

# 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: <i>(if changed since last report, complete Section 2 below)</i>		The Australian National University				
Trading name <i>(if applicable)</i> :		N/A				
Total no. of employees:		4306	ABN:	52 234 063 906		
ASX Codes for organisations listed on Australian Securities Exchange :		NA				
ANZSIC Code <u>AND</u> industry description: <i>(refer <a href="http://www.abs.gov.au">www.abs.gov.au</a>):</i>		8102 – Tertiary Education, University Operation		Is your organisation a not-for-profit? Y/N	N	
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: <i>(if too many to list here, please attach a separate document):</i>					
Have there been changes to ANY of your organisations since your last report? <i>(If yes, detail below):</i>		YES		NO	N
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	Mrs
Family Name:	Young	Saris
First Name:	Ian	Inge
Job Title:	Vice-Chancellor	Manager, Diversity and Workforce planning
Telephone:		02 6125 7878
Facsimile:		02 6124 0559
E-mail Address (or PA for CEO):		inge.saris@anu.edu.au
Postal Address (if different to above):		Human Resources Division, Chancelry 10A The Australian National University Acton, ACT 0200

WGEA may send your company non-reporting related material from other organisations for the sole purpose of notifying you of relevant gender equality information such as lectures, events, programs or publications. If you DO NOT want WGEA to send your Report Contact or CEO this information please advise WGEA by email at [wgea@wgea.gov.au](mailto:wgea@wgea.gov.au) or by phone on (02) 9432 7000.

# Requirement 1: Workplace profile

## WGEA - STAFF WORKFORCE PROFILE

**Organisation:**  
**Snapshot Date:**

The Australian National University  
31-March-2013

ANU Workplace Profile																						8 Higher Education Institution			
Occupational Classifications		Continuing Staff Tenure Permanent				Fixed Term < 1 year				Fixed term 1-3 yrs				Fixed Term 3+ yrs				** Casual Visitors		Total					
		Full Time		Part Time		^ Casual		Full Time		Part Time		Full Time		Part Time		Full Time		Part Time		female	male	female	male		
F	M	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																2						2	0		
Pro-Vice Chancellors	1	1										1				1						1	3		
Academic Heads / Deans & Directors			4									1				3	10					3	15		
Professional Staff Directors	4	5														2	5					6	10		
Executive TOTAL	5	10	0	0	0	0	0	0	0	0	0	2	0	0	0	7	17	0	0	0	0	12	29		
Academic A	30	44	11	4				2	5	14	16	63	90	9	6	8	13	6	3			143	181		
Academic B	115	152	27	19				4	2	1	4	49	62	11	12	22	21	2	1			231	273		
Academic C	73	142	27	31				1	2	2		3	13	1	7	21	34	4	2			132	231		
Academic D	43	139	8	17					1		1	2	3		6	2	19					55	186		
Academic E	55	219	8	16								1	4		5	6	15	2	10			72	269		
Academic TOTAL	316	696	81	87				7	10	17	21	118	172	21	36	59	102	14	16			633	1140		
Apprentice																	4					0	4		
ANUO 1		5	17	1																		17	6		
ANUO 2	6	12	6	5				1						1	1							14	18		
ANUO 3	31	46	29	7				2		2	10	1	4	4			2					69	69		
ANUO 4	83	91	59	8				7	10	2		11	5	10	1			3				175	115		
ANUO 5	215	115	59	12				11	9	5	2	34	13	11	6	3		2	1			340	158		
ANUO 6	141	112	40	10				8	3	3		9	10	14	1	2		2				219	136		
ANUO 7	164	146	47	8				3	3	1	1	11	13	7	3	2	3					235	177		
ANUO 8	152	177	34	14				1		3		5	10	5	3		4					200	208		
General TOTAL	792	704	291	65				33	25	16	13	71	55	52	15	7	13	7	1			1269	891		
Senior Management 1	84	111	9	7				1	1		1	3	5	2		3	4					102	129		
Senior Management 2	23	24	4									1				1	2	1				30	26		
Senior Management 3	11	14										1				2						14	14		
Senior Management 4	3	1		1									2				1					3	5		
Senior Management 5 & above	1	1							1				1		2		2					1	7		
Senior Manager TOTAL	122	151	13	8				1	2	0	1	5	8	2	2	6	9	1	0			150	181		
TOTAL	1235	1561	385	160	0	0		41	37	33	35	194	237	75	53	79	141	22	17	0	0	2064	2241		

**General Notes on Data:**

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

\*\* Casual Staff numbers: data for casual staff by classification level is not currently available.

## Requirement 2: Notification and access requirements

Notification and access requirements come into effect from the 2012-13 reporting period. A relevant employer must:

**1. inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the report may be accessed**

As soon as reasonably practicable after lodging a report, a relevant employer must inform employees and any members or shareholders that the report has been lodged with the Agency and how the report may be accessed.

This notification to employees could occur through the employer's normal means of communication with employees, including employee newsletters, workplace meetings and any other appropriate existing consultative means. The method used must ensure that the information concerning the relevant employer's report is transmitted widely to all employees.

In the case of shareholders of a public company, given there may be more limited opportunities to communicate with them, this notification could occur, for example, in the next available annual report and on an employer's website.

**2. provide access to the report to employees and members or shareholders**

As soon as reasonably practicable after lodging a report, a relevant employer must provide its employees and members or shareholders with access to the report (excluding personal information, details on remuneration and other information that may be specified by the Minister).

Employers could fulfil this requirement by ensuring employees are clearly provided with, for example, a link to a website or intranet where a copy of the report could be downloaded, or a hard copy of the report.

**3. inform employee organisations with members in its workplace that the report has been lodged**

Within seven days of lodging a report, a relevant employer must take all reasonable steps to inform each employee organisation, which has members who are employees of that employer, that its report has been lodged with the Agency.

This requirement does not mean an intensive effort is required by employers to identify all possible employee organisations. Rather, employers must notify employee organisations they could reasonably be expected to know about. This would include an employee organisation that was a party to an enterprise agreement or an employee organisation to which membership fees are paid by payroll deductions.

**4. inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency**

When informing employees or employee organisations that have members in its workplace that a report has been lodged, a relevant employer must advise them that comments on the report may be given to the relevant employer or to the Agency.

There is no time restriction on when comments can be provided. However, comments provided to the relevant employer or the Agency, during the 28 days after a report has been submitted, will allow for those comments to be taken into account by the employer in providing additional information to the Agency, and by the Agency in requesting additional information to assist in assessing compliance with the WGE Act.

Please indicate that you will be meeting the above **notification and access requirements**, by placing an 'X' in the box to the right