

# Public report

2018-19

Submitted by

Legal Name:  
**The University Of New South Wales**



## Organisation and contact details

<b>Submitting organisation details</b>	<b>Legal name</b>	The University Of New South Wales
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<b>Reporting structure</b>	<b>Ultimate parent</b>	The University Of New South Wales
	<b>Number of employees covered by this report</b>	13,854

# Workplace profile

## Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	0	0
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	2	3	5
		Full-time contract	2	5	7
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	3	4	7
		Full-time contract	3	3	6
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	6	11	17
		Full-time contract	7	9	16
		Part-time permanent	0	1	1
		Part-time contract	1	1	2
		Casual	0	0	0
	-3	Full-time permanent	19	12	31
		Full-time contract	5	11	16
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-4	Full-time permanent	16	32	48
		Full-time contract	6	8	14
		Part-time permanent	1	0	1
		Part-time contract	1	0	1
		Casual	0	0	0

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
	-5	Full-time permanent	21	25	46
		Full-time contract	7	4	11
		Part-time permanent	1	0	1
		Part-time contract	0	2	2
		Casual	0	0	0
	-6	Full-time permanent	5	9	14
		Full-time contract	1	0	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
	-7	Casual	0	0	0
		Full-time permanent	0	0	0
		Full-time contract	0	0	0
Part-time permanent		0	0	0	
Senior Managers	-2	Part-time contract	0	1	1
		Casual	0	0	0
		Full-time permanent	5	3	8
		Full-time contract	1	0	1
		Part-time permanent	1	0	1
	-3	Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	5	3	8
		Full-time contract	2	4	6
		Part-time permanent	2	0	2
	-4	Part-time contract	0	0	0
		Casual	0	0	0
Full-time permanent		1	14	15	
Full-time contract		3	2	5	
Part-time permanent		0	0	0	
-5	Part-time contract	0	1	1	
	Casual	0	0	0	
	Full-time permanent	2	8	10	
	Full-time contract	1	0	1	
	Part-time permanent	0	0	0	
-6	Part-time contract	0	0	0	
	Casual	0	0	0	
		Full-time permanent	0	1	1

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
		Full-time contract	1	3	4
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-7	Full-time permanent	0	0	0
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other managers	-2	Full-time permanent	5	1	6
		Full-time contract	1	3	4
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	15	16	31
		Full-time contract	9	4	13
		Part-time permanent	6	0	6
		Part-time contract	3	0	3
	-4	Casual	0	0	0
		Full-time permanent	20	22	42
		Full-time contract	6	12	18
		Part-time permanent	2	1	3
		Part-time contract	1	2	3
	-5	Casual	0	0	0
		Full-time permanent	11	8	19
		Full-time contract	8	14	22
		Part-time permanent	1	0	1
		Part-time contract	3	0	3
	-6	Casual	0	0	0
Full-time permanent		5	6	11	
Full-time contract		4	6	10	
Part-time permanent		0	0	0	
Part-time contract		0	1	1	
-7	Casual	0	0	0	
	Full-time permanent	1	0	1	
		Full-time contract	1	2	3

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
		Part-time permanent	0	0	0
		Part-time contract	0	1	1
		Casual	0	0	0
	-8	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			233	282	515

# Workplace profile

## Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	415	761	0	0	0	0	1,176
	Full-time contract	520	787	0	0	0	0	1,307
	Part-time permanent	67	44	0	0	0	0	111
	Part-time contract	233	210	0	0	0	0	443
	Casual	1,942	2,615	0	0	0	0	4,557
Technicians and trade	Full-time permanent	0	2	0	0	0	0	2
	Full-time contract	0	3	0	0	0	0	3
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	58	4	0	0	0	0	62
	Full-time contract	22	7	0	0	0	0	29
	Part-time permanent	22	1	0	0	0	0	23
	Part-time contract	19	3	0	0	0	0	22
	Casual	14	5	0	0	0	0	19
Clerical and administrative	Full-time permanent	1,159	747	0	0	0	0	1,906
	Full-time contract	622	452	2	2	0	0	1,078
	Part-time permanent	200	30	0	0	0	0	230
	Part-time contract	277	85	0	0	0	0	362
	Casual	1,068	941	0	0	0	0	2,009
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		6,638	6,697	2	2	0	0	13,339



## Additional Information regarding Workplace Profile

There are multiple specialisations captured within each WGEA Category definition, each with a different market value. Therefore comparisons of the average Base Salary and Total Remuneration by gender / by level are not necessarily on a like-for-like basis.

