorate
BA (HONS), MA (HONS), DIP INFORMATION
MANAGEMENT, MA.COMMERCE

Sue Gorst, Director (Acting)
Communications, Information and Planning
Teachers Certificate

Helen Boyton, Executive Director
Strategic Alliances Directorate
B SOC STUDIES, BA, LLB (Hons) GRAD DIP LEGAL PRAC.

Fay Nelson AM, Director
Aboriginal and Torres Strait Islander Women's Unit

Appendix 5

STATEMENTS OF RESPONSIBILITY

The department's Chief Executive Officer, senior management and other employees have effected an internal control process to provide reasonable assurance on achievement of the department's objectives. This is reflected in the department's corporate plan and internal reporting.

Appendix 6

HUMAN RESOURCE STATISTICS ON 30 JUNE

Number of employees by category	2002/03	2001/02	2000/01	1999/00
Established positions	55	48	58	58
Actual number of staff	48	47	52	51
Full time	43	40	45	45
Part time	8	7	7	6

Appendix 7

OVERSEAS VISITS

No staff made overseas visits on behalf of the department.

Appendix 8

EXCEPTIONAL MOVEMENTS IN EMPLOYEE WAGES, SALARIES OR ALLOWANCES

There were no exceptional movements in employee wages, salaries or allowances during 2002/03.

Appendix 9

INDUSTRIAL RELATIONS POLICIES AND PRACTICES

The department, its staff and the Public Service Association maintain a strong workplace consultative committee for the further development and implementation of requirements under the framework award.

Appendix 10

VALUE OF RECREATION AND LONG SERVICE LEAVE

On 30 June 2003 the value of recreation leave was \$265,046 and long service leave was \$352,958.

Appendix 11

OCCUPATIONAL HEALTH AND SAFETY

The department has formed an Occupational Health and Safety Committee that meets regularly and as problems and issues arise. During 2002/03, occupational health and safety initiatives included:

- o appointment and training of two First Aid Officers
- o establishment of emergency evacuation procedures and regular practise of these, including the introduction of an electronic alarm system for emergencies
- o resolving problems with maintaining air conditioning temperatures
- o reviewing workstations and addressing ergonomic and other issues by providing an information and educational program at staff meetings by the Occupational Health and Safety Committee
- o testing the microwave oven.



Appendices

Appendix 12

EQUITY STATISTICS

Trends in the representation of equal employment opportunity (EEO) groups on 30 June¹

EEO group	Benchmark or target	Percentage of total staff ¹		
		2003	2002	2001
Women	50%	100%	98%	96%
Aboriginal people and Torres Strait Islanders	2%	7.3%	5.8%	8%
People whose first language was not English	19%	23%	21%	17%
People with a disability	12%	5%	6%	6%
People with a disability requiring work-related adjustment	7%	2.4%	2%	0%

¹ Excludes casual staff

Trends in the distribution of equal employment opportunity (EEO) groups on 30 June

EEO group	Benchmark or target	Distribution index ¹
Women	100	100
Aboriginal people and Torres Strait Islanders	100	60
People whose first language was not English	100	60
People with a disability	100	20
People with a disability requiring work-related adjustment	100	20

¹ A distribution index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values of less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than other staff. The more pronounced this tendency, the lower the index. In some cases, the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels.

Major equal employment opportunity outcomes during 2002/03

- o Employees' views were heard through regular staff meetings (usually fortnightly) and smaller group discussions were held as needed
- o Regular Joint Consultative Committee meetings were held
- o Both Senior Executive Service officers, the Director-General and the Deputy Director-General, continue to have EEO accountabilities in their performance contracts
- o Continued to address EEO issues as part of corporate planning
- o Included the Equal Employment Opportunity Plan and strategies in the Corporate Plan
- o Continued to pay the Community Language Allowance to staff who used their language skills to assist clients, and started to review current and possible use of language skills to assist clients
- o Commenced reviewing human resource practices, including working from home, flex-time, and study leave.

Appendices

The department set up an Aboriginal and Torres Strait Islander Women's Unit to assist Aboriginal people and their communities. The unit opens career path options for Aboriginal women as well as employment in identified positions.

Major equal employment opportunity outcomes for 2003/04

- o Undertake a competency based selection process accompanied by training of all staff to ensure they are familiar with the process
- o Develop a new staff induction training package
- o Continue to trial and investigate strategies to increase retention of Aboriginal and Torres Strait Islander staff, accompanied by mentoring and work experience
- o Review the Disability Plan to ensure that premises and communications meet access standards
- o Continue to promote the Disability Plan at staff meetings and at meetings of peak women's organisations
- o Review recruitment procedures to identify strategies to attract applicants with disabilities.

Appendix 13

ETHNIC AFFAIRS PRIORITY STATEMENT

A total of 11 per cent of staff are from non-English speaking backgrounds and are proficient in 11 languages, including Cantonese, Croatian, Greek, Hungarian, Malay, Mandarin, Polish, Russian, Serbian, Tagalog and Ukrainian. A total of five staff who use a language other than English to communicate with clients receive allowances under the Community Language Allowance Scheme.

The department's Women's Information and Referral Service provides information and referrals to government, community and non-government organisations on issues affecting women and their families. The service is available in 11 community languages, an Aboriginal officer is available and there is a telephone typewriter contact number for hearing and speech impaired callers.

