## 2013-14 public report form submitted by The University of New South Wales to the Workplace Gender Equality Agency

### Organisation and contact details

<table>
<thead>
<tr>
<th>Organisation registration</th>
<th>Legal name</th>
<th>The University of New South Wales</th>
</tr>
</thead>
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<tr>
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<td>ABN</td>
<td>57195873179</td>
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<tr>
<td>ANZSIC</td>
<td></td>
<td>8102 Higher Education</td>
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<tr>
<td>Organisation details</td>
<td>Trading name/s</td>
<td>UNSW Australia (The University of New South Wales)</td>
</tr>
<tr>
<td></td>
<td>ASX code (if relevant)</td>
<td>UNSW Australia</td>
</tr>
<tr>
<td></td>
<td>Postal address</td>
<td>SYDNEY NSW 2052 AUSTRALIA</td>
</tr>
<tr>
<td></td>
<td>Organisation phone number</td>
<td>(02) 9385 1000</td>
</tr>
<tr>
<td>Reporting structure</td>
<td>Number of employees covered in this report submission</td>
<td>11397</td>
</tr>
<tr>
<td></td>
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## Workplace profile
### Manager

<table>
<thead>
<tr>
<th>Manager occupational categories</th>
<th>Reporting level to CEO</th>
<th>Employment status</th>
<th>No. of employees</th>
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<tr>
<td></td>
<td></td>
<td>F</td>
<td>M</td>
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<tr>
<td>CEO/Head of Business in Australia</td>
<td>0</td>
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<tr>
<td></td>
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### Non-manager

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<th>No. of employees (excluding graduates and apprentices)</th>
<th>No. of graduates (if applicable)</th>
<th>No. of apprentices (if applicable)</th>
<th>Total employees</th>
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<td>Non-manager occupational categories</td>
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<td>Casual</td>
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<td>0</td>
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<td>Grand total: all non-managers</td>
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<td>5,414</td>
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Gender equality indicator 1: Gender composition of workforce

1. Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

1.1 Recruitment?
- Yes
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy
- No
  - No, currently under development
  - No, insufficient human resources staff
  - No, don't have expertise
  - No, not a priority

1.2 Retention?
- Yes
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy
- No
  - No, currently under development
  - No, insufficient human resources staff
  - No, don't have expertise
  - No, not a priority

1.3 Performance management processes?
- Yes
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy
- No
  - No, currently under development
  - No, insufficient human resources staff
  - No, don't have expertise
  - No, not a priority

1.4 Promotions?
- Yes
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy
- No
  - No, currently under development
  - No, insufficient human resources staff
  - No, don't have expertise
  - No, not a priority

1.5 Talent identification/identification of high potentials?
1.6 Succession planning?

- [ ] Yes
- [ ] No

- [ ] Standalone policy
- [ ] Policy is contained within another policy
- [ ] Standalone strategy
- [ ] Strategy is contained within another strategy

- [ ] No, currently under development
- [ ] No, insufficient human resources staff
- [ ] No, don't have expertise
- [ ] No, not a priority

1.7 Training and development?

- [ ] Yes
- [ ] No

- [ ] Standalone policy
- [ ] Policy is contained within another policy
- [ ] Standalone strategy
- [ ] Strategy is contained within another strategy

- [ ] No, currently under development
- [ ] No, insufficient human resources staff
- [ ] No, don't have expertise
- [ ] No, not a priority

1.8 Resignations?

- [ ] Yes
- [ ] No

- [ ] Standalone policy
- [ ] Policy is contained within another policy
- [ ] Standalone strategy
- [ ] Strategy is contained within another strategy

- [ ] No, currently under development
- [ ] No, insufficient human resources staff
- [ ] No, don't have expertise
- [ ] No, not a priority

1.9 Key performance indicators for managers relating to gender equality?

- [ ] Yes
- [ ] No

- [ ] Standalone policy
- [ ] Policy is contained within another policy
- [ ] Standalone strategy
- [ ] Strategy is contained within another strategy

- [ ] No, currently under development
- [ ] No, insufficient human resources staff
- [ ] No, don't have expertise
- [ ] No, not a priority

1.10 Gender equality overall?
Yes
☐ Stands alone policy
☒ Policy is contained within another policy
☒ Stands alone strategy
☐ Strategy is contained within another strategy

No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:

The University of NSW has the "University of New South Wales Academic Women's Employment Strategy 2012-2014", a strategy which establishes the framework to support improved gender equity outcomes at the University. It aims to continue the work of identifying and addressing blockages for the progress of academic women, with a focus on implementing actions across the University which have successfully worked in some parts of UNSW. The aim of this approach is to build momentum for positive and sustainable change that will strengthen the contributions of academic women to the University and build overall workforce capability.

http://www.hr.unsw.edu.au/equity/AWES.pdf

The University also has the "Equal Employment Opportunity Management Plan 2010 – 2014", which outlines the EEO policies and programs for the next 4 year period and articulates how these instruments dovetail into the overall business plan and the Strategic Intent of UNSW.