# Reporting questionnaire

## Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

**NB. IMPORTANT:**

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2018 to 31 March 2019. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.

**1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?**

**1.1 Recruitment**

- Yes (select all applicable answers)
- Policy
  - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Not a priority

**1.2 Retention**

- Yes (select all applicable answers)
- Policy
  - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Not a priority

**1.3 Performance management processes**

- Yes (select all applicable answers)
- Policy
  - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Not a priority

#### 1.4 Promotions

- Yes (select all applicable answers)  
 Policy  
 Strategy
- No (you may specify why no formal policy or formal strategy is in place)  
 Currently under development, please enter date this is due to be completed  
 Insufficient resources/expertise  
 Not a priority

#### 1.5 Talent identification/identification of high potentials

- Yes (select all applicable answers)  
 Policy  
 Strategy
- No (you may specify why no formal policy or formal strategy is in place)  
 Currently under development, please enter date this is due to be completed  
 Insufficient resources/expertise  
 Not a priority

#### 1.6 Succession planning

- Yes (select all applicable answers)  
 Policy  
 Strategy
- No (you may specify why no formal policy or formal strategy is in place)  
 Currently under development, please enter date this is due to be completed  
 Insufficient resources/expertise  
 Not a priority

#### 1.7 Training and development

- Yes (select all applicable answers)  
 Policy  
 Strategy
- No (you may specify why no formal policy or formal strategy is in place)  
 Currently under development, please enter date this is due to be completed  
 Insufficient resources/expertise  
 Not a priority

#### 1.8 Key performance indicators for managers relating to gender equality

- Yes (select all applicable answers)  
 Policy  
 Strategy
- No (you may specify why no formal policy or formal strategy is in place)  
 Currently under development, please enter date this is due to be completed  
 Insufficient resources/expertise  
 Not a priority

#### 1.9 Gender equality overall

- Yes (select all applicable answers)  
 Policy  
 Strategy
- No (you may specify why no formal policy or formal strategy is in place)  
 Currently under development, please enter date this is due to be completed  
 Insufficient resources/expertise  
 Not a priority

**1.10 How many employees were promoted during the reporting period against each category below?**

**IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.**

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	7	9	118	111
Permanent/ongoing part-time employees	3	0	14	3
Fixed-term contract full-time employees	3	6	89	81
Fixed-term contract part-time employees	4	1	22	3
Casual employees	0	0	0	0

**1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?**

**IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.**

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	189	223
Number of appointments made to NON-MANAGER roles (including promotions)	2115	2111

**1.12 How many employees resigned during the reporting period against each category below?**

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	12	10	175	140
Permanent/ongoing part-time employees	11	11	150	90
Fixed-term contract full-time employees	2	1	84	33
Fixed-term contract part-time employees	2	0	21	3
Casual employees	0	0	0	0

**1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.**

## Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.**

**2.1 Please answer the following questions relating to each governing body covered in this report.**

**Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.**

**If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.**

**2.1a.1 Organisation name?**

University of New South Wales

**2.1b.1 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.1 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	4	10

**2.1d.1 Has a target been set to increase the representation of women on this governing body?**

- Yes
- No (you may specify why a target has not been set)
  - Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
  - Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Do not have control over governing body/board appointments (provide details why):  
 The University of New South Wales By-Laws set out details regarding nomination of ministerially appointed members and council appointed members. The By-Laws also set out details regarding eligibility of elected members. For more information:  
<http://www.legislation.nsw.gov.au/#/view/regulation/2005/632?autoquery>
  - Not a priority
  - Other (provide details):

