

Equal Opportunity for Women in the Workplace Report 2000

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Attachment 1: University of New England Organisational Chart [see http://planning.une.edu.au/Statistics/org_chart/index.htm]	
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Introduction

The following provides the University of New England's response to the implementation of the **Equal Opportunity for Women in the Workplace Act 1999**.

Under the new Act, the University is required to implement a workplace program that is designed to ensure that:

- appropriate action is taken to eliminate all forms of discrimination against women in relation to employment matters as specified under the Act (recruitment procedures, selection criteria, appointment or engagement, the promotion, transfer and termination of employment, training and development, work organisation, conditions of service, arrangements for dealing with sex-based harassment and arrangements for dealing with pregnancy, or potentially pregnant employees and employees who are breastfeeding their children)
- measures are taken to contribute to the achievement of equal opportunity for women in relation to the aforesaid employment matters.

The objectives of the Act are to:

- promote the principle that employment for women should be dealt with on the basis of merit;
- promote the elimination of discrimination and the provision of equal employment opportunity for women in relation to employment matters among employers; and
- foster workplace consultation between employers and employees on issues concerning equal opportunity for women in relation to employment.

Organisations are required to report on their workplace program for the period 1 April 2000 to 31 March 2001 and to submit reports to the Equal Opportunity for Women in the Workplace Agency by August 2001¹.

The University of New England has a strong commitment to equity in the workplace and was awarded 'Best Practice' status for its affirmative action program in 1997. As a result, the University was waived from reporting to government on its program until 2001. During the interim, an internal report outlining the employment profile in respect of women, and providing an overview of initiatives undertaken during the period, was provided to University management.

In early 2001, all Deans and Directors were requested to contribute information concerning academic and general staff women, for inclusion in the University's report. Although Faculties and Directorates have been limited by considerable financial constraint in recent years, the information contained within the report indicates a steady progress for women in many areas.

The report comprises six major sections. The Workplace Profile provides an overview of statistical information at the beginning and end of the reporting period, as set out in Attachment 2, and includes a breakdown by faculty of information on women in senior and management positions, see Attachment 3. Senior and management positions are identified as per the University's Organisational Chart, see Attachment 1. Section two outlines issues that were identified for action last year. Section three, Analysis of Issues for Women, considers issues under the seven employment matters, as specified in the Act. Section four outlines actions taken by the University and includes information from Faculties and Divisions for the year 2000. Sections five and six examine the effectiveness of actions and plans for the future.

¹ Organisations other than Universities are required to submit reports annually by 31 May.

Workplace profile

An Overview

For a more detailed analysis refer to Analysis of Issues for Women, and Attachment 2 for statistical information. Except where stated, figures exclude casual staff.

Academic women

Academic women are under-represented in tenured positions and over-represented among contract and casual staff. They are also predominantly employed at lower academic levels. However, figures for the year to 31 March 2001 indicate on-going progress for women in many employment areas.

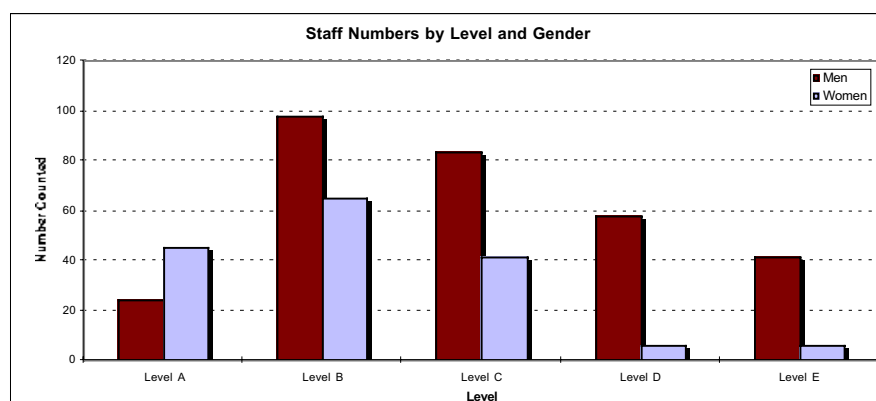
- Women's representation among academic staff has improved. Women make up 35% of academic staff, a 4% improvement over last year's figures and a 6% improvement over 1998 figures.
- Although representation of women in permanent positions has also improved, it remains below their representation on academic staff. As at 31 March 2001 women held 31% of all tenured positions, a 2% increase over last year and an 10% improvement over figures recorded as at 31 March 1998.
- Women's representation in contract positions has increased considerably in the last twelve months. They now comprise 50% of all contract positions compared with 39% of contract positions last year (46% in 1998). At the snapshot date of 31 March 2001 women held 51% of all casual positions.
- Sixty-seven percent of all academic women are employed at levels A and B. By way of comparison some 40% of all men are employed at these levels.

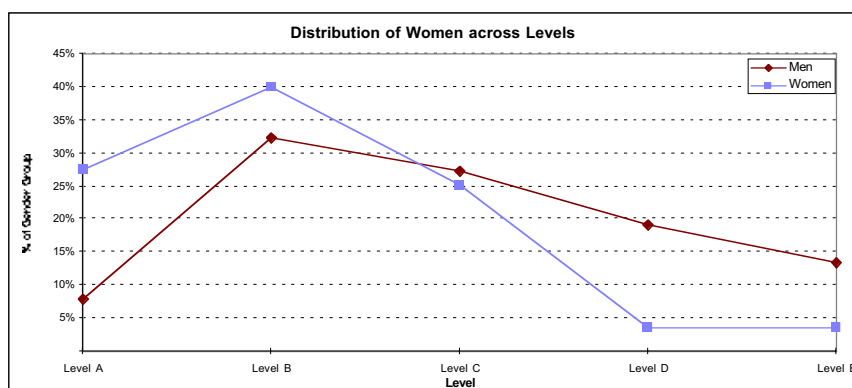
The following table shows the representation of women among academic staff at UNE and provides a comparison with representation across non-metropolitan universities. The government target for the representation of women in employment is 50%.

As 31 March	Women as a Proportion of:				*Non-Metropolitan
	2001	2000	1999	1998	
Academic staff (excluding casuals)	35%	31%	31%	29%	34%
Academic staff above senior lecturer	11%	11%	11%	9%	15%
Tenured academic staff	31%	29%	28%	21%	31%

*Non-metropolitan figures (UNE, Charles Sturt, Southern Cross, University of Newcastle, University of Wollongong) supplied by ODEOPE, reporting year 1999, ie 31 March 2000

The following graphs show staff numbers and distribution by gender across academic levels, as at 31 March 2001.





General staff women

Women make up over half the general staff population of the University. Their representation among permanent staff is slightly higher than their overall representation. Women's representation in positions at HEO level 10 and above has improved. They are, however, still predominantly employed at lower HEO levels.

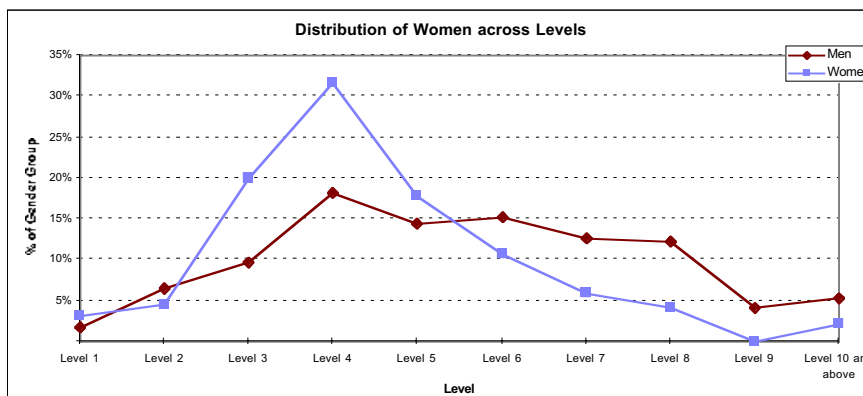
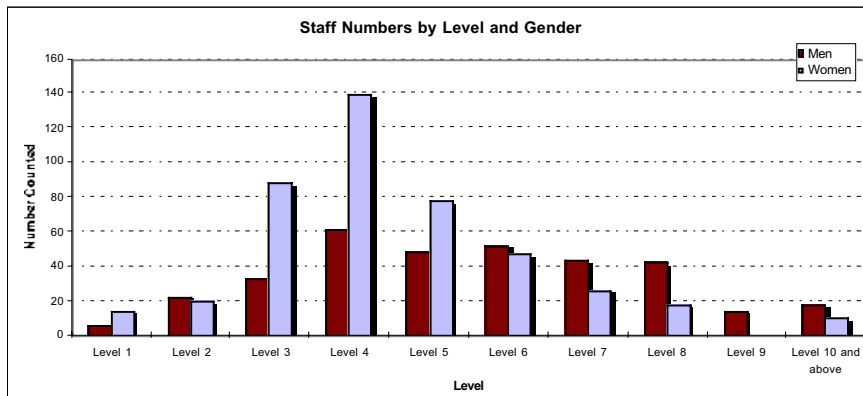
- Women hold 56% of general staff positions (2000: 54%; 1998: 56%) and 57% of all permanent positions.
- Representation at HEO level 10 and above has improved. Women currently occupy 36% of these positions (2000: 30%; 1998: 27%).
- Women are still predominantly employed at HEO levels 3 and 4. Fifty-two percent of all women are employed at these levels. By way of comparison, 28% of all men are employed at levels 3 and 4.
- Representation of women among staff at HEO level 6 and above has remained fairly stable (2001: 37%; 2000: 36%; 1998: 38%). Women now hold 51% of all contract positions (2000: 52%; 1998: 60%).
- Women still make up a large proportion of part-time general staff (81%).
 - They comprised 56% of casual staff at the snapshot date of 31 March 2001.
 - In the reference week, the number of female general staff, including casual staff, was 563. Of these 68% were employed on a permanent basis, 10% on contract and 22% were casual. (2000: The number of female general staff was 496; permanent: 73%; contract: 16%; casual: 11%.)

The following table shows the representation of women among academic staff at UNE and provides a comparison with representation across non-metropolitan universities. The government target for the representation of women in employment is 50%.

As 31 March	Women as a Proportion of:				*Non-Metropolitan
	University-wide				
	2001	2000	1999	1998	
General staff (excluding casuals)	56%	54%	55%	56%	61%
General staff HEO 10 and above	36%	30%	31%	27%	29%
Permanent general staff	56%	55%	55%	55%	61%

- Non-metropolitan figures (UNE, Charles Sturt, Southern Cross, University of Newcastle, University of Wollongong) supplied by ODEOPE, reporting year 1998, ie 31 March 1999

The following graphs show staff numbers and distribution by gender across general staff levels, as at 31 March 2001.



