

Statement from the Minister for Education & Training

To be provided.

A Message from the Managing Director

As a large government agency servicing the Mid West, Gascoyne and Murchison regions of Western Australia, Central West TAFE has a vital role to play in enhancing the lives of the citizens and communities of the region. The College makes a significant contribution to the region's economy as a large employer and through our role in developing the skills of the workforce. We carry considerable responsibility for developing the life long learning skills that are essential for people to participate effectively in their communities.

The College plays a leadership role in regional business and industry providing an important source of information and advice to other businesses including on technology and industry trends. In this way the College is well placed to show leadership and commitment to the principles of sustainability. We can do this through the way in which we provide our programs and services, interact with industry and the community and in the development of our own staff.

The College's Sustainability Action Plan is the first step in an approach that will see Central West TAFE build its planning and strategic management framework around the principles of sustainability. I look forward to working with the Sustainability Policy Unit and other key stakeholders, including other agencies within the Central West region to make these principles become a reality.

Bert Beevers
Managing Director
Central West TAFE

December 2004

Overview

In September 2003 the Western Australian Government released its vision for sustainability through the document "*Hope for the future: A Western Australian State Sustainability Strategy*". This document outlines the Government's commitment to meeting the needs of current and future generations through an integrated approach to the provision of services focusing on the environmental protection, social advancement, and economic prosperity of the resources of Western Australia.

Since this time additional documentation has been developed through the Sustainability Policy Unit of the Department of Premier of Cabinet to provide State Government agencies with support strategies to achieve the objectives of the State Sustainability Strategy. One such document, "*Leading by example: The Sustainability Code of Practice for Government Agencies and Resource Guide for Implementation*", has been utilised to assist in the development of the Central West TAFE Sustainability Action Plan.

Central West TAFE

Sustainability Action Plan 2005/2007

This document presents Central West TAFE's planned actions to support the government objectives with regards sustainability. As a training provider in a large regional area Central West TAFE has a strong history of providing training and support services that enhance the capacity of regional and remote communities. Central West TAFE sees the State's commitment to sustainability and the triple bottom line approach as an opportunity to build its management and planning structures around these principles with a view to continuing the provision of high quality services to the Central West community.

This plan presents actions across the following three commitments:

1. Planning, reporting and decision making are conducted in accordance with the sustainability principles.
2. Agency operations support sustainability.
3. Public Sector employees are encouraged and empowered to support sustainability.

Current Actions to Support Sustainability

Central West TAFE is currently undertaking a number of initiatives which support the advancement of the State Sustainability Strategy including:

- ✧ The College's strategic directions as provided for in the strategic plan, "*Partnership with the Region: Building Capacity through Education and Training*", support and encompass sustainability principles.
- ✧ Engagement of industry and the community in setting College directions and in decision making through a structure of Industry and Regional Advisory Committees across the region.
- ✧ To ensure the integration of services to youth the College is working closely with the Mid West District Education Office and with other providers of youth services in the development of the Mid West District Education and Training Plan and the development of an Educational Precinct.
- ✧ The College has a strong history of collaboration with industry to provide industry relevant training to clients, including working in partnership to utilise existing facilities.
- ✧ In 2003 the College formed an Energy Management Committee and developed energy management targets as part of its commitment to the Government EnergySmart initiatives.
- ✧ Environmental sustainability principles are evaluated when preparing new building designs.
- ✧ Consideration is given to sustainability principles in the development of new programs and in preparing funding applications.
- ✧ Community capacity building is a key component of the College's vision. The College has made efforts to ensure equitable provision of services to regional and remote regions through the location of service points and staff in key regional communities.

Central West TAFE Sustainability Action Plan 2005/2007

Central West TAFE Sustainability Action Plan

To develop and drive the implementation of the Sustainability Action Plan the College has formed a Sustainability Steering Committee which includes senior members of staff and the three appointed team leaders for each of the above commitments.

In 2005 the team leaders will be responsible for overseeing the implementation for their section action plan. The College's existing team based culture will be utilised to form additional sub-committees to engage a wide range of College staff in the implementation of the actions and to increase staff knowledge and commitment to sustainability principles.