**2.1g.1 Are you reporting on any other organisations in this report?**

- Yes
- No

**2.2 Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?**

- Yes (select all applicable answers)
  - Policy
  - Strategy
- No (you may specify why no formal selection policy or formal selection strategy is in place)
  - In place for some governing bodies
  - Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Do not have control over governing body appointments (provide details why)  
 The University of New South Wales By-Laws set out details regarding nomination of ministerially appointed members and council appointed members. The By-Laws also set out details regarding eligibility of elected members. For more information:  
<http://www.legislation.nsw.gov.au/#/view/regulation/2005/632?autoquery>
  - Not a priority

Other (provide details):

**2.3 Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an “incorporated” entity - Pty Ltd, Ltd or Inc; or an “unincorporated” entity)?**

Yes  
 No

**2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.**

## Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women’s economic security and progressing gender equality.

**3. Do you have a formal policy and/or formal strategy on remuneration generally?**

- Yes (select all applicable answers)
- Policy
  - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Salaries set by awards/industrial or workplace agreements
  - Non-award employees paid market rate
  - Not a priority
  - Other (provide details):

**3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?**

- Yes (provide details in question 3.2 below)
- No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)
- Currently under development, please enter date this is due to be completed
  - Salaries set by awards/industrial or workplace agreements
  - Insufficient resources/expertise
  - Non-award employees paid market rate
  - Not a priority
  - Other (provide details):

**3.2 Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?**

- To achieve gender pay equity
- To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)
- To be transparent about pay scales and/or salary bands
- To ensure managers are held accountable for pay equity outcomes
- To implement and/or maintain a transparent and rigorous performance assessment process
- Other (provide details):
  1. To undertake a regular and comprehensive pay review, at a minimum every two years, with the results reported to UNSW's Equity Diversity and Inclusion (EDI ) Board and our Management Board. These reports will include an assessment of whether we are on track to achieving our target
  2. Review of bonus allocation
  3. To undertake a regular bonus review by gender, at least once annually and coinciding with UNSW's bonus payment cycle, with the intention that there is no significant difference between the average bonus percentage outcome for men and women.

4. To prepare regular gender pay equity progress reports by faculty and division, and ensuring these are cascaded to each dean/division leader (as appropriate) and any other key stakeholders that they nominate.
5. 4. To create a gender pay Equity policy/statement.
6. To oversee and ensure that actions are taken by each faculty's dean/division's leader, and their Heads of School/Department, that address pay equity gaps.
7. These are supported by additional actions we are taking to ensure gender equity in our promotion and recruitment practices and the following expectations that have been communicated to each Dean and Division Leader who are expected to:
  - a) Review their faculty/division's pay gap reports, identify priority areas for further attention/action.
  - b) Ensure there is a review of pay, Level and Step allocations for consistency before/at the time of hire.
  - c) Implement regular reviews of promotion and recruitment outcomes

**4. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. conducted a gender pay gap analysis)?**

- Yes - the most recent gender remuneration gap analysis was 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 (you may specify why you have not analysed your payroll for gender remuneration gaps)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)
    - Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)
  - Non-award employees paid market rate
  - Not a priority
  - Other (provide details):

**4.01 You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).**

**4.1 Did you take any actions as a result of your gender remuneration gap analysis?**

- Yes – indicate what actions were taken (select all applicable answers)
- Created a pay equity strategy or action plan
  - Identified cause/s of the gaps
  - Reviewed remuneration decision-making processes
  - Analysed commencement salaries by gender to ensure there are no pay gaps
  - Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
  - Analysed performance pay to ensure there is no gender bias (including unconscious bias)
  - Trained people-managers in addressing gender bias (including unconscious bias)
  - Set targets to reduce any like-for-like gaps
  - Set targets to reduce any organisation-wide gaps
  - Reported pay equity metrics (including gender pay gaps) to the governing body
  - Reported pay equity metrics (including gender pay gaps) to the executive
  - Reported pay equity metrics (including gender pay gaps) to all employees
  - Reported pay equity metrics (including gender pay gaps) externally
  - Corrected like-for-like gaps
  - Conducted a gender-based job evaluation process
  - Implemented other changes (provide details):  
Please refer to question 3.2 (provide details)
- No (you may specify why no actions were taken resulting from your remuneration gap analysis)