Appendix 14

DISABILITY ACTION PLAN

The Disability Action Plan which was implemented in April

2001 is reviewed annually and as needed to ensure key objectives are met both for internal staff and for those seeking access to the department.

The department presently employs two staff with a declared disability, one of whom requires workplace adjustment. A disabled access toilet has been built to Australian Standard and the department continues to provide access to information in ways that are sensitive to disability requirements, such as telephone typewriter referrals.

Appendix 15

NSW GOVERNMENT ACTION PLAN FOR WOMEN

The department's key outcomes reflect the Government's commitments which are set out in the *NSW Government Action Plan for Women 2000-2004*. An update of the action plan was issued in 2002. The department is also committed to the principles of equity, access, rights and participation for women in NSW. The annual report shows the department's progress in achieving its aims under the action plan and corporate plan.

Appendix 16

FREEDOM OF INFORMATION SUMMARY OF AFFAIRS

The Department for Women was established by the State Government on 5 April 1995. During 2002/03, the department was responsible to the Hon. Fay Lo Po MP. On 11 July 2002, the portfolio was taken over by Hon. Sandra Nori MP, Minister for Tourism, Minister for Small Business and Minister for Women.

FUNCTIONS AND OBJECTIVES

The department's vision, objectives and approaches are outlined in the main body of this report.

DESCRIPTION OF DOCUMENTS HELD IN THE DEPARTMENT

A range of records are stored in a central location within the department and at the State Records Repository at Kingswood. The RECFIND Records Management System is used to ensure that files are accessible. The department's records are:

- o administrative files covering most aspects of the day-to-day management of the department and

Appendices

departmental committees including recruitment and staffing, equipment purchases, finance, budgeting, general purchasing and corporate relations

- o personnel files that departmental employees are entitled to view
- o files containing information on the full range of issues and concerns to women that have been addressed by the department

- o files on all major projects undertaken by the department, including Women's Grants Program projects. These include information on committee deliberations, correspondence, process of operations and project management.

Records of permanent value are transferred to the State Records Authority for preservation under the terms of the *State Records Act 1998*.

FREEDOM OF INFORMATION STATISTICS

New requests

	Personal		Other		Total	
	2002/03	2001/02	2002/03	2001/02	2002/03	2001/02
New (including transferred in)	0	0	0	0	0	0
Brought Forward	0	0	0	1	0	1
Total to be processed	0	0	0	1	0	1
Completed	0	0	0	0	0	1
Transferred out	0	0	0	0	0	0
Withdrawn	0	0	0	0	0	0
Total processed	0	0	0	1	0	1
Unfinished (carried forward)	0	0	0	0	0	0

Result of completed requests

	Personal		Other	
	2002/03	2001/02	2002/03	2001/02
Granted in full	0	0	0	0
Granted in part	0	0	0	0
Refused	0	0	0	0
Deferred	0	0	0	0
Completed	0	0	0	1

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Ministerial Certificates

	2002/03	2001/02
Ministerial Certificates issued	0	0

Formal consultations

	2002/03	2001/02
Number of requests requiring formal consultations	0	0

Amendment of personal records

	2002/03	2001/02
Result of amendment – agreed	0	0
Result of amendment – refused	0	0
Total	0	0

Notation of personal records

	2002/03	2001/02
Number of requests for notation	0	0

FOI requests granted in part or refused

Basic of disallowing or restricting access	Personal		Other	
	2002/03	2001/02	2002/03	2001/02
Section 22 deposit not paid	0	0	0	0
Section 25 (1) (a) exempt	0	0	0	0
Section 25 (1) (b) (c) (d) otherwise available	0	0	0	0
Total	0	0	0	0

Note: There were no other bases for requests to be granted in part or refused

Discounts allowed

Type of discount allowed	Personal		Other	
	2002/03	2001/02	2002/03	2001/02
Public interest	0	0	0	0
Financial hardship - pensioner/child	0	0	0	0
Financial hardship - non profit organisation	0	0	0	0
Totals	0	0	0	0
Significant correction of personal records	0	0	0	0

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Days to process

Processing days	Personal		Other	
	2002/03	2001/02	2002/03	2001/02
0-21 days	0	0	0	0
22-35 days	0	0	0	1
Over 35 days	0	0	0	0
Total	0	0	0	1

Processing time

Processing hours	Personal		Other	
	2002/03	2001/02	2002/03	2001/02
0-10 hours	0	1	0	1
11-20 hours	0	0	0	0
21-40 hours	0	0	0	0
Over 40 hours	0	0	0	0
Total	0	1	0	1

Reviews and appeals

	2002/03	2001/02
Number of internal reviews finalised	0	0
Number of Ombudsman reviews finalised	0	1
Number of District Court appeals finalised	0	0

Details of internal reviews completed

There were no reviews of personal requests conducted.

During 2002/03, FOI procedures had no significant impact on the department's administration and no major FOI compliance issues or problems arose.

FOI fees

	Application fee	Processing charge
Access to personal records	\$30*	First 20 hours free, then \$30 per hour
All other requests	\$30	\$30 per hour
Amendment of records	Nil	Nil

*50% reduction for financial hardship, public interest reasons and pensioners.

