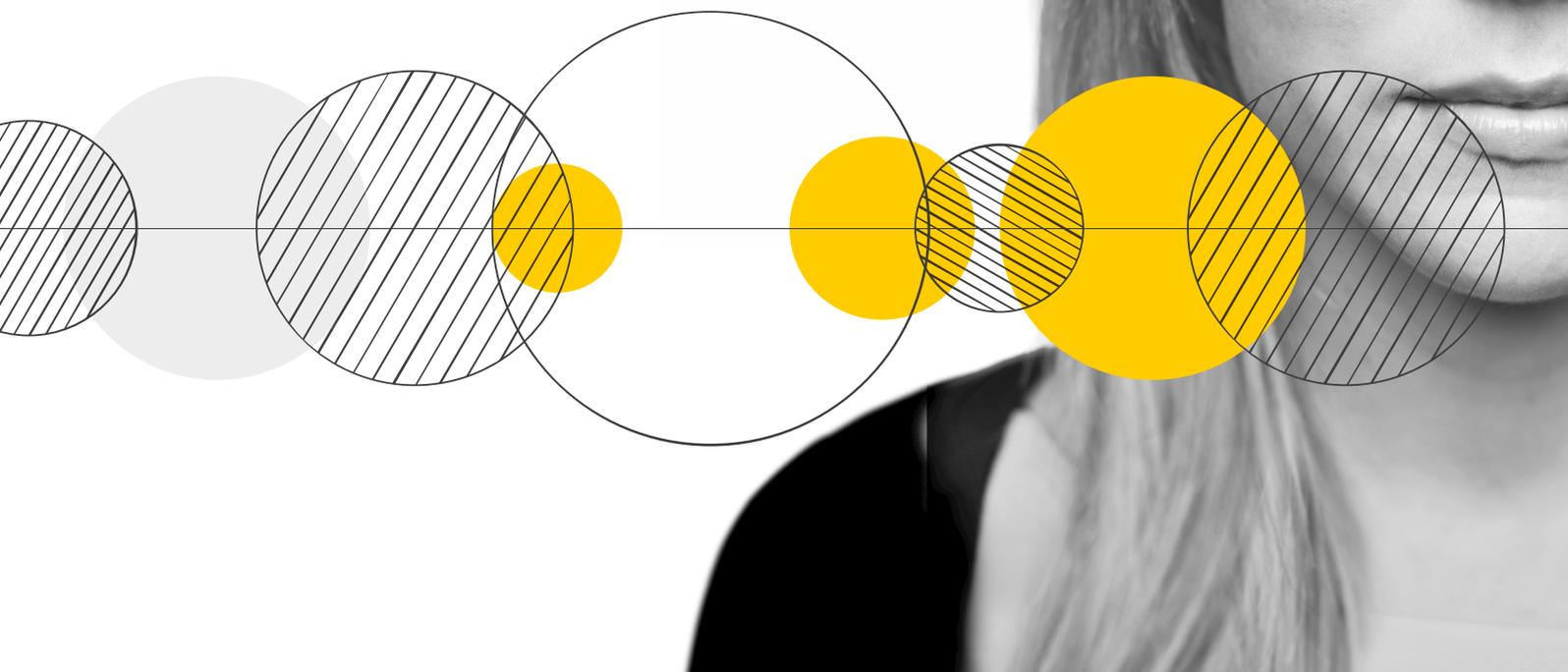




2015-16 Application

WGEA Employer of
Choice for Gender Equality

University of Wollongong



Introduction

The WGEA Employer of Choice for Gender Equality citation is designed to encourage, recognise and promote active commitment to achieving gender equality in Australian workplaces.

This document is a record of the responses your organisation has provided in your WGEA Employer of Choice for Gender Equality citation application and the related responses from your compliance report for 2015-16.

The WGEA Employer of Choice for Gender Equality citation replaces the EOWA Employer of Choice for Women citation which, since its introduction in 2001, has succeeded in differentiating recipients by ensuring public recognition for their efforts in the area of equal opportunity for women in Australian workplaces.

Commencing in 2014, the new citation is strategically aligned with the *Workplace Gender Equality Act 2012 (Act)*, reflecting the change in focus of the legislation to promote and improve gender equality for both women and men, while recognising the historically disadvantaged position of women in the workplace. The citation is a leading practice recognition program that is separate to compliance with the Act, and applications are confidential.

This citation recognises that gender equality is increasingly critical to an organisation's success and is viewed as a baseline feature of well-managed and leading organisations. Research shows that groups with diverse perspectives and flexibility in thinking almost always outperform homogenous groups, leading to higher levels of creativity, innovation and organisational agility.

The criteria were developed in consultation with leading academics in workplace gender equality and current citation holders. They reflect the areas of focus of those organisations which have elevated gender equality as a business imperative, moving beyond compliance and leading the way with sustainable and measurable outcomes in gender performance.