The Sustainability Steering Committee will meet bi-monthly to discuss progress, develop further actions and prepare reports for College Corporate Executive.

The Central West TAFE Sustainability Action Plan 2005 – 2007 is a flexible document which will undergo constant review and ongoing development throughout its two year timeframe.



Central West TAFE Sustainability Action Plan 2005/2007

Commitment One - Planning, reporting and decision making are conducted in accordance with the sustainability principles.
Team Leader - Kristie Tonkin, Manager Quality & Planning

1.1 Strategic Management

Ensure agency strategic and business plans and budgets reflect sustainability principles, practices and actions within the State Sustainability Strategy, consistent with *Better Planning: Better Services – A Strategic Planning Framework for the Public Sector*.

Relevance to Central West TAFE

The Central West TAFE planning process is one which encourages consultation with both internal stakeholders and the wider community to ensure VET sector government and community needs are met. The College's current strategic plan *Partnerships with the Region: building capacity through education and training* recognises the vital role the College has to play in regional development through the provision of quality training to ensure the availability of a skilled workforce to meet the changing needs of regional communities.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
1.1.1 & 1.3.1	Develop a College Decision Making and Planning Framework that aligns activities to the principles of the State Sustainability Strategy and encompasses consideration of other government policy documents such as the <i>Better Planning: Better Services – A Strategic Planning Framework for the Public Sector</i> documentation. This framework will form the basis of future strategic planning activities.	Director Organisational Effectiveness Manager Quality and Planning	June 2005	
1.1.2	Incorporate mechanisms for consideration of sustainability principles into the College operational planning documentation.	Manager Quality and Planning	September 2005 Review in December 2005 once 2006 op planning has been undertaken.	
1.1.3	Develop budgets to support the implementation of sustainability actions.	Manager Finance Director Corporate Services	January 2006 and ongoing	
1.1.4	Develop a College Workforce Management Plan encompassing sustainability principles to ensure appropriate succession planning is in place and to ensure the workforce reflects the diversity of the College's client group.	Director Corporate Services Manager Human Resources Manager Quality & Planning	Completed December 2005 with ongoing review points highlighted in the plan.	

Central West TAFE Sustainability Action Plan 2005/2007

1.1 Strategic Management (continued)

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
1.1.5 1.5.1 & 2.2.2 & 3.2.4	Develop a consultation and planning model to assist the College to meet the ongoing training needs of regional communities. (Development of community training plans with two communities during 2005)	Director Academic Training Services Director Organisational Effectiveness	February-December 2005 & Ongoing	

1.2 Annual Reporting

Through annual reports, government agencies are able to report on their contribution to sustainability, including the implementation of actions within the State Sustainability Strategy and the adoption of sustainability principles and practices more generally.

Relevance to Central West TAFE

Central West TAFE produces an Annual Report in accordance with the Western Australian Public Sector Annual Report Framework. The annual report is a reflection of the College's achievements in terms of its vision and strategic directions as well as achievement against various Government and VET sector priorities. The Annual Report is a source of information for internal and external stakeholders and provides a guide as to the College's performance against agreed indicators.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
1.2.1	Review the requirements of the Annual Reporting Framework and incorporate these into Central West TAFE Annual Reports	Manager Quality and Planning	February 2005 February 2006 February 2007	
1.2.2	Collate information on the College's commitment and response to sustainability for inclusion in Annual Reports and to provide information to the Sustainability Policy Unit upon request.	Manager Quality and Planning	Ongoing	
1.2.3	College Sustainability Committee to review the Sustainability Action Plan at regular intervals to report upon completed actions to Corporate Executive and facilitate the development of further actions.	Manager Quality and Planning Sustainability Committee	Quarterly	

Central West TAFE

Sustainability Action Plan 2005/2007

1.3 Sustainability Assessment

Sustainability assessment informs significant government decisions, policies and agreements and becomes part of relevant areas of government activity.