FREEDOM OF INFORMATION PROCEDURES

Requests under the *FOI Act* for access to documents in the possession of the department should be accompanied by a \$30 application fee and directed in writing to:

Manager FOI
Department for Women
Level 4 Stockland House
175 Castlereagh Street
Sydney NSW 2000

Enquiries can also be made in person or telephone. In most cases, requests can be dealt with informally unless they relate to restricted information.

Departmental documents are available for public inspection by arrangement. Phone the Office Manager on (02) 9287 1860. Access is available during office hours (9:00 am to 4:30 pm Monday to Friday) at level 4, 181 Castlereagh Street, Sydney NSW 2000.

Appendix 17

PUBLICATIONS 2002/03

Department for Women Annual Report 2001/02

Diversity in Leadership invitation

Financial Independence for Girls presentation

Hands up for Women in Council

NSW Government Action Plan for Women

- o Action Plan for Women
- o Women from a Non English Speaking Background
- o Aboriginal and Torres Strait Islander Women
- o Rural women
- o postcard

Women on Wheels 2 – report 2002

Womenspace – three issues

Women's Information Needs Study.

Publications developed and designed for website publishing only

Girls & IT Choices - PDF electronic version.

Publishing/printing assistance to other organisations

South East Access: Women's Vision – Economic and Cultural Development for Ulladulla Book 1

South East Access: Women's Vision – Economic and Cultural Development for Ulladulla Book 2

Most publications are available on the department's web site at www.women.nsw.gov.au

Appendix 18

CODE OF CONDUCT

There were no changes to the code of conduct during 2002/03. The code of conduct is distributed to staff at induction sessions and included in all procedures manuals.

Appendix 19

COMMITMENT TO SERVICE

The Guarantee of Service covers the full range of services provided by the department. The department aims to manage resources efficiently and effectively to ensure high standards of service for clients.

Responses to memos

The department endeavours to respond to urgent memos within five working days and non-urgent memos in 10 days.

Women's Grants Program

The department supports community-based projects that benefit women through a grants program that funds organisations to undertake projects that meet one or more of the department's objectives. Benefits to clients are monitored as part of project evaluations.

Publications

All published and website material is produced to established corporate standards and is written in plain language with an emphasis on clarity and readability. The Women's Gateway provides access to many publications produced in community languages. All requests for printed publications are completed within two weeks of request. See Appendix 17 for publications produced by the department in 2002/03.

Appendices

Women's Information and Referral Service

The department provides accurate, up-to-date information to enable women to make informed choices through this service, which is staffed five days per week. Staff are required to be courteous, helpful and prompt when dealing with either telephone or face-to-face enquiries from clients. All telephone enquiries are responded to within one working day and clients are provided with two or more referrals to appropriate services if required. Suitable access is provided for clients who are hearing or speech impaired (teletypewriter –TTY), from a non-English

speaking background or geographically isolated. The service is also sensitive to the needs of Aboriginal and Torres Strait Islander women.

Appendix 20

CONSUMER RESPONSE

The department welcomes suggestions for improving services and the opportunity to respond to complaints. Contact the Director, Communications, Information and Planning on (02) 9287 1860.

Appendix 21

ACCOUNT PAYMENT PERFORMANCE

Accounts payable at the end of each quarter

	Quarter ended Sept 2002 \$	Quarter ended Dec 2002 \$	Quarter ended March 2003 \$	Quarter ended June 2003 \$
Current (within 30 days)	1,343	3,082	810	85,215
Overdue	0	0	0	0
30 days	0	0	0	0
60 days	0	0	0	0
More than 90 days overdue	0	0	0	0
Total	1,343	3,082	810	85,215

Accounts paid on time during quarter

	Quarter ended Sept 2002 \$	Quarter ended Dec 2002 \$	Quarter ended March 2003 \$	Quarter ended June 2003 \$
Value of accounts paid on time	555,499	728,660	961,360	874,500
Target of accounts paid on time	90%	90%	90%	90%
Percentage of accounts paid on time	83%	87%	95%	89%
Total value of accounts paid	772,057	853,841	1,003,245	1,001,250

During 2002/03 there was no instance when penalty interest was paid in accordance with Section 18 of the Public Finance and Audit (General) Regulation 1995.

Appendix 22

INVESTMENT MANAGEMENT PERFORMANCE

The department's surplus cash is automatically placed with the Treasury Banking System which manages total government funds.

Appendix 23

EVENTS WITH A SIGNIFICANT EFFECT ON THE SUCCEEDING YEAR AFTER THE BALANCE DATE

The *Women on Wheels 2* tour had a significant impact as it carried over financial years. Appropriate expenses were accrued.

Appendix 24

RESPONSE TO SIGNIFICANT MATTERS RAISED IN THE OUTGOING AUDIT REPORTS

No significant matters were raised in the outgoing audit reports.

Appendix 25

LIABILITY FUNDS MANAGEMENT

In accordance with the Liability Management Guidelines used by the NSW Government, departments with debts less than \$50 million and debt servicing costs below 10 per cent are not required to report on liability management. The department's level of debt is within this category.

Appendix 26

RISK MANAGEMENT

Major risks to the department are accidents resulting in workers compensation, motor vehicle claims and security of its information.

