Australian Government

Equal Opportunity for
Women in the Workplace Agency

Public Report Form

(Workplace program reports are due between 1 April and 31 May annually)

General Information	**EOWA compliance reports document the results of an active workplace program designed to eliminate barriers for women in Australian workplaces.**
	The Public Report Form is a suggested format for writing your program report. Program reports can be submitted in a different format so long as the same information is included.
	When writing your EOWA Report:
	• To be compliant with the Equal Opportunity for Women in the Workplace Act 1999, information needs to be provided under EACH of the six steps listed in the Public Report Form.
	• Hyperlinks to documents/tools that provide further information specific to that particular part of the program/report are included to the right of each Step's header.
	• Summarise your information – bullet points are acceptable.
	• Confirm your details by completing **ALL** fields of the Organisational Details Cover Sheet included. This will not form part of your public report.
	• For further assistance, refer to *The Quick Guide To Reporting* or call one of EOWA's Client Consultants on (02) 9448 8500.
	Please keep in mind the following:
	• It is **not** necessary to provide us with written organisational policies.
	• In accordance with the Privacy Act 1988, individuals must not be named in your Public Report as it is a public document and will be published on EOWA's website.
	• Reports are accepted by EOWA as a true and accurate record and as **HAVING BEEN APPROVED BY THE CEO/MANAGING DIRECTOR.** The CEO's electronic signature is NOT required.
Submitting Your Report	• Please **EMAIL** your report in **Word** or **RTF** format to *reportforms@eowa.gov.au*.
	• Note that reports lodged via email will receive automatic electronic acknowledgement. If you do not receive this automatic reply, contact EOWA on (02) 9448 8500.
	• For those employers **without access to email,** post your report to: The Equal Opportunity for Women in the Workplace Agency, PO Box 712, NORTH SYDNEY NSW 2059.

Organisational Details Cover Sheet

To be completed and attached to EACH REPORT and APPLICATION

(This information is confidential and will be removed from any Public Report)

1. ORGANISATION'S DETAILS

Legal name of your organisation: *(if changed since last report, complete changes in Section 2 below)*	The Australian National University
Trading name *(if applicable)*:	n/a
Total No. of employees:	**ABN:** 522 34063906
ASX Codes for Orgs listed on Aust Stock Exchnge	
ANZSIC Code AND Industry Description (refer www.abs.gov.au):	8102 – Tertiary Education, University Operation

Postal address:	The Australian National University, Acton	**State:** ACT	**Postcode:** 0200
	Switchboard No: 02 6125 5111	**Facsimile No:** 02 6125 0559	
Physical address:	The Australian National University, Acton	**State:** ACT	**Postcode:** 0200

2. CONFIRM YOUR ORGANISATION'S HIERARCHY DETAILS BY COMPLETING BELOW

Name of the ultimate AUSTRALIAN Parent Company for your organisation/s?:	N/A
List ALL organisations covered in this Report: *(if too many to list here, please attach a separate document):*	

Have there been changes to ANY of your organisations since your last report? *(If yes, detail below)*:	YES	NO	x

Reason For Change	**Previous Org Name**	**New (Current) Org Name**
a) Change of Name:		
b) Sold:	**Org Name**	**Name & Contact Details of New Owner**
c) Ceased Trading:	**Org Name**	

3. CONTACT INFORMATION

	CEO Details	**Report Contact Details**
Title (eg Ms, Mr, Dr etc):	Professor	Ms
Family Name:	Chubb	Inge
First Name:	Ian	Saris
Job Title:	Vice-Chancellor	Manager, Diversity and Inclusion Unit
Telephone:		6125 7878
Facsimile:		6124 0559
E-mail Address (or PA for CEO):		Inge.saris@anu.edu.au
Postal Address (if different to above):		

EOWA may send your company non-reporting related material from other organisations for the sole purpose of notifying you of relevant equal opportunity information such as lectures, events, programs or publications. If you DO NOT want EOWA to send your Report Contact or CEO this information please advise EOWA by email at eowa@eowa.gov.au or by phone on (02) 9448 8500.