The WGEA Employer of Choice for Gender Equality citation will provide recipients with significant differentiation in a competitive marketplace.

Used in recruitment and other promotional materials, the citation provides public recognition of an organisation's focus on gender equality, which supports its ability to attract and retain the best possible talent to build a high performance workforce and reduce the costs of employee turnover.

The citation is also an excellent driver of change within an organisation.

Criterion 1

Leadership, accountability and focus

Overview

This criterion assesses an organisation's overall strategies, policies and processes to achieve gender equality. It recognises that creating a workplace culture in which women and men are equally represented, valued and rewarded requires:

- leadership from the CEO, executive team and senior managers
- accountability for improvement through performance measures and
- organisational focus on this as a business priority.

This criterion considers the way an organisation reflects the following factors:

Leadership Leaders believe in, advocate for and role model gender equality and must set clear expectations for others to follow.

Accountability Accountability is embedded throughout the organisation. Results are often most effectively achieved when accountability is linked directly to remuneration outcomes.

Focus Gender equality is recognised as a priority within an organisation's overall operational strategy. Gender equality initiatives and desired outcomes are clearly articulated, measured and reported.

1. This prerequisite relates to question 1 in your compliance report.

1.1. If you have answered YES to question 1.10 ONLY in your compliance report (ie that you only have a formal policy and strategy in place in relation to gender equality overall), you must confirm that the overall gender equality policy and strategy covers all the areas in questions 1.1 to 1.8 of your compliance report (that is, recruitment, retention, performance management processes, promotions, talent identification/identification of high potentials, succession planning, training and development and resignations):

Yes, our overall gender equality policy and strategy covers all the areas in questions 1.1 to 1.8 in our compliance report

We answered YES to having individual policies and strategies in place for questions 1.1 to 1.8 in our compliance report

2. All managers in your organisation are required to entrench flexible working for their employees. Please confirm this occurs.

Yes, all managers are required to entrench flexible working for their employees.

2.1. Please provide details on how this occurs:

The University communicates clearly the flexible working conditions available to staff and provides training and resources so that both staff and managers can make the most out of these provisions.

The University of Wollongong (Academic Staff) Enterprise Agreement 2015 and University of Wollongong (General Staff) Enterprise Agreement 2014 both provide for flexible work practices and generous parental and family leave provisions.

Guidelines and resources (including the Manager's HR Tool-kit) are provided to both managers and staff to help them set up and maintain these provisions.

HR Advisors also provide one on one support to both Managers and Staff.

Managing Flexible Work Arrangements has now been added into the Senior Academic Leadership program and Leadership Program for Senior Professional Services Staff.

3. Your organisation must have a group, committee or council responsible for the implementation and oversight of your organisation's formal gender equality strategy or policies that support gender equality, with representation from senior management level or above. Please confirm this is in place:

Yes - please provide the name of the group/committee/council:

Workforce Diversity Reference Group

3.1. Please provide the job title of the Chair of this group/committee/council:

Vice Chancellor

3.2. Please list the job titles of all members (other than the Chair) of this group/committee/council:

Manager Staff Services

Research Strategy Leader, Global Challenges

Senior Lecturer, Geography & Sustainable Communities

Associate Professor, Chemistry

Aboriginal Employment Officer

Director, Research Services Office

Assistant Student Residence Manager, Kooloobong

Senior Lecturer, Engineering and Information Sciences

Assistant Dean (Education), Faculty of Science Medicine & Health

Rewards & Incentives Coordinator

Planning Officer, Deputy Vice Chancellor (Global Strategy)

Workforce Diversity Officer

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4. Your organisation's CEO (or equivalent) must be a visible champion of gender equality in the following areas. By providing information as requested, you are confirming each requirement has been met.

4.1. Your CEO (or equivalent) must have communicated your formal gender equality strategy/ies that support gender equality outlined in question 1, to all workers in the last 12 months. Please confirm this has taken place and provide details on how it occurred:

There was a recent (26 July 2016) article in the staff newsletter from the Vice-Chancellor, which requested all staff to review the Employment Equity and Diversity Management Strategy (which includes the formal gender equality strategy). It also expressed his ongoing commitment to gender equality, gender pay equity and requested staff to ensure their equity training is up to date.

An article in the staff newsletter UniVerse, dated 23 July 2015 and titled 'UOW Championing workplace equality and diversity' includes a statement from the Vice Chancellor which directs staff to the Employment Equity and Diversity Strategy.

4.2. Your CEO (or equivalent) must have made a statement in the last 12 months to all workers confirming she/he is committed to achieving gender equality in your workplace. Please provide the statement and information on how it was made:

See Q4.1 regarding the 26 July 2016 article declaring the VC's commitment to gender equality and gender pay equity. The article follows:

"

Our commitment to Gender Equality

This year the University has invested significantly in its equity initiatives. The Women of Impact Series, participation in the SAGE pilot, female participation at iAccelerate and academic female promotions initiatives are only a few examples of our recent achievements.