A risk management profile and strategy has been prepared for the department by the Treasury Managed Fund. The department is now using a number of strategies to incorporate risk assessment in all areas of work.

The department is a member of the NSW Treasury Managed Fund which is compulsory for all government departments and authorities. Members self-insure for risk

exposure in the categories of workers compensation, property, motor vehicle, public liability and other risks.

An Employee Assistance Program is available to all staff who wish to access counselling services for any personal or work related issues. An Occupational Health and Safety Committee has been established and meets regularly.

Information on the department's computer server is backed up daily to ensure security of records.

An annual business audit is carried out. Under this audit program, the department had components of finance and records management audited during 2002/03.

Appendix 27

CONTRACTING AND MARKET TESTING POLICY

Due to its small size, the department market tests a number of services and as a result contracts out components of:

- o staff training and development programs
- o information technology management
- o printing
- o large graphic design projects
- o telephone system maintenance
- o office facilities
- o website design and maintenance.

Appendix 28

MAJOR ASSETS/LAND – DISPOSALS AND ACQUISITIONS

The department made no disposal or acquisition of major assets or land during 2002/03.

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Appendix 29

MAJOR ASSETS OTHER THAN LAND HOLDINGS

Asset	Value	Depreciation	Adjusted value
64 computers and 10 printers	\$547,876	\$326,153	\$221,723
Furniture and fittings	\$124,483	\$109,790	\$14,693

Appendix 30

WORKS IN PROGRESS

The department has 20 works in progress. They are listed in Appendix 33 under research and development – current projects and development projects.

Appendix 31

CONSULTANTS

Consultants equal to or more than \$30,000

Consultant	nil
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Consultants less than \$30,000

During 2002/03, other consultancies were engaged in the following areas.

Information technology	1,921.68
Management services	52,575.32
Total consultancies less than \$30,000	54,497.00

Total consultancies in 2002/03 was \$54,497.



Appendix 32

PRICE DETERMINATION METHOD

Fees are charged for overseas delegates and price is determined case by case.

Appendix 33

RESEARCH AND DEVELOPMENT

The department is involved in 30 research and development projects designed to advance justice and equity for women in NSW. Nine projects were completed in the year ending June 2003.

COMPLETED PROJECTS

Women and homelessness: A reference paper for the Partnerships Against Homelessness

This research which involves reviewing the literature and data on issues for women has been adopted as a reference paper by the Partnerships Against Homelessness. The paper provides guiding principles and reference points for consideration in government projects relating to homelessness. The research includes some ongoing demonstration case studies (see current projects).

Gender analysis resource kit

This project involved gender inclusive approaches and the development of case studies demonstrating real-time actual applications of gender inclusive methods for policy, program and project design and delivery in the public sector. The project included a literature review and the development of gender-inclusive principles and methods. Working with other government agencies, these methods were applied and documented in a range of work including program design and evaluation, legislative review, publicity strategies and policy development. Work is continuing on developing further case studies and on preparing presentations on the materials for agencies.

Women in small business

This project provides accurate information on the numbers, trends, industries, business success and other characteristics to support better-informed program and policy development. It draws together data from a wide range of sources, including new data from the Australian Bureau of Statistics and new tables constructed for the

project. It also reviews key aspects of secondary literature on women in small business. The materials will be presented at information sessions conducted during the *Women on Wheels 2003*.

Reskilling women for IT

This action research project produced a model of training courses to attract, train and place women in IT jobs in their current government agency. Interviews have been conducted with applicants for the positions offered under the program. A careers seminar on information technology will be conducted in the Department of Fair Trading.

Women's information needs

Research was conducted on women's information seeking needs and experiences in relation to government information. This project was designed and managed by the department on behalf of the Commonwealth, State and Territory and New Zealand Ministers for Women (Activities Trust Fund funding). It included a national and New Zealand phone poll and interviews with groups of women (Maori, Aboriginal, poor and from culturally and linguistically diverse backgrounds) and included rural and regional women. The project also included interviews with key government agencies providing information of particular importance for women – health, legal advice, community services and housing.

The department will develop tailored materials to help government agencies integrate the findings of this research into their information provision activities. The findings will also be promoted widely to community groups, including peak women's organisations and will be used to draw attention to whole-of government implications.

Girls and IT choices

A pilot study was conducted in western Sydney with the Department of Education and Training on why girls and boys do and do not choose IT subjects. The study involved student questionnaires and interviews with students, parents, teachers, career advisers and principals. The methodology developed in the pilot will form the basis for an application to the Australian Research Council for a future State-wide study. The goal of the project is to develop strategies that are effective in increasing girls' awareness of the IT industry and their participation in the field as a career.

Appendices

Statistics on women in NSW – a snapshot

The department produced the *Statistical Profile of Women in NSW* which is updated biannually and contains up-to-date statistics on women in many areas, including:

- o health
- o education and training
- o employment
- o violence and safety
- o business
- o information technology
- o sport and leisure
- o rural women
- o women as carers
- o women in leadership positions
- o women from culturally and linguistically diverse communities
- o Aboriginal and Torres Strait Islander women and rural women
- o population and demographics.

The document draws on statistics from the Australian Bureau of Statistics, Australian Institute of Health and Welfare, NSW Bureau of Crime Statistics, government departments and other official sources.