Relevance to Central West TAFE

The College recognises the value of incorporating the principles of sustainability into its planning and decision making framework. As such the College will ensure staff receive training in the skills required to undertake sustainability assessment as an underpinning activity to the planning process. The baseline data that assessment provides will facilitate better planning and decision making processes.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
1.3.1 & 1.1.1	Develop a College Decision Making and Planning Framework that aligns activities to the principles of the State Sustainability Strategy and incorporates sustainability assessment. Communicate this framework to College staff and ensure incorporation of principles into the development of programs, policies and procedures.	Director Organisational Effectiveness Manager Quality and Planning	June 2005 July – December 2005 & Ongoing	
1.3.2	Utilise the support of the Sustainability Policy Unit to develop tools to facilitate sustainability assessments.	Manager Quality and Planning	June 2005	
1.3.3	Develop and conduct training programs to provide staff with the skills required to undertake sustainability assessment. (Train all senior staff during 2005 & other targeted staff in 2006 / 2007)	Manager Quality and Planning Manager Physical Resources Manager Academic Program Development	July – December 2005	

1.4 Legislation

Where relevant incorporate sustainability principles into legislation as it is reviewed, drafted or amended.

Relevance to Central West TAFE

The College provides input or response to legislative changes as requested by the Minister for Education and Training.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
	No actions are required as legislation is not within influence of TAFE Colleges.			

Central West TAFE Sustainability Action Plan 2005/2007

1.5 Consulting Citizens

Where appropriate, actively engage stakeholders and the public in transparent policy development and decision making processes.

Relevance to Central West TAFE

In order to determine and meet client needs Central West TAFE has established a number of partnerships with industry, community groups and other training providers to identify training and local/regional issues for incorporation into planning for service delivery.

Underpinning the College's strategic planning process is a close liaison with local industry and community stakeholders on training needs and skill requirements. The consultation undertaken ensures that planning and decision-making processes have had input from local industry and the community.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
1.5.1 1.1.5 2.2.2 3.2.4	Build on current College models to facilitate better consultation with communities. (for example build Industry Advisory Committees) Undertake consultation across the region to identify the training needs of individual towns and communities. (Development of community training plans with two communities during 2005)	Director Academic Training Services Director Organisational Effectiveness	February-December 2005 & Ongoing	
1.5.2 & 3.2.5	Consult with CDEPs to determine training requirements of these organisations (Development of training plans with two CDEPs during 2005)	Director Academic Training Services Director Organisational Effectiveness	February-December 2005 & Ongoing	
1.5.3	Review and improve upon the College's Industry Consultation processes, including how information gained is integrated into College decision making processes. (Review and trials in 2005 & development of new processes in 2006)	Director Academic Training Services Director Organisational Effectiveness Manager Quality and Planning	2005 - 2006	
1.5.4	Develop sub-committees of the College Sustainability Steering Committee to gain staff and community input, enable completion of planned actions and to access expertise and specialised knowledge where appropriate.	Sustainability Steering Committee	2005	

Central West TAFE Sustainability Action Plan 2005/2007

Commitment Two - Agency operations support sustainability

Team Leader - Gary Savill, Manager Physical Resources

2.1 Procurement

Ensure procurement complies with the sustainability approach outlined in the Buying Wisely supply documents.

Relevance to Central West TAFE

The College has a centralised purchasing section that provides advice and support to all College staff with regards to procurement. This includes information about government guidelines such as the Buying Wisely initiative.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
2.1.1	Ensure ongoing compliance with State Supply Commission policy changes	Manager Finance	Ongoing – positive audit findings.	
2.1.2	Continue to maintain a Contracts Register for purchases greater than \$10,000.	Manager Finance	Ongoing – positive audit findings.	
2.1.3	Review of tender activities once the State Supply Commission circulates sector-wide templates.	Manager Finance	During 2005	
2.1.4	Review College Supply Procedures Manual to incorporate sustainability principles in 2005, make any required amendments and communicate changes to relevant staff.	Manager Finance	Completed by December 2005	

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2.2 Service Delivery

Integrated service delivery across agencies. To enhance the resilience and sustainability of communities by ensuring effective joined up government services and responses that build on community strengths and answer the needs of the community.

