Public report

2016-17

Submitted by

Legal Name:
The University of New South Wales
## Organisation and contact details

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### Reporting structure

- **Ultimate parent**: The University Of New South Wales
- **Number of employees covered by this report**: 12,417
# Workplace profile

## Manager

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## Workplace profile

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Additional Information regarding Workplace Profile

This year we reviewed our approach to assigning positions to WGEA's employment groups and categories. As a result, we have decided to report multiple reporting levels to the CEO by WGEA category to increase the accuracy of our reporting.
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 means 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 2016 to 31 March 2017. (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 new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

<table>
<thead>
<tr>
<th>Role</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appointments made to MANAGER roles (including promotions)</td>
<td>155</td>
<td>213</td>
</tr>
<tr>
<td>Number of appointments made to NON-MANAGER roles (including promotions)</td>
<td>2019</td>
<td>2100</td>
</tr>
</tbody>
</table>

1.11 How many employees were promoted during the reporting period against each category below? IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

<table>
<thead>
<tr>
<th>Category</th>
<th>Managers</th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent/ongoing full-time employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>8</td>
<td>85</td>
</tr>
<tr>
<td>Male</td>
<td>8</td>
<td>82</td>
</tr>
<tr>
<td>Permanent/ongoing part-time employees</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Female</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>Male</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Fixed-term contract full-time employees</td>
<td>3</td>
<td>59</td>
</tr>
<tr>
<td>Female</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Male</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Fixed-term contract part-time employees</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Female</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Male</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Casual employees</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Managers</th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent/ongoing full-time employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>9</td>
<td>78</td>
</tr>
<tr>
<td>Male</td>
<td>7</td>
<td>83</td>
</tr>
<tr>
<td>Permanent/ongoing part-time employees</td>
<td>2</td>
<td>35</td>
</tr>
<tr>
<td>Female</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Male</td>
<td>0</td>
<td>114</td>
</tr>
<tr>
<td>Fixed-term contract full-time employees</td>
<td>7</td>
<td>141</td>
</tr>
<tr>
<td>Female</td>
<td>8</td>
<td>95</td>
</tr>
<tr>
<td>Male</td>
<td>0</td>
<td>37</td>
</tr>
<tr>
<td>Fixed-term contract part-time employees</td>
<td>3</td>
<td>73</td>
</tr>
<tr>
<td>Female</td>
<td>2</td>
<td>37</td>
</tr>
<tr>
<td>Male</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Casual employees</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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?

UNSW

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

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>4</td>
<td>9</td>
</tr>
</tbody>
</table>

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 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.
   For more details: https://www.gs.unsw.edu.au/councilandcommittees/index.html
   For current Council members:
☐ 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:
☐ Not a priority
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):

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).

As at 31 March 2017 we are in the process of finalising a pay-equity analysis and recommendations which we intend to present to our VP Human Resources, the Academic Lead for Equity Diversity & Inclusion, Vice Chancellor, and Management Board. This analysis investigates whether there are any pay gaps by gender or by part-time/full-time status that exist organisation-wide, by Faculty and Division, and by Level.
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
  ■ Corrected like-for-like gaps
  ■ Conducted a gender-based job evaluation process
  ■ Implemented other changes (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
  31 December 2017
  ■ 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:

Clause 44 in UNSW (Academic Staff) Enterprise Agreement 2015 and clause 50 in UNSW (Professional Staff) Enterprise Agreement 2015 include a commitment to have a diversity strategy that has two key objectives:

i) Emphasise the development of female staff into senior positions; and

ii) Measures to support the needs of staff with disabilities or family responsibilities.

These clauses require UNSW to consult the Unions up to twice a year, upon request, about improving gender equity and advancing above objectives.

