



Participant Information Sheet

Commuting and working from home behaviours survey

Overview

The University must report its greenhouse gas (GHG) emissions annually from 2025, per [Commonwealth Climate Disclosure](#) reporting requirements. To report accurately, we must identify and collect data sources to enable us to calculate GHG emissions from staff working from home, and staff and student commuting to and from ANU. We are also collecting data on future electric vehicle use so the University can better predict and prepare for electric vehicles on campus. A survey has been identified as the most effective data collection method.

The survey will be administered online through Qualtrix. The survey will open on Monday 16 September 2024 and close on Monday 30 September 2024. The survey should take between 3-6 minutes to complete.

Data will be collected anonymously.

Background

Existing University systems lack the data and/or accuracy required for mapping emissions from student travel to and from university during term time, and employee commuting (staff only) and work from home or remote working. Therefore, data collection through a survey of this kind will be required to accurately report on our emissions. The University also needs to be prepared for an increase in electric vehicle usage across our community, so we are including some questions about future electric vehicle use.

This survey is being administered by the Facilities and Services Division with approval from the Planning and Service Performance Division and in consultation with the Chief People Officer.

Participant Involvement

Participation in this survey is voluntary and you can decline to participate by not proceeding to complete the survey. By commencing the survey, you are consenting to the use of your survey answers to be used for the purposes of calculating greenhouse gas emissions, and for the University to prepare predictions of future electric vehicle use.

Due to the anonymous nature of the survey, if you wish to withdraw participation and have commenced, the survey staff may not be able to isolate and destroy your individual submission. Therefore, your survey answers may be used for calculation and reporting purposes.

Your participation in the survey will involve answering a series of questions about your travel to and from university during term time if you are a student and/or your commuting, work from home and/or remote working arrangements if you are a staff member. You will also be asked some questions about your intended use of electric vehicles in the future.

Confidentiality

All responses to this survey will be confidential and will remain confidential, as far as the law allows. Raw data will be stored securely, and access will be restricted to staff within the Facilities and Services Division, the People and Culture Division, and the Planning and Service Performance Division at ANU.

All data collection is anonymous. When analysing the results of the survey, appropriate steps will be taken to ensure that individual participants are not identified.

How responses are used

Your survey responses will be used to allow the University to calculate emissions from commuting and working from home to ensure that the University complies with the Australian Governments regulatory requirements. Your responses will also be used to predict future electric vehicle use on campus to enable the University to be prepared for any changes in vehicle usage.

Raw data will be stored securely, and access will be restricted to staff within the Facilities and Services Division and Planning and Service Performance Division at ANU.

Reporting will take the form of internal and external reports including, but not limited to Commonwealth Climate Risk disclosure requirements and reporting, and Australian Public Service net zero reporting requirements.

Privacy Notice

The survey complies with the Privacy Act 1988 and its subsequent amendments, which are available at <https://www.legislation.gov.au/Details/C2014C00076> and <https://www.legislation.gov.au/Series/C2004A03712/Amendments>, respectively.

Additionally, the survey also complies with the [University Privacy Policy](#). The Privacy Policy contains information about how a person can:

- Access or seek correction to their personal information;
- Complain about a breach of an Australian Privacy Principle by ANU, and how ANU will handle the complaint

Risks to participants

The survey uses non-invasive questions to ask participants about their commuting to and from University campuses. The risk to participants is assessed as low. However, if you are confronted by some aspect of the survey or experience distress after completing this survey, please seek support from the services listed below.

Support Services

While the risk of this survey has been evaluated as low to most individuals, we appreciate participants surveyed have a diverse life experience, and some participants may be sensitive to the topics surveyed. If there were elements of this survey that you find confronting, you may wish to seek support from some of the services listed below.

- For students: [ANU Counselling Centre](#), available 8:00am – 5:00pm. To make an appointment, please phone on 02 6125 2211, option 1 for counselling, or email counselling.centre@anu.edu.au (see ANU Counselling)
- For Staff: [Employee Assistance Program](#). On campus appointments can be made during business hours. If they are unable to take your call, leave a message or email staff.adviser@anu.edu.au and they will get back to you.
 - Gail Frank - Ext 53616 (Monday, Tuesday, Wednesday & Thursday)
 - Maaria Haque - Ext 58283 (Tuesday, Wednesday & Thursday)
 - Amanda Morrison - Ext 52211 (Wednesday)
- ANU Wellbeing and Support Line operational 24 hours a day: 1300 050 327; SMS text message service 0488 884 170
- [Lifeline](#) (available 24/7): 13 11 14
- [Kids Helpline](#) (up to 25yr olds 24//7): 1800 55 1800
- [QLife](#) (available 3pm – midnight): 1800 184 527 or Online Chat
- [ehedspace](#) (up to 25yr olds): 1800 650 890 or Online Chat

Contacts

For further information about this survey, please contact:

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