Our commitment to gender equality and gender pay equity are underpinned by our values and the current and previous strategic plans. We strive to be champions for inclusion because we know it will make UOW an even better place to work and study.

This year UOW will again apply to be recognised as an Employer of Choice for Gender Equality with the Workplace Gender Equality Agency.

Help us embrace gender equality by completing EO Online every two years and becoming familiar with the Employment Equity and Diversity Management Strategy.

"

Also, on our Employment Equality and Inclusion web page the Vice Chancellor states that "All people working at UOW should feel they are able to access and enjoy the same rewards, resources and opportunities regardless of whether they are a woman or man"

The article dated 5 July 2016 and titled Celebrating Women of Impact was circulated in the all staff Newsletter 'Universe'. In this article the Vice Chancellor comments that "Our challenge is to assess, review and change our organisational structures to ensure there is equality of opportunity for all genders across disciplines". "Gender equality is something I am committed to achieving here at UOW and I believe we are making great progress" The full article is detailed in 4.3

In another article dated 6 Nov 2015 and titled UOW A national leader in gender equality, the Vice Chancellor said " UOW has a proud history of gender equality and was committed to continually improving

the experience of its valued employees. he also said "Not only is gender equality critical to an organisation's success, it is also crucial for society as a whole" to see this article go to <http://media.uow.edu.au/releases/UOW205133.html>

4.3. Your CEO (or equivalent), or a member of your governing body/board, has made a public EXTERNAL statement in the last 12 months demonstrating her/his commitment to achieving gender equality. Please provide the statement and information on how it was made:

Our event titled Celebrating Women of Impact had the following media release on 5/7/16. The event was also covered by WIN local news with an article in the Illawarra mercury which can be reviewed at <http://www.illawarramercury.com.au/story/4015729/uow-celebrates-its-41-women-of-impact/?cs=12>

"

Celebrating Women of Impact

Forty-one outstanding academic women from UOW have been recognised for their achievements, from solving complex world challenges to advancing knowledge in fast-moving industries.

Deputy Vice-Chancellor (Research and Innovation) Professor Judy Raper officially launched the UOW Women of Impact, an initiative celebrating the work of outstanding women at UOW, on Tuesday 5 July.

"The women we have profiled undertake research and teaching that is having 'real-world' impact: they are contributing new knowledge, innovative techniques and ideas, and outstanding graduates to society," Professor Raper said.

"Every day I encounter tenacious, capable and intelligent women who are working hard in teaching, research and administration to deliver results and fulfill their career dreams. It's inspiring."

The UOW Women of Impact initiative is part of the UOW Impact series, which began last year with the launch of 40 Years of Research Impact.

Areas of study range from the prevention and management of type 2 diabetes, gender politics in remote indigenous communities, the effects of cannabis on the brain and the conservation of marine ecosystems.

UOW Women of Impact is inspired by the Science in Australia Gender Equity (SAGE) pilot and a number of other initiatives the University is undertaking to review, assess and improve gender equality.

UOW Vice-Chancellor, Professor Paul Wellings, CBE, said initiatives such as the UOW Women of Impact aim to recognise the outstanding contribution that is being made by women throughout the organisation.

"The number of women filling roles as science PhD graduates and early career researchers at the University of Wollongong is higher than the national average," Professor Wellings said.

"Our challenge is to assess, review and change our organisational structures to ensure there is equality of opportunity for all genders across disciplines.

"Gender equality is something I am committed to achieving here at UOW and I believe we are making great progress."

The UOW Women of Impact event included talks by Dr Xiaoqi Feng and Dr Helen McGregor, as well as the launch of a Women of Impact publication.

Photo shows Associate Professor Melanie Randle, an expert in social and non-profit marketing, particularly in the areas of volunteering and foster care.

"

To review a live copy of this article go to <http://media.uow.edu.au/releases/UOW217666.html>

4.4. Your CEO (or equivalent) must have made a statement in the last 12 months to all workers within the organisation declaring her/his commitment to gender pay equity. Please provide the statement and information on how it was made:

Responses to 4.1 and 4.2 also include specific references regarding the Vice Chancellor's commitment to gender pay equity.

On the internal Employment Equity and Inclusion web page includes the following comment

"

UOW's Vice-Chancellor has expressed his commitment to gender equality and gender pay equity. Gender Equality will be a priority for us in 2016 and we will be making changes to become a leader in this area. UOW meets its legislative requirements by submitting annual reporting to the Workplace Gender Equality Agency each year. In 2016 UOW will apply for the 'Employer of Choice for Gender Equality' (EOCGE) citation. The process is a stringent one. EOCGE criteria and the UOW submission are available for your review. .