Women in senior or management positions

Please see attachments 2 & 3 for further information.

Vice-Chancellor's Office —female representation: 17% - 20%
(During the year female representation went 17% to 20% due to a change in executive structure.)

Vice-Chancellor's Advisory Committees
Four committees: female representation (49%).

Faculty of Arts

Academic women as a percentage of academic staff:	2000: 25%	2001: 29%
Academic women represented in positions above Level C:	2000: 6%	2001: 6%
General staff women as a percentage of general staff:	2000: 71%	2001: 74%
General staff women represented in positions Level 8 and above:	2000: 57%	2001: 50%

Management positions

Faculty of Arts — Seven schools, two (29%) of which were headed by women
(During the year female representation among heads of schools went from two to one, 29% to 17%.)

Dean: male
Associate Dean (two positions): female representation: 0%
Sub-Deans (6 positions): female representation 50%
Assistant Registrar (one position): female
Resource Manager (one position): female

Director/Coordinator of Centres:
(two positions): female representation 50%

Executive Decision-making

Faculty Executive Committee: three women (25%).

Faculty of Economics, Business and Law

Academic women as a percentage of academic staff:	2000: 24%	2001: 27%
Academic women represented in positions above Level C:	2000: 11%	2001: 9%
General staff women as a percentage of general staff:	2000: 82%	2001: 79%
General staff women represented in positions Level 8 and above:	2000/2001: 0% (of 3 positions)	

Management positions

Faculty of Economics, Business and Law—four schools, all headed by men

Dean: male
 Associate Dean (one position): male
 Sub-Deans: (four positions): female representation 0%
 Assistant Registrar (one position): male
 Resource Manager (one position): male

Executive Decision-making

Deans Executive: two women 18%).

Faculty of Education, Health and Professional Studies

Academic women as a percentage of academic staff:	2000: 53%	2001: 55%
Academic women represented in positions above Level C:	2000: 27%	2001: 31%
General staff women as a percentage of general staff:	2000: 79%	2001: 81%
General staff women represented in positions Level 8 and above:	2000/2001: 0% (of three positions)	

Management positions

Faculty of Education, Health and Professional Studies — four schools, all headed by men

Dean: male
 Program Directors (ten positions): female representation 70%
 Assistant Registrar (one position): male
 Resource Manager (one position): male

Executive Decision-making

Faculty Executive Committee: two women (18%).

Faculty of the Sciences

Academic women as a percentage of academic staff:	2000: 19%	2001: 23%
Academic women represented in positions above Level C:	2000: 8%	2001: 8%
General staff women as a percentage of general staff:	2000: 41%	2001: 39%
General staff women represented in positions Level 8 and above:	2000: 10%	2001: 9%

Management positions

Faculty of the Sciences — four schools, all headed by men

(During the year female representation among heads of schools went from none to one, 0% to 25%.)

Dean: male
 Vice Deans (five positions): female representation 40%
 Assistant Registrar (one position): male
 Resource Manager (one position): male

Executive Decision-making

Faculty Management Group: three women (38%)

Divisions

Academic women as a percentage of academic staff:	2000: N/A	2001: 67%
Academic women represented in positions above Level C:	2000: N/A	2001: 33%
General staff women as a percentage of general staff:	2000: 52%	2001: 55%
General staff women represented in positions Level 8 and above:	2000: 27%	2001: 33%

Academic Division

(Dixson Library, Student Administration and Services, Teaching and Learning Centre, Residences)

Female representation among directors: 33%

(During the year a woman was recruited as University Librarian taking female representation from 33% to 67%)

Female representation among heads of residences: 14%

Information Services Division

Chief IT Officer: male

Female representation among managers (three positions): 0%

Research and International Division

(International Office, Language Training Centre, Research Services)

Female representation among directors/managers (four positions): 50%

Research Centres (outside faculties)

Female representation among directors (four positions): 0%

Resources Division

(Facilities Management Services, Financial Services, Human Resource Services, Internal Auditor, Legal Officer, Marketing and Public Affairs, Secretariat)

Female representation among directors/managers (seven positions): 29%

(During the year a woman was recruited to the position of Director of Human Resource Services taking female representation from 29% to 43%)

Issues identified for Action in 2000

- **Women in senior positions, women in management**—Women (academic and general) are under-represented in higher level and management positions.
- **Promotion**—Over the past 7 years women's representation among those promoted has been above their representation among academic staff on three occasions and below on four occasions. Women also appear less likely than men to apply for promotion, although women as a proportion of applicants have experienced higher success rates within the promotion process.
- **Research**—Faculties have recognised the need to develop initiatives which encourage women and early career researchers. Women appear less likely than their male counterparts to take study leave.
- **Management Training**—Ongoing equity training of managers in diversity issues, family-friendly and flexible working options, dealing with complaints, and conflict resolution.
- **Workload**—Faculties have identified the need to further explore workload issues.
- **Women in non-traditional areas**—Currently women are under-represented in non-traditional areas, including apprenticeships.
- **Maternity issues and breast feeding**
- **Further information and feedback** required from:
 - faculty discrimination surveys
 - academic women on workplace issues
 - general staff women on workplace issues
 - women returning from maternity leave.

Analysis of the Issues for Women

Except where stated, figures exclude casual staff

1. Recruitment and selection

- *Women's representation among successful applicants for academic positions has exceeded their representation on academic staff for the past four years. However, women are more successful in gaining positions at lower academic levels.*
- *Likewise, general staff women tend to be more successful in recruitment to lower levels: 66% of all women externally recruited to general staff were to positions at or below HEO level 4.*
- *More women than men are found among casual and direct appointees to academic and general staff.*

Academic women

- Over the past five or so years, Academic staff numbers at UNE have decreased by more than 10% and, consequently, recruitment opportunities have been limited. In spite of this, the percentage of women among academic staff has increased (2001: 35%; 1994: 25%;).
- The representation of women among academic competitive appointments (external or internal to a higher level) has exceeded their current representation among academic staff over the past three years but has not yet reached 50% of recruitment (45% for the year to March 2001).

- One barrier to the recruitment of women from metropolitan areas which is specific to the University of New England, a university located in a regional centre of some 22,000 people, is the limited employment opportunities in Armidale for the partners of potential employees.
- Women comprised 43% of external recruitment and 48% of internal competitive appointments in the year to March 2001.

	External								Internal							
	2001		2000		1999		1998		2001		2000		1999		1998	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Level A	4	50%	11	58%	9	64%	4	50%	5	63%					4	80%
Level B	7	41%	5	26%	8	36%	3	25%	4	40%	2	100%	2	25%	3	38%
Level C	1	33%	3	43%	1	100%	1	25%	2	50%	1	33%	1	100%	1	50%
Level D	0*	0%	0*	0%	1	50%										
Level E	1	100%	0*	0%	0**	0%	1	100%	0*	0%			0*	0%		
Total	13	43%	19	40%	19	46%	9	36%	11	48%	3	60%	3	30%	8	53%

* 1 man was recruited at these levels

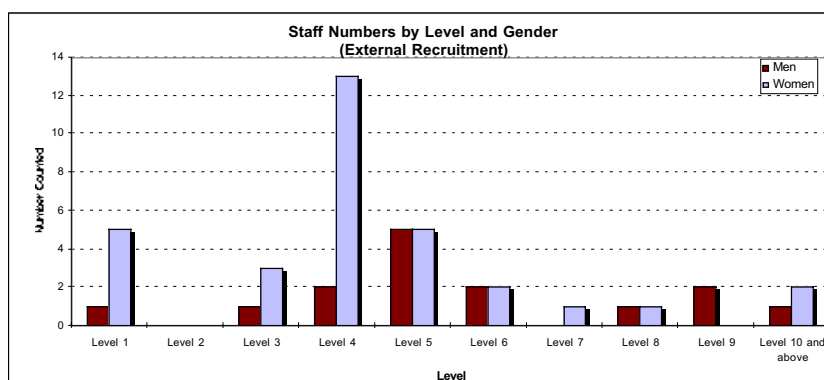
** 2 men were recruited at this level

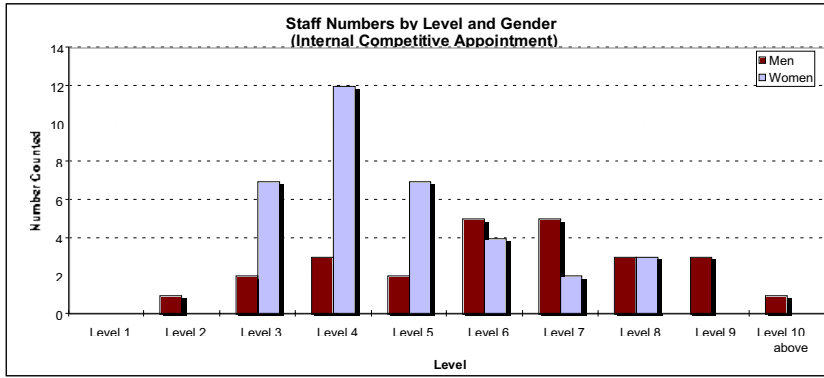
- Fourteen academic appointments were made at base level and 39 above base level. Women comprised 46% of appointments above base level.
- Women made up 30 (56%) of the 54 direct appointments in the year to March 2001. (*Direct (non-competitive) appointment of academic staff is allowed for period of up to 12 months.*)
- Women were also over represented among casual staff. They held 51% of all casual positions at the snapshot date of 31 March 2001.

General staff women

- A reduction in general staff numbers (some 14% in recent years) has affected recruitment opportunities for general staff. The percentage of women among general staff, however, has increased during the period (2001: 56%; 1994: 51%).
- Of all general staff competitive appointments, external recruitment formed 35%, internal competitive appointment formed 46%, and internal appointments to the same level formed 18%.
- Women have made up over 50% of internal and external competitive appointments (including competitive appointments to the same level) over recent years (2001: 61%; 2000: 63%) but tend, overall, to be employed at lower HEO levels. Sixty-six percent of all women externally recruited and 54% internally appointed were to positions at or below HEO level 4 in the year to 31 March 2001. (By way of comparison, 27% of all men externally recruited and 24% of men internally appointed were to positions at or below level 4.)

The following graphs show internal competitive selection and external recruitment to general staff positions for the year to March 2001.





- Figures for the year to 31 March 2001 show that women comprised 30% of internal competitive appointments and 43% of external recruitment to positions at level 8 and above.

