

Dear Reader

Reporting to EOWA is easy ... once you know how. In this issue, find out how EOWA's enthusiastic Client Managers can help you submit a compliant report. We also answer some of those pesky reporting questions such as what do I need to put into my report and how do I submit it. To learn more, read on ...

- **New! Adding value to our clients**  
EOWA's new system of [Client Managers](#) assists you with your workplace program and preparing your 2002 public report.
- **Frequently asked questions**  
Did you know that reporting to EOWA is an **annual** event? Get the answers to the most [frequently asked reporting questions](#) from our experienced client advisor, Ian Johnson.
- **10 helpful reporting hints**  
Remembered to include an Organisational Details Cover Sheet? Make sure you've included all the relevant reporting information by using our [10 Helpful Hints](#).
- **Ready to be Waived?**  
Don't miss a great opportunity! If your organisation meets the [requirements](#), you can [apply to be Waived](#) from reporting.
- **Nominations**  
Now calling for nominations for the [EOWA Business Achievement Awards 2002](#).
- **Upcoming Conferences**  
MGSM 14th Women, Management and Employment Relations [Conference](#)

## Organisational Firsts!

Congratulations to

- **Bendix Mintex Pty Ltd:** **First** report to be received by EOWA for the 2002 reporting year was from this predominantly male automotive components manufacturer.
- **Adsteam Marine:** **First** female Deputy Chief Executive Officer. Predominantly male, this independent towage company is proud that 75% of their internal promotions last year were females.
- **Advertiser Newspapers Pty Ltd:** **First** female to edit a metropolitan newspaper in South Australia, the *Sunday Mail*.

## EOWA's annual compliance cycle



### Compliance reports due NOW

Your organisation must report **annually** and reports are due before 31 May. Obtain your copy of our suggested reporting format by emailing us at [eowa@eowa.gov.au](mailto:eowa@eowa.gov.au). View a sample report [here](#).

**Extensions** must be applied for in writing **before 31 May**. [Contact us now!](#)

## Submit your report

You may submit your report via [email](#), [fax](#) or [mail](#). Email a report and you will get automatic confirmation when EOWA receives your report.

## Employer of Choice for Women

Brand and position your organisation as an *EOWA Employer of Choice for Women*! You can apply for this citation **without** applying to be Waived. Find out more about the [criteria](#) and how to [apply](#), and better position your organisation to attract the best possible talent Call Tracey Carpenter on (02) 8255 6300 or visit [www.eowa.gov.au](http://www.eowa.gov.au).

## New! Adding Value to Our Clients

**“But my industry is *different*.”**

**“We’re a traditionally male-dominated industry – how can we attract females?”**

**“I’ve just taken over the role as Report Contact – where on earth do I start?”**

Equal opportunity for women is all about managing diversity and at EOWA, we recognise that diversity is key to successfully managing our clients’ needs.

That’s why we’ve introduced an enthusiastic team of **Client Managers**: to help each individual organisation get the most from their workplace program and comply with the *Equal Opportunity for Women in the Workplace Act 1999* (the Act).

### **Sounds good. So how does it work?**

Each industry has been assigned a specific Client Manager. Specialising in specific industries means the Client Manager can provide you with tailor-made, industry-specific help. Challenges tend to be endemic to a particular industry and our Client Managers will be able to suggest realistic solutions based on industry knowledge. Ideas can be shared, practical solutions found and both women and men in your organisations can benefit from a more effective and diverse workplace.

### **I’m up to my eyeballs in work already! What will it involve from me?**

Over the next few weeks our Client Managers will be phoning you to introduce themselves, offer suggestions and advice to help you with your workplace program, and offer assistance in compiling your 2002 EOWA Report.

Once we have received your report, your Client Manager will be making further contact with you to discuss in more detail your workplace program.


We want you to have a workplace program that is effecting real change in your organisation, and we also want you to comply with the Act. Our Client Managers will be assessing your reports and, rather than seeking further information at a later date, they are keen to assist you to ensure that you include all relevant information the first time around. This means following six steps: providing a workplace profile, analysing the seven Employment Matters, identifying issues, describing what actions were taken, evaluating how they worked, and what future actions are planned.