STEP 1:	WORKPLACE PROFILE	*Developing a Workplace Program - Step 1*

Enter data on the composition of your workforce as instructed below :

1. If needed, additional rows can be added to the workplace profile to reflect accurately the additional/different roles within your organisation.
2. Your workplace profile data should be no earlier than October prior to the beginning of the reporting period.
3. Please insert your Workplace Profile below from:
   i)   our industry-relevant *Microsoft Excel Spreadsheets which you can obtain from our website,* or
   ii) from your own table or spreadsheet (refer table below as a guide).
4. Please note - confidential salary information will be removed from the public document.
5. To enable accurate comparisons, annualise the part-time and casual salaries.

Workforce Profile as at 31 March 2010   **Australian National University**

Occupational Clasifications	Continuing Staff Tenure Permanent						Other								Total		Average Salaries***	
	Full Time		Part Time		Casual		Contract Less than 1 year		Contract 1 year or more		Contract 3 years or more		Casual Visitors					
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
Vice Chancellor & Principal		1													0	1	*	
Deputy Vice Chancellors												1			0	1	*	
Pro-Vice Chancellors	1										1	1			2	1	*	
Academic Deans & Heads	2	13									5	12			7	25	$208,394.19	$252,410.81
General Staff Directors	2	3									1	10			3	13	$161,679.98	$203,513.47
Academic Staff															0	0		
Level A	33	41	16	3			7	13	41	65	49	61			146	183	$79,877.05	$80,619.04
Level B	70	128	17	11			5	6	26	45	49	51			167	241	$96,829.87	$96,898.84
Level C	61	141	22	22			4	3	9	18	19	38			115	222	$117,630.91	$118,473.00
Level D	41	126	7	13					2	2	1	16			51	157	$142,703.83	$141,631.16
Level E	45	200	4	17					1	7	6	36			56	260	$169,600.60	$180,398.24

….. Continued over

Workforce Profile as at 31 March 2010 — Australian National University

Occupational Clasifications	Continuing Staff Tenure Permanent						Other								Total		Average Salaries***	
	Full Time		Part Time		Casual		Contract Less than 1 year		Contract 1 year or more		Contract 3 years or more		Casual Visitors					
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
General Staff															0	0		
Trainee							1					8			0	9		$53,342.53
ANUO 1		1													0	1		$40,878.58
ANUO 2	5	10	33	9			1		4	7					43	26	$57,372.79	$52,968.35
ANUO 3	47	53	33	8			1	3	10	8	2	1			93	73	$54,633.40	$60,772.57
ANUO 4	75	81	63	10			7	4	25	7	4	2			174	104	$60,688.83	$64,695.84
ANUO 5	195	132	73	12			18	6	25	15	10	2			321	167	$66,027.90	$69,039.04
ANUO 6	230	116	72	12			13	3	25	9	12	6			352	146	$74,684.82	$77,691.82
ANUO 7	33	93	9	3			1	2	8	7	7	8			58	113	$79,983.44	$82,992.77
ANUO 8	125	155	32	8				1	8	8	3	6			168	178	$91,296.16	$95,510.51
ANUO 9	4	12		2											4	14	$101,423.48	$104,648.47
Senior Staff															0	0		
Senior Manager 1	79	90	10	8					3	4	2	5			94	107	$104,572.84	$107,385.91
Senior Manager 2	24	22										3			24	25	$112,828.78	$124,540.53
Senior Manager 3	9	12	1	1					1	1	4	2			15	16	$131,471.58	$138,826.32
Senior Manager 4	3	12									1	2			4	14	$151,246.03	$151,135.74
Senior Manager 5 & above	1	2					1		1			1			2	4	$181,934.51	$180,893.33
TOTAL	830	791	326	73	see note **		41	21	110	66	45	46	^see note		1352	997		

General notes on data:

*Average Salaries for Executive Staff are not disclosed.