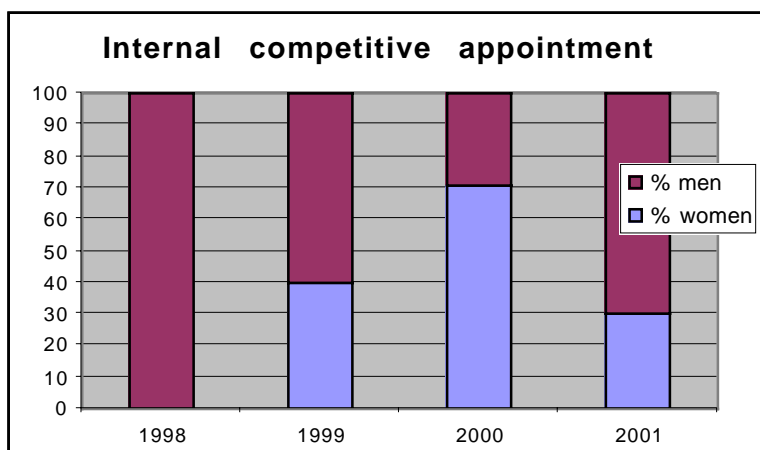
The following table and graphs show female representation in internal competitive appointments and external recruitment to HEO level 8 and above over the last four years.

	External								Internal							
	2001		2000		1999		1998		2001		2000		1999		1998	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
HEO level 8 & above	3	43%	3	60%	0*	0%	3	43%	3	30%	5	71%	2	40%	0**	0%

* 9 men were appointed

** 11 men were appointed





- A contributing factor to the lack of representation of women in internal recruitment figures at higher levels in the year to 2001, was the restructuring process carried out in the Directorate of Information Technology. As part of this process, all positions were offered internally and existing staff competed for the restructured positions. The Directorate was, and is currently, male dominated, particularly at higher levels. A number of positions at HEO level 8 and above were won in the internal competitive process by existing male staff.
- Two women were recruited externally to positions at HEO level 10 or above; one man was recruited externally at this level. One man and no women were appointed internally at this level during the reporting period.
- Women comprised 61% of direct appointments for the year to March 2001 and 56% of casual staff at the snapshot date, 31 March 2001. (*University policy allows for direct (non-competitive) appointment for a period of up to 6 months for general staff positions.*)
- The University appointed a total of 55 general staff at base rate and 51 general staff above base rate in the year to March 2001. Thirty (59%) of the appointments above base rate were women, 21 (41%) were men.
- Overall, however, men were still more likely to be appointed above base rate. Of all women appointed, 45% were appointed above base; compared to 53% of all men.

2. Promotion, transfer and termination

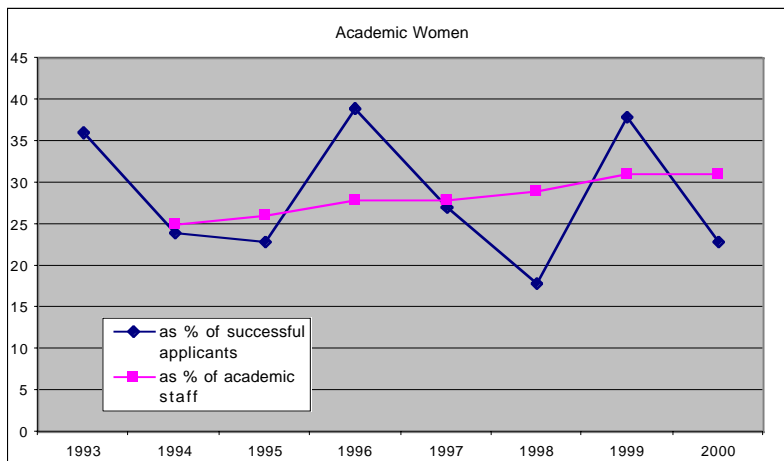
- *Women tend to be less likely to apply for academic promotion.*
- *Although women are well represented among general staff whose positions have been reclassified, 95% of women were reclassified to positions at or below HEO level 4.*
- *The representation of academic and general staff women among those separating from the University is greater than their representation among academic and general staff.*

Promotion and reclassification

Academic women

- Women comprised 23% of staff promoted in 2000, less than their representation among academic staff. In the 1999 promotion round, women made up 38% of those promoted (1998: 18%; 1997: 27%).

The following graph shows the percentage of women among successful applicants for the years 1993 to 2000 and the percentage of women among academic staff (1994 to 2000).



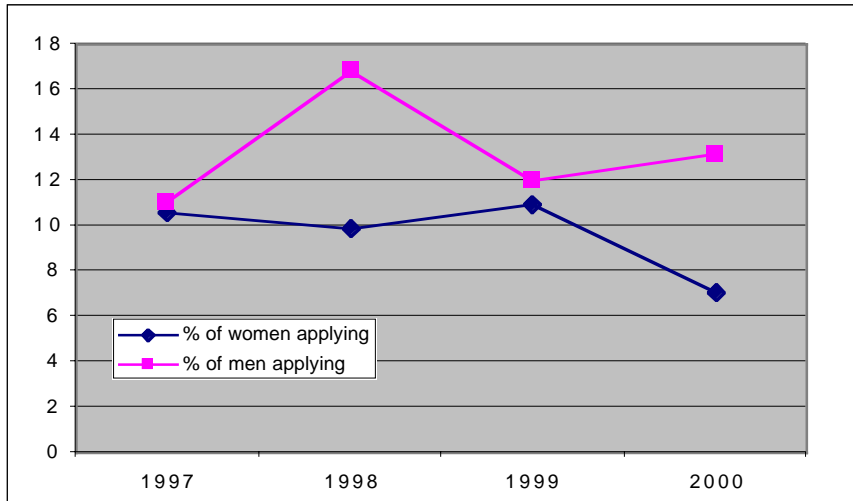
2000 Round

- Twenty-three percent of those promoted were women.
- Twenty percent of applicants were women (10 of 51).
- Women comprised 75% of those promoted to level B, 20% to level C, 0% to level D, and 29% of those promoted at level E.
- Seventy percent of all female applicants were successful; 56% of all male applicants were successful.
- Approximately 7% of all academic women applied for promotion in 2000 (compared with 13% of all men).

1999 Round

- Thirty-eight percent of those promoted were women.
- Twenty-nine percent of applicants were women (16 of 56).
- Women comprised 40% of those promoted to level B, 67% to level C, 17% to level D, and 0% of those promoted at level E.
- Sixty-nine percent of all female applicants were successful; 45% of all male applicants were successful.

As mentioned above, women tend to be less likely to apply for promotion. The following diagram plots women and men applying for promotion as a percentage of all academic women and men over a four-year period.



General staff women

- University policy does not allow for promotion of general staff, relying instead on competitive advertisement to fill positions which might offer promotional opportunities.
- Thirty-two positions were reclassified during the year to March 2001. Women held 20 (63%) of reclassified positions. They held 10 (71%) of all positions reclassified in the year to March 2000.
- Some 24 positions were reclassified from HEO level 1 to 2 as part of the General Staff Enterprise Bargaining Agreement. Women comprised 67% of these reclassifications.
- Positions above HEO level 4: one woman, and four men had positions reclassified above level 4.
- As mentioned above, women comprised 58% of internal competitive appointments to a higher level.
- Women comprised only 30% of appointments to positions at HEO level 8 and above.

Separation

Academic women

- Seventeen women (25%) separated from the University in the year to 31 March 2001. Women made up 32% of the category 'agreed period expired' and 26% of resignations.
- Information from exit surveys indicates the principal reasons for leaving the University given by academic women were as follows:
 - Contract finished (1)
 - Spouse or partner could not find work in the Armidale area (1)
 - Better working conditions with new employer (1)
 - Moving from the area (1)
- Personal reasons (1)

General staff women

- Eighty-two women (51%) separated from the University during the year to March 2001 (2000: women comprised 60% of separations).
- Women made up 4% of voluntary redundancies; 17% of forced separation (retrenchment and dismissal), 59% of agreed period expired and 62% of all other separations (resignation and retirement). (2000: 31% of redundancies; 43% of forced separation, 56% of agreed period expired and 69% of all other separations.)
 - Information from exit surveys indicates the principal reasons for leaving the University given by general staff women were as follows:
 - Contract finished (18)
 - Personal reasons (4)
 - Better working conditions with new employer (4)
 - Family reasons (3)
(One of these people commented in another section of the survey that she had wanted to return from maternity leave to a part-time position.)
 - Moving from the area (3)
 - Better career opportunities with new employer (3)
 - Retirement (2)
 - Decision to change lifestyle (2)
 - Discrimination in the workplace (2)
 - Incompatibility with peers (2)
 - Undertaking study (2)

3. Training and Development

Academic women

• Academic women comprised 32% of academic participants for in-house training. The majority of women attending staff development were from Level C. (Level A: 5%, Level B: 24%, Level C: 55%, Level D: 0%, Level E: 5%). (Men's attendance was more evenly distributed across levels. (Level A: 5%, Level B: 14%, Level C: 26%, Level D: 29%, Level E: 26%). Women's participation rate in training organised by various areas was as follows:

Student database	33%
Workplace Risk Management*	36%
Banner Finance	25%
Technology training	59%
ODU**	23%

*Includes: *Occupational Health and Safety, Occupational Health and Safety Line Managers and Supervisors Training Course, Hazardous Substances, Safe Working with Computer Workstations, Workers Compensation and Injury Management.*

**Includes: *Strategic Directions Forum, Vice-Chancellor's Special Forum: Enhancing Entrepreneurship at UNE, Academic Leadership Program, Advanced Team Skills, Goal Setting & Performance Review*

- Women were well represented in programs offered through the Teaching and Learning Centre. Women comprised 51% of participants. Courses included: Online Teaching with WebCT, Course Content and Pathways, Teaching to Small Groups, Lecturing to Large Groups, Celebrating Teaching, Strategies for Encouraging Students, Postgraduate Supervision.