"

At UOW, the gender pay gap comes about because of participation rates at various levels. There have been many articles with quotes from the Vice Chancellor in the last 12 months which express his commitment to gender pay equity through increasing the participation rates of women at higher levels. For example 23 July 2015 UOW championing workplace equality and diversity "Since I shared with the University community my commitment to gender equality we have formed a Workforce Diversity Reference Group (WDRG) to advise on equity matters including the gender pay gap, which I am equally committed to.

For more articles, generally talking about the progression of women to address participation rates at senior levels, see the following:

16/9/15 Women in science supported with new gender equity pilot "...commitment to advancing women's careers in these traditionally male-dominated disciplines"

22/2/16 Boost for gender equity as molecular masters move up the ranks
<http://media.uow.edu.au/news/UOW210402.html>

6/11/15 UOW a national leader in gender equality <http://media.uow.edu.au/releases/UOW205133.html>

4.5. Your CEO (or equivalent) must actively promote flexible working arrangements. Please provide details on how she/he does this:

The Vice Chancellor's personal message on the Employment Equity and Inclusion web page, which is central to providing relevant policies and guidelines for flexible work practices, states "The University of Wollongong is committed to developing a workplace culture which supports the work/life needs of a diverse workforce. It recognises the need for staff to be able to balance and integrate their work and other life responsibilities by providing options on a permanent or temporary basis. Such work practices include flexi-

time, permanent part time work, job sharing, provision of childcare and leave such as parental and carers leave. Workplaces can be made more flexible through the way jobs are designed, in how work is organised and by having supportive and understanding staff and managers."

In a November 2015 article titled UOW a national leader in gender equality the Vice Chancellor states "At UOW we already have a range of strategies in place to achieve gender equality and we are committed to continual improvement". Other policies, strategies and initiatives that UOW actively promotes in order to enhance gender equality include mentoring workshops, targeted development programs, flexible work arrangements (such as part-time and job sharing) generous paid parental leave and on campus child care facilities.

An article written in July 2016 profiling a male staff member taking parental leave included the following comments from the Vice Chancellor:

UOW Vice-Chancellor, Professor Paul Wellings, CBE, says the University has a wide range of strategies and initiatives in place that are working towards achieving gender equality.

"Our generous parental leave is available to both genders and we ensure flexible work arrangements are offered where possible," Professor Wellings said.

4.6. Please provide details on how your CEO (or equivalent) role models flexible working within the organisation:

1. The Vice-Chancellor has set the start time for the main weekly senior management advisory committee, which he chairs, as 9.30am, and other committees and meetings that he chairs are generally well within the 9am-5pm time span.
2. He expresses the view that it is 'normal' for managers to facilitate their staff adjusting their work hours to attend important functions for their family members.
3. He allows staff in his unit to feel comfortable about their children coming into the workplace.
4. He openly speaks about supporting his wife to attend to family commitments away from the local area.
5. He has organised the executive assistants in his office to work as a team to accommodate variable start and finish times as well as other outside work commitments.
6. He has lead the application for the EOCGE and participation in the Athena Swan SAGE pilot in Australia.
7. The University has also actively engaged with the NHMRC regarding women in Science, Technology, Engineering, Mathematics & Medicine.

4.7. Your CEO (or equivalent) must either chair the group, committee or council responsible for the implementation and oversight of your organisation's formal gender equality strategy that supports gender equality as outlined in question 1, OR has direct involvement with your organisation's gender equality programs. Please provide details on what she/he does in this regard:

The Vice Chancellor is Chair of the Workforce Diversity Reference Group (WDRG)

4.8. Please provide details on whether your CEO (or equivalent) participates in external knowledge sharing and public advocacy on gender equality and include the details of that participation. If your CEO (or equivalent) does not participate in these types of forums/advocacy, please explain why:

The VC takes every opportunity to communicate and promote gender equality for those attending the University of Wollongong (both staff and students). As a member of the Universities Australia group – the latest media release, that all Vice-Chancellors at Australian Universities support, can be found at:

<https://www.universitiesaustralia.edu.au/Media-and-Events/media-releases/Universities-welcome-greater-support-for-women-in-STEM#.V3CQoU1f2Uk>

During the white ribbon campaign, the Vice-Chancellor further demonstrated his personal commitment to gender issues by featuring in a local TV advertisement where recognizable community leaders pledge to not tolerate violence towards women.

Gender Equality and Diversity are included in our statement of core capabilities which is shared when he travels and visits other Universities/Institutions.

The Vice-Chancellor continues to contribute to knowledge sharing and feedback to the National Health and Medical Research Council regarding requirements mandated to demonstrate active gender equality initiatives in tertiary sector research.