^ Casual Visitors are not included as no salary is paid.

**No data is available for casual staff by classification level. The following numbers are based on payments made over the full year 2009 and converted to full-time equivalent (FTE) rather than headcount:

Sessional Academic Staff: Female – 71.91; Male – 49.43; **Casual General Staff**: Female – 142.85; Male – 108.15.

***Average salaries include full remuneration (eg superannuation, bonuses etc)

STEP 2: ANALYSIS	*Developing a Workplace Program - Step 2* *Workplace Analysis Tool Kit* *Employment Matter Guidelines*

Using as much space as required, describe the analysis you undertook during the reporting year to identify equal opportunity issues for women. **You MUST provide information on the following areas**:

a.	How did you **CONSULT** with staff to identify issues for women in your workplace across the seven employment matters listed below (eg conducted surveys, focus groups, EO committee etc)?
	The University Community Equity Committee is the peak ANU consultative body for identifying and prioritising equity issues. The Committee consists of broad representation from across the University's staff and students. The Committee reports to the University Council. The Manager of the Diversity and Inclusion Unit and the Senior Consultant – Equity play a central role in devising consultation strategies for specific equity issues. The equity@ANU website portal provides a one-stop-shop for information about equity policies, guidelines, and events. The ANU Diversity Network, comprising representatives of each of the ANU Colleges and Divisions, plays an important role in disseminating information in local areas of the University and providing feedback on the value of initiatives run by the Diversity and Inclusion Unit.
b.	What other **means of analysis** did you use to identify issues for women (eg workplace profile, HR statistics re turnover trends, etc)?
	The Diversity and Inclusion Unit evaluates its own activities on an annual basis via evaluation forms, targeted surveys and face to face feedback interviews. More generally the Diversity and Inclusion Unit draws upon exit interview documentation, workforce planning data and the results of relevant academic research to identify issues and formulate policies and programs. Data from the ANU's annual Workforce Planning Report is also used to identify trends and issues for women. In January 2010, the Human Resources Division undertook a study of demand for a School Holiday Program among ANU staff and students. The survey results showed that 84% of respondents would consider using an ANU based holiday program. Further development work is being undertaken to assess the potential for offering such a program in the future. The ANU has also participated in a 3 year research project on work/life balance which is being conducted by an ANU PhD Scholar, Meredith Monroe. This research is tracking work/life balance over time and is part of a larger research project across four countries (Australia, New Zealand, Hong Kong and China) and will involve over 20,000 employees and several universities.
c.	Under the seven Employment matters below: i) From the analysis and consultation outlined above, summarise the policies and business practices your organisation has in place for all staff and for women that are either aimed at or have resulted in contributing to equal opportunity and

ii) Document what were the ISSUES YOU IDENTIFIED FOR WOMEN in your workplace during the reporting period (if no issues were identified, you will need to demonstrate through your analysis how you arrived at that conclusion)

Employment Matter 1: Recruitment & Selection

The ANU continues recruitment and selection practices that require representation of both women and men on selection panels and the chairs of selection panels to undertake best practice training. This training includes working through case studies and other information to make clear the value of diversity in the workplace and the legislative responsibilities to ensure that selection processes are free from discrimination.

The ANU's Women Leading Change program targets improving the number of women at senior levels.

The equity@ANU website contains information about actions that are helpful to attract well qualified women to apply for positions when senior academic or general staff positions are advertised. This advice covers the development of position descriptions and advertisements, search plans to attract women applicants, roles of selection committees, establishing connections with senior women, consideration of re-entry research fellowships or scholarships for women and relationship building. In addition advice is provided on monitoring recruitment and selection outcomes and induction issues.

Employment Matter 2:   Promotion, Transfer & Termination

A total of 109 applications were received during the 2009 Academic Staff Promotions Round and 35% of these were from women. The success rate for academic women who applied for promotion in 2009 remained the same as 2008 at 84%. This compares with the male success rate for promotion in 2009 of 80% and indicates a continuing improvement in the success rate of women's applications.