General staff women

- Women comprised 63% of general staff participants for in-house training in 2000. Their participation rate in training offered by various areas was as follows:

Student database	85%
Workplace Risk Management*	36%
Banner Finance	59%
Technology training	61%
ODU**	67%

**Includes: Manual Handling, Hazardous Substances, Occupational Health and Safety, Occupational Health and Safety Line Managers and Supervisors Training Course, Safe Working with Computer Workstations, Workers Compensation and Injury Management.*

***Includes: Strategic Directions Forum, Advanced Team Skills, Goal Setting & Performance Review, Basic Minute Taking and Business Paper Preparation, Conducting Productive Meetings, Critical Difference (HEO 4-6), Critical Skills for Secretaries and PA's, Effective Delegation, General Staff Leadership Development Program, Introduction to Mentoring Concepts, Introduction to Supervision, Leading Effective Teams, Managing for Performance, Preparing Job Applications and Interview Skills, Presentation Skills, Project Success, Records Management, Report Writing, Selecting the Best, Time Management.*

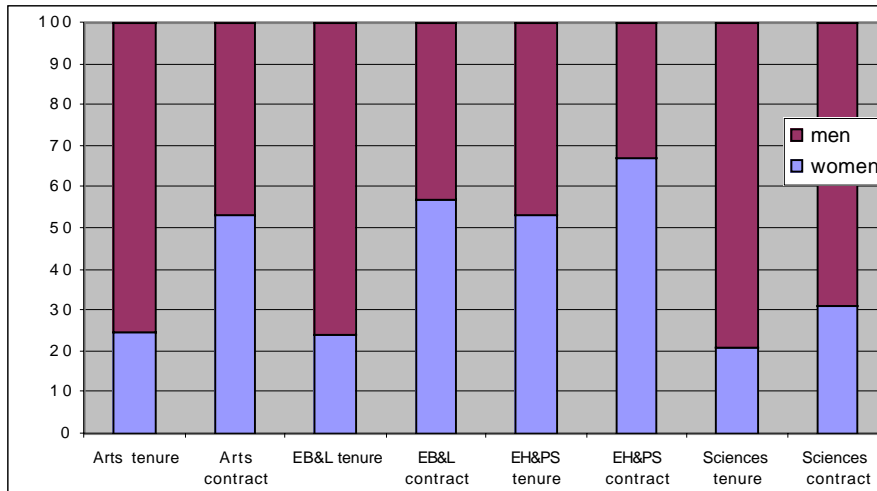
4. Work Organisation

- *Academic and general staff women tend to be concentrated at lower employment levels.*
- *Conversion under the HECE award provided positive results for women, however, they are still disproportionately represented in contract positions.*
- *Workload issues continue to be of concern and have been identified as a major inhibitor in the development of research profiles, particularly for early career academic women (Levels A and B).*

Employment Distribution

- Academic women tend to be concentrated at lower academic levels. Sixty-seven percent of all academic women are employed at these levels, compared with 40% of all men.
- Although the representation of women in permanent positions has improved in recent years, it is still short of their representation on academic staff. As at March 2001 women comprised 31% of tenured positions, a 2% improvement over last year and an 10% improvement over figures recorded at 31 March 1998.
- As a result of provisions under the HECE Award, a number of academic positions within the University have been converted to tenure. Information on conversion between 1998 and 2000 indicates that some 53 positions were converted. Women held 53% of these positions. The Faculty of the Sciences has reported that a further five academic women were converted to tenure during 2000. Fixed term positions have fallen from 30% of all academic positions in 1997, to 19% of all academic positions in 2001.
- Women, however, are still over-represented in contract positions, particularly short-term contract positions. They comprise 50% of all contract positions and 58% of contracts of less than one year.

The following graph shows the percentage of academic women and men employed in tenured and on fixed-term contracts across faculties.



- For the year to March 2001 academic women formed 56% of direct appointments and 51% of casual positions at the snapshot date. (Women comprised 44% of direct academic appointments for the year to March 2000.)
- Women make up 56% of general staff and 57% of all permanent positions.
- Women tend, however, to be employed at lower HEO levels. Eighty-eight percent of all women are employed at or below HEO level 6 (compared with 66% of all men). They hold 70% of positions at HEO levels 3 and 4. Women made up 56% of casual general staff positions at the snapshot date.

Flexible Working Arrangements

- **General staff are credited with eight days Family and Community paid leave on 1 January each year for the mixed purposes of family/carer leave, compassionate/bereavement leave, religious leave and cultural leave. Family leave was accessed on 417 occasions during 2000. Sixty-seven percent of this access was by female staff.**
- During 2000 the 48/52 salary averaging arrangement was phased out and in its place staff were able to negotiate fractional working arrangements. Staff are now able to negotiate fractions other than 48/52. The previous cap (30 hours per week) on the number of hours allowed for fractional work was removed. New arrangements have provided increased flexibility for staff seeking variations in hours because they are no longer locked into a 12 month period, a proviso under the previous scheme.
- For the year to 31 March 2001 women comprised 81% of general staff and 69% of academic staff employed on a fractional basis.
 - **One female member of general staff works from home on a regular basis.**

Workload

- Workload distribution has been identified as an equity issue in the Faculty of Arts, the Faculty of Education, Health and Professional Studies, the Faculty of Economics, Business and Law and in the Enterprise Bargaining process.
- Workload, particularly the current level of teaching load, has been identified as a major factor in preventing female (and male) academic staff from research activity, particularly at lower academic levels.
- A group of early career academic women raised issues relating to workload and the consequent detrimental effect on their research responsibilities in the Faculty of Economics, Business and Law. Issues included:
 - increased student numbers
 - increased course delivery modes and teaching periods
 - increased administrative responsibilities, such as residential timetables, booking of rooms for teaching, print-ready teaching materials, travel and accommodation bookings for teaching off-campus.

As a result of the concerns raised, workload allocations from each school were circulated within the faculty and to an outside independent person to get an impartial view of allocations in terms of gender equity. A proposal for a faculty-wide workload policy is currently under consideration.

- As a result of a quality assurance initiative by the Academic Board, changes have been made to the allocation of research funding and faculties now have to guarantee a minimum percentage for early career researchers.

5. Conditions of Service

- *In all employment categories for academic and general staff, men received higher base salaries than women.*
- *Women are not well represented among those taking study leave.*
- *Women are not well represented in retirement schemes.*

Gender Pay Equity

Base salary is determined by the award and increment level of a person's substantive position, excluding remuneration of any other kind, and prior to any deductions for taxation, superannuation, etc.

Gross earnings are calculated on base salary plus all allowances and market loadings, any workers compensations payments made through the payroll, overtime and penalty payments, and employer's contributions on behalf of employees to superannuation.

In considering pay relativities, base and gross salaries for staff are broken down by gender and employment basis. The two predictors that account for most of the discrepancy between male and female salaries are appointment level and steps within that level. (That is, men are more likely than women to be employed at higher levels throughout the university, and tend also to be in greater numbers at the top of the scale at most levels.)

- In all employment categories for academic and general staff, men received higher base salaries than women.
- The greatest difference, between female and male earnings is found in the gross earnings of full-time academic staff on contract. The average salary for this group is \$1,429 per week. On average, women earn 79% of this amount; men earn 115%.
- For general staff, the greatest difference between female and male earnings is found in the gross earnings of full-time continuing staff. The average gross earnings for this group is \$881 per week. Women earn 92% of this amount; men earn 109%.

Study Leave

- Study leave plays an important role in enabling academic staff to reach their research goals and achieve success in promotion to a higher academic level.
- For the first time in recent years, the representation of women taking study leave exceeded their representation among academic staff. In 2000, women comprised 41% of those taking study leave (1999: 22%; 1998: 18%)
- *Approximately 13% of all academic women took study leave in 2000 compared with 11% of all men (1999: 9% of all women; 14% of all men; 1998: 9% of all women; 17% of all men).*

Conversion to tenure

In 2000, ten probationary academic staff had their tenure confirmed. Normally staff are placed on three years probation with the possibility of having this term extended by up to two years (i.e. five years in total). Of the 11 (three female and eight male) applications received in 2000, three women and seven men had their tenure confirmed. (One male requested to resubmit at a later date.)

Retirement Schemes

The University offers two retirement schemes, the Short Term Voluntary Retirement Incentive Scheme and the Pre-Retirement Contract. The Short Term Voluntary Retirement Incentive Scheme provides a lump sum payment of two weeks salary for each year of service, up to a maximum of 52 weeks salary. The Pre-Retirement Contract attracts a loading of 15% on the substantive salary for a period of up to three years prior to the retirement of the employee. Both schemes are offered at the discretion of the Vice-Chancellor.

Academic staff	Female	Male
Pre-Retirement Contract:	0	15
Short Term Voluntary Retirement Incentive Scheme:	1	11

General staff	Female	Male
Pre-Retirement Contract:	6	9
Short Term Voluntary Retirement Incentive Scheme:	2	1

Overall, women comprised 20% of people in retirement schemes.

Employment Practices

- In response to a question on the equity of employment practices at the University, female respondents indicated as follows: excellent, 2 (9%); good, 8 (36%); satisfactory, 4 (18%); fair, 3 (14%) poor, 5 (23%) (Exit survey – academic and general staff women).

6. Arrangements for dealing with Sex Based Harassment

- *The University has policies and procedures in place for the speedy resolution of harassment and discrimination complaints.*
- *Surveys have been undertaken in two faculties and are currently being organised in two more faculties. Responses will provide information on perceptions of discrimination and harassment and on the level of knowledge of avenues available for addressing these concerns.*

- The University has had Sex-based Harassment Policy and Procedures Policy in place since 1993. The policy was reviewed and updated in 1997.
- A team of Equal Opportunity Advisers (26 people) from all areas of the University provide advice and referral information on all aspects of equal employment opportunity, including discrimination and harassment. In 2000, members of the team invested some 266 hours in their role, providing advice and assistance on some 64 equity-related matters. In addition, senior members of the team contributed in excess of 50 hours to developing training.
- Advice on the behaviour expected of university staff and avenues for complaint resolution is provided at induction sessions for new staff.
- A series of discrimination surveys of staff and internal students is being undertaken to assess people's perceptions of the levels of discrimination and harassment at the university and their knowledge of avenues available for assistance.
- In the Faculty of The Sciences results from the discrimination survey will be assessed and outcomes incorporated into Faculty planning.
- Results from the discrimination survey conducted in the Faculty of Education, Health and Professional Studies will be presented to the Faculty for action in 2001. No incidents of sex-based harassment were reported to the Faculty Equity Committee during 2000.

- Analysis of the number and nature of complaints for 2000 indicates that women (academic staff, general staff and students) were complainants in five (31%) of formal cases investigated by the Equity Manager. Allegations of discrimination on the basis of gender formed one (6%) of formal complaints. There were no formal complaints of sexual harassment brought forward by women in 2000.
- Of the discrimination and harassment-related issues dealt with by of Equal Opportunity Advisers, 21 went beyond the initial enquiry stage. Women (academic staff, general staff and students) comprised some 61% of those approaching EO Advisers. Two issues included allegations relating to discrimination or harassment on the basis of sex.