Rostering in nursing homes

This project involved interviews and focus groups with managers and staff in nursing homes to identify issues and solutions to organising working hours that meet the needs of predominantly women employees with work and family responsibilities, as well as those of residents and nursing home managers. Good practice guidelines for rostering in nursing homes and a project report have been developed and will be launched in the second half of 2003.

Hands Up for Women in Council!

The department, with support of the Australian Local Government Women's Association, the Local Government and Shires Associations, the Department of Local Government and the Premier's Council for Women,

initiated the *Hands Up for Women in Council!* project. The project identified the support needs of women councillors, and developed and piloted a best practice model of initiatives (the 10-point plan) to address women's needs. The 10-point plan was established as a result of research into the issues affecting women in council and includes commitments to induction, mentoring and recognition of family and other responsibilities. The 10-point plan was piloted in March 2002 with Waverley, Kempsey, Broken Hill, and Parramatta City Councils.

The department also worked with the Australian Local Government Women's Association and the Local Government and Shires Associations on production of an information kit for women councillors and women interested in standing for local government. The kit contains information on resources and training, as well as giving tips and advice about surviving life as a councillor. The kit was launched by the Premier at the Local Government Conference in Broken Hill in October 2002.

CURRENT PROJECTS

Women and homelessness: A reference paper for the Partnerships Against Homelessness

Following the reference paper produced in 2001/02, the research will also include demonstration case studies in which the guiding principles outlined in the reference paper are applied, tested and reviewed. The case studies will include the Inner City Homelessness project and focus on sex and race based discrimination experienced by Aboriginal and Torres Strait Islander women and their families seeking to access the private rental market in western Sydney.

Diversionsary programs for women

Research on models for diversionsary programs for women, specifically alternatives to incarceration for women on remand and those serving sentences of under six months.

Girls and IT choices

The goal of this project is to develop strategies which are effective in increasing girls' awareness of the IT industry and their participation in the field as a career. A research proposal is currently being developed for Australian Research Council linkage project funding in 2004-2007. If funded, the project will engage four academic partners with the department and the Department of Education and Training as industry partners.

Women in NSW profiles

The *Women in NSW – profiles* aim to provide a comprehensive picture of women's status over recent years, grouped under key topics of importance to women.

Drawing on a range of data from the Australian Bureau of Statistics and other official sources, the profile brings together information on key issues of importance including, work, family, education and training, health, violence and safety. Retrospective trends, and comparisons with women nationally and men in NSW will be included. The profiles will be available on the department's website.

Two profiles, health and education, and training and transition to work were completed in 2002, providing an essential resource for policy makers and the community in general, as they identify how women are faring and areas of persistent disadvantage. The department is currently working on a profile of statistics on women and work.

Life events gateway

Research was conducted for the life events section of the *Women's Gateway*. Funded by the now Office of Best Practice, IT and Corporate Services, this project involves focus groups and interviews with women and service providers on pregnancy, returning to work and leaving your partner. The objective is to work through the way women in these situations search for information and provide information online about services available.

Reaching isolated carers project

In late 2001, the department in partnership with the Social Policy Research Centre at the University of NSW, NSW Health, the Department of Ageing, Disability and Home Care and the Department of Community Services obtained Australian Research Council funding for a two-year research project on reaching isolated carers, including those who do not identify as carers. The project will be completed by end of 2003.

Gender equity in public institutions

This Australian Research Council funded project is being carried out by Sydney University, the Premier's Department, the Office of Industrial Relations, the Department of Education and Training, NSW Health, the Office of the Director of Equal Opportunity in Public Employment, Sydney Water and the Department for Women. The project involves interviews and analysis of documents and

is designed to improve understanding of how public policy and programs are gendered. It concludes in 2003.

The experiences of volunteers in the provision of human services in NSW: A regional perspective

Research on the experiences of volunteers, their organisations and clients was conducted to identify the conditions required for effective formal and informal volunteering, from volunteer, client and service provider viewpoints. The research was conducted by the department in partnership with the NSW Council of Social Services, the Premier's Department and the universities of Western Sydney and Technology Sydney on an Australian Research Council SPIRT grant. Stage one data collection involved focus groups with volunteers in Greater Western Sydney and central NSW. Stage two involved interviews with women volunteers, volunteer coordinators and clients. A report on the findings was published. It includes advice on methods of recruiting volunteers and how to provide better services using volunteers.

Affirmative action, equal opportunity and diversity strategies

This project involves in depth research with around 10 major companies that have introduced a significant equal employment opportunity/affirmative action initiative and includes investigating organisational drivers, facilitators, enhancers and impediments to the initiative. The project is funded through an Australian Research Council Grant and is being carried out in partnership with the Equal Opportunity for Women in the Workplace Agency and the Royal Melbourne Institute of Technology.

Young women, depression and physical activity

To increase understanding of the relationship between young women's physical activity, their sense of wellbeing and motivation to continue physical activity, the department with the Department of Sport and Recreation and Wollongong University are undertaking research to:

- o develop a model that will engage young women in a physical activity-based program which will enhance their emotional wellbeing and physical competency. This is currently underway
- o implement and test the model's efficacy (Stage 2 through application of an Australian Research Council Linkage Grant mid 2003).