In 2009 6 women applied for promotion to the professorship level (E) compared with 13 men. This compares with 6 women and 22 men in 2008 and no women compared to 21 men in 2007.

In 2009, 78 General Staff reclassification occurred, with the number of successful proposals for positions occupied by women (60.26%) exceeding those occupied by men (39.74%).

Special information sessions addressing gender equity and diversity issues were conducted for female academics seeking promotion and for chairs of promotion selection panels. These sessions are additional to the general briefings about the ANU's promotion policies and procedures.

The ANU Exit Survey provides data on the reasons why staff leave the University. The Survey is currently being reviewed to improve the ways in which the ANU can discern the reasons why staff leave the University.

Employment Matter 3: Training & Development

Programs

The Human Resources Division supports ANU staff to develop their careers by providing high quality learning and development opportunities. Career development programs and initiatives are designed to: develop a culture of excellence and performance; improve leadership and management capability; and enhance career management skills.

In 2009, 518 (68%) of participants attending career development programs provided by the Human Resources Division were women. All career development programs are assessed for their impact on progressing awareness of gender issues and where appropriate, harassment, discrimination and the benefits of diversity and inclusion in the workplace are incorporated into the program content (e.g. Supervisor Development and ANU Induction for Staff program).

A number of programs aim to improve management and leadership capability, by identifying existing and emerging leaders, including: Senior Leader Induction; Career Compass; ANU Leaders Network; and ANU Supervisor Development Program (facilitated by the Australian Institute of Management).

Women were strongly represented in the 2009 leadership programs with 5 (56%) women and 4 (44%) men participating in the Senior Leader Induction, and 40 (67%) women and 20 (33%) men completing the ANU Supervisor Development Program.

The Career Compass program was launched in 2009 to a group of 14 future leaders from across ANU, 11 (79%) women and 3 (21%) men. Through a process of nomination, the pilot program identified high-potential general staff from levels 5 to 8 and assisted them to develop their careers as future leaders. Participants worked together with a team of career development specialists to develop sustainable career management skills by enhancing their career and self-awareness, identifying development and employment opportunities, and clarifying career ideas, vision and goals. Participants also received one-on-one career coaching sessions and assistance with identifying and establishing mentor relationships.

In 2009, the second series of the ANU Early Career Planning Program was delivered to a group of 12 academic staff - 5 (42%) women and 7 (58%) men. The program aims to identify, develop and retain outstanding academic staff in the early stages of their ANU career. The program is developed by a team of career development specialists and provides academic staff with an opportunity to evaluate and recourse the direction of their career, through a highly supportive and reflective program of development activities and personalised support.

Participation Rates

2009 Career Development Program Participation - Gender Breakdown

Program	F	M	Total
AHRI Foundations Program	9	5	14
ANU Induction for Staff	111	63	174
Career Compass	11	3	14
Customer Service @ ANU	18	18	36
Customer Service Skills	47	8	55
Early Career Academic Program	5	7	12
Efficiency & Effectiveness in the Workplace	34	10	44
Email Essentials	23	9	32
Interview Skills	40	16	56
Performance & Career Development (non-supervisor)	47	16	63
Performance & Career Development (supervisor)	26	14	40
Senior Leader Induction	5	4	9
Supervisor Development Program	40	20	60
Underperformance and Grievance Processes	9	5	14
Vice-Chancellor's Welcome	50	34	84
Writing Effective Job Applications	43	13	56
Total	518	245	763
%	**67.89%**	**32.11%**	

Employment Matter 4: Work Organisation

The ANU's human resource management includes the following policies and guidelines to provide flexible work and leave options for staff:

- Equal Employment Opportunity Policy
- Staff Development Policy
- Parental and Grandparent Leave Policy
- Study Leave Policy
- Work, Study and Family Responsibility Policy
- Children on Campus Policy including information on Parenting Rooms and Childcare Centres
- Breastfeeding Policy
- Parental Leave Procedures.