7. Arrangements for dealing with pregnant and potentially pregnant employees and employees who are breast feeding

- *Appropriate spaces for breastfeeding need to be made available across campus.*
- *The experience of women returning from maternity leave requires ongoing assessment.*
- *Ongoing update of information to supervisors through training programs and circulars on their obligations in line with the NSW Anti-Discrimination (Carers' Responsibilities) Act 2000.*

- The University has a centrally funded maternity leave scheme. A female employee is eligible for up to 12 weeks paid maternity leave after 12 months of service. This can also be taken on half pay over 24 weeks. An employee who has not completed 12 months paid service, is eligible for maternity leave without pay. Fractional employees are entitled to paid maternity leave at a rate proportional to their fraction of full-time employment. In addition, a female employee may take leave without pay for a period which, including the period of paid leave, does not exceed an aggregate of 52 weeks following the birth of the child.
- Paternity leave and adoption leave are also available to University staff.
 - Flexible working arrangements are available where there is mutual agreement between an individual and supervisor.
- Supervisors are encouraged, wherever possible, to accommodate the needs of women returning from maternity leave.
- One woman left the University as a result of not being able to arrange part-time work after a period of maternity leave (Exit Survey — 2000).
- Limited arrangements are in place to assist female staff who are breastfeeding.
- A number of areas have indicated their willingness to support and assist women who are breastfeeding should the need arise, by making available a private and appropriately equipped space in addition to providing flexible arrangements.
- In response to a question on available child care at the University, female respondents indicated as follows: excellent, 1 (14%); good, 4 (57%); fair, 2 (29%) (Exit survey – general staff women).
- A survey of women returning to work in 2000 was undertaken. Ten (63%) out of the 16 women surveyed responded. Findings from the survey included the following:
 - The women had been employed with the university for between one and twenty years. The average period of service was ten and a half years.
 - The average number of children cared for by respondents was 1.8.
 - Caring responsibilities extended to the aged parent of one respondent.
 - The majority of respondents indicated they were happy with the level of contact they had received whilst on maternity leave, however, nearly half would have been receptive to more contact.

- Financial considerations and career continuity were the main reasons provided for return to work.
- Some respondents indicated that their babies had been weaned before their return to work; access to breastfeeding facilities was a significant factor for two respondents, and a third indicated that she had been able to fit in breastfeeding during visits home at lunchtime.
- Availability of flexible, part-time or job sharing was nominated by all respondents as extremely important.
- Access to childcare was also a very important factor in respondents' return to work.
- Comments on difficulties associated with accessing flexible conditions indicated that approximately half the respondents had some difficulty with negotiating appropriate arrangements. Difficulties included:
 - OH&S considerations prompted by an early return to work;
 - compromise on what mothers' considered ideal hours (two women had requests for job-sharing on return from maternity leave rejected, and found their return to part-time or full-time work stressful);
 - the 20 minute morning tea break was inadequate for visits to the childcare centre for breastfeeding in the first few weeks;
 - awareness of the stress to workmates that part-time arrangements may cause;
 - feelings of insecurity arising from the perception of needing to 'compete' to get one's job back;
 - childcare centre hours being too limited; and
 - lack of parking for drop off and pick up at the childcare centre causing stress and late arrival at work.

Action taken in 2000

- During the period:
 - * faculty equity committees met in each faculty
 - * faculty equity plans were developed in some faculties, in other, faculty equity committees provided input on equity initiatives into faculty-wide strategic plans
- The Spokeswomen's Programme was launched as a university-wide affirmative action initiative in December 1999 to provide developmental and networking opportunities for general staff women. Three general staff women attended the Annual Conference of Spokeswomen in Sydney in May 2000.

A Speaker Series was initiated as part of the Spokewomen's Programme. In March, approximately 40 women attended a seminar with keynote speakers, Mary Grace and Helen Bauer, and in August, the University Chancellor, Dr Pat O'Shane, spoke to an audience of over 100 women. Other University general staff women participated by introducing speakers and speaking at the seminars.
- The Organisational Development Unit offered 'Selecting the Best' a two-day recruitment training program three times during the year. The program is effective in training staff to take part in selection committees. It covers the principles involved in the selection process and participants practice the skills of shortlisting, interviewing, post-interview tasks such as reference checking and interview report writing. It also includes a segment on discrimination legislation and equal opportunity. The program has been primarily aimed at the general staff selection process in the past and is currently being developed for academic selections.
- Any applicant or supervisor can request the attendance of an EEO Observer at a selection process. This service has been useful in allaying concerns of inequitable treatment, for example, of pregnant members of staff applying for positions, or for supervisors who are managing a selection process in which a number of internal applicants have applied. Equal Opportunity Advisers acted as EEO Observers on 21 academic and general staff selection committees in 2000.
 - As part of its duty of care for employees, the University makes the Counselling and Careers Service available to staff. Women comprised 63% of those using the service. The main issues for women were concerns with relationships – partners; concerns with self (identity, self esteem, self-concept); and inter-staff conflict.
 - Staff of the Counselling and Careers Service provided advice during restructuring processes as appropriate.
 - Staff of the Counselling and Careers Service also organised daily meditation sessions for staff and students at the University.
- In March 2000 a two and a half day training program was offered to 32 people from which new members were selected to supplement the EOAdviser team. The criteria used to identify new team members included that during the training program, individuals had demonstrated,

- an understanding of and support for principles of social justice;
- a commitment to equal opportunity principles;
- empathy with minority groups;
- awareness of discrimination and harassment issues;
- discretion and confidentiality; and
- potential to undertake the role of mediator.

Another consideration in selecting new members was that the resulting group would represent a diverse cross section of the University community across gender, ethnic background, academic and general staff, and students, as well as faculties and directorates.

- As a result of changes to research funding, faculties now have to guarantee a minimum percentage for early career researchers.

Extracts from faculty and directorate EO for Women in the Workplace reports

Faculty of Arts

- As a strategy to assist women seeking promotion to senior academic levels, Equity Research Grants were made available to women at the top of levels C and D; preferably to be taken about a year in advance of planned application for promotion, so that research can be completed and counted in the applicant's CV at the time of promotion application.
- At lower academic levels, where the Faculty considers promotion success between women and men is equal, workload is being monitored.
- Family friendly leave policies for general staff women were promoted within the Faculty.
 - Committees of the Faculty, other than the Executive Committee, invite observers and/or volunteers for cooption, in order to create opportunities for women and other staff to gain knowledge and experience in committee work.
 - Female academic staff were encouraged to stand for elected Faculty positions such as Academic Board representatives and Sub Dean.
 - The Spokeswomen's Programme was promoted throughout the Faculty.
- Procedures in the Faculty Office for temporary staffing, at peak periods and to cover absences, have been revised to enhance opportunities. In the past it was customary to hire in temporary staff at higher levels. More recently the emphasis is placed on providing more junior staff with the opportunity to take on higher duties and temporary staff are hired at lower levels.

Faculty of Economics, Business and Law

- Thirteen women were invited to apply for the six positions advertised in the Faculty during 2000. Of the applications received, five women were shortlisted and one woman was successful.
- The Faculty commenced the process to obtain a traineeship in 2000. An Indigenous woman has since filled this position.
- Two women were successful with applications for PhD scholarships within the Faculty.
- Academic women were provided with assistance in the preparation of promotion applications. Two of the three women who applied for promotion were successful.
- Opportunities to increase research activity were made available to women within the Faculty. These opportunities varied across Schools and, depending upon the School, included some or all of the following: access to administrative support, release from teaching, assistance with research applications, and funding for PhD studies.
- To implement Strategy 7 in the Faculty Equity Plan, 'Ensure workloads are equitably distributed among academic staff,' and in response to issues raised by a group of early career academic women, school workload formulas were circulated to Heads of Schools and workload assessments undertaken.
- The Faculty also provided funding and the opportunity to women within the Faculty to Chair various committees. Specific examples where women now Chair committees include the Teaching and Learning Committee and the Marketing Committee.

- The Faculty has a General Staff Development Fund for general staff professional development. All women within the Faculty had access to these funds for staff development.
- A number of staff also had the opportunity to expand their skills by working at higher levels. Specific examples of positions in which women acted were Resource Manager, Assistant Registrar, Administrative Officers and Senior Administrative Assistants.
- One general staff woman, and one man, attended external conferences.
- Among academic staff, conference attendance varied. In the school of Marketing and Management, five women attended conferences; in Law all but one, who was on extended sick leave, attended at least one conference; in Accounting, Finance and Entrepreneurship, five women attended conferences. In Economic Studies any conference attendance was funded from APF funds (Academic Pursuit Funds, ie funds generated by individuals and used for research purposes).
- Two women in the Faculty made adjustments to their contracted hours, one to increase the number of hours and one to reduce hours.
 - Staff returning from maternity leave within the Faculty were able to access flexible working arrangements. One staff member in the School of Marketing and Management exercised this option in 2000.
- All supervisors within the Faculty responded that they were aware of the arrangements and policies for dealing with sex-based harassment.
- The Faculty uses a Faculty-wide e-mail address, EBL News & Views, to keep all staff on leave, including those on maternity leave, informed of current issues. It also provides more specific information through mail addresses.
- Flexible working arrangements within the Faculty permit staff to be in a position to take time out of work for breastfeeding as appropriate.

Faculty of Education Health & Professional Studies

- Women were successful in obtaining seven out of the 15 appointments within the Faculty and women were shortlisted and interviewed for each advertised position.
- Three teaching scholarships were offered by the School of Health in 2000 to assist postgraduate students gain experience that would assist them to enter an academic career. One of these three was awarded to a female postgraduate student.
- Six student mentorships were advertised for third and fourth year students within the Schools of Curriculum Studies and Education Studies, to work with a staff member in a core first year unit. In 2000, all of these positions were filled by women.
- Senior female members of the Faculty offer mentorship and support for applicants for promotion. However, no women were successful in gaining promotion in 2000.
 - During 2000 the Faculty Research Committee instituted a new program for research support designed to assist junior staff members (many of whom are women) to complete their doctorates. This program limits the first round of Faculty research support to postgraduate students needing time to complete data analysis and writing. The program is designed to operate in this way for two years.
- Six women in the Faculty accessed Study Leave in 2000, with four of these travelling overseas during their leave.
- In the School of Health, all Program Directors, as well as the Postgraduate Coordinator, are women.
- The Faculty Research Committee organised a successful Faculty Research Day in 2000 at which many staff had the opportunity to present their research work to a critical audience. All staff of the Faculty had the opportunity to attend and learn from this valuable session.
 - One female academic provided active support for academic women staff and students finishing postgraduate study through regular and supportive meetings for research sharing and networking in a fortnightly seminar series. This series began as a service for the organiser's own students, but has expanded to include staff and students from across the Faculty.
 - Several general staff took advantage of training opportunities available through the University, and funded by their Schools, attended training in areas such as Photoshop, Effective Writing, and Selecting the Best.

- Seven women in the Faculty have been appointed as Program Directors and Chairs of Faculty Committees. The Equity Committee and the Faculty Research Committee are Chaired by women.
- Issues of workload remain an important item on Faculty Equity Committee agendas. In the latter part of 2000, the Faculty's efforts to implement a set of recommendations from the 2000 External Review Panel has meant that the Dean has taken up oversight of this issue, and has constituted a new Workload Working Party, due to report to the Faculty in early 2001. While lack of closure on Enterprise Bargaining agreements within the University more generally means that the Faculty has been unable to implement any recommended changes to workload policy, efforts have been made to seek NTEU participation in all discussions around this issue.