- No unexplainable or unjustifiable gaps identified
- Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- Salaries set by awards/industrial or workplace agreements
- Non-award employees are paid market rate
- Unable to address cause/s of gaps (provide details why):
- Not a priority
- Other (provide details):

**4.2 If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:**

## Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the 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. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

**5. A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.**

**Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?**

- Yes. (Please indicate how employer funded paid parental leave is 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)
- No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):
  - 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)
- No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):
  - 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)
- No, not available (you may specify why this leave is not provided)
  - Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Government scheme is sufficient
  - Not a priority
  - Other (provide details):

**5.1 How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:**

14



**5a. If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.**

UNSW has a variety of paid leave benefits for parents who are engaged by the University on either a fixed term or continuing employment contract including:

1. Maternity leave (taken by the birth mother but can be shared if both parents work at UNSW):  
Commencement of employment up to 5 years of continuous service - up to 26 weeks (full pay)  
5 years or more of continuous service - up to 36 weeks (full pay)

2. Primary carer leave, (available to an employee on a continuing or fixed term employment who is not eligible for paid maternity leave, is a primary carer and satisfies certain eligibility criteria; see:  
<https://www.hr.unsw.edu.au/diversity/flexibility-leave/primary-carer-leave.html>):  
Commencement of employment up to 5 years of continuous service - up to 26 weeks (full pay)  
5 years or more of continuous service - up to 36 weeks (full pay)

3. Adoption - child under 5 years leave (Can be shared if both parents work at UNSW):  
Commencement of employment up to 5 years of continuous service - up to 26 weeks (full pay)  
5 years or more of continuous service - up to 36 weeks (full pay)

4. Adoption - child 5 years or older leave:

Nil service requirement - up to 2 weeks (full pay) or 4 weeks (half pay)

5. Surrogacy

If an employee (other than the birth mother) enters into a surrogacy arrangement in respect of the birth/

placement of the child, and it is not covered by another type of parental leave, the employee may, with the approval of the Head of Human Resources, take parental leave consistent with adoption or primary carer leave provisions, whichever is applicable in the circumstances.

6. Foster Parent Leave:

Nil service requirement - up to 3 weeks (full pay - child under 5 years) / 2 weeks (full pay - child 5 years and over)

7. Grandparent Leave:

Nil service requirement - up to 2 weeks (full pay)

8. Partner Leave (includes same gender partner):

Nil service requirement - up to 2 weeks (full pay)

In addition, UNSW provides up to 14 weeks paid maternity leave to casual employees who have been employed by the University on a regular and systematic basis for a continuous period of at least 24 months.

For the full terms and conditions for the above listed leave, see UNSW Australia's Enterprise Bargaining Agreements at: <https://www.hr.unsw.edu.au/services/indrel/ea.html>

**5.2 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?**

- In your calculation, you **MUST INCLUDE CASUALS** when working out the proportion.

- <10%
- 10-20%
- 21-30%
- 31-40%
- 41-50%
- 51-60%
- 61-70%
- 71-80%
- 81-90%
- 91-99%
- 100%

**5.3 Please indicate whether your employer funded paid parental leave for primary carers covers:**

- Adoption
- Surrogacy
- Stillbirth

**6. A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.**

**Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?**

- Yes
- No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
- No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY
- No (you may specify why employer funded paid parental leave for secondary carers is not paid)
  - Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Government scheme is sufficient
  - Not a priority
  - Other (provide details):

**6.1 How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:**

10

**6a. If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.**

**6.2 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?**

- In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

- <10%
- 10-20%
- 21-30%
- 31-40%
- 41-50%
- 51-60%
- 61-70%
- 71-80%
- 81-90%
- 91-99%
- 100%

**6.3 Please indicate whether your employer funded paid parental leave for secondary carers covers:**

- Adoption
- Surrogacy
- Stillbirth

**7. How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.**

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	10	0	0	0

**7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.**

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	307	19	10	98

8. How many **MANAGERS**, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	2	0

- 8.1 How many **NON-MANAGERS**, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	20	1

9. Do you have a formal policy and/or formal strategy on flexible working arrangements?

- Yes (select all applicable answers)
- Policy
  - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Don't offer flexible arrangements
  - Not a priority
  - Other (provide details):