We’ll provide as much or as little assistance as you require – the choice is yours.

### **It’s difficult for me to use a phone during the day. Where else can I go for help?**

Like you, we operate in a hectic environment and we understand that there’s not always a good time to talk to your Client Manager.

Enter: the EOWA website!

The website provides a wealth of information, covering all aspects of the annual Compliance Cycle, from tools to help you analyse your workplace, suggested issues to look for under each Employment Matter, and what to include in your annual Public Report to EOWA. Visit us at [www.eowa.gov.au](http://www.eowa.gov.au) 

## Frequently Asked Reporting Questions

Fielding calls in EOWA's Advisory Service always provides our advisors with interesting and challenging work. *Ian Johnson* takes a break from helping clients develop workplace programs and answers your most frequently asked reporting questions.

### **Q1: Do we have to report annually?**

Yes! Reports are due on an **annual** basis. The only two-year gap occurred when the *Affirmative Action Act* was amended to become the *Equal Opportunity for Women in the Workplace Act, 1999*. If you registered with us before the 1 October 2001, you need to report to us this year.

### **Q2: At what time do I take my workplace profile?**

It is best to take the profile somewhere around the start of the reporting period (1 April) so that you can use the profile to help with your analysis. The profile cannot be taken more than six (6) months prior to the start of the reporting period, which, for the 2002 reporting period, is October 2000.

As the profile is mandatory and part of the public report, it cannot be made confidential.

### **Q3: We were told last year that we didn't have to report this year. Why do I now have to report?**

The only relevant organisations that are not required to report this year are those who were formally waived from reporting by EOWA in 2001. Waiving is a formal process and you will need to have applied for and been granted waiving status.

Unless you have been formally advised by EOWA in writing in 2001 that you have been waived, you will need to submit a report to us this year.

### **Q4: We registered with EOWA late 2001. Do we need to report this year?**

Newly registered organisations are required to have a Workplace Program in place before they are expected to report. If you registered with EOWA after 30 September 2001, you **do not need** to report to us until 2003 however, you should be developing and implementing your Workplace Program now!

### **Q5: I have just been told that I am the person who needs to submit our report. I'm very busy right now – can I have an extension?**

EOWA is able to grant extensions only if the request is made in writing, before the 31st of May, and the organisation is able to show reasonable grounds, for instance commercial or extenuating circumstances.

### **Q6: What happens if we don't submit a report?**

If you do not submit a report to the EOWA by 31 May, your organisation's Report Contact and CEO will be contacted and advised that you are required to submit a report or you may be non-compliant. Your organisation will also be sent a final letter advising that you have 28 days in which to submit a report to EOWA.

If, after receiving that 28-day letter, your organisation does **not** submit a report to EOWA, you may be named in Parliament as being non-compliant with the Act. In addition, you will not be able to access the [Commonwealth Contract Compliance Policy](#), which states that the Commonwealth Government may not buy goods or services from a non-compliant employer or enter into a contract with a non-compliant employer.

### **Q7: We have lots more women than men working here, why do we need to report?**

The Act makes no reference to specific numbers of women in employment; it simply requires all relevant employers to submit an annual report regarding their EOWA workplace program. However, by developing and implementing a workplace program, all employees will benefit, regardless of gender.

Also, if your organisation has been compliant for three consecutive years, has analysed the seven Employment Matters in your workplace and taken all reasonably practicable measures to address the issues for women in each one, you may wish to [apply to be Waived](#).

**Q8: Our organisation's employee numbers has dropped to under 100 this year. Do we need to report?**

If your organisational hierarchy changes and the numbers of staff in your organisation fall **to 79 or below**, you need to inform us in writing. You will be formally advised that you are no longer required to report to us.