The Vice-Chancellor participates in Universities Australia meetings and discusses gender equality requirements and achievements.

This calendar year the Vice-Chancellor has promoted our gender equality strategy at the following external events:

7/4/16 International Alumni event in San Francisco

19/4/16 Alumni Law Leaders Dinner, Sydney

18/5/16 Alumni Leaders event, Sydney

23/6/16 Community College of City University Staff Awards, Hong Kong

19/7/16 iAccelerate Official opening

The acting Vice-Chancellor will similarly speak at the 'Boosting Women in STEM' conference later this year.

4.9. Please confirm the following (two options must be selected, ie either of the first two options AND the third option):

Our organisation's current CEO (or equivalent) has been interviewed previously for the EOCGE citation.

Our organisation's current CEO (or equivalent) has not been interviewed previously for the EOCGE citation and will participate in a 15 minute telephone interview with a senior advisor from WGEA.

Your CEO (or equivalent) has/will advise all staff that your organisation is applying for the EOCGE citation.

4.10. If there are other ways in which your CEO (or equivalent) demonstrates her/his commitment to gender equality, please provide details:

The Vice Chancellor demonstrates his commitment to gender equality by including messages regarding his passion to improve and meet the challenge of gender equality in the many of the events he speaks at internal and external. Evidence of these can be seen in Q's 4.8 for external events and the listing below for where the Vice-Chancellor has promoted our gender equality strategy at internal events:

4/2/16 UOW Council Dinner-Strategic Plan Refresh & Stock take report discussions

9/2/16 UOW Induction welcome to new staff

10/2/16 Launch of Head of School Senior Academic Leadership Program

18/3/16 Bega Campus SIM Lab Opening

7-8/7/16 UOW Planning retreat

At the initiation of the VC, the University of Wollongong has become one of the first Universities in Australia

to take part in the Science in Australia Gender Equality (SAGE) pilot program based on the UK program Athena SWAN to help further the careers of academic women in Science, Technology, Engineering, Science, Maths and Medicine.

The values of the University include 'Mutual respect and the promotion of equity and social justice' and a goal in our strategic plan is "Promote a safe and supportive workplace where our distinctive values of collaboration, teamwork, equity diversity and inclusive practices thrive".

Our Workforce Diversity Management Strategy flows from these values and goals to support gender equality at our core.

- 5.** Your organisation's gender equality strategy is incorporated into your broader business strategy and planning process. Please confirm this is the case.

Yes

- 6.** Your organisation must evaluate its progress against your gender equality strategy at least every two years in the following ways. Please confirm this occurs (both options must be selected):

Tracks progress against gender equality strategy internally

Reports progress against gender equality strategy to the governing body/board and key management personnel

6.1. In addition to question 6, does your organisation report on the progress of its gender equality strategy to its workforce AND externally at least every two years?

Yes

No

- 7.** This prerequisite relates to questions 2 and 2.3 in your compliance report which you have already answered so no additional responses are required.

- 8.** Does your organisation have control over other governing bodies/boards and have control over appointments to those governing bodies/boards?

Yes

Not applicable because this organisation does not have control over other governing bodies/boards

Not applicable because this organisation does not have control over appointments to the other governing body/board appointments over which it has control

- 9.** Please indicate whether any of the following are included in your (or other governing bodies/boards over which your organisation has control) formal selection policy or strategy (if your organisation does not have control over other governing bodies/boards, please select 'Not applicable'):

Identifying a potential female talent pool from which new members can be selected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
Analysing potential gender biases in the selection criteria and appointment process, for example, considering the requirement to have past governing body/board experience	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
A targeted succession plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable

9.1. Please provide details of any other inclusions in your formal selection policy or strategy for governing body/board appointments that are designed to promote gender equality:

Council and its Nominations Committee has control over 47% of the members appointed by Council or recommended for appointment by the Minister. The remainder are elected or appointed by role. For appointments where it has control, the committee will have regard to diversity and the development of a wide range of skills and backgrounds within council membership. Council will also have regard to gender equality when considering appointments. A gender target for female Council appointed members (40%) has been set and the relevant instrument allows council to take action over the appointments that it can influence to increase female participation on Council.

Currently 47% of the total Council membership is female. Of the 8 members appointed by Council or nominated for appointment by the Minister, 37.5% are female.

In addition, when asked to advise on the composition of other entity boards, the University emphasises the need for gender equity in board membership.

- 10.** Does your organisation have a procurement plan or policy that requires suppliers to have a policy or strategy which includes gender equality principles?