- 9.1 You may indicate which of the following are included in your flexible working arrangements strategy:

- A business case for flexibility has been established and endorsed at the leadership level
- Leaders are visible role models of flexible working
- Flexible working is promoted throughout the organisation
- Targets have been set for engagement in flexible work
- Targets have been set for men's engagement in flexible work
- Leaders are held accountable for improving workplace flexibility
- Manager training on flexible working is provided throughout the organisation
- Employee training is provided throughout the organisation
- Team-based training is provided throughout the organisation
- Employees are surveyed on whether they have sufficient flexibility
- The organisation's approach to flexibility is integrated into client conversations
- The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)
- Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
- Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

10. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

- Yes (select all applicable answers)
- Policy
  - Strategy

- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Included in award/industrial or workplace agreement
  - Not a priority
  - Other (provide details):

**11. Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?**

- Yes
- No (you may specify why non-leave based measures are not in place)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Not a priority
  - Other (provide details):

**11.1 Please select what support mechanisms are in place and if they are available at all worksites.**  
• **Where only one worksite exists, for example a head-office, select "Available at all worksites".**

- Employer subsidised childcare
  - Available at some worksites only
  - Available at all worksites
- On-site childcare
  - Available at some worksites only
  - Available at all worksites
- Breastfeeding facilities
  - Available at some worksites only
  - Available at all worksites
- Childcare referral services
  - Available at some worksites only
  - Available at all worksites
- Internal support networks for parents
  - Available at some worksites only
  - Available at all worksites
- Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave)
  - Available at some worksites only
  - Available at all worksites
- Information packs to support new parents and/or those with elder care responsibilities
  - Available at some worksites only
  - Available at all worksites
- Referral services to support employees with family and/or caring responsibilities
  - Available at some worksites only
  - Available at all worksites
- Targeted communication mechanisms, for example intranet/ forums
  - Available at some worksites only
  - Available at all worksites
- Support in securing school holiday care
  - Available at some worksites only
  - Available at all worksites
- Coaching for employees on returning to work from parental leave
  - Available at some worksites only
  - Available at all worksites
- Parenting workshops targeting mothers
  - Available at some worksites only
  - Available at all worksites
- Parenting workshops targeting fathers
  - Available at some worksites only
  - Available at all worksites
- None of the above, please complete question 11.2 below

**12. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**

- Yes (select all applicable answers)
- Policy
  - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Included in award/industrial or workplace agreements
  - Not aware of the need
  - Not a priority
  - Other (please provide details):

**13. Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?**

- Yes (select all applicable answers)
- Employee assistance program (including access to a psychologist, chaplain or counsellor)
  - Training of key personnel
  - A domestic violence clause is in an enterprise agreement or workplace agreement
  - Workplace safety planning
  - Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
  - Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
  - Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
  - Access to unpaid leave
  - Confidentiality of matters disclosed
  - Referral of employees to appropriate domestic violence support services for expert advice
  - Protection from any adverse action or discrimination based on the disclosure of domestic violence
  - Flexible working arrangements
  - Provision of financial support (e.g. advance bonus payment or advanced pay)
  - Offer change of office location
  - Emergency accommodation assistance
  - Access to medical services (e.g. doctor or nurse)
  - Other (provide details):  
Change of telephone number and email address. The University will also consider other forms of support if its requested by a staff member.
- No (you may specify why no other support mechanisms are in place)
- Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Not aware of the need
  - Not a priority
  - Other (provide details):

**14. Where any of the following options are available in your workplace, are those option/s available to both women AND men?**

- flexible hours of work
- compressed working weeks
- time-in-lieu
- telecommuting
- part-time work
- job sharing
- carer's leave
- purchased leave
- unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

- Yes, the option/s in place are available to both women and men.
- No, some/all options are not available to both women AND men.

**14.1 Which options from the list below are available? Please tick the related checkboxes.**

- Unticked checkboxes mean this option is NOT available to your employees.