Employment Matter 5: Conditions of Service

In late 2008 variations were made to the ANU Enterprise Agreement (*The Varied Australian National University Enterprise Agreement 2005-2009*) which extended its operation until 2009. A range of enhanced conditions and additional benefits were implemented including:

- Expanded purchased leave arrangements;

- Cashing out of excess annual and long service leave;

- Improved flexible work arrangements;

- Improved flexibility on use of the additional six weeks (above the 20 weeks) parental leave to assist career re-entry after parental leave;

- Two weeks' paid and one weeks' unpaid partner parental leave;

- Introduction of 12 months unpaid grandparents leave;

- Clarity on academic personal and annual leave arrangements; and

- Improved arrangements and benefits for all ANU casual and sessional academic staff.

During 2009, employment conditions were again reviewed as part of the negotiations for a new three-year ANU Enterprise Agreement. Good progress has been made on reaching agreement.

Employment Matter 6: Sex-based Harassment

During the second half of 2009 the Diversity and Inclusion Unit prepared an on-line training module on the Prevention of Discrimination, Harassment and Bullying. All staff are encouraged to complete the module as part of ANU's induction process. Face to face training is also provided by individual Colleges and Divisions.

During the week 23 to 27 November 2009 ANU held Staff Wellbeing Week which launched a new 'Respect for All' program with each of the ANU College and Division Heads and their senior staff signing Pledges to the Charter of Respect. The Charters contain commitments to work together to maintain a workplace environment that encourages and supports respect and include the pledge that discrimination, harassment and bullying behaviours will not be tolerated. The equity@ANU website provides electronic copies of the pledge.

The ANU's Staff Grievance Resolution Policy is supplemented with a Grievance Toolkit webpage to provide a 'one-stop-shop' with links to other relevant policies and procedures, a training calendar and other information such as the range of human resource policies that outline Work, Study and Family Responsibilities.

Employment Matter 7: Pregnancy, Potential Pregnancy & Breastfeeding

The ANU continues to review and update its policy guidelines on Breastfeeding, Children on Campus, and Work Study and Family Responsibilities.

Breastfeeding facilities are available in the ANU Parenting Rooms which are located at the on-campus childcare centres and main libraries.

During 2009/10, the Diversity and Inclusion Unit finalised the ANU Information Pack for New Parents. The pack contains easy to follow checklists for supervisors and employees highlighting the steps to be taken and options available both 'before' and 'after' the baby's birth.

The New Parents' Pack also includes comprehensive Information on such topics as pregnancy in the workplace, flexible working arrangements, childcare centres and parenting rooms, parental leave and adoption leave, career re-entry assistance, grandparent leave and a list of web addresses for all of ANU's policies and procedures that are relevant for new parents. A gift for the baby is also included.

STEP 3: ISSUES PRIORITISED	*Developing A Workplace Program - Step 3*

From your analysis in Step 2 above, list the **PRIORITY ISSUES** you identified for actioning during the reporting period.

The following priority activities were and are being undertaken by the Diversity and Inclusion Unit and other areas in the Human Resources Division of the University:

- **Discrimination, Harassment and Bullying Training** - continuation of training on the prevention of discrimination, harassment and bullying with training tailored to meet the needs of local areas;

- **Multi-faceted Approach** - more work on ensuring a multi-faceted approach is taken to gender equity and diversity training with segments on diversity and the possible employment barriers and disadvantages women may encounter being included in various training programs including training for members of selection and promotion panels, induction programs and programs for supervisors and managers;

- **Women's Career Advancement** – in late 2008, the Vice-Chancellor made available $50,000 per annum over two years (from 2009) for initiatives aimed at improving the ANU's capacity to attract, promote and retain academic women. During 2009 applications were called for the first round of funding of up to $10,000 per project. The aim of the projects is to improve the institutional support given to academic women in advancing their careers, for example to assist in raising their academic profiles and establishing academic women as role models. Examples of the include: creating women's leadership networks; developing and maintaining mentoring programs; providing additional administrative support during stressful work/life/family balance periods; running workshops to enhance skills in leadership, negotiation, public relations etc; and providing career coaching;