Relevance to Central West TAFE

The operations of Central West TAFE span a large area of regional Western Australia. In order to effectively deliver services to clients within the vast Central West region the College builds partnerships with other service providers, local shires, local Indigenous organisations, schools, and local enterprise. These partnerships are the foundation upon which community needs are identified and met through an integration of services and sharing of resources.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
2.2.1	Continue to evaluate and build upon existing College programs and services which facilitate integrated services delivery including: <ul style="list-style-type: none"> ▪ Training Alliance Managers ▪ VET in Schools ▪ Traineeships ▪ Live Works Projects ▪ Batavia Coast Marine Centre ▪ Rural Skills Programs ▪ Mid West Football Academy ▪ Educational Precinct ▪ University Partnerships ▪ TAFEWA Strategic Plan ▪ Telecentre Network 	Director Academic Training Services Director Organisational Effectiveness	Ongoing	
2.2.2 & 1.1.5 & 1.5.1 & 3.2.4	Through effective community consultation develop community training plans that facilitate delivery of training to communities that is planned and developed by key stakeholders such as the local shire, local Aboriginal community and Central West TAFE. This will identify efficiencies and positive outcomes for the community. (Development of community training plans with two communities during 2005)	Director Academic Training Services Director Organisational Effectiveness	February – December 2005 & Ongoing	

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2.2 Service Delivery (continued)

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
2.2.3	Develop a model to work with other government agencies to identify and utilise people in regional communities with the skills required to conduct and coordinate delivery of training programs.	Director Academic Training Services Manager Human Resources Academic Directors	Trial in 2005 & ongoing.	
2.2.4	Development of programs with social community outcomes as well as academic outcomes. (Linked to 2.2.2)	Director Academic Training Services Academic Directors	2005 and ongoing	
2.2.5	Work collaboratively with Fisheries WA to undertake research and community awareness that will ensure the sustainability of the Abrolhos Islands and local fisheries.	Academic Director Marine & Aquaculture Manager Academic Program Development	Ongoing	
2.2.6	Develop and implement a model for the provision of traineeships in regional areas that facilitates a combined approach of visits from other stakeholders to maintain regular contact. Work with selected regional employers to develop their capacity to support trainees and better contribute to the training experience.	Director Academic Training Services Director Organisational Effectiveness Academic Directors	Development and trail in 2005 Review & implementation in 2006	



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2.3 Environmental Performance

2.3.1 Waste

Establish a framework for the adoption of waste reduction, re-use and recycling strategies.

Relevance to Central West TAFE

Central West TAFE is the second largest regional TAFE College in Western Australia. It provides a range of training opportunities across three campuses, Geraldton, Carnarvon and Exmouth. Features of the largest campus at Geraldton include a floor area of over 18,000 square metres, delivery across eighteen single storey buildings, a twelve hectare site of which about 66% is developed, and a mix of age of buildings with on third of the campus constructed four years ago with the remainder being twenty years old. Additionally the College offers a number of trade based programs which require a wide range of equipment for welding, fitting and machining, automotive, and carpentry and joinery, all of which have high energy requirements.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
2.3.1	Continue to ensure cleaning and gardening tenders have specific clauses regarding the reduction of waste within the College.	Manager Physical Resources	Ongoing	
2.3.2	Continue to encourage paper recycling opportunities such as utilisation in the art department for paper mache and other sculpture activities and placing waste paper into recycle bins located in office areas. Provide selected offices with a waste basket specifically for paper to be emptied by the occupant into the centralised paper recycling bins.	Manager Physical Resources	Ongoing 2005	
2.3.3	Conduct a waste audit and set benchmarks for improvement.	Manager Physical Resources	June 2005	
2.3.4	Following the formation of the centre of procurement excellence the College will request a common use contract for the collection of College waste.	Manager Physical Resources	December 2005	
2.3.5	Form a sub committee of the College Sustainability Management Committee to utilise the knowledge of staff and develop initiatives aimed at improving College environmental performance.	Manager Physical Resources	Formation by June 05 & bi-monthly meetings	

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2.3 Environmental Performance (2.3.2 Energy)