Our enterprise bargaining agreements also contain:

i) Salary rates for academic staff (Levels A-E, and clinical loadings)

ii) Salary rates for professional staff (Levels 1-9, minimum salary rates for Levels 10 and above, and Schedules for allowances and shift penalties);

iii) Casual rates of pay

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:

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 (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. Adoption - child under 5 years (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)

3. Adoption - child 5 years or older:
   • Nil service requirement - up to 2 weeks (full pay) or 4 weeks (half pay)

4. Foster Parent:
   • Nil service requirement - up to 3 weeks (full pay - child under 5 years) / 2 weeks (full pay - child 5 years and over)

5. Grandparent:
   • Nil service requirement - up to 2 weeks (full pay)

6. Partner (including 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/eag.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%

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:

- □ 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.

See comment at 5a.

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%
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.

<table>
<thead>
<tr>
<th></th>
<th>Primary carer's leave</th>
<th>Secondary carer's leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Managers</td>
<td>16</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>Primary carer's leave</th>
<th>Secondary carer's leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Non-managers</td>
<td>275</td>
<td>12</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>Females</th>
<th>Males</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-managers</td>
<td>18</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Managers</th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Formal</td>
<td>Informal</td>
</tr>
<tr>
<td>Flexible hours of work</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Compressed working weeks</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Time-in-lieu</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Telecommuting</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Part-time work</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Job sharing</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Carer's leave</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Purchased leave</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Unpaid leave</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

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:

Other support available to employees who are carers include:

1. Paid sick/carers leave entitlements:
   - Professional staff - up to 30 days paid leave, depending on length of service
   - Academic staff - 22 working days on full pay and 22 working days on half pay within any twelve (12) month period

For further details about this and other leave entitlements see: http://www.hr.unsw.edu.au/services/indrel/ea.html

2. UNSW has recently refreshed the information about Parents, Carers and Flexible Work on its Workplace Diversity website: https://www.hr.unsw.edu.au/diversity/balance/welcome.html

3. The Vice Chancellor's Childcare Support Fund (for Academic staff):
   - up to $2000 to support female academic researchers with the extraordinary cost of childcare when travelling to present their research.

4. The Career Advancement Fund (for Academic staff):
   - up to $10,000 to assist female academics to re-establish and advance their careers, after returning from a period of maternity leave.

5. In April 2017 we will be announcing our updated Academic Promotions Policy and Procedures which will include a new section about ‘Performance Relative to Opportunity’, recognising that the traditional of full-time
work and uninterrupted linear career trajectory no longer matches the profile of many staff. (See page 4 in: https://www.gs.unsw.edu.au/policy/documents/academicpromotionspolicyandproc.pdf)

6. Faculty-specific parents, carers and flexible work initiatives. Examples include:
   a) Faculty of Science - "The Dean's Carers Fellowship", valued at $25k per year, is for researchers in the Faculty of Science whose careers are interrupted by a period of full time carer status for at least 6 months. Female PhD research students can also apply for financial support via the Maternity Scholarships if they have suspended their enrolment for a session to have a child.
   b) Faculty of Business offers funding to female academics to be able to buy out teaching responsibilities on return to work from maternity leave; and has a faculty career advancement fund up to $10,000 that matches the Vice Chancellor's Career Advancement Fund on returning from maternity leave.
   c) Faculty of Medicine - early career female researchers in Medicine returning to work after a period of maternity leave can apply for the Apte Scholarship. The scholarship value is up to a maximum of $20,000 to allow the recipient to write publications, grant applications, or access research assistance.

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):

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:

- On 15 April 2016 UNSW announced its five Diversity Champions. The five areas represented by the Champions are: Cultural Diversity, Disability, Gender, Flexible Work and Leave, and Lesbian, Gay, Bisexual, Transgender, Intersex and Queer / Questioning. All five 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. Each Diversity Champion is supported by a reference group, comprising of staff and students from a variety of Faculties and Divisions, and at a variety of Levels and life-stages. For more details: https://newsroom.unsw.edu.au/news/general/meet-diversity-champions

- On 16 June 2016 UNSW’s Equity, Diversity and Inclusion (EDI) Board held its inaugural meeting. 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. Chaired by UNSW’s Academic Lead for Equity Diversity & Inclusion, the Board meets quarterly 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. For more details: https://www.unsw.edu.au/about-us/unsw-2025-strategy/equity-diversity-and-inclusion-board

- 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. In May 2016 UNSW’s Women in Research Network (WiRN) released the results of its member survey which sought to understand the existence and prevalence of unconscious bias at UNSW. Results and responses were from a representative sample of the WiRN membership, with the majority of respondents having been at UNSW for 10+ years. All Faculties were also represented in the survey. The survey results were presented at the EDI Board’s September 2016 meeting, and included as pre-reading for participants in UNSW’s Unconscious Bias and Inclusive Leadership training.