- Yes
 No

11. Your organisation must analyse its systems and processes to identify gender bias in decision making in relation to the following. Please confirm this has occurred in all these areas by ticking all options below:

- Recruitment
- Training and development
- Promotions
- Talent identification/identification of high potentials
- Succession planning

11.1. Provide details below of any other areas where your organisation analyses its systems and processes to identify gender bias in decision making:

1. Review gender distribution of staff who utilize study allowance
2. Review gender distribution of staff who utilize study time
3. Attraction and Retention Allowance gender profiling
4. Strategic Retention Planning gender profiling of high performers, leadership targets, development targets and project key performers
5. Review of performance by gender, employee classification and unit

Please note that while succession planning is covered in relevant strategy and analysed at the business unit level, it is informal. The organisation has no formal succession planning policy.

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- 12.** Your organisation must take action to eliminate gender biases identified in the analysis of your systems and processes and monitor and measure improvements and progress. Please provide details of actions taken:

The On-line Managing Unconscious Bias Program introduced in 2016 is promoted to all staff through the Staff Development Calendar.

Key aspects of gender analyses undertaken are reported to the Workforce Diversity Reference Group. Areas reviewed include Recruitment, Resignations, Training and Development, Promotions and participation.

Staff selection Techniques training addresses bias in the recruitment process and how to address it.

Additional training is provided for female applicants for promotion. Committee training also addresses bias and equity in the consideration of applications.

We participate annually in Industry benchmarking of staff retention, promotion and staff profile by gender.

In 2016 we undertook an analysis of performance by gender, for employee level and Faculty.

All continuing and fixed term staff must undertake EO Online training every 2 years.

An on-line resource titled the Managers HR tool kit, provides information for managers to help them manager flexible arrangements and diversity.

'Pledge for Parity' was the 2016 theme for International Women's Day, encouraging everyone to take a concrete step to help achieve gender parity. UOW Chancellor, Ms Jillian Broadbent, AO, was our guest speaker at the 2016 IWD Breakfast.

- 13.** Your organisation must analyse and compare the results of performance appraisals by gender. Please confirm this occurs.

Yes

- 14.** Your organisation must analyse its promotions data by gender to compare how many female and male managers and non-managers, part-time and full-time, were promoted in the last 12 months. Please confirm this analysis has taken place?

Yes

15. Your organisation must analyse the number of resignations by gender to compare how many female and male managers and non-managers, part-time and full-time, resigned in the last 12 months. In the analysis of resignations, you must have:

i) assessed whether females and males are leaving your organisation at comparable rates

ii) assessed whether there are any differences between why females and males leave your organisation

iii) taken actions to address issues identified.

Please confirm all of the above has taken place?

Yes

16. Is remuneration linked to gender equality outcomes for the following categories of managers?

Key management personnel only

All managers (including key management personnel)

No

Criterion 2

Learning and development

Overview

This criterion assesses an organisation's learning and development strategies, policies and processes aimed at building capability throughout the organisation, as well as having career development and leadership programs in place for women and men.

- 17.** Your organisation must have a policy or strategy that includes learning and development (including leadership and/or career development training) for women and men. Please confirm this is in place:

Yes

- 18.** Your organisation must include learning and development in the annual performance and development plans of all workers. Please confirm this is included:

Yes

19. Your organisation must track how many women and men have participated in the following forms of learning and development in the past 12 months to ensure there is gender equality in accessing learning and development. Please confirm this has occurred by ticking both options below:

- Leadership development training/education
- Career development training/education

19.1. Does your organisation track how many women and men have participated in the following forms of learning and development in the past 12 months to ensure there is gender equality in accessing training and development?

Formal sponsorship or mentoring program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Formal succession plan	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Women's leadership networks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

19.2. Please provide details of any other forms of learning and development where your organisation tracks the number of women and men who have participated:

The University tracks gender wherever attendance is recorded at learning and development events. This includes nearly all internal training and events and external training where employees provide the required information to be recorded on their personal training records.

No formal succession planning exists but in our strategic retention planning we identify leadership potential by gender and track this along with high performers and other strategic retention targets. This tracking helps to ensure an equitable approach to career development and preparation for promotion.

20. Please indicate if your organisation provides training/awareness programs on gender equality to:

- Managers only
- All workers (including managers)
- Other, provide details:

Criterion 3

Gender remuneration gap

Overview

This criterion assesses an organisation's policies, strategies and processes to address gender remuneration equity and show progress in closing any gender remuneration gaps over time.

Gender remuneration gaps can occur either at a like-for-like and/or on an overall organisation-wide basis as explained below.

Like-for-like gender remuneration gaps

Like-for-like gaps are pay gaps between women and men undertaking work of equal or comparable value (comparing job to job at the same performance standard), for example, comparing two senior engineers in the same organisation.

Overall organisation-wide gender remuneration gap

The organisation-wide gender pay gap is the difference between the average remuneration of women and the average remuneration of men across the organisation.