Gender equality indicator 2: Gender composition of governing bodies

2 Does your organisation, or any organisation you are reporting on, have a governing body/board? (If you answered no, you will only be required to answer question 2.4, if applicable)
☒ Yes
☐ No

2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, also indicate the gender composition of that governing body/board; and where in place, include what gender composition target has been set and the year the target is to be reached. IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition numbers of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a future date in the format of YYYY in the ' Year to be reached' column.

<table>
<thead>
<tr>
<th>Organisation name</th>
<th>Chairperson</th>
<th>Board members</th>
<th>% Target</th>
<th>Year to be reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 UNSW</td>
<td>F 1 M 4</td>
<td>F 10 M</td>
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</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below:

- [ ] Governing body has gender balance (e.g. 40% women/40% men/20% either)
- [ ] Currently under development
- [ ] Insufficient human resources staff
- [ ] Don't have expertise
- [x] Don't have control over board appointments (provide details why):

The UNSW Act 1989 (NSW) sets out requirements in relation to size of Council and membership of Council. Council consists of a number of official members, elected members, Council appointed members and Ministerially appointed members.

- [ ] Not a priority
- [ ] Other (provide details):

2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report?
2.4 If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate governing body/board of directors, please enter its composition in 2.1

<table>
<thead>
<tr>
<th>Managing partner</th>
<th>F</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other equity partners</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Gender equality indicator 3: Equal remuneration between women and men

3 Do you have a formal policy or strategy on remuneration generally?

☐ Yes
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, do not have expertise
☐ No, salaries set by awards or industrial agreements
☐ No, non-award employees paid market rate
☐ No, not a priority
☐ No, other (provide details):

3.2 If you answered yes to question 3.1, please provide details on what gender pay equity objectives are included in your formal policy or formal strategy, and include timeframes for achieving these objectives:

4 Has a gender remuneration gap analysis been undertaken?
☒ Yes - please indicate when this analysis was most recently undertaken
☒ Within last 12 months
☐ Within last 1-2 years
☐ More than 2 years ago but less than 4 years ago
☐ Other (provide details):

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, salaries set by awards or industrial agreements
☐ No, non-award employees paid market rate
☐ No, not a priority
☐ No, other (provide details):

4.1 Were any actions taken as a result of your gender remuneration gap analysis?
☒ Yes - please indicate what actions were taken:
☒ Identified cause/s of the gaps
☒ Created an action plan to address causes
☒ Reviewed remuneration decision-making processes
☒ Reviewed individual remuneration outcomes
☒ Conducted a gender-based job evaluation process
☒ Implemented other changes (provide details):

☐ No
☐ No gaps identified
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, salaries set by awards or industrial agreements
☐ No, non-award employees paid market rate
☐ No, unable to address cause/s of gaps (provide details why):

☐ No, not a priority
☐ No, other (provide details):

Gender equality indicator 4: Availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities

5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?
☒ Yes
☐ No
☐ No, currently being considered
☐ No, insufficient human resources staff
☐ No, government scheme is sufficient
☐ No, don't know how to implement
☐ No, not a priority
☐ No, other (provide details):

5.1 Please indicate the number of weeks of employer funded paid parental leave that are provided for primary carers.
26

5.2 How is employer funded paid parental leave provided to the primary carer?
By paying the gap between the employee's salary and the government's paid parental leave scheme
× By paying the employee's full salary (in addition to the government's paid scheme) (regardless of the period of time over which it is paid for example, full pay for 12 weeks or half pay for 24 weeks)
× As a lump sum payment (paid pre- or post-parental leave, or a combination)

6. Do you provide employer funded parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?
× Yes, one week or greater
□ Yes, less than one week
□ No
□ No, currently being considered
□ No, insufficient human resources staff
□ No, government scheme is sufficient
□ No, don't know how to implement
□ No, not a priority
□ No, other (provide details)