- **Identification of Barriers** – continuation of work with Colleges and Divisions to ensure relevant diversity data is captured and significant barriers and opportunities are identified including developing tailor-made solutions to address harassment and discrimination, improvements to cultural awareness, and increasing the promotion opportunities for women;

- **Integration of Diversity Issues into Training Programs** - further integration of diversity issues into training programs for managers supervisors and selection/promotion panels in conjunction with Appointments and Promotions Branch and the Colleges and Divisions; and

- **Mentoring** – targeted career development and mentoring for academic women (including senior and early career researchers).

STEP 4: ACTIONS TAKEN	

List the **ACTIONS TAKEN** during the reporting period to address the priority issues identified in Step 3 above.

The following actions were undertaken by the Diversity and Inclusion Unit and other areas in the Human Resources Division to address the abovementioned issues:

- Successfully running the first funding round of the Academic Women's Career Advancement Fund and working with the funded project co-ordinators to evaluate the project outcomes;

- Implementation of a mentoring program for early career female researchers and a speed mentoring program which provides a direct forum for early career women to raise important career issues with the ANU's most senior executives;

- Conducting gender and diversity awareness information sessions for academic promotion panels and applicants seeking promotion;

- Implementation of a gender awareness program for ANU executives;

- Establishment of the Women Leading Change program using an external consultant. The program involves women at the professorial level and executive general staff levels of the University who undertake commitments to take positive steps to encourage the promotion of women into senior levels in their particular Colleges and Divisions;

- Continuation of networking lunches for senior academic women with high profile speakers;

- Conducting gender awareness raising sessions in Colleges and Divisions, targeting those Colleges and Divisions with low levels of women at senior levels;

- Establishment of a Diversity Network;

- Conducting a review and upgrading of the equity@ANU website;

- Sponsoring four mid-career level women to attend a leadership program for women run by the L. H. Martin Institute for Higher Education;

- For International Women's Day, the ANU celebrated the achievements of outstanding women by calling for nominations from peers. Ten women received a certificate of recognition at a well-attended International Women's Day event; and

- Creation of a Human Resources Division Senior Women's Network to consult on and co-ordinate equity and diversity and other issues across the various HR functions.

STEP 5: EVALUATION OF ACTIONS TAKEN	*Developing A Workplace Program - Step 5*

During the reporting period, **HOW EFFECTIVE WERE THE ACTIONS TAKEN** as documented in Step 4 above to address issues for women in your workplace? That is, what worked, and what didn't?

• **This section is required to be submitted** but may be kept confidential (by EOWA removing it from the Public Report once assessed) • Please indicate if you wish your **Evaluation** to be removed from the Public Report by placing an 'X' in the box to the right	X

During the reporting period the new Diversity and Inclusion Unit established a strong presence on campus, including through a revamped website portal, equity@ANU.

The Diversity and Inclusion Unit reports regularly to the University Community and Equity Committee and evaluates all of its activities through small scale feedback surveys and direct contact with stakeholders.

STEP 6: FUTURE ACTIONS	*Developing A Workplace Program - Step 6*

To further achieve equal opportunity for women in your workplace, describe the actions you are planning for the next reporting period.

- Second round of funding under the Academic Women's Career Advancement Fund and the evaluation of the funded projects. Promotion of successful outcomes via the ANU's various media outlets;

- Exploring a comprehensive flexible employee engagement model to support recruitment and retention and diversity initiatives;

- Investigate practical work-life balance solutions by exploring best practice examples from other Universities and sectors and developing proposals for implementation of suitable initiatives at ANU;

- Further development of mentoring and career coaching programs in conjunction with the Career Development Branch;

- Development of a comprehensive strategy for early childhood services for staff and students;

- Development of a gender awareness online training module; and

- Development of an in-house women's leadership program tailored to the specific attributes and needs of the ANU.