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Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 25-05-2023

2022 - 23 Gender Equality Reporting

Submitted By:

University Of New South Wales 57195873179

#Workplace Overview

Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

Recruitment: Yes

Strategy

Retention: Yes

Strategy

Performance management processes: Yes

Policy; Strategy

Promotions: Yes.

Policy; Strategy

Talent identification/identification of high potentials: YesStrategy

Succession planning: Yes

Strategy

Training and development: Yes

Policy; Strategy

Key performance indicators for managers relating to gender equality: YesStrategy

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

YesPolicy; Strategy

4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Further actions taken during the 2022-23 reporting period included:

- Continuing participation as Bronze Awardee of SAGE Athena SWAN; established Cygnet Award Working Groups on topics of promotions, student pathways, flexible work (families and caring), sexual assault and sexual harassment, and LGBTIQ+ inclusion.
- Maintained UNSW's accreditation as a Best Practice Breastfeeding Friendly Workplace by the Australian Breastfeeding Association.
- Continued appointment of university staff Champions for Gender, LGBTIQ+ and Parents & Families.
- Continued to offer financial support through the Carer's Support Fund, supporting UNSW staff with the cost of extraordinary childcare to attend approved professional development activities. In 2022, this was broadened to include staff of any gender with caring responsibilities (previously targeted women in academic roles only)
- Maintained Gold Award status for the Australian Workplace Equality Index (AWEI) in LGBTIQ+ inclusion.
- Continued faculty-based initiatives to support women and carers' career development, and carers on or returning from parental leave. These include Level Up and Momentum schemes (Science); Level Up, Carer's Fund, and Accelerate Fund

(Engineering); Academic Career Advancement Program (Business)

Governing Bodies

Organisation: University Of New South Wales

1.Name of the governing body: UNSW Council

2.Type of the governing body: Council

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	7	8	0

4.Formal section policy and/or strategy: No

Selected value: Do not have control over governing body/appointments

Details why there is no control over governing body/appointments:

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 2023-12-31

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Policy

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

UNSW has regulatory instruments to consider as well as established protocols even though these are not contained in a formal selection policy. 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:

<https://legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2005-0632>

The following constitution rules (prescribed in accordance with section 4(1)(b) of the Universities Governing Bodies Act 2011) also set out requirements for the composition of the governing body.

- (a) the total number of members of the Council be 15;
- (b) the total number of members in each category be:
 - (i) 3 official members;
 - (ii) 5 elected members (being 2 academic staff members, 1 non-academic staff member, 1 undergraduate student member and 1 postgraduate student member);
 - (iii) 5 Council appointed members; and
 - (iv) 2 Ministerially appointed members,

and

- (c) the minimum number of external members who must be graduates of the University and may become members only by appointment by the Council or Minister be 3

We have regulatory instruments to consider as well as established protocols even though these are not contained in a formal selection policy. 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.

The current composition of UNSW Council is 47% Females (n=7) and 53% Males (n=8). UNSW does not control all governing body appointments. Of the 15 members of Council, two are appointed by the Minister and five are elected positions (staff and students). The University's Representation on UNSW Committees and Decision-Making Bodies Procedure applies to the governing body and its committees and includes requirements for gender composition and diversity on committees. This includes a requirement that the "Usual composition of UNSW's committees and decision-making bodies must be as follows: males and females to each hold at least 40 per cent of the membership."

We use a skill matrix to identify the expertise required on Council, any skill gaps, and the extent to which we need new members to have specific expertise and skills.

For the purposes of question 1.5 above, the limit of 12 consecutive years applies to elected and appointed members. Ex officio positions differ: The Vice-Chancellor is a member while in office regardless of the length of time, and President of the Academic Board can only hold that position for six years.

For the purposes of the target end date question 1.8 above, we have dated 31/12/2022 although this procedural requirement is ongoing.

#Action on gender equality

Gender Pay Gaps

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

Yes

Strategy

1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

Yes

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 reviews); To be transparent about pay scales and/or salary bands; To implement and/or maintain a transparent and rigorous performance assessment process

2. What was the snapshot date used for your Workplace Profile?

2023-03-31

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

1. UNSW undertakes regular and comprehensive pay reviews, minimum every two years, reporting to EDI Board and Management Board against Council gender equity targets.

2. UNSW undertakes a regular annual bonus review by gender coinciding with the bonus payment cycle, with aims for gender equity in average bonus percentage outcomes.