6.1 Please indicate the number of weeks of employer funded parental leave that are provided for secondary carers.

2

7. How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the last reporting period?

<table>
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<tr>
<th></th>
<th>Primary carer's leave</th>
<th>Secondary carer's leave</th>
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<td>Female</td>
<td>Male</td>
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<tr>
<td>Managers</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>Non-managers</td>
<td>216</td>
<td>0</td>
</tr>
</tbody>
</table>

8. What proportion of your total workforce has access to employer funded paid parental leave?

<table>
<thead>
<tr>
<th></th>
<th>Primary carer's leave</th>
<th>Secondary carer's leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

9. Do you have a formal policy or formal strategy on flexible working arrangements?
□ Yes
□ Standalone policy
□ Policy is contained within another policy
□ Standalone strategy
□ Strategy is contained within another strategy
□ No
□ No, currently under development
□ No, insufficient human resources staff
× No, included in workplace agreement
□ No, don't have expertise
□ No, don't offer flexible arrangements
□ No, not a priority
□ No, other (provide details):

10. Do you have a formal policy or formal strategy to support employees with family and caring responsibilities?
× Yes
□ Standalone policy
Policy is contained within another policy
☐ Standalone strategy
☒ Strategy is contained within another strategy

No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

11. Do you have any non-leave based measures to support employees with family and caring responsibilities?
☒ Yes
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

11.1 To understand where these measures are available, do you have other worksites in addition to your head office?
☒ Yes
☐ No

11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select 'Head office only'):
☐ Employer subsidised childcare
☐ Head office only
☐ Other worksites only
☐ Head office and some other worksites
☐ All worksites including head office
☒ On-site childcare
☒ Head office only
☐ Other worksites only
☐ Head office and some other worksites
☐ All worksites including head office
☒ Breastfeeding facilities
☐ Head office only
☐ Other worksites only
☐ Head office and some other worksites
☒ All worksites including head office
☒ Childcare referral services
☒ Head office only
☐ Other worksites only
☐ Head office and some other worksites
☒ All worksites including head office
☒ Internal support network for parents
☐ Head office only
☐ Other worksites only
☐ Head office and some other worksites
☒ All worksites including head office
☒ Return to work bonus
☐ Head office only
☐ Other worksites only
☐ Head office and some other worksites
☒ All worksites including head office
Information packs to support new parents and/or those with elder care responsibilities
- Head office only
- Other worksites only
- Head office and some other worksites
- All worksites including head office

Referral services to support employees with family and/or caring responsibilities
- Head office only
- Other worksites only
- Head office and some other worksites
- All worksites including head office

Targeted communication mechanisms, for example intranet/forums
- Head office only
- Other worksites only
- Head office and some other worksites
- All worksites including head office

None of the above, please complete question 11.3 below

12 Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?
- Yes
  - Stands alone policy
  - Policy is contained within another policy
  - Stands alone strategy
  - Strategy is contained within another strategy

- No
  - No, currently under development
  - No, insufficient human resources staff
  - No, included in workplace agreement
  - No, not aware of the need
  - No, don't have expertise
  - No, not a priority
  - No, other (provide details):

13 Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?
- Yes - please indicate the type of measures in place:
  - Employee assistance program
  - Access to leave
  - Training of human resources (or other) staff
  - Other (provide details):
    -ability for impacted staff to vary start and finish times, phone number, work location, time off for court. see https://www.gs.unsw.edu.au/policy/documents/dvsupportprocedure.pdf for further details

- No
  - No, currently under development
  - No, insufficient human resources staff
  - No, not aware of the need
  - No, don't have expertise
  - No, not a priority
  - No, other (provide details):

14 Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

<table>
<thead>
<tr>
<th></th>
<th>Managers</th>
<th></th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Formal</td>
<td>Informal</td>
<td>Formal</td>
<td>Informal</td>
</tr>
<tr>
<td>Informal</td>
<td>Forma</td>
<td>Informal</td>
<td>Informa</td>
</tr>
</tbody>
</table>

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14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below.