Workloads of academic women have not been generally assessed to this point in the Working Party's progress, though individual staff members with a range of what the Working Party considers to be 'typical' workload patterns have been approached to 'model' workloads within the Faculty.

- The Chair of the Faculty Equity Committee has been asked for comment on the perception of some staff members that there may be inequity in management practices relating to working conditions. In particular, this has involved an expectation of 'excess accountability' for staff wishing to work at home or in other locations. This issue remains unresolved at the time of writing.

- The Faculty distributed a Discrimination Survey in mid 2000, to internal students, and general and academic staff. Results from this survey will be presented to the Faculty for action in 2001. No incidents of sex-based harassment were reported to the Faculty Equity Committee during 2000, though several cases of verbal harassment of students and staff were reported. These cases appeared to be the result of overwork and tiredness on the part of staff members, who found it difficult to remain even tempered in the intensified work conditions which are currently being experienced throughout the university.

The Faculty's response was to alert staff to the problem, and to ask for sustained efforts to remain professional and respectful in all dealings with students, and each other.

- One part-time casual FEHPS staff member was breastfeeding during 2000, and was able to time her child's feeds around lectures and meetings. The child was either in care at Yarm Gwanga Child Care Centre or, when younger, was able to sleep in her mother's office while she worked. Similarly, a new father within the Faculty was able to care for his child during the day in his office, while he worked.

2. Faculty of The Sciences

- The Faculty continues to exercise its policy that three appropriately qualified women are advised of each academic vacancy in the Faculty and encouraged to apply.

- Despite intense pressure upon its resources and the need to reduce the salary component of the Faculty budget, the Faculty decided to convert its fixed-term academic appointments to continuing academic appointments in 2000. This included a significant number of female academic staff. Three Level A and two Level B women were transferred to continuing appointments.
- With the support of the Equity Office, the Faculty Equity Committee conducted a Discrimination Survey to ascertain attitudes and issues within the Faculty. The initial results of the Survey are being assessed and outcomes will be incorporated into the Faculty Plan which will be developed during 2001.

• The Faculty offers an Encouragement Award to women and members of disadvantaged minority groups who are under-represented among academic staff. The Award (up to \$5000) is aimed to encourage the recipient to proceed to further study in order to obtain qualifications required for academic appointment. The Faculty Encouragement Award was once again awarded to a woman in 2000.

The Faculty Equity Committee has recommended that the Faculty Encouragement Award should be resumed at two awards. However, pressure upon resources has prevented this move in 2000.

- Female representation as Vice-Deans rose from 20% to 40% in 2000.
- The Faculty appointed its first female Head of School in 2000.

Directorates, Residences and Research Centres

Recruitment Initiatives

- The Division of Information Technology is aware of the need to increase the number of women employed in the area but to date, as a result of declining resources and diminishing staff numbers, has not been able to implement pro-active strategies to achieve this.
- Women were invited to apply for two of the three positions advertised in the Heritage Centre during 2000. The third position received no female applicant. A woman was successful in one of the positions.
 - The Directorate of Student Administration and Services reports approaching and encouraging women to apply for one of the two positions advertised in the directorate. Women were shortlisted for both positions and a woman was successful in one position.
- Sport UNE advertised some 17-20 positions. Women were successful applicants in 14 positions.
- Women were shortlisted and successful for the two positions advertised within the Financial Services Directorate.
- The position of Safety and Security Officer was advertised in May 2000 and was specifically targeted towards female applicants due to the nature of the role. An Indigenous woman was appointed to the position.
- Women were successful in a number of positions advertised in the Animal Genetics and Breeding Unit. These included: Data Base Manager, Scientist, Research Assistant, Administrative Assistant, Administrative Assistant Trainee.

Training and development

- A number of areas report specific external training and or conference opportunities provided to women. These include: the Financial Services Directorate, Animal Genetics Breeding Unit, the Development Office and the Heritage Centre.
- One woman from the Development Office attended an Australian Universities International Convention in Malaysia
- Dixon Library reports that six women, and two men, were supported to attend external conferences in 2000. (Female representation in the library is 71%.) Site visits to other libraries and professional meetings were also attended by female staff. The Library offered an important library-career development program using the ALIA Career Development Kit, that had eight female participants from HEO levels 3-6. One female member of staff undertook a four-week internship in New Zealand. Funded overseas experience at HEO level 6 is uncommon among Australian University Libraries and represents Dixon's efforts to develop and retain female staff.
- Staff of the Institute of Rural Futures attended conferences and in-house training days. During the reporting period women employed by the Institute have attended international conferences and seminars on three occasions. Research staff attend seminars, meetings and conferences within Australia.
- The Directorate of Student Administration and Services supported the attendance of a senior woman within the directorate at an international conference in Paris while she was overseas on long service leave.
- Two staff from the Directorate of Student Administration and Services were funded to attend training and workshops on careers and related services as part of the development of the Careers Service.
- Two staff from the Directorate of Student Administration and Services received financial support to attend the Spokeswomen's Conference in Sydney in May 2000.
- Three female members of staff from Facilities Management Services attended one-day external training programs: Lift Awareness training, Security Training, Elevated Work Platform training.
- The Language Training Centre held a one-day Planning Workshop for all staff in December.
- The Senior Instructor at the Language Training Centre was given release time to undertake the Graduate Certificate in Higher Education through the Teaching and Learning Centre.
- In October 2000, one of the female Language Instructors from the Language Training Centre was selected to receive Australian Government funding to present a paper on teaching spoken languages at the Thai TESOL conference in Bangkok.
- The Director of the Language Training Centre attended and presented at two national conferences in 2000.
 - The Financial Services Directorate reports that a number of staff within the directorate (three) have been encouraged to undertake the role of Equal Opportunity Adviser.

Acting in positions at a higher level

Secondments and opportunities to act in higher level positions are seen as important career development opportunities for general staff.

- A number of areas reported providing opportunities to undertake alternative or higher duties as a means of encouraging skill development and promoting career paths for female staff.
- A Language Instructor from the Language Training Centre was seconded to the Senior Instructor position and deputised for the director during her absence on leave and on overseas marketing duties during in 2000.
- Nine women from Dixson Library were seconded internally to other positions, and in some cases higher positions within the Library, to broaden skills and promote career opportunities.
- A woman was seconded for two months on a part-time basis to a newly created position in the Safety and Security Office.
- One female member of college staff was offered experience in a different field when, as part of a redeployment process, she filled a temporary vacancy for a number of weeks in the mail room.

Work Organisation

Flexible working arrangements

- A number of areas report promotion of flexible working arrangements to assist with family responsibilities. These include, Marketing and Public Affairs, UNE Sport, Directorate of Student Administration and Services, the Heritage Centre, the Language Training Centre, the Financial Services Directorate, Wright Village, the Animal Genetics and Breeding Unit, Development Office, Facilities Management Services.
- Marketing and Public Affairs also reports staff took time off to care for sick children and changed hours of work to suit family requirements. One position was changed from full time to part time to accommodate prenatal and postnatal responsibilities.
- Following return from maternity leave, a staff member in Sport UNE reduced hours, enabling the creation of a second fractional position.
- All staff of the Institute of Rural Futures are encouraged to integrate the needs of their families into their work program. This includes variable starting and finishing times along with flexible meal breaks.

Workload and opportunities through restructuring

- Marketing and Public Affairs assessed workload for all staff in the Directorate as part of the directorate restructure. Issues were identified and continue to be addressed by the Directorate.
- Workload was also assessed in Wright Village, and the Financial Services Directorate.
- A long and arduous restructuring process was completed in the Division of Information Technology in 2000. Women who were employed prior to the restructure were successful in retaining their positions. Positions that were advertised externally saw the employment of an additional woman to the Division.
- General staff in two part-time administrative positions in the Language Training Centre expanded their areas of responsibility to reflect changes in the Centre's activities.
- Two administrative positions were restructured during the year to provide career advancement for two women at Sport UNE.

Conditions of Service

- Two women in the Language Training Centre moved from short single teaching term contracts to annual contracts.

Employees who are Breastfeeding

- In response to a question concerning flexible work arrangements and breastfeeding for women returning from maternity leave, a number of areas have indicated that although this was not applicable during 2000, staff would be given support in this area as required.
- Staff within the Institute of Rural Futures are fortunate in having separate offices where they can breast feed or care for children when necessary.

How effective have actions been?

The representation of women among academic staff and the representation of women among senior positions, both academic and general, is improving, however, progress is slow.

- The University has reduced academic and general staff by some 13% over the past five to six years. This employment climate has meant that opportunities for recruitment have been limited. Added to this is a barrier specific to regional universities: there are limited employment opportunities in Armidale for the partners of people recruited from metropolitan areas. The improvement in the representation of women is in part due to the loss of men from the University through a voluntary redundancy scheme in 1996, ongoing restructuring and redundancies since that time, and through natural attrition. In addition, recruitment of women has shown a marked improvement in the past two years, although it is still difficult to recruit women to higher level academic positions.
- Faculties, to varying degrees, are focusing their efforts by assisting women through initiatives to increase research, in order to improve their promotion prospects.
 - **As a result of a quality assurance initiative by the Academic Board, changes have been made to the allocation of research funding and faculties now have to guarantee a minimum percentage for early career researchers.**
- The new strategy offered by the Faculty of Arts is specifically aimed at women seeking promotion to senior academic levels. In 2000 a woman took advantage of the initiative and was promoted to level E. The Faculty of Economics, Business and Law also reports a range of initiatives to assist women's research.
- *Results over recent years in the representation of women among those taking study leave or seeking promotion, vary considerably from year to year. Ongoing effort needs to be made by the University to explore and address barriers to women taking advantage of opportunities to achieve the research component of their employment portfolio.*
- *In the current economic climate and the overall downsizing of the University, strategies for the career advancement of women need to be innovative, and low cost.*
 - During 2000, the Spokeswomen's Programme was further developed as an initiative for the career development of general staff women. The Programme aims to provide elected and nominated Spokeswomen with specific career development opportunities (in 2001) as well as providing all University women with the opportunity to develop and extend networks within the University and the region. In 2000, three general staff women attended the Spokeswomen's Annual Conference in Sydney.

The program attracted good attendances at the Speaker Series in 2000. All general staff women were invited to attend the two seminars. Some 40 women attended the seminar with keynote speakers, Mary Grace and Helen Bauer, in March; approximately 70 women attended when University Chancellor, Dr Pat O'Shane, spoke in August. The Speaker Series also provides the opportunity for university women to participate by chairing and speaking at seminars.
 - Further work needs to be done to promote family-friendly working arrangements for women, particularly women returning from maternity leave.
 - Facilities for women wishing to breastfeed also need to be considered, so that appropriate accommodation can be made as required.