3. UNSW prepares regular gender pay equity progress reports by faculty and division, which are cascaded to Deans/Division Leads (as appropriate) and nominated key stakeholders.

4. UNSW has guidelines for achievement “relative to opportunity and performance evidence” for academic promotion (ROPE)

Employer action on pay equality

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

Yes

1.1 When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

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

Yes

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Created a pay equity strategy or action plan; Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed performance pay to ensure there is no gender bias (including unconscious bias); Analysed performance ratings to ensure there is no gender bias (including unconscious bias); Set targets to reduce any organisation-wide gap; Reported pay equity metrics (including gender pay gaps) to the governing body

1.3 What type of gender remuneration gap analysis has been undertaken?

A UNSW-wide and large Faculty gender gap analysis was completed during the reporting period. The analysis included two methods: unadjusted gap i.e., difference between average pay for men and average pay for women, and the adjusted gap that was a "like-for-like" comparison taking into consideration personal characteristics and job characteristics.

3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Additional initiatives are in place to address gender pay equity issues such as:

1. Real-time gender equity reporting for managers in discretionary pay review systems to identify and address pay equity issues before these processes are finalised.
2. HR moderation sessions to review pay equity in discretionary pay related processes.
3. Artificial Intelligence used in discretionary pay review systems to suggest pay levels based on available data to reduce unconscious bias by managers.
4. Women in Leadership programs to support progression of women to senior management positions.
5. Faculty-based initiatives to support career progression for staff returning from parental leave and with significant caring responsibilities.

Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Yes

1.1 How did you consult employees?

Consultative committee or group; Focus groups; Survey

1.2 Who did you consult?

ALL staff

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2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

Currently under development

Estimated Completion Date: 2024-03-01

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholder:

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

No

5. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

- UNSW Diversity Champions for Gender Equity, Cultural Diversity, Disability, LGBTIQ+ and Parents and Families continued to contribute intersectionally to UNSW EDI strategy. Four Gender Equity Staff Champions were appointed in 2021 for two years to advance the gender equity agenda at UNSW and contribute to the development of EDI strategy.
- Regular meetings are held with the Gender Equity Champions and their feedback is provided to the DVC EDI to inform university-wide decision making.
- UNSW maintained Gold Employer status in the Australian Workplace Equality Index for LGBTIQ+ inclusion through Pride in Diversity (An ACON Inclusion Program).

#Flexible Work

Flexible Working

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

Yes

Policy

1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

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A business case for flexibility has been established and endorsed at the leadership level

Yes

The organisation's approach to flexibility is integrated into client conversations

Yes

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

No

Other

Other: Staff have a right to request flexible work arrangements under the terms of the UNSW Sydney Enterprise Agreements for both academic and professional staff. UNSW has also had Flexible Work guidelines available to staff since 2019.

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

No

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

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Leaders are held accountable for improving workplace flexibility

Yes

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Other

Other: UNSW has had Flexible Work guidelines available to staff since 2019, which includes an online Flexible Work Toolkit for staff and their managers to refer to in their discussions regarding flexible work arrangements.

Targets have been set for men's engagement in flexible work

No

Team-based training is provided throughout the organisation

No

Other

Other: UNSW has had Flexible Work guidelines available to staff since 2019, which includes an online Flexible Work Toolkit for staff and their managers to refer to in their discussions regarding flexible work arrangements.

Other: No

2. Do you offer any of the following flexible working options to MANAGERS in your workplace?

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: Yes

SAME options for women and men

Part-time work: Yes

SAME options for women and men

Purchased leave: Yes

SAME options for women and men Formal options are available

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes

SAME options for women and men Formal options are available

3. Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?

Don't know / Not applicable

7. If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

#Employee Support

Paid Parental leave

1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?

Yes, we offer employer funded parental leave using the primary/secondary carer definition

1. If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

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

1. Maternity leave (available to 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). 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.

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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): 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 Chief HR Officer approval, 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)

For 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>.