If, however, your number of employees falls **to between 80 and 100**, you must continue to report to us until the number of employees falls below 80. 🚫

## 10 Helpful Reporting Hints

1. The Public Report form is EOWA's suggested format for an organisation to report to us. We recommend that the report is no longer than **six pages** (excluding cover sheet) and in **bullet point** form. To view an example of a completed report, please download our [Sample Public Report](#) from [www.eowa.gov.au](http://www.eowa.gov.au)
2. Both the Report and the Organisational Detail Cover Sheet are part of a **Public document** and, as such, will be part of EOWA's searchable website. Please ensure there is **no confidential information**, such as an unauthorised individual's name or salary details included. Any appendixes will not form part of the public document.
3. Have you completed the **Organisational Details Cover Sheet**? If you are using EOWA's Public Report form, the Organisational Details Cover Sheet is the second page of the report. If you are reporting in a different format, please obtain a copy from [www.eowa.gov.au](http://www.eowa.gov.au) or contact us on (02) 8255 6300 and we can email, fax or post you a copy.
4. EOWA recommends that the company CEO sight and approve the report before forwarding it to us. Please indicate this on the Organisational Details Cover Sheet and include the CEO's contact details. You do not need to include the CEO's signature on the report.
5. To implement an effective workplace program, the EOWA legislation requires that you consult with employees, and then consider the issues for each of the seven Employment Matters. Does your report demonstrate this?
6. **Prioritising the issues** you have identified and **taking action** to address issues requires you to develop your ideas on how to make a better workplace. Does your report link priority issues to actions taken?
7. For your organisation to be considered compliant, you must have undertaken **at least one action** in the reporting period, that is, from 1 April 2001 to 31 March 2002, and **evaluated** its effectiveness. Does your report describe how you have done this?
8. The **Evaluation** section of the report is the only part that **can be a confidential document**. You are required to complete an evaluation but you may choose to make it confidential. If you do wish it to remain confidential, please either submit it as a separate document marked confidential or clearly mark the section that is confidential within the report. Please see the suggested Public Report form if you are uncertain.
9. **EOWA Business Achievement Awards**: Your report will be used as the basis for assessment for our Client Managers to nominate organisations for the *EOWA Business Achievement Awards 2002*. However, you may also nominate your own CEO, HR/Diversity leader or organisation. Please visit our website for the full [nomination package](#).
10. **Submit your report**  
The preferred form of submission to EOWA is via **email**. Upon receipt of your report, you will be automatically notified of your report's arrival. There is **no need** to also send a hard copy of the report. Reports received via email will be assessed prior to paper reports. Please put your organisation's name in the 'Subject' line of the email and send to:

You can **fax** us a copy of your report:  
[reportforms@eowa.gov.au](mailto:reportforms@eowa.gov.au)

You can **fax** us a copy of your report:  
**(02) 6276 7333**

You can post us your report:  
**GPO Box 4373  
Sydney NSW 1004**

## Nominations for the *EOWA Business Achievement Awards 2002*

EOWA's *Business Achievements Awards* recognise the drivers of change for a more equitable workplace. Nominations can be made by:

- any external party by providing sufficient information to adequately cover all criteria for the relevant category/ies
- EOWA's Client Managers based on information provided in compliance reports and waiving applications.


This information needs to be attached to a [Nomination Coversheet](#). An [information package](#) containing the coversheet is available from our website. Once complete please forward to either: [tracey.carpenter@eowa.gov.au](mailto:tracey.carpenter@eowa.gov.au) or [vanessa.paterson@eowa.gov.au](mailto:vanessa.paterson@eowa.gov.au)

**Closing date:** 31 May 2002. Consideration of late applications will be at the discretion of EOWA.

Please note that the judging of the *EOWA Business Achievement Award 2002* categories is based on the information supplied to EOWA. EOWA is not required to seek further information regarding nominations.

### CATEGORIES

Nominations can be made for more than one category.

<p><b>Award 1: Leading CEO for the Advancement of Women</b></p> <p>Awarded to the CEO who:</p> <ul style="list-style-type: none"> <li>◆ Leads by example through personal commitment;</li> <li>◆ Drives management accountability for action;</li> <li>◆ Creates an inclusive workplace culture;</li> <li>◆ Goes the extra mile for the advancement of women; and</li> <li>◆ Delivers improved outcomes for women and the business.</li> </ul>	<p><b>Award 2: HR/Diversity Leader for the Advancement of Women</b></p> <p>Awarded to the HR/Diversity champion who shows he/she:</p> <ul style="list-style-type: none"> <li>◆ Understands EEO issues and how to address them;</li> <li>◆ Integrates EEO for women into the business strategy;</li> <li>◆ Educates the organisation on the issues affecting women's employment;</li> <li>◆ Takes action on issues relating to the employment matters; and</li> <li>◆ Delivers improved outcomes for women and the business.</li> </ul>
<p><b>Award 3: (a) Leading Organisation for the Advancement of Women (&lt;500 employees) (b) Leading Organisation for the Advancement of Women (&gt;500 employees)</b></p> <p>Awarded to the organisation that demonstrates that it:</p> <ul style="list-style-type: none"> <li>◆ Strategically positions EEO for women;</li> <li>◆ Has excellent analysis, including consultation with employees;</li> <li>◆ Drives an inclusive organisational culture;</li> <li>◆ Takes action on issues relating to employment matters; and</li> <li>◆ Delivers improved outcomes for women and the business.</li> </ul>	<p><b>Award 4: Outstanding EEO Practice for the Advancement of Women</b></p> <p>This award is to recognise an innovative or effective achievement by an organisation that has made a difference for women in the workplace by:</p> <ul style="list-style-type: none"> <li>◆ Innovative practice to advance women;</li> <li>◆ Effectively addressing EEO issues; and</li> <li>◆ Demonstrated strategic outcomes as a result. </li> </ul>

## Become an *Employer of Choice for Women*

### Applying

Organisations that wish to be considered for the *EOWA Employer of Choice for Women* citation need to match the [criteria](#) and apply to EOWA by the 31 August.

Organisations can report in any way that is meaningful to them, however, a bullet-point format is suggested. If you choose to submit the *EOWA Employer of Choice for Women* information with a Compliance Report or Waiving Application, please note that these reports are due to EOWA by 31 May.

If you intend incorporating the *EOWA Employer of Choice for Women* information in your Compliance Report, please note that Compliance Reports are public documents. Therefore, you may prefer to include the *EOWA Employer of Choice for Women* information separately.

Organisations need to include an *EOWA Employer of Choice for Women* [Application Coversheet](#) signed by the CEO with their application. This coversheet is available from our website at [www.eowa.gov.au](http://www.eowa.gov.au)

Please note: it is the obligation of the employer to ensure that enough information is submitted in this application.

### Successful Applicants

The list of successful organisations will be announced at the annual *EOWA Business Achievement Awards* event held in October 2002 – once the date has been announced, CEOs may wish to keep this date free in their diaries.

### Criteria

To be an 'EOWA Employer of Choice for Women', an organisation needs to:

- Have policies in place (across employment matters) that support women across the organisation.
- Have effective processes (across employment matters) that are transparent.
- Have strategies in place that support a commitment to fully utilising and developing its people (including women).
- Educate its employees (including supervisors and managers) on their rights and obligations regarding sex-based harassment.
- Have an inclusive organisational culture that is championed by the CEO, driven by senior executives and holds line managers accountable.
- Deliver improved outcomes for women and the business.

EOWA will be considering the six criteria, specifically **focusing on:**

- Improved outcomes for women, particularly in the areas of attracting, growing, promoting and retaining female staff across your organisation.
- The people management frameworks in place that are supported by an inclusive workplace culture.

**Please note:** Those organisations covered by the EOWA Act need to be compliant with the legislation to be eligible to apply. ☹

## Tell a friend

Know someone who would be interested in receiving our newsletter? Email [actionnews@eowa.gov.au](mailto:actionnews@eowa.gov.au) and provide their email details and we'll be happy to send *e-Action News* to them.

## Feedback

We welcome your feedback! We aim to provide practical help to develop a workplace program as well as providing lively discussions on related topics. If there is anything you would like to see in a future issue, please contact us by emailing [actionnews@eowa.gov.au](mailto:actionnews@eowa.gov.au).

## Privacy statement

The agency collects such information as is needed to assist in administering the Equal Opportunity for Women in the Workplace Act 1999. Information is only used for the purpose it was collected and will not be shared with anyone else unless required by law.

Individuals and organisations may review any information that the Agency holds on them and request that this information be changed or updated as appropriate.

The agency takes reasonable steps to ensure that the personal information we collect and use is accurate, complete, and up-to-date. We take reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.