Plans for the next reporting period

- The EEO/AA Management Plan 1999–2002 identifies a number of strategies to address the relatively small representation of women amongst academic staff and the trend for academic women to be concentrated at lower levels. In particular, sections 2.2, 2.4, 2.6, 3.1 and 3.4 refer to initiatives such as doctoral and post doctoral fellowships and scholarships, time release funds for people with disparate workloads to undertake committee work, and formal recognition of women acting at higher levels.
- The current Plan also encourages faculties to identify and undertake initiatives which suit their particular circumstances.
- To continue to recruit women to higher level positions, through the process of notifying three suitably qualified women of job vacancies or other appropriate means.
- To continue to develop and promote the Spokeswomen's Programme as an initiative to develop and enhance the career aspirations, skills and networks of general staff women. Specifically, to:
 - secure funding to enable the development of a cohesive programme
 - organise the nomination or election of a number of Spokeswomen across campus
 - continue to provide a Speaker Series, including bringing inspirational speakers to the University
 - provide opportunities for women to network with each other and with women from the region
 - provide training for Spokeswomen and other initiatives for general staff women as identified by Spokeswomen.
- Promote family friendly and flexible working arrangements more widely.
- Contribute to the provision of equity training of managers in diversity issues, family-friendly and flexible working options, dealing with complaints, and conflict resolution.
- Facilitate communication from academic and general staff women to further explore issues affecting women at work including workload, study leave, and promotion (academic) and workload and career pathing (general).
- Continue to appraise the experience of women returning from maternity leave.
- Continue to assess the experience of all staff in accessing family-friendly working arrangements.
- In addition to strategies outlined in Faculty plans, initiatives identified by faculties for action in 2000 are set out below.

Faculties:

The Faculty of Arts:

- Higher level of publicity for Equity research grants, so that applicants seek such grants a year in advance of promotion application rather than in the same year as the promotion application is lodged.
- Equity Office Discrimination Survey of Faculty of Arts to identify priority issues within the faculty.

Education Health and Professional Studies

- As no member of FEHPS took part in the Spokeswomen's program in 2000, the Equity Committee felt that continued encouragement needs to be given to general staff women to take part in this program.

The Faculty of the Sciences

- The results of the Discrimination Survey piloted by the Faculty of the Sciences are currently being assessed and outcomes will be incorporated into the Faculty Plan which will be developed during 2001.

- In 2001 the renaming of the Faculty Encouragement Award will be discussed. A suggestion has been brought forward that the award be retitled the 'Faculty of The Sciences Equity Research Scholarship' to more closely reflect its targeted emphasis, and that it be allocated to the Faculty Equity Committee for administration.

Academic staff profile at the beginning and the end of the reporting period

Table 1.1: Academic staff numbers at 31 March 2000 and 31 March 2001

LEVEL	Women		Men		TOTAL STAFF		Percent Women		Percent Men	
	2000	2001	2000	2001	2000	2001	2000	2001	2000	2001
Level A	38	45	23	24	61	69	62%	65%	38%	35%
Level B	51	65	100	98	151	163	34%	40%	66%	60%
Level C	40	41	93	83	133	124	30%	33%	70%	67%
Level D	8	6	56	58	64	64	13%	9%	88%	91%
Level E	4	6	39	41	43	47	9%	15%	91%	85%
TOTAL	141	163	311	304	452	467	31%	35%	69%	65%

Table 1.2: Academic staff employment basis at 31 March 2000 and 31 March 2001

EMPLOYMENT BASIS		Women		Men		TOTAL STAFF		Percent Women		Percent Men	
		2000	2001	2000	2001	2000	2001	2000	2001	2000	2001
Tenurable	Full-Time	98	104	254	256	352	360	28%	29%	72%	71%
	Fractional	9	15	3	4	12	19	75%	79%	25%	21%
Contract	< 1 Year	7	14	22	16	29	30	24%	47%	76%	53%
	Full-Time 1 < 3 Years	8	6	19	10	27	16	30%	38%	70%	63%
	3+ Years	5	2	5	5	10	7	50%	38%	50%	63%
	< 1 Year	5	18	4	7	9	25	56%	72%	44%	28%
	Fractional 1 < 3 Years	7	4	4	6	11	10	64%	40%	36%	60%
	3+ Years	2	0	0	0	2	0	100%	0%	0%	0%
Casual		44	94	36	92	80	186	55%	51%	45%	49%
TOTAL		185	257	347	396	532	653	35%	39%	65%	61%

University of New England Organisational Chart 2001

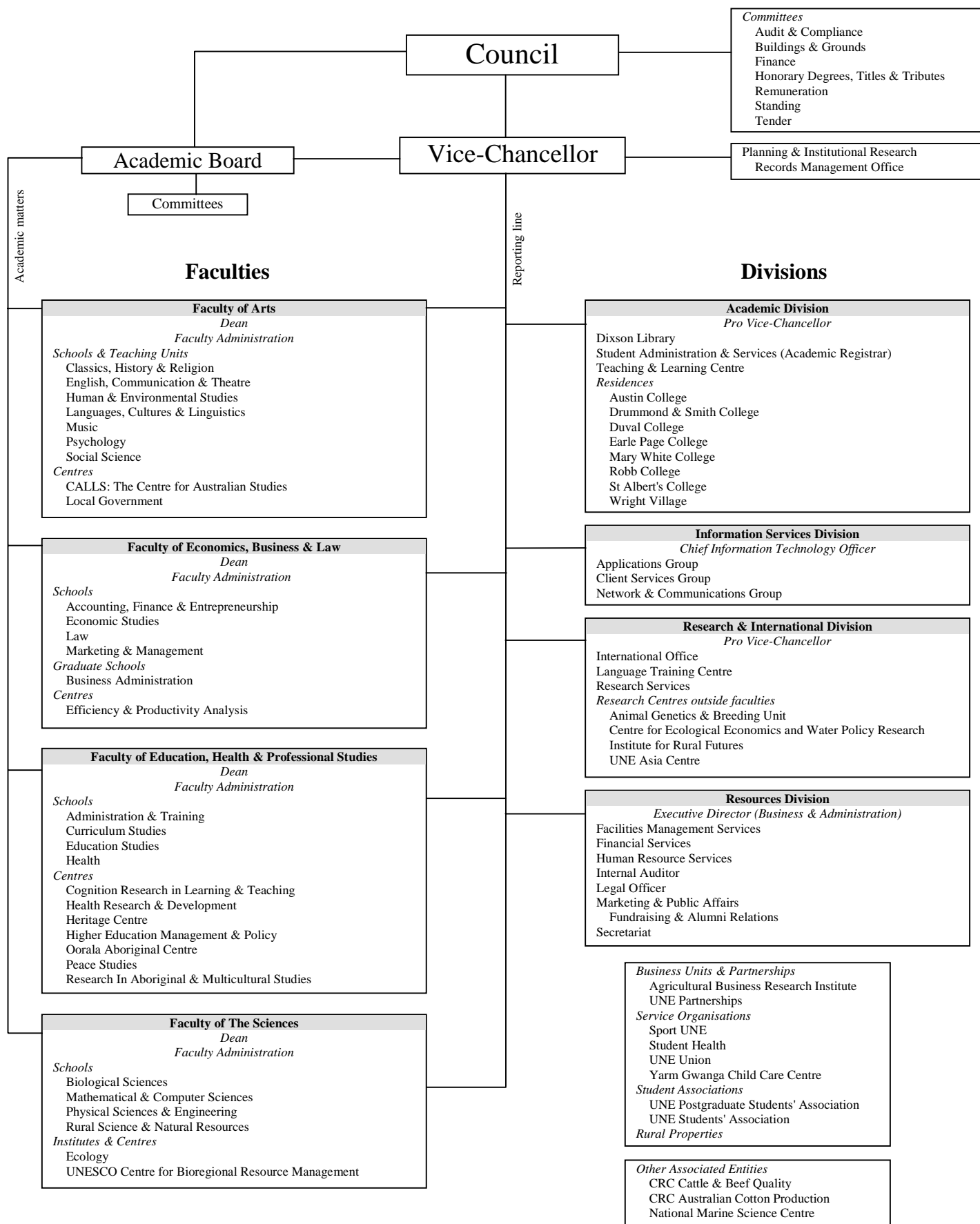


Table 1.3: Breakdown of academic staff by faculty at 31 March 2000 and 31 March 2001

Faculty of Arts										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
Level A	9	10	8	6	17	16	53%	63%	47%	38%
Level B	11	15	28	30	39	45	28%	38%	72%	67%
Level C	11	13	32	30	43	43	26%	30%	74%	70%
Level D	2	1	16	19	18	20	11%	6%	89%	95%
Level E	0	1	15	14	15	15	0%	7%	100%	93%
TOTAL	33	40	99	99	132	139	25%	29%	75%	71%

Faculty of Economics, Business & Law										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
Level A	3	6	4	6	7	12	43%	50%	57%	50%
Level B	9	11	20	20	29	31	31%	35%	69%	65%
Level C	4	3	16	15	20	18	20%	17%	80%	83%
Level D	0	0	11	13	11	13	0%	0%	100%	100%
Level E	2	2	5	7	7	9	29%	22%	71%	78%
TOTAL	18	22	56	61	74	83	24%	27%	76%	73%

Faculty of Education, Health & Professional Studies										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
Level A	14	15	4	4	18	19	78%	79%	22%	21%
Level B	23	28	22	28	45	56	51%	50%	49%	50%
Level C	19	19	16	12	35	31	54%	61%	46%	39%
Level D	4	4	6	4	10	8	40%	50%	60%	50%
Level E	0	0	5	5	5	5	0%	0%	100%	100%
TOTAL	60	66	53	53	113	119	53%	55%	47%	45%

Faculty of The Sciences										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
Level A	7	7	7	7	14	14	50%	50%	50%	50%
Level B	7	10	27	19	34	29	21%	34%	79%	66%
Level C	6	6	26	25	32	31	19%	19%	81%	81%
Level D	2	1	23	22	25	23	8%	4%	92%	96%
Level E	1	2	12	12	13	14	8%	14%	92%	86%
TOTAL	23	26	95	85	118	111	19%	23%	81%	77%

Divisions										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
Level A		4		0		4		100%		0%
Level B		1		0		1		100%		0%
Level C		0		1		1		0%		100%
Level D		0		0		0		-		-
Level E		1		2		3		33%		67%
TOTAL		6		3		9		67%		33%

Research Centres										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
Level A		3		1		4		75%		25%
Level B		0		1		1		0%		100%
Level C		0		0		0		-		-
Level D		0		0		0		-		-
Level E		0		1		1		0%		100%
TOTAL		3		3		6		50%		50%

A breakdown of information on academic staff women in Divisions and Research Centres was not available for 2000.