14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below:
☐ Currently under development
☐ Insufficient human resources staff
☐ Don't have expertise
☐ Not a priority
☐ Other (provide details):

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

15 Have you consulted with employees on issues concerning gender equality in your workplace?
☒ Yes
☐ No
☐ No, not needed (provide details why):

☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

15.1 How did you consult with employees on issues concerning gender equality in your workplace?
☐ Survey
☒ Consultative committee or group
☐ Focus groups
☐ Exit interviews
☐ Performance discussions
☐ Other (provide details):
15.2 What categories of employees did you consult?
☐ All staff
☐ Women only
☐ Men only
☒ Human resources managers
☒ Management
☐ Employee representative group(s)
☒ Diversity committee or equivalent
☐ Other (provide details):

Gender equality indicator 6: Sex-based harassment and discrimination

16 Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?
☒ Yes
   ☒ Standalone policy
   ☒ Policy is contained within another policy
   ☒ Standalone strategy
   ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, don’t have expertise
☐ No, not a priority
☐ No, other (provide details):

16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?
☐ Yes
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don’t have expertise
☐ No, not a priority
☒ No, other (provide details):
   Grievance process is included in Staff Complaints Procedure

17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?
☒ Yes - please indicate how often this training is provided:
   ☒ At induction
   ☒ At least annually
   ☒ Every one-to-two years
   ☒ Every three years
   ☒ Varies across business units
   ☒ Other (provide details):

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don’t have expertise
☐ No, not a priority
☐ No, other (provide details):
Other

18 Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (Please note that any information you provide here will appear in your public report)

UNSW has a long history of supporting women in leadership and this continues to be a priority. UNSW offers very generous parental leave, such as 26 weeks paid maternity leave for employees with up to 5 years of continuous service and 36 weeks paid leave for employees with 5 years or more of continuous service. Parental leave also covers adoption, foster, partner leave (including same sex relationships) and grandparent.

UNSW also offers very flexible work arrangements as well as owning and operating four long day care centres, Early Years. These centres are in recognition of the importance of offering high quality early education and care provisions to its staff close to campus as being one of the key factors in attracting, retaining and enabling staff.

UNSW established a Gender Equity Strategy Committee, which provides strategic advice and recommendations to the UNSW Executive Team and champions university-wide gender equity projects. There is also a $10,000 Career Advancement Fund to assist fixed term full-time and fractional female academics to re-establish and advance their careers after returning from a period of maternity leave, and the Vice-Chancellor Child Care Support Fund to enable women researchers with childcare responsibilities to enhance their research careers on a national and international level. It is dedicated to funding extraordinary childcare costs of up to $2,000.

UNSW has run an annual Academic Women in Leadership Program which supports the strategic objective of improving underlying leadership and operational capabilities by developing academic women and strong female role models, since 2006. Leveraging of the success of this program, in 2014 the university has introduced a similar course for professional staff, Professional Women in Leadership.

In 2013 UNSW established the Senior Women’s Network, which consists of senior women across UNSW who meet 2-3 times a year for information and networking events. It builds on the success of the Women in Research Network, which helps research active women who are academic members of staff connect with one another in order to form positive professional relationships. The network is guided by a Planning Group of women researchers and supported administratively by the Researcher Development Unit.

UNSW’s gender equity initiatives have seen the number of female applicants for Professor increase by 57% from last year, with a 91% success rate, up from 57% success rate from the previous year. Similarly the success rate for female applicants for Associate Professor promotions increased to 85% from 55%.

19 You may provide additional details on any information provided in the report below. With reference to Q5.1: UNSW provides generous paid maternity leave entitlements as follows:
- For employees with less than 5 years continuous service – 26 weeks; or
- For employees with more than 5 years continuous service – 36 weeks.
This paid leave entitlement is available to the birth mother but may be shared if both parents work at UNSW.
Casual employees engaged on a regular and systematic basis for at least 24 months can access 14 weeks paid maternity leave. Paid leave is also available in cases of adoption and fostering.
For Q11.2 specifically the 'Return to Work Bonus' measure - since 2003, UNSW has offered up to $10,000 to female academics returning from periods of maternity leave to re establish and advance their careers. Further details available here: https://www.gs.unsw.edu.au/policy/documents/careeradvfundprocedure.pdf
Notification and access

| List of employee organisations | UNSW Australia (The University of New South Wales) |

CEO sign off confirmation

<table>
<thead>
<tr>
<th>Name of CEO or equivalent</th>
<th>Confirmation CEO has signed the report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Professor Frederick G Hilmer AO
President and Vice-Chancellor
UNSW Sydney NSW 2052
Australia