	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compressed working weeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time-in-lieu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telecommuting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Part-time work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job sharing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carer's leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchased leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**14.3 You may specify why any of the above options are NOT available to your employees.**

- Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- Not a priority
- Other (provide details):

**14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:**

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

This gender equality indicator seeks information on what consultation occurs between employers and 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 (you may specify why you have not consulted with employees on gender equality)
  - Not needed (provide details why):
  - Insufficient resources/expertise
  - Not a priority
  - 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 Who did you consult?**

- All staff
- Women only
- Men only
- Human resources managers

- Management
- Employee representative group(s)
- Diversity committee or equivalent
- Women and men who have resigned while on parental leave
- Other (provide details):

Focus group participants were both males and females who responded to an expression of Interest to take part in this research. In total, 60 staff members participated in the focus groups.

**15.3 If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.**

UNSW's 2025 Strategy includes a commitment to a Staff Equity Program to address differences in employment rates (including gender differences) under the Strategic Priority "Social Engagement" / Theme B1 "A Just Society". The Strategy also includes commitments to a Student Equity Program, a Disability Action Plan, an indigenous Program, and Diversity Champions. The Strategy 2025 will inform the development of and updates to our policies, practices and procedures.

During the reporting period there were the following examples of staff consultation:

- Our five Diversity Champions for Cultural Diversity, Disability, Gender, Flexible Work and Leave, and Lesbian, Gay, Bisexual, Transgender, Intersex and Queer / Questioning (LGBTIQ) each meet regularly with their working groups comprising of staff and students from a variety of Faculties and Divisions, and at a variety of Levels and life-stages. These reference groups provide their Diversity Champion with feedback on the needs and issues of the constituency group and help the champion to achieve their strategic goals.
- All five Diversity Champions are members of UNSW's Equity, Diversity and Inclusion (EDI) Board, and play a key role in consulting and raising awareness about the needs of their constituency group across the university. The EDI Board also holds each Diversity Champion accountable for delivering actions that respond to the needs of each constituency group.

UNSW's Equity, Diversity and Inclusion (EDI) Board met quarterly throughout the reporting period to identify and prioritise initiatives to improve equity and diversity across UNSW for both staff and students and to review the progress of diversity goals against the plans and targets set by the University, its faculties and divisions..

The EDI Board comprises leaders from across the University, including UNSW's Vice Chancellor. The Board supports UNSW's Social Engagement objectives which are an integral element of the 2025 Strategy.

- The Women in Research Network and Early Career Academic Network provide active forums for research-active women to connect for networking opportunities, events, skills development and seminars. The group meets regularly to discuss the needs of UNSW academic women, and make recommendations to relevant key stakeholders (including management) for change and improvement.

- In July and August 2018, a series of focus group were conducted with various packets of staff to gain insight of access to and experiences of flexible work at UNSW. The research aimed to build knowledge of the ways that flexible working arrangements are currently operating at UNSW, and how access and implementation could be improved. In total, eight focus groups were conducted with 60 staff at UNSW Sydney and UNSW Canberra.

## Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

**16. Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?**

- Yes (select all applicable answers)
  - Policy
  - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
  - Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Included in award/industrial or workplace agreement
  - Not a priority
  - Other (provide details):



**16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?**

- Yes  
 No (you may specify why a grievance process is not included)  
 Currently under development, please enter date this is due to be completed  
 Insufficient resources/expertise  
 Not a priority  
 Other (provide details):

**17. Do you 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 or more  
 Varies across business units  
 Other (provide details):  
 No (you may specify why this training is not provided)  
 Currently under development, please enter date this is due to be completed  
 Insufficient resources/expertise  
 Not a priority  
 Other (provide details):

**17.1 If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:**

UNSW has an ongoing commitment to support our staff and students affected by gendered violence. Our initiatives:  
A reporting portal to make it easier for staff and students to report incidents of sexual assault and sexual harassment.  
Developing a list of resources and information available online that may be helpful for staff and students who have experienced sexual assault and sexual harassment.  
Development of the University's first Sexual Misconduct Prevention and Response Policy which will apply to all staff and students.  
UNSW's Domestic Violence Support Policy and Domestic Violence Support Procedure which outline support and services available to staff who are experiencing domestic violence as well as staff supporting a person experiencing domestic violence.  
Training of staff and students to be 'First Responders' – these are people across the institution who you can contact should you experience sexual assault or harassment and who can guide you to relevant services. Here is where you can find the list of our registered First Responders: <https://student.unsw.edu.au/sexual-misconduct-support>  
96 people undertook the First Responders Training in the reporting period. To date, there are 54 trained 'First responders' across UNSW.  
Increase of Domestic Violence Leave from 10 days to 20 days in enterprise agreements.