Appendices

- o use results of research, ie. identified factors that sustain young women's participation in physical activity, to encourage sponsors and providers of sport and physical activity programs to modify their programs to attract more women and girls.

Refugees and domestic violence

This project aims to research the extent of domestic violence in newly arrived refugee communities, develop training resources for agencies working with these groups, and develop models of service delivery that better address the needs of women and children. The Women's Grants Program funded \$100,000 to the Centre for Refugee Research University of NSW for this project.

Jobs for women

The department has developed a *Jobs for Women* strategy comprising background information on employment trends and issues for women, an overview of the government's approach and activities on jobs for women, based on the government's employment policies and on information about activities collected from the Audit of Government Achievements for Women, as well as the department's initiatives on jobs for women, including regional development and small business, and information technology initiatives for business, young women and the community sector.

The strategy provides an overview and context for the department's work on jobs for women and includes broad new strategies targeting regional job generation. The paper has been published on the department's website, and is currently being updated to include information obtained by the 2002 Audit of Government Achievements for Women.

Aboriginal women's employment

An issues paper on Aboriginal and Torres Strait Islander women and employment issues is being developed. The paper covers occupational distribution, factors contributing to labour market experiences, existing programs and possible options. The paper will provide a basis for discussion with Aboriginal and Torres Strait Islander women about employment, education and training options, including small business and community development work. Further work on these issues will be considered by the department's newly established Aboriginal and Torres Strait Islander Women's Unit.

Western Sydney women from a non-English speaking background food and business project

This project undertakes initial research and a feasibility study into establishing catering businesses, supported by skills and food handling training, as well as identifying business opportunities for women from culturally and linguistically diverse backgrounds in western Sydney. The Women's Grants Program funded Western Sydney Community Forum \$20,268 to undertake this project.

Sexual harassment and safety

The project aims to raise awareness among young women on the subject of sexual harassment and safety issues. Research will be undertaken in schools and youth centres in regional and metropolitan NSW to explore aspects of these issues that are currently most pressing for young women. A new visual resource will be developed to address them. The Women's Grants Program funded Streetwise Communications \$88,000 to undertake this project.

DEVELOPMENT PROJECTS

Partnership project – Emerge micro enterprise development project in Redfern

A project to trial micro-enterprise development with Aboriginal women in the Redfern-Waterloo area is being funded as a partnership project with Emerge Australia. This project aims to assist Aboriginal women to build their capacity to develop and manage an enterprise idea. Services accessed by the women include small business skills training, mentoring and help with business planning and establishment. The project is also trialing a micro enterprise development approach by providing access to small amounts of credit for enterprise projects.

This partnership project has delivered a number of outcomes for the women in the Redfern-Waterloo community. Women have initiated small scale enterprises in catering, clothing manufacture, providing cross-cultural advice, photography, events coordination and the performing arts. The women are now aware of options for making additional income and what is needed to develop a business, what constitutes a good business initiative, and the components of a good business.

The funded project will be completed in July 2003, although the partner organisation will continue with the work, will be documented as a case-study examining lessons learned, and be made available to those wishing to

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engage in micro-enterprise projects with Indigenous Australians.

North west plains Aboriginal women's community development partnership project – Wirraway Aboriginal Women's Housing Scheme Inc

This partnership project aims to harness the renewed energy of Aboriginal women to collectively address issues, such as child abuse, family violence and substance abuse, through skilling and fostering Aboriginal women's leadership and use of a community development framework that is culturally and spiritually appropriate in addressing the needs of Aboriginal families in the shires of Moree, Narrabri, and Walgett.

- o The project will convene local shire working parties, identify government and non-government agency partners, build networks, provide community education and increase Aboriginal women's leadership skills.

This project aims to create an environment that makes communities own the problems and develop local solutions which lead to positive change.

Aboriginal women of Boggabilla and Toomelah

The partnership project, auspiced by Mission Australia, will focus on Aboriginal women's leadership development as the basis for dealing with significant problems of family and community violence, sexual abuse, alcohol and substance abuse and related community problems.

Capacity building and leadership development training for elders and younger women in the two communities will be developed.

Ulladulla women's vision for economic and cultural development

One project developed through the partnership project on sustainable development for women with UTS Shopfront was funded through the Regional Service Delivery Plan (Premier's Department). It was a partnership between the department and the lead agency, Department of State and Regional Development. The project enabled women in Ulladulla to lead a vision for sustainable development of the coastal town, drawing together economic, cultural and environmental development within the context of rural/coastal town regeneration, women's leadership, and imaginative responses to building sustainable futures. The

report and action plans are documented in the report, *Women's Vision – Economic and Cultural Development for Ulladulla*, launched in December 2002. The project engages women from local and regional communities in sustainable development issues, and integrated economic, cultural and environmental development and planning.

North west plains Aboriginal Women's community development partnership project – Wirraway Aboriginal Women's Housing Inc

The partnership project proposal grew from the highly successful Aboriginal women's gathering in April 2002 in Moree. Aboriginal women from the shires of Moree, Narrabri and Walgett gathered to address the issues of family violence, drug and alcohol abuse, loss and grief, child protection, sexual assault; and sexual health. The project aims to harness the renewed energy of Aboriginal women, empowered by the gathering, to address collectively these issues through skilling and fostering Aboriginal women's leadership.