Lead by example and demonstrate to the wider community that energy savings can be achieved cost effectively and; monitor government energy use to enable appropriate benchmarks to be set, opportunities to be identified and improvement to be published.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
2.3.6	Implementation of the College Energy Management Plan to achieve Energy Smart milestones.	Manager Physical Resources	Ongoing including milestones as set in plan	
2.3.7	Conduct further energy management audits.	Manager Physical Resources	September 2005	

2.3 Environmental Performance (2.3.3 Water)

Maximise water use efficiency in government, with the aim of incorporating sustainable water use into everyday practices; and provide an example to the wider community as to how water can efficiently be used and re-used.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
2.3.7	Consider Department of Housing and Works guidelines in the development of new buildings. Considerable amount of work has been undertaken to ensure that the proposed Batavia Coast Marine Centre uses water efficiently. Initiatives include the extensive use of native plants and the use of sea water for heat exchanges.	Manager Physical Resources	Ongoing	
2.3.8	Continue modifications to the Geraldton Campus reticulation system to effect savings in water usage.	Manager Physical Resources	Ongoing	
2.3.9	Consider proposals for more environmental horticultural activities. Such as the use of native plants and the gradual conversion of sprinkler type systems to Netafin drippers.	Manager Physical Resources	Throughout 2005	
2.3.10	Examine the possibility of "grey" water recycling within the College.	Manager Physical Resources	During 2006	
2.3.11	Conduct a water audit of the College's Geraldton Campus. Implement recommendations of the water audit within budgetary constraints.	Manager Physical Resources	July 2005 & ongoing	

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2.4 Vehicles and Travel

Minimise the number of vehicles, reduce vehicle use, maximise fuel efficiency, promote alternative fuels and modes of travel and offset greenhouse gas emissions.

Relevance to Central West TAFE

The College maintains a small fleet of vehicles, which are utilised by staff to travel to regional communities and to transport students. Staff are required to book vehicles through a central booking officer to ensure efficient use of vehicles is achieved.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
2.4.1	Undertake a survey of staff travel to and from work. This survey assist in identifying the level of alternative transport currently being undertaken. The results of the survey will inform College strategies for promotion of more efficient or alternative travel. Develop a sub committee of the College's Sustainability Management Committee to investigate alternative travel arrangements for staff.	Manager Human Resources	Survey complete by December 2005 Strategies developed & implemented by June 2006	
2.4.2	Undertake a survey of student travel. Investigate and promote alternative options of travel for students.	Manager Physical Resources Marketing Coordinator	Survey complete by December 2006	
2.4.3	The College will continue to support the current management system for vehicle usage that includes the facilitation of travel arrangements of staff. College vehicles are garaged on site. This restricts private use and the need to travel to and from work.	Manager Physical Resources	Ongoing	
2.4.4	Staff undertaking solo car journey's for business purposes will be encouraged to share the College vehicle with others. A revision of the College policy will be undertaken to explore ways of car pooling and discouraging solo journeys. (An analysis will be undertaken to set reduction targets during 2005)	Manager Physical Resources	May 2005	
2.4.5	The College vehicles policy will be revisited to ensure compliance with Government fleet vehicle policy and reflection of sustainability principles.	Manager Physical Resources	May 2005	



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2.5 Government buildings and land

Sustainability practices are incorporated into the design, procurement, leasing, construction, maintenance and management of government buildings and other built assets and to the management of government owned land.