- In March 2017 UNSW launched its Athena SWAN Gender Equity Survey as part of our participation in the Science in Australia Gender Equity (SAGE) Pilot of the Athena SWAN Award in Australia. The aim of the survey was to explore and understand the views of UNSW staff in relation to gender equity and diversity within the workplace. The survey was conducted by the UNSW Athena SWAN Pilot Self-Assessment Team, led by Professor Laura Poole-Warren, and comprising 30 members from professional and academic staff and students. The survey data was collected by an independent research company. All current employees of UNSW, including casual staff, were invited to participate. Results from the survey were reported to our VP Human Resources, the Academic Lead for Equity Diversity & Inclusion, Vice Chancellor and Management Board. Beyond 31 March 2017, the results were next reported to our HR Client Services Team in June, then all staff in July.

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)
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:

We recently published this list of activities to help our staff find out about what we're doing to improve gender equity at the University:

Some of the key milestones for gender equity during the year to 31 March 2017 are:
- The appointment of PVC Professor Laura Poole-Warren as UNSW’s Gender Diversity Champion and Warwick Dawson as the Diversity Champion for Flexible Work and Leave. Our Diversity Champions will drive significant cultural change around gender equity, diversity and inclusion at UNSW.
- Setting of targets to improve the representation of women in senior roles by 2025: 40% female academic staff at level D and E, and 50% female professional staff at HEW level 10+
- Roll-out of unconscious bias training for senior leaders across the University and online Unconscious bias e-learning modules available to help staff learn about unconscious biases and strategies to minimise their impact on decision-making.
- A review of our Responsible Employee training (launch of the updated training is pending)
- We updated our UNSW Parenting Booklet, that provides an overview of parental leave entitlements, procedures and policies for academic and professional staff at UNSW.
- We updated our Domestic Violence Support Policy and Procedure, which now include a more comprehensive list of support that’s available to survivors of domestic violence and their families. UNSW launched a new campaign to prevent sexual assault and harassment, partnering with all Australian universities on a major national initiative. Developed by peak body Universities Australia, the campaign – Respect. Now. Always. – highlights the determination of Australia’s universities to ensure that students and staff are safe from sexual assault and sexual harassment.

In addition, programs not 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 proud to be 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). The Australian Pilot is modelled on the highly successful Athena SWAN Charter established in the UK in 2005 to address the underrepresentation of women in the science, technology, engineering, maths and medicine (STEMM) disciplines. UNSW joined the Pilot in 2015. During the Pilot process, participants are required to generate and analyse data demonstrating that the institution has a solid foundation for eliminating gender bias and that it is developing an inclusive culture that values all staff. It also provides an opportunity to consult widely with staff about their views and experiences in regards to a broad range of gender equity issues (e.g. via our Athena SWAN Gender Equity Survey in March 2017), to build an evidence-based action plan for the Institution.
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.)
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 50.1% females and 49.9% males.

Promotions
2. 51.7% of employees awarded promotions were women and 48.3% were men
   i. 57.1% of all manager promotions were awarded to women
   ii. 51.4% of all non-manager promotions were awarded to women.

3. 8.4% of your workforce was part-time and 9.0% of promotions were awarded to part-time employees.

Resignations
4. 59.4% of employees who resigned were women and 40.6% were men
   i. 55.3% of all managers who resigned were women
   ii. 59.7% of all non-managers who resigned were women.

5. 8.4% of your workforce was part-time and 27.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave
   i. 6.4% of all women who utilised parental leave ceased employment before returning to work
   ii. 0.0% 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. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

CEO sign off confirmation

Name of CEO or equivalent: Ian Jacobs

Confirmation CEO has signed the report: 

CEO signature: 

Date: 

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