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ELECTRONIC SERVICE DELIVERY

The NSW Government has made a commitment to make all appropriate government services available online by December 2001. To monitor the progress of agencies towards this target, an Electronic Services Delivery (ESD) reporting framework was introduced. Under this framework, the department is participating in a number of government initiatives in this area, including the Better Service Delivery Program.



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ENERGY POLICY AND MANAGEMENT

The department is committed to the efficient use of energy. When the department moved premises and purchased new appliances, the highest rated appliances were purchased.

End use category	Type of energy	Performance goal	Actual 2002/03	Actual 2001/02
Other facilities	Electricity	n/a	n/a	n/a
Office buildings	Electricity	n/a	316 GJ	325 GJ
Roadways	Electricity	n/a	n/a	n/a
Cost	Electricity	n/a	\$9,685	\$10,325

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WASTE REDUCTION AND PURCHASING POLICY

The department supports the government's initiative in waste reduction by establishing and implementing an action plan that promotes and does not discriminate against the purchase of recycled products, and promotes minimisation reuse and recycling of generated waste.

The NSW Government's waste reduction and purchasing policy aims to reduce the generation of waste, increase resource recovery and the use of recycled material. Initiatives during 2002/03 include:

REDUCING THE GENERATION OF WASTE

Paper avoidance/reuse

One of the most effective strategies of waste reduction is to reuse paper. The department has introduced a system to use the reverse side of paper as notepaper or for drafting responses, taking meeting notes, etc. Circulation of single copies of documents among staff and double sided printing is encouraged, along with the use of ceramic cups and plates.

Electronic communication

Use of the department's email system reduces paper waste inhouse. For clients, order forms can be accessed online and for staff draft documents can be read and edited using recycled material.

Recycling

All paper containing sensitive or confidential information is shredded for recycling. Non-confidential paper is placed in secure recycling bins and all toner cartridges are recyclable.

Purchasing

The waste reduction and purchasing policy is included in the department's induction manual and staff are also invited to suggest ideas on waste reduction. The department recently leased a digital photocopier that will accept previously used paper. Recycled stationary, including photocopier paper, are used when practical.

Appendix 37

COST AND AVAILABILITY OF ANNUAL REPORT

External printing cost of annual report: \$3,581.60.

External production – writing
(KayFay Communication) \$14,432.00

Total \$18,013.60

The 2002/03 Department for Women Annual Report is available electronically on the department's website www.women.nsw.gov.au.

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REPRESENTATION ON SIGNIFICANT DEPARTMENTAL COMMITTEES

Committee	Representative
Hands Up for Women in Council Working Party	Jane Alver Helen Boyton Robyn Henderson
Joint Consultative Committee	Kerrie Butson (union rep) Carol Donaghey Carolyn Inman (employee rep) Amanda Garland (employee rep) Sue Gorst Julane Zierolf
Occupational Health and Safety Committee	Anna Szanto Mirka Szylczak

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SIGNIFICANT ORGANISATIONS WITH A DEPARTMENTAL REPRESENTATIVE

Committee	Representative
Aboriginal ICT Strategy	Kate Parker
Apprehended Violence Legal Issues Coordinating Committee	Carole Ruthchild
Australian Women's Advisors Committee	Robyn Henderson
Better Service Delivery Program Executive Steering Committee	Kate Miller
Blacktown Teenage Pregnancy Project Reference Committee	Bessie Tselos
Capacity Building for NGOs Reference Group	Kate Parker
Capacity Building for NGOs-IT Sub Committee	Kate Parker
Casino Community Benefit Fund Grants Assessment Committee	Danny Blackman
CEOs Group	Robyn Henderson
Chief Executives Committee on Aboriginal Issues	Robyn Henderson
Department of Corrective Services Women's Advisory Committee	Carole Ruthchild
Eating Disorders Working Party	Bessie Tselos
Experiences of Volunteers in Human Services Research Steering Committee	Philippa Hall Sandy Killick Annie Pfingst

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Gender Equity in Public Institutions Research Project Steering Committee	Philippa Hall
Girls in IT Research Project Team Committee & ARC Proposal Group	Wendy Finnegan Philippa Hall
Grants Administration Review	Sue Gorst Robyn Henderson Yin Hor
Human Services CEOs Group	Robyn Henderson
Human Services CEOs Priority Regional Communities Task Force	Helen Boyton
ICT Skills Awareness Campaign - Marketing Sub Committee	Kate Parker
ICT Skills Cross Agency Implementation Working Group	Kate Parker
Inner City Homelessness Action Plan Working Party	Sandy Killick Annie Pfigst
Interagency Working Group on Improving the Participation of Women on Public Sector Boards and Committees	Jane Alver
Inter-Departmental Rural and Regional Transport Working Party	Sue Gorst Caroll Phillips
Network of Government Agencies: Gay, Lesbian and Transgender Issues	Carole Ruthchild
NSW Council on Violence Against Women Research Sub Committee	Carole Ruthchild
NSW Government Sexual Assault Interagency And Legal Issues Sub Committee	Carole Ruthchild
NSW Interdepartmental Committee on Migrant Settlement	Leanne Chan
NSW Youth Interagency Taskforce	Helen Boyton
Orange Court Support Steering Committee	Zoe Petridis
Partnership Against Domestic Violence	Robyn Henderson
Partnership Against Homelessness	Robyn Henderson Philippa Hall
Physical Activity Taskforce Lead Agency Committee	Bessie Tselos
Pilot Perpetrator Program Advisory Committee	Carole Ruthchild
Premier's Council for Women	Robyn Henderson
Reaching Isolated Carers Australian Research Council Linkage Research Project Steering Committee	Wendy Finnegan Philippa Hall