Support for carers

1. **Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?**
Yes
Policy; Strategy
2. **Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**
 - 2.1. **Employer subsidised childcare**
No
Other
Other: UNSW offers salary sacrificing options to staff utilising on-site childcare, and discounted rates for students
 - 2.2. **Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

No

2.3. Breastfeeding facilities

Yes

Available at ALL worksites

2.4. Childcare referral services

Yes

Available at ALL worksites

2.5. Coaching for employees on returning to work from parental leave

Yes

Available at ALL worksites

2.6. Targeted communication mechanisms (e.g. intranet/forums)

Yes

Available at ALL worksites

2.7. Internal support networks for parents

Yes

Available at ALL worksites

2.8. Information packs for new parents and/or those with elder care responsibilities

Yes

Available at ALL worksites

2.9. Parenting workshops targeting fathers

Yes

Available at ALL worksites

2.10. Parenting workshops targeting mothers

Yes

Available at ALL worksites

2.11. Referral services to support employees with family and/or caring responsibilities

Yes

Available at ALL worksites

2.12. Support in securing school holiday care

No

2.13. On-site childcare

Yes

Available at SOME worksites

2.14. Other details: No

3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

UNSW has

- appointed two Parents & Families Champions to ensure advocacy, representation, and support for staff with caring responsibilities.
- UNSW is also an Employer member of Parents at Work (PAW) to affirm the university's commitment to family-friendly workplaces. Through PAW, UNSW offers workshops for staff preparing to go on and return from parental leave, as well as free advice, webinars, podcasts, and support materials.
- UNSW also operates the Carer's Support Fund to support staff members with the cost of extraordinary childcare associated with attending approved professional development activities. Faculties operate further funding schemes to support their staff returning from parent/carer leave, and funds to support career progression, including Career Advancement and Career Booster Funds operated by the Business School, the UNSW Science Boost Award, the Faculty of Engineering's Accelerate and Carer's Funds.

Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy; Strategy

1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Non-Managers

Yes

Voluntary question: All Non-Managers

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or

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discrimination, please do so below.

UNSW has implemented measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, and sexual assault in our community. Actions taken in the 2022-23 reporting period include:

- Publication of the second Sexual Misconduct Prevention & Response Annual Report, to ensure transparency in reporting on incidents. The annual report is publicly available.
- Publication of 'Stop. Empower. Support', UNSW's first Gendered Violence Strategy and Action Plan. In July 2022, UNSW established the Gendered Violence Steering Committee and working groups, tasked with overseeing the implementation of the Action Plan over the next three years.
- Regular reporting on sexual misconduct to senior leadership, including UNSW Council and Management Board.
- Continued use of a secure reporting portal for all incidents of sexual misconduct. Established in 2016, the portal can be used to report anonymously.
- Continued operation of the Sexual Misconduct Risk and Review Group (established in 2020) to ensure continuous improvement in UNSW processes for preventing and managing reports of sexual misconduct.
- Continued the First Responder program, a network of students and staff who are trained to offer confidential support to people who have experienced sexual misconduct. First Responders can assist with making a formal report through the reporting portal.
- Ongoing implementation and regular review of the Sexual Misconduct Prevention and Response Policy.

Family or domestic violence

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

Yes

Policy

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

A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

No

Emergency accommodation assistance

No

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

Yes

Training of key personnel

Yes

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

Yes

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of Days:

20

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No

Access to unpaid leave

Yes

Is the leave period unlimited?

Provide Details: No

2. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below

In relation to the question above regarding protection from adverse action or discrimination based on the disclosure of domestic violence:

- UNSW provides paid domestic violence leave as an entitlement in its Enterprise Agreements which can be accessed by employees in the event of family or domestic violence,
- UNSW has a complementary domestic violence policy and procedure which includes clear definitions on the responsibilities of supervisors, managers, and HR staff in circumstances where there is a domestic violence matter, and
- Under relevant legislation such the Fair Work Act 2009, an employee can bring claims against UNSW if it denied an employee access to their lawful entitlements.

UNSW provides the following:

- The ability for a staff member to have their email address changed
- Consideration of other forms of support as requested by

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the staff member

- Visible support from leadership through, for example, the Vice Chancellor's message to all staff in 2020 on the back of heightened risk of domestic and family violence to encourage staff and students to use the UNSW Health Service and Counselling and Psychological Services systems established to support staff and students' health and safety, as well as the free and confidential Employee Assistance Program

There are also provisions for staff supporting a person experiencing domestic violence within the Enterprise Agreements, in which an employee who is supporting a person experiencing domestic violence, and who requires time off work for that purpose, may request unpaid leave and/or may access Personal Leave or Witness Leave, depending on the specific circumstances.