Relevance to Central West TAFE

Central West TAFE is the second largest regional TAFE College in Western Australia. It provides a range of training opportunities across three campuses, Geraldton, Carnarvon and Exmouth. Features of the largest campus at Geraldton include a floor area of over 18,000 square metres, delivery across eighteen single storey buildings, a twelve hectare site of which about 66% is developed, and a mix of age of buildings with on third of the campus constructed four years ago with the remainder being twenty years old. Additionally the College offers a number of trade based programs which require a wide range of equipment for welding, fitting and machining, automotive, and carpentry and joinery, all of which have high energy requirements.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
2.5.1	<p>Incorporate Department of Housing and Works Office Accommodation Policies into new buildings including the examination of use of energy efficient operating equipment.</p> <p>The principles have been incorporated into the proposed Batavia Coast Marine Centre and new Exmouth Campus Building.</p>	Manager Physical Resources	Ongoing	
2.5.2	<p>The College currently logs faults through the use of Facilities Database that provides the College with a history of recurring faults. Additionally close monitoring of maintenance work is undertaken.</p> <p>In 2005 improved use of the Facilities Database to include program and routine maintenance items will occur. This will give the College a history of work undertaken on particular rooms and/or machinery. This will better enable the college to use our information database.</p>	Manager Physical Resources	Ongoing and quarterly review of maintenance reports.	
2.5.3	<p>Continued monitoring by Architects and College staff to ensure that major works incorporate sustainability practices.</p> <p>Further improvements and assessment will occur with the proposed additional works for the Secondary Education Precinct.</p>	Manager Physical Resources	Ongoing	

Central West TAFE Sustainability Action Plan 2005/2007

Commitment Three - Public sector employees are encouraged and empowered to support sustainability

Team Leader - Susan Leonard, Manager Academic Program Development

3.1 Capacity Building for sustainability

Public sector employees are aware of sustainability concepts and opportunities and of what they can do within their agency and workplace to support the adoption of sustainability principles and practices.

Relevance to Central West TAFE

Central West TAFE has a team based structure which encourages all staff to have input into College decision making. A well formed Professional and Career Development committee lead by the Manager Human Resources will include in its PD plan for 2005 professional development sessions on sustainability concepts to enable staff to incorporate these principles into decision making processes.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
3.1.1	Develop information on innovation and sustainability to use as basis for staff capacity building.	Manager Academic Program Development	March 2005	
3.1.2	Develop PD activities to increase the knowledge and understanding of sustainability and its role in all College activities. (Minimum of four sustainability PD activities throughout 2005)	Manager Academic Program Development Manager Human Resources Principal Lecturer QTD	February-August 2005 & Ongoing	
3.1.3	Include information on sustainability into the College induction process. (Present to all new staff in 2005)	Manager Quality and Planning	December 2004	
3.1.4	Identify best practice opportunities to promote good sustainability practices and engage College staff. (Activity at Quality Day on 15 th August 2005)	Manager Human Resources Manager Quality and Planning	January-December 2005	
3.1.5	Develop framework for commitment across the three campuses.	Manager Human Resources Manager Quality and Planning	February-July 2005	
3.1.6	Develop communication strategy utilising existing College committee and team based structures.	Manager Human Resources Manager Quality and Planning	February-April 2005	

Central West TAFE Sustainability Action Plan 2005/2007

3.2 Sustainability through Diversity

Support employees in understanding and respecting diversity through anti-racist, equal opportunity and cross-cultural awareness training programs, and utilising means to redress where legislation permits.

Relevance to Central West TAFE

Central West TAFE is committed to providing access to quality training for all our clients throughout the region. Accordingly the College has implemented a number of initiatives aimed at improving access to education and training programs for specific clients groups, in response to identified training needs. The College employs Aboriginal Development Officers and Aboriginal Student Services Officers to identify the training needs of Aboriginal students and communities in the region, to identify training strategies and to provide services to support this training. A Disability Liaison Officer provides a point of contact for students and staff and advises staff on appropriate support strategies to assist students with disabilities. A Regional Services Coordinator encourages greater participation rates in vocational education and training throughout the Mid West and Gascoyne regions, seeking to overcome the barriers of distance and infrastructure for all client groups in regional and remote locations. In addition to these specialised roles within the College all staff are required to have an understanding of access and equity principles, as such professional development on learning styles, understanding diverse cultures and equity principles are included in the College annual professional development plan.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
3.2.1	Conduct research into learning styles of one equity group each year including 15-19 year olds, CALD and People with Disabilities. Disseminate research findings to staff including those finding from research conducted in 2004 regarding Indigenous Learning Styles. Increase lecturing staff skills in identifying and catering for different learning styles.	Manager Academic Program Development Principal Lecturer QTD Director Academic Training Services	February-December 2005 and Ongoing	
3.2.2	Utilise the <i>Working with Diversity</i> kits developed by ANTA to develop a professional development activity to raise awareness of access and equity principles and the groups represented by this. (Target of 70% attendance in 2005)	Director Organisational Effectiveness Manager Human Resources Principal Lecturer QTD	February-April 2005 & Ongoing	
3.2.3	Review and communicate College Workforce Diversity Plan	Manager Human Resources Manager Quality & Planning	April - May 2005 & Ongoing	
3.2.4 1.1.5 1.5.1 2.2.2	Build on current College models to facilitate better consultation with communities. (for example build IACs) Undertake consultation across the region to identify the training needs of individual towns and communities.	Director Academic Training Services Director Organisational Effectiveness	February-December 2005 & Ongoing	