This gap is largely due to occupational segregation where men are often in higher paid roles and women in lower paid roles. This can reflect a range of structural and cultural barriers that inhibit women from undertaking higher paying roles, including gender stereotypes about 'men's work' and 'women's work' and the undervaluing, hence underpayment, of work traditionally carried out by women.

An analysis that assesses the value of roles in terms of skills, knowledge, responsibility, effort and working conditions, often reveals that female-dominated roles are undervalued when compared with roles of similar skills, knowledge, responsibility, effort and working conditions that are traditionally held by men. When this analysis is carried out, and action is taken to appropriately remunerate work of equal or comparable value (rather than just within the same occupational level), it can have a positive impact on closing an organisation's overall gender remuneration gap.

Closing the gender remuneration gap requires organisations to take a multi-faceted approach, which is captured in each of the elements of this criterion.

21. This prerequisite relates to questions 3, 3.1, 3.2 and 3.3 in your compliance report which you have already answered so no additional responses are required.

21.1. Is your organisation's CEO (or equivalent) a WGEA Pay Equity Ambassador?

- Yes
- No

22. This prerequisite partly relates to questions 4 and 4.01 in your compliance report. Additionally, please confirm that your gender remuneration gap analysis has been undertaken on a like-for-like and an organisation-wide basis:

- Yes

23. Your organisation's gender remuneration gap analysis must include analysis of the following aspects of remuneration by gender. Please confirm this has occurred by ticking all options below:

- Base salary
- Total remuneration
- Starting salaries

23.1. Please indicate if your organisation's gender remuneration gap analysis includes any of the following:

Annual salary increases by gender	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Salaries on promotion by gender	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

23.2. If your remuneration gap analysis includes other areas not covered above, please provide details:

In July 2015, using the Mercer tool provided by WGEA, we undertook a comprehensive Gender remuneration gap analysis by Employment status (all organisation) and Job grade (all organisation). We also reviewed business units by job grade, including Human Resources Division, School of Civil, Mining & Environmental Engineering, Facilities Management Division, Financial Services Division, Information Management and Technology Services Division, Learning Teaching and Curriculum Unit, Library, School of Mechanical Materials and Mechatronics, Research & Innovation Division, School of Accounting Economics and Finance, School of Chemistry, School of Computer Science and Software Engineering, School of Earth & Environmental Sciences, School of Education, School of Information Systems & Technology, School of Mathematics & Applied Statistics, School of Medicine and the School of Nursing.

In 2016, so far we have completed an analysis for the entire organisation and separate analyses for academic and professional services staff. A more comprehensive analysis is planned for August 2016.

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- 24.** This prerequisite relates to question 4.1 in your compliance report which you have already answered so, unless you selected "No unexplainable or unjustifiable gaps identified" which requires additional information in question 24(a), no additional responses are required.

24(a). If you selected "No unexplainable or unjustifiable gaps identified" to whether you have taken actions as a result of your gender remuneration gap analysis in your compliance report, please provide details on how you came to this conclusion and why any gaps are explainable or justifiable below:

24.1. Has your organisation conducted leadership and/or career development training as an action to address any gender remuneration gaps identified through your analysis?

- Yes
 No

- 25.** Women and men on primary carer's leave must be included in your organisation's annual reviews of salaries and annual bonus payments. Please confirm this occurs:

- Yes

- 26.** Does your organisation make superannuation contributions to workers on paid primary carer's leave?

- Yes
 No

- 27.** Has your organisation conducted a formal gender inclusive job evaluation and grading process to ensure jobs are fully and fairly described without gender bias?

- Yes
 No

- 28.** Has your organisation undertaken a skills evaluation of award-based occupations in your organisation in the last three years, using a formal process such as the "Spotlight tool for job evaluation"?

- Yes
 No
 Not applicable because there are no award-based occupations in the organisation

Criterion 4

Flexible working arrangements and other initiatives aimed at supporting women and men including for those with family or caring responsibilities

Overview

This criterion assesses an organisation's policies, strategies and processes to encourage the use of flexible working arrangements¹ for women and men at all levels of the organisation.

This criterion recognises that access to, and utilisation of, flexible working arrangements – for both women and men - drive gender equality for individuals in combining their work and caring responsibilities.

It enables those with caring responsibilities to remain in the paid workforce and continue to have opportunities for growth, development and promotion.

Parental leave

Any government scheme that funds parental leave at the full salary of all workers for at least eight weeks (minimum requirement for the citation) will mean the prerequisite for employers to pay parental leave for primary carers will be met.

Employers will be expected to meet any prerequisites not included in a government funded scheme. For example, if a cap on payments under a government funded scheme is introduced, Employers of Choice for Gender Equality will need to pay the eight weeks of parental leave to those primary carers excluded from the government funded scheme.

WGEA will advise employers what is expected if and when changes to the current government funded scheme comes into effect.