General staff profile at the beginning and the end of the reporting period

Table 2.1: General staff numbers at 31 March 2000 and 31 March 2001

LEVEL	Women		Men		TOTAL STAFF		Percent Women		Percent Men	
	2000	2001	2000	2001	2000	2001	2000	2001	2000	2001
HEO 1	32	14	18	6	50	20	64%	70%	36%	30%
HEO 2	7	20	11	22	18	42	39%	48%	61%	52%
HEO 3	100	88	41	33	141	121	71%	73%	29%	27%
HEO 4	123	139	62	62	185	201	66%	69%	34%	31%
HEO 5	77	78	56	49	133	127	58%	61%	42%	39%
HEO 6	49	47	67	52	116	99	42%	47%	58%	53%
HEO 7	32	26	44	43	76	69	42%	38%	58%	62%
HEO 8	16	18	51	42	67	60	24%	30%	76%	70%
HEO 9	0	0	8	14	8	14	0%	0%	100%	100%
HEO 10	8	10	19	18	27	28	30%	36%	70%	64%
TOTAL	444	440	377	341	821	781	54%	56%	46%	44%

Table 2.2: General staff employment basis at 31 March 2000 and 31 March 2001

EMPLOYMENT BASIS		Women		Men		TOTAL STAFF		Percent Women		Percent Men	
		2000	2001	2000	2001	2000	2001	2000	2001	2000	2001
Permanent	Full-Time	261	284	283	268	544	552	48%	51%	52%	49%
	Fractional	102	99	17	18	119	117	86%	85%	14%	15%
Contract	< 1 Year	37	22	39	19	76	41	49%	54%	51%	46%
	Full-Time 1 < 3 Years	8	6	14	17	22	23	36%	26%	64%	74%
	3+ Years	2	4	8	7	10	11	20%	30%	80%	70%
	< 1 Year	28	22	14	12	42	34	67%	65%	33%	35%
	Fractional 1 < 3 Years	6	2	2	0	8	2	75%	100%	25%	0%
	3+ Years	0	1	0	0	0	1	0%	100%	0%	0%
Casual		52	123	37	96	89	219	58%	56%	42%	44%
TOTAL		496	563	414	437	910	1000	55%	56%	45%	44%

Table 2.3: Breakdown of general staff by faculty and division at 31 March 2000 and 31 March 2001

Faculty of Arts										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
HEO 1	0	0	0	0	0	0	-	-	-	-
HEO 2	0	0	0	0	0	0	-	-	-	-
HEO 3	7	4	0	1	7	5	100%	80%	0%	20%
HEO 4	21	23	2	2	23	25	91%	92%	9%	8%
HEO 5	4	5	6	3	10	8	40%	63%	60%	38%
HEO 6	3	1	3	2	6	3	50%	33%	50%	67%
HEO 7	0	2	2	2	2	4	0%	50%	100%	50%
HEO 8	3	1	3	2	6	3	50%	33%	50%	67%
HEO 9	0	0	0	1	0	1	-	-	-	100%
HEO 10 & 10+	1	1	0	0	1	1	100%	100%	0%	0%
TOTAL	39	37	16	13	55	50	71%	74%	29%	26%

Faculty of Economics Business & Law										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
HEO 1	0	1	0	0	0	1	-	100%	-	-
HEO 2	0	0	0	0	0	0	-	-	-	-
HEO 3	2	2	0	1	2	3	100%	67%	0%	33%
HEO 4	11	10	0	1	11	11	100%	91%	0%	9%
HEO 5	6	5	2	1	8	6	75%	83%	25%	17%
HEO 6	2	2	0	0	2	2	100%	100%	0%	0%
HEO 7	2	2	0	0	2	2	100%	100%	0%	0%
HEO 8	0	0	2	2	2	2	0%	0%	100%	100%
HEO 9	0	0	1	1	1	1	0%	0%	100%	100%
HEO 10 & 10+	0	0	0	0	0	0	-	-	-	-
TOTAL	23	22	5	6	28	28	82%	79%	18%	21%

Faculty of Education, Health & Professional Studies										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
HEO 1	0	0	0	0	0	0	-	-	-	-
HEO 2	0	0	0	0	0	0	-	-	-	-
HEO 3	16	15	2	3	18	18	89%	83%	11%	17%
HEO 4	14	18	0	0	14	18	100%	100%	0%	0%
HEO 5	12	12	3	3	15	15	80%	80%	20%	20%
HEO 6	1	1	1	0	2	1	50%	100%	50%	0%
HEO 7	2	2	3	2	5	4	40%	50%	60%	50%
HEO 8	0	0	2	2	2	2	0%	0%	100%	100%
HEO 9	0	0	1	1	1	1	0%	0%	100%	100%
HEO 10 & 10+	0	0	0	0	0	0	-	-	-	-
TOTAL	45	48	12	11	57	59	79%	81%	21%	19%

3. Faculty of The Sciences										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
HEO 1	0	1	0	0	0	1	0%	100%	0%	-
HEO 2	1	1	0	1	1	2	100%	50%	0%	50%
HEO 3	14	7	3	2	17	9	82%	78%	18%	22%
HEO 4	14	12	12	10	26	22	54%	55%	46%	45%
HEO 5	17	12	17	16	34	28	50%	43%	50%	57%
HEO 6	4	4	20	14	24	18	17%	22%	83%	78%
HEO 7	7	5	15	13	22	18	32%	28%	68%	72%
HEO 8	1	1	13	8	14	9	7%	11%	93%	89%
HEO 9	0	0	2	2	2	2	0%	0%	100%	100%
HEO 10 & 10+	1	0	3	0	4	0	25%	-	75%	-
TOTAL	59	43	85	66	144	109	41%	39%	59%	61%

Divisions										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
HEO 1	32	11	18	6	50	17	64%	65%	36%	35%
HEO 2	6	19	11	21	17	40	35%	48%	65%	53%
HEO 3	61	57	35	25	96	82	64%	70%	36%	30%
HEO 4	59	72	48	48	107	120	55%	60%	45%	40%
HEO 5	38	42	28	25	66	67	58%	63%	42%	37%
HEO 6	36	39	41	34	77	73	47%	53%	53%	47%
HEO 7	21	15	24	24	45	39	47%	38%	53%	62%
HEO 8	11	12	29	23	40	35	28%	34%	73%	66%
HEO 9	0	0	4	7	4	7	0%	0%	100%	100%
HEO 10 & 10+	6	8	14	11	20	19	30%	39%	70%	61%
TOTAL	270	275	252	224	522	499	52%	55%	48%	45%

4. Research Centres										
LEVEL	Women		Men		TOTAL STAFF		% Women		% Men	
	'00	'01	'00	'01	'00	'01	'00	'01	'00	'01
HEO 1		1		0		1		100%		0%
HEO 2		0		0		0		-		-%
HEO 3		3		1		4		75%		25%
HEO 4		4		1		5		80%		20%
HEO 5		2		1		3		67%		33%
HEO 6		0		2		2		0%		100%
HEO 7		0		2		2		0%		100%
HEO 8		4		5		9		44%		56%
HEO 9		0		2		2		0%		100%
HEO 10 & 10+		1		7		8		13%		88%
TOTAL		15		21		36		42%		58%

A breakdown of information on general staff women was not available for 2000.

Women in Senior or Management Positions
Executive

Vice-Chancellor	F
Executive Director (Business & Administration)	M
Pro Vice-Chancellor (Academic)	M
Pro Vice-Chancellor (Information Services) (position redefined and relocated mid-year)	M
Pro Vice-Chancellor (Research & International)	M
Development Office	vacant
Planning & Institutional Research	M

Faculties

Faculty	Position	Gender
<i>Faculty of Arts</i>	Dean	M
	Associate Dean (Academic)	M
	Associate Dean (Research & External)	M
	Sub-Deans	F F M M M F
	Assistant Registrar	F
	Resource Manager	F
	Administrative Officers	F F F

<i>Heads of Schools</i>	Classics, History and Religion	M
	English, Communication and Theatre	F/M
	Human and Environmental Studies	M
	Languages, Cultures and Linguistics	F
	Music	M
	Psychology	M
	Social Science	M

Director/Coordinator of Centres	CALLS: The centre for Australian Studies	F
	Local Government	M

Faculty of Economics, Business & Law	Dean	M
	Associate Dean	M
	Sub-Deans	M M M M
	Assistant Registrar	M
	Resource Manager	M
	Administrative Officers	F F

Heads of Schools	Accounting, Finance and Entrepreneurship	M
	Economic Studies	M
	Law	M
	Marketing and Management	M

Director/Coordinator of Centres	Efficiency and Productivity Analysis	M
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Faculty of Education, Health & Professional Studies	Dean	M
	Assistant Registrar	M
	Resource Manager	M
	Administrative Officers	M F M
	Program Directors	M M F F F F F M F F

Heads of Schools	Administration and Training	M
	Curriculum Studies	M
	Education Studies	M
	Health	M

Director/Coordinator of Centres	Cognition Research in Learning and Teaching	M
	Health Research and Development	F
	Heritage Centre	F
	Higher Education Management and Policy	M
	Ooralta Aboriginal Centre	F
	Peace Studies	F
	Research in Aboriginal and Multicultural Studies	F

<i>Faculty of The Sciences</i>	Dean	M
	Vice Deans	M M M F F
	Assistant Registrar	M
	Resource Manager	M
	Administrative Officers	F F

<i>Heads of Schools</i>	Biological Sciences	M/F
	Mathematical and Computer Sciences	M
	Physical Sciences and Engineering	M
	Rural Science and Natural Resources	M

Director/Coordinator of Centres	Institute of Ecology	M
	UNESCO Centre for Bioregional Resource Management	M

Divisions

Division	Unit/Centre	Gender
Academic Division	Dixson Library	M/F
	Student Administration and Services (Academic Registrar)	M
	Teaching & Learning Centre	F
Residences	Austin College	M
	Drummond and Smith College	F
	Duval College	
	Earle Page College	M
	Mary White College	M
	Robb College	M
	St Albert's College	M
	Wright Village	M
Information Services Division	Chief Information Technology Officer	M
	Applications Group	M
	Client Services Group	M
	Network and Communications Group	M
Research and International Division	International Office	M
	Language Training Centre	F
	Research Services	
	Research Office	M
	Consulting & Industry Liaison	F
	Research Centres (outside faculties)	
Animal Genetics and Breeding Unit	M	
Centre for Ecological & Water Policy Research	M	
The Rural Development Centre	M	
UNE Asia Centre	M	
Resources Division	Facilities Management Services	M
	Financial Services	F
	Human Resource Services	M/F
	Internal Auditor	M
	Legal Officer	M
	Marketing and Public Affairs	M
	Secretariat	F