Central West TAFE Sustainability Action Plan 2005/2007

3.2 Sustainability through Diversity (continued)

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
3.2.5 & 1.5.2	Consult with CDEPs to determine training requirements of these organisations (Development of training plans with three CDEPs during 2005)	Director Academic Training Services Director Organisational Effectiveness	February-December 2005 & Ongoing	
3.2.6	Develop and communicate Substantive Equity Statement.	Manager Quality & Planning	February-July 2005	
3.2.7	Develop strategies to deliver mentor training across the region to ensure a pool of trained staff are available to support our clients.	Director Academic Training Services Manager Human Resources	February-December 2005	

3.3 Volunteering for community development

Support the involvement of public sector employees in community initiatives

Relevance to Central West TAFE

As one of the largest employers in the region and with a strong program of professional development provided to staff the College realises that its workforce is a significant source of skills and expertise within the community. Many staff are already engaged in community volunteering programs, sit on committees or boards and contribute their skills in a myriad of ways. The College supports this community involvement and will work toward formalising ways in which staff can be supported in these activities.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
3.3.1	Review College's key documents with a view to encompassing commitment to community development.	Manager Quality and Planning	July 2005	
3.3.2	HR to analyse outside employment forms to assess level of volunteering undertaken. (Develop benchmarks for improvement and review in future years)	Manager Human Resources	April 2005	
3.3.3	Identify and build on external committees that staff are involved with.	Manager Human Resources	February-December 2005	
3.3.4	Continue to identify and build upon live works training opportunities that may benefit students as well as communities and incorporate into delivery planning.	Academic Directors	During delivery preparation	

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Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
3.3.5	Research Volunteer Australia website & the Public Sector Employee Resource Guide to see what activities exist.	Manager Human Resources	February 2005	
3.3.6	Investigate community volunteer schemes.	Manager Human Resources	February-Dec 2005	
3.3.7	Formalise College community volunteer schemes and develop strategies and policy documentation to maintain, value and grow volunteers.	Manager Human Resources Manager Quality and Planning	February--December 2006	

3.4 Occupational Health & Safety

Agencies should strive to establish best practice occupational safety and health management systems.

Relevance to Central West TAFE

The College takes seriously its commitment to provide a safe and healthy place to work and learn. Processes are in place to monitor and review compliance with OH&S legislation and to inform and upskill staff on their responsibilities to contribute to safety in the workplace. The OH&S Standing Committee carries a key responsibility in this area.

Action No.	Central West TAFE Action & Target	Responsible Officer	Timeframes	Review / Comments
3.4.1	Continue to work through the recommendations of the 2003 WorkSafe audit focussing on risk control and training. Modify policies and procedures to reflect changes.	Manager Physical Resources OHS Committee	Finalise all recommendations by November 2005	
3.4.2	Undertake another independent assessment of the College management processes once appropriate mechanisms and policies have been put into place.	Manager Physical Resources	March 2006	
3.4.3	Undertake training of workplace OHS reps in order to keep them up to date with legislative changes.	Manager Physical Resources Manager Human Resources	Ongoing	
3.4.4	Review current OHS practices to identify improvements and ensure consistency across all campuses.	Manager Physical Resources OHS Committee	March – November 2005	
3.4.5	Improve on and modify procedures to comply with new legislation. Update induction material and the OHS procedures manual.	Manager Physical Resources OHS Committee	May 2005	