Appendices

Regional Coordination Management Groups:	Helen Boyton
Central Coast	Fay Nelson
Hunter Valley	Fay Nelson
Illawarra/South East	Helen Boyton
New England/North West	Helen Boyton
North Coast	Sue Gorst
Northern Sydney	Philippa Hall
Riverina/Murray	Philippa Hall
South Coast Sydney	Philippa Hall
Western and South Western Sydney	Helen Boyton
Western Region	Robyn Henderson
Reskilling Women for Careers in IT Project Working Party	Philippa Hall Sandy Killick
Senior Officers Group – Human Services CEOs	Helen Boyton
Sexual Assault Conference Steering Committee	Carole Ruthchild
Sexual Assault Interagency Guidelines Review Committee	Carole Ruthchild
Sexual Assault Review Committee	Carole Ruthchild
Small Agencies CEOs Group	Robyn Henderson
Steering Committee for the Pramwalkers Intervention and Research Project	Caroll Phillips
Western Sydney IT Cluster	Kate Parker
Women's Domestic Violence Court Assistance Program Advisory Committee	Zoe Petridis

Appendix 40

SIGNIFICANT COMMITTEES ESTABLISHED AND ABOLISHED

No significant committees were established or abolished in 2002/03.

Appendix 41

FUNDS GRANTED TO NON-GOVERNMENT ORGANISATIONS

The 2002 Women's Grants Program

Organisation	Project	Grant \$
Bathurst Action Against Sexual Assault Working Party	Use high profile racing drivers to promote anti-violence as part of a Statewide campaign in association with the Motor Racing Authority.	5,190

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Organisation	Project	Grant \$
Bellingen ACE – Adult and Community Education Inc	Provide comprehensive computer, internet and book-keeping training for geographically isolated Filipino women in the Dorrigo and Nymboida shires.	9,272
Eden Access Centre	Provide free access to accredited courses in word processing, spreadsheets and the internet for local women to increase career opportunities and social interaction.	14,500
Fact Tree Youth Service	Help young mothers and pregnant women in southern Sydney gain a learner drivers license to assist in overcoming unemployment and in gaining access to services.	5,620
Gambling Impact Society C/- Shoalhaven Neighbourhood Centre	Use the <i>More to Life (Women and Gambling)</i> model for community education and self-help in the Nowra, Ulladulla and bay and basin areas.	74,717
Illawarra Area Child Care Ltd. T/A The Early Childhood Training and Resource Centre	Provide training by distance education in children's services to Certificate III level to women in rural and remote areas across NSW.	79,555
Kelso Community Network	Hold short courses for disadvantaged young women on health, housing, finance, office skills, cooking and living skills.	23,800
Network of Community Activities	Provide training and increase work opportunities for women in Walgett, Bourke and Brewarrina through increased participation in planning programs, running own staff development courses, and contributing to local capacity building.	83,455
Northern Rivers Regional Business Enterprise Centre Ltd	Build information technology skills and hold time management workshops on operating a business from home.	48,685
Nowra Tenants Support	Build a sense of social responsibility, decrease isolation, and improve links with services for Aboriginal and non-Aboriginal public housing tenants through participation in community activities, eg. Clean Up Australia, anti-graffiti campaigns, community arts.	5,850

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Organisation	Project	Grant \$
Partners of Veterans Association	Increase the capacity of Partners of Veterans Association of Australia by establishing support groups in regional, rural and remote NSW and improving information and communication.	27,661
Port Macquarie College of Adult Education	Provide training and work experience for women across four vocational areas (information technology, business administration, hospitality and tourism) as well as building personal development skills.	28,986
Rotary Club of Tamworth	Build self esteem, skills and employability of young mothers.	10,850
RUSH-Rigorous Ultimate Survival Haven	Provide a group work program in the Maitland area for adolescent females who are at risk of developing mental health problems.	7,453
St George Migrant Resource Centre	Train South Pacific Islander women to provide access to welfare information and services, and facilitate community education.	29,537
Streetwize Communications	Hold focus groups to build a new Keep Safe resource on sexual harassment and safety issues for young women.	88,800
The Women's Shelter Armidale	Provide interpersonal and protective behaviours skills and self esteem building to young women who have experienced or are at risk of abuse in a relationship.	6,000
Tuggerah Lakes Community Leisure Learning and Training Centre	Can do! provides computer-based training, personal development and career opportunities for young women in an area of NSW with very low participation rates in secondary and tertiary education.	6,062
Yinnar Aboriginal Health and Wellbeing Group	Provide a two-day workshop for Aboriginal women on health and wellbeing to enhance the grass roots initiatives of the Yinnar Group.	12,577
TOTAL		558,570

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