¹ Definition of flexible working arrangements is "the ability of workers to make choices influencing when, where and for how long they engage in work-related roles" (Hill, Grzymacz, Allen, Blanchard, Matz-Coast, Shulkin and Pitt-Catsouphes, 2008).

29. This prerequisite relates to question 10 in your compliance report which you have already answered so no additional response is required.

30. 30 & 31. Your organisation must provide a minimum of eight weeks employer funded paid parental leave for primary carers who are permanent employees (at full pay). The eligibility period to access your employer funded paid parental leave for primary carers (of eight weeks), and secondary carers must be 12 months or less. Please confirm these provisions are in place:

YES, the eligibility period to access eight weeks of employer funded paid parental leave for primary carers, and to access secondary carer's leave, is no more than 12 months. Please provide details on what the eligibility period is:

A permanent or fixed term staff member shall be entitled to Parental Leave options (primary and secondary carers) if they have completed at least 40 weeks continuous paid service with the University prior to the commencement of any Parental Leave. Permanent and fixed term academic staff who are not entitled to Parental Leave may make an application for leave without pay which will be dealt with on a case by case basis.

32. Does your organisation require workers to return from parental leave to access any component for the employer funded parental leave payment?

Yes

No

33. There must be no requirement for a worker to reimburse any portion of their employer funded paid parental leave regardless of whether or not they return from parental leave. Please confirm this is the case:

Yes

34. Your organisation must actively encourage men to take parental leave. Please provide details on what is done in this regard:

A recent article titled 'Pioneering Parental Leave equality' profiles a male staff member's parental leave experiences and plans. The article was designed to further promote the take up of parental leave provisions by male staff.

The Vice-Chancellor is specific in mentioning that employment benefits are for all staff, in his personal message on the gender equality section of the Employment Equality & Inclusion web page. On the same page staff are advised that staff of all genders have equal access to 'maternity leave' and 'maternity leave bonus' as well as other parental leave provisions.

An article in the all staff newsletter 'Universe' advised staff when this benefit was introduced equally to all genders in July 2015 and asked all managers to make sure they were familiar with the relevant strategy.

35. This prerequisite relates to question 7 in your compliance report which you have already answered so no additional response is required.

36. This prerequisite relates to questions 11 through to 11.2 in your compliance report which you have already answered so no additional responses are required.

37. Your organisation must have a keep-in-touch program or process in place for workers on paid and unpaid parental leave. Please confirm this is in place:

Yes

38. Your organisation must have on-boarding support for workers returning from primary carer's leave. Please confirm this is in place:

Yes

39. Your organisation must track the number of women and men returning from parental leave. Please confirm this occurs:

Yes

40. Your organisation must consider workers on parental leave (paid and unpaid) for promotion. Please confirm this occurs:

Yes

40.1. Does your organisation track promotions of women and men in the following ways?

The number of women and men promoted during parental leave (paid or unpaid)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The promotion rate for employees who are pregnant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The promotion rate of employees who are working flexibly (including part-time) on return from parental leave	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- 41.** This pre-requisite relates to question 8 in your compliance report which you have already answered so no additional response is required.

41.1. Does your organisation track the number of women and men exiting the organisation (including dismissals and redundancies) in the following circumstances?

Within one year after returning from parental leave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
One to two years after returning from parental leave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Those who are working flexibly (including part-time) on return from parental leave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
In the case of women, when pregnant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- 42.** Your organisation must seek to understand the reasons why workers do not return from parental leave and whether the reasons are related to any of the gender equality indicators. Please confirm this occurs:

Yes

- 43.** Your organisation must track the reasons women and men who return from parental leave do not return to their original role and to which role they return. Please confirm this occurs:

Yes

- 44.** This prerequisite relates to questions 9 and 9.1 in your compliance report which you have already answered so no additional response is required.

- 45.** This prerequisite relates to question 14 in your compliance report which you have already answered so no additional response is required.

46. Your organisation must actively promote flexible working arrangements to both women and men. Please provide details of how this is done:

The staff intranet site explains the types of leave available and the Enterprise Agreements are freely available on-line and detail flexible working provisions.

HR Advisors assigned by area, are available to staff and managers to discuss, implement and manage these provisions.

Articles in the all staff newsletter raise the awareness of staff regarding policy, strategy and provisions including the July 2016 article 'Pioneering Parental Leave equality' discussed in Q 34.

The Employment Equity and Inclusion web site includes statements regarding equality of access to flexible working arrangements including maternity leave and maternity leave bonus. This also includes a personal message from the Vice Chancellor advising the same benefits are available to both men and women.

47. Your organisation must support managers in how to manage flexible working arrangements. Please tick the boxes below to confirm this has taken place in the following ways:

- Providing educational materials
- Training for all managers

47.1(a). Please provide details of the educational materials your organisation makes available to support managers on how to manage flexible working arrangements:

On-line 'How to