

Special Edition of Action News

New look

Readers will notice that Action News has a new look. This is to reflect the Affirmative Action Agency being renamed the Equal Opportunity for Women in the Workplace Agency, and our subsequent new logo. The next full edition of Action News, due at the end of April, will contain more information about changes that effect you.

Change of telephone number

The main number for the Equal Opportunity for Women in the Workplace Agency is now

02 8255 6300

For Your Urgent Attention

The following information is essential reading for all organisations that are covered by the *Equal Opportunity for Women in the Workplace Act 1999*.

New Reporting Period and Requirements

Although organisations are not required to report to the Agency in 2000, they will be expected to develop their equal opportunity program and report on the 12 month period commencing 1 April 2000.

A new optional report form has been developed in draft form and will be on the Agency web site from 1 April www.eowa.gov.au

You have the flexibility to report in any way that is meaningful to your organisation.

All you need to do is to demonstrate that you have:

1. Conducted a workplace profile (factual information about the composition of the employer's workforce)
2. Analysed the issues in the workplace
3. Described the actions taken to address the priority issues
4. Evaluated the effectiveness of the actions (may be confidential)
5. Described the actions planned to be taken in the next reporting period

To meet your legislative requirements a workplace profile needs to be compiled by 1 April 2000.

What should your workplace profile contain?

The following are questions you may consider asking.

How many men and women are employed in your organisation? What positions do they hold? How many are full-time? Part-time? Casual?

The workplace profile **must** relate to a date between 1 October 1999 and April 2000. This is detailed in the new legislation *Equal Opportunity for Women in the Workplace Act 1999* – Part II, Section 8 (2) which can be found on the Agency website -www.eowa.gov.au

Further Assistance

A Workplace Analysis Toolkit has been developed to assist you in this process.

It discusses in more detail how to complete the workplace profile, as well as information on employee consultation and reviewing the employment matters. It also contains sample tables to assist you with your profile.

This will also be placed on the Agency's website in April. If you would like to have a draft hard copy, please ring the Agency on 02 8255 6300.

The report form is optional. Agency staff are available to discuss with you how you can demonstrate your achievements with women in your workforce.



eowa[®]

Catalyst for Change Tour

In partnership with the National Diversity Think Tank and Work + Life Strategies and the Council for Equal Opportunity, we are delighted to be supporting the Catalyst Tour. Catalyst, a US non-profit organisation works with leading Fortune 500 companies to advance women.

Catalyst is well known for working with employers to capitalise on women's talents and abilities. Dr Mary Mattis, a senior Catalyst consultant, will share their knowledge and experience in women's leadership development and initiatives that focus on recruiting, retaining and advancing women in business.

If your organisation wants to:

- become a leader in work practices
- provide an inclusive work environment for all employees
- maximise the effectiveness of its service delivery
- enhance its profitability
- ensure employees are able to contribute their best
- expand the diversity of its customer base

be a part of the Catalyst Tour.

Two major events are being held in Sydney and Melbourne.

Sydney

Making a Difference Workshop

Australian employment practice in a global context – A strategic workshop for organisational change agents

Tuesday, 28 March 2000

9am-2pm

Facilitators: Dr Mary Mattis, Senior Research Fellow, Catalyst and Dr Graeme Russell, Work+Life Strategies

Venue: University of Technology, Sydney, Broadway, Ultimo

Cost: \$280 (includes light lunch)

Senior Executive Panel Luncheon

Why aren't we doing that? Promoting corporate action – Translating employee talent to competitive advantage

Wednesday, 29 March 2000

12pm-2.15pm

Keynote address: Dr Mary Mattis

Facilitator: Geraldine Doogue

Venue: Sheraton on the Park, 161 Elizabeth Street, Sydney (on Hyde Park)

Cost: \$150

Melbourne

Making a Difference Workshop

Australian employment practice in a global context – A strategic workshop for organisational change agents

Friday, 31 March 2000

8.30am-11.30am

Facilitators: Dr Mary Mattis, Senior Research Fellow, Catalyst and Dr Graeme Russell, Work+Life Strategies

Venue: National Australia Bank, 36 Floor, 500 Bourke Street, Melbourne

Cost: \$200 (lunch not included)

Senior Executive Panel Luncheon

Why aren't we doing that? Promoting corporate action – Translating employee talent to competitive advantage

Friday, 31 March 2000

12pm-2.15pm

Keynote address: Dr Mary Mattis

Opportunities and challenges – the leadership role in making change happen

Venue: Hotel Sofitel, 25 Collins Street, Melbourne

Cost: \$150

To register on-line for the program go to www.ceoe.com.au

For further information about the Catalyst program ring Sylvie Marimon on 02 8255 6300.

The logo for eowa (Employment and Organizational Women's Association) is displayed in a light blue circle. The text 'eowa' is in a dark blue serif font, with a small registered trademark symbol (®) to the upper right of the 'a'. The logo is centered within the circle, which has a white background and a light blue border.