## Other

**18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.**

**(As with all questions in this questionnaire, information you provide here will appear in your public report.)**

Development of quarterly gender reporting dashboard to track targets: 40% female academic staff at level D and E, and 50% female professional staff at HEW level 10+. Periodic progress updates are provided to UNSW Council and UNSW Management Board.  
Continued roll-out of unconscious bias training beyond senior leaders and across the University, including face-to-face and online learning options. Staff learn about unconscious knowledge and bias, and strategies to minimise their impact on decision-making  
Launch of a new "Mitigating Bias in Promotions" guide in January 2019. The guide covers strategies to identify and mitigate the impact of unconscious knowledge and bias during the academic promotions process.



Programs previously mentioned in our submission that have continued at UNSW during the reporting period include:

The Professional Women in Leadership (PWIL) and Academic Women in Leadership (AWIL) programs build the capability and confidence of professional and academic participants to take on key leadership roles at UNSW.

UNSW is an inaugural member of the Athena SWAN Charter in Australia and is one of 40 institutions across the country participating in the two year pilot (2016-18) of the Award being conducted by Science in Australia Gender Equity (SAGE). UNSW is proud to be the recipient of the Athena SWAN Bronze award which recognises our commitment to addressing the underrepresentation of women in the science, technology, engineering, maths and medicine (STEMM) disciplines. With the appointment of a new academic lead in late 2018, UNSW is now in the implementation phase of the program. With the support of the Self-Assessment Team (SAT), UNSW will implement the action plan in a bid to eliminate gender bias and develop an inclusive culture that values all staff.

In September 2018, UNSW launched a virtual mentoring platform called, Career Collaborator. Career Collaborator is a mentoring program made up of a network of UNSW staff, affiliates and partners. The program is completely flexible, the platform can be used to document and guide you through the mentoring connection or you can simply use the platform to find a connection and continue the relationship offline.

In November 2018, The Regular Team Meetings Policy was released. This policy dictates that regular team meetings will be held between the hours of 9:30am and 4pm. Scheduling regular team meetings between the hours of 9.30am and 4.00pm will support the inclusion of parents and carers and those employees who have commitments or interests that require time flexibility and avoid the unintended exclusion of some staff.

Various Faculties have participated in pilots of promotion workshops tailored to the advancement of women in the academic promotion process.

Various faculties have piloted Inclusive leadership training with senior leaders.

## Gender composition proportions in your workplace

### Important notes:

1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
2. Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

### Based upon your workplace profile and reporting questionnaire responses:

#### Gender composition of workforce

1. the gender composition of your workforce overall is 49.6% females and 50.4% males.

#### Promotions

2. 54.9% of employees awarded promotions were women and 45.1% were men
  - i. 51.5% of all manager promotions were awarded to women
  - ii. 55.1% of all non-manager promotions were awarded to women.
3. 8.8% of your workforce was part-time and 10.5% of promotions were awarded to part-time employees.

#### Resignations

4. 61.3% of employees who resigned were women and 38.7% were men
  - i. 55.1% of all managers who resigned were women
  - ii. 61.8% of all non-managers who resigned were women.
5. 8.8% of your workforce was part-time and 38.7% of resignations were part-time employees.

#### Employees who ceased employment before returning to work from parental leave

- i. 6.7% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.9% of all men who utilised parental leave ceased employment before returning to work
- iii. 100.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 95.2% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

## Notification and access

### List of employee organisations:

National Tertiary Education Union (NTEU), UNSW Branch  
Community and Public Sector Union (CPSU)  
Australian Manufacturing Workers' Union (AMWU)  
United Voice

## CEO sign off confirmation

Name of CEO or equivalent:

Professor Ian Jacobs

CEO signature:

Confirmation CEO has signed the report:

Date:

