1. Examine the conduct of the organisation in relation to Gender Equity, and identify several specific areas in which there are opportunities to improve.

- The gender breakdown of our department is as follows. Numbers are based on headcount, not full time equivalent appointments.

<table>
<thead>
<tr>
<th>Category</th>
<th>Male</th>
<th>Female</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching &amp; research staff</td>
<td>22</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Postdocs</td>
<td>33</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>HDR Students</td>
<td>56</td>
<td>21</td>
<td>0</td>
</tr>
<tr>
<td>Professional staff</td>
<td>10</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

This summary reveals an interesting challenge - our Department has an equal gender ratio at the upper levels, but not at the lower levels. Building on the expertise of our senior people (both male and female), we aim to support our (male and female) early career academic staff to build their careers.

- Colloquium and seminar organisers are encouraged to improve the gender balance of invited colloquium and seminar speakers for the Department. The gender balance of speakers presenting colloquia in 2015 was male:female=17:5 and for 2016 to date it is 15:3. The Colloquium committee and Research Centre seminar organisers aim to improve these ratios and increase awareness of these statistics by displaying data relating to speakers directly on the Departmental webpage.

- Macquarie University Astronomers have spoken at and participated in Astronomy Society of Australia Women in Astronomy (WiA) workshops. The 2014 and 2015 WiA workshops were webcast within the Department. The 2017 IDEA workshop will be hosted at Macquarie University.

- MQAAAstro circulates to Centre members and to the Department Diversity Committee a monthly diversity newsletter based on the AAS Committee for the Status of Women newsletter. This
newsletter will be circulated to the whole Department.

- Gender equity is discussed in various contexts during Department meetings. Speakers are occasionally invited to present to department meetings on diversity, equity and unconscious bias.
- Opportunities exist to improve awareness within the Department of existing University equity, anti-harassment policies and safe reporting avenues.
- At present there are limited specific initiatives aimed at female students or postdocs.
- Currently no formal programs exist at the Departmental level for helping staff overcome bias or access diversity training courses.

2. Demonstrate a credible commitment to implement a range of initiatives during the coming two years that will promote Gender Equity and demonstrate best practice.

The Department commits to undertake the following initiatives:

**Increasing accountability**

1. Ensure that University policies and procedures for dealing with complaints of harassment, discrimination, or other forms of inappropriate or unprofessional behaviour are publicly accessible and brought to the attention of all current and future members of the Department.
2. Form a Diversity Committee to report to the Department on all matters of diversity, equity, and equal opportunities, including recruitment. More details are provided below.
3. Assess the Department’s new and existing inward/outward-facing media (web pages etc.) for issues of gender balance and diversity.
4. Create a positive ‘Statement of Working Culture’, in consultation with the Department. This will be shared online and displayed within the workplace, as a guideline for acceptable workplace behaviour.

**Engaging the community**

1. Actively strive for gender representation of invited colloquium and seminar speakers that exceeds representational equity, and make this a formal KPI of the Department.
2. Host the ASA IDEA annual meeting in 2017.
3. The department, in combination with Research Centres will reserve funds to facilitate attendance at the annual ASA IDEA workshop by students and postdocs, with preference to first-time attendees.
4. Continue remote participation in the ASA IDEA conference in future years.
5. Work towards a goal of 50% of public outreach activities focussed on engaging female, minority (including indigenous), and underprivileged school students.

**Raising awareness**

1. Engage with representatives of Human Resources and the Faculty Executive to arrange seminars or workshops concerning equity and diversity for all members of the Department. Staff involved in hiring will be expected to attend at least one such training event annually dealing with gender equity or diversity. We will work with Human Resources and the University-level SAGE working group to ensure this goal is reached. All staff will be encouraged to include this goal as part of their annual performance evaluation.
2. Equip all members of the department with skills and training to directly and indirectly promote the diversity and inclusiveness values of the Department.
3. The Diversity Committee will regularly communicate with Department members, distributing items of interest such as the AASWomen chapter weekly e-mail.
4. Promote awareness of how certain behaviours can be perceived by others, and the potentially negative impacts these can have.

**Embracing flexibility**

1. The Department and its Research Centres commit to jointly create a “Family Travel Fund”, dedicated to subsidizing conference-related child-care costs for Department members who are primary carers. This will be administered by the Department Research Committee.
2. The Department is formally committed to holding meetings and seminars between 10 am and 4 pm to accommodate family obligations. Centres within the Department are encouraged to do likewise.
**Mentoring and leadership**

1. The Department has established a mentoring scheme for early career researchers. This scheme will also connect female researchers at various career stages, including at the undergraduate level, extending where possible to other departments in the Faculty.
2. Propose to the Macquarie University Faculty of Science and Engineering to fund a visitor program dedicated to high-profile female researchers.

3. Devise ways to measure the impact of planned initiatives within the organisation.
   1. Track and compile statistics on the fraction of female (and where possible minority) students and researchers, at undergraduate, postgraduate, postdoctoral and faculty levels.
   2. Consult with Human Resources staff to compile statistics on female (and where possible minority) applicants (consistent with University policy), and on offered and accepted positions for employment / research opportunities within the Department.
   3. Seek expert guidance from Human Resources to survey Department members to identify concerns relevant to gender equity and diversity, and thus target areas for development and improvement.

4. Establish a team of staff to identify, implement and monitor positive changes in Gender Equity within the organisation.

   The Department of Physics and Astronomy has established a Diversity Committee to identify, implement and monitor positive changes in gender equity within the organisation. The Committee comprises both staff and student members (the latter drawn from both the graduate and 3rd year undergraduate cohorts), includes GLBTIQ and traditionally underrepresented minorities, and is gender balanced. The Committee will meet regularly to discuss issues related to gender equity and diversity within the Department, and will work closely with the Head of Department, who is an *ex officio* member of the Committee, at all stages of the planning, implementation and oversight of new initiatives. We will aim to engage the entire Department of Physics and Astronomy on these issues and extend the reach and efficacy of the team in the future.

5. Publicise the commitment to work towards best practice by circulating specific plans to all staff and students within the Department.

   A written statement was sent to all members of the Department by the Diversity Committee chair giving details of the principles and proposed activities of the Committee, its scope and timeline for rolling out different initiatives, and methods for assessing their effectiveness.

6. Provide safe avenues for staff to report issues or make suggestions without risk of repercussions.

   Macquarie University has formal procedures to deal with complaints on issues regarding discrimination and harassment (see [http://www.mq.edu.au/policy/docs/complaints_staff/procedure.html](http://www.mq.edu.au/policy/docs/complaints_staff/procedure.html)). The Department of Physics and Astronomy will support this process by implementing a “Person of Contact” (PoC) scheme within the Department. The PoC staff will provide information on the University’s policies and procedures, thereby making them more accessible to staff and students. The Department will work with representatives from Human Resources to ensure PoCs have the relevant training for their role. The names of PoC staff will be made available on departmental display boards and the department intranet.

   Several members of the Department of Physics and Astronomy participate in the Ally network. An Ally is a staff member or student who can be a point of contact for anyone interested or affected by the issues faced by members of the GLBTIQ community. We aim to increase the number of staff as trained Allies, and, as with the PoC scheme, we will list Allies on departmental display boards and the department intranet.

7. Announce a credible commitment from the Head of the Department to achieve Gender Equity goals set out by the organisation.

   The Head of the Department of Physics and Astronomy has shared the contents of this Bronze Pleiades application with the members of the Department of Physics and Astronomy, and made clear the commitment of our Department to implement the goals and initiatives within, independent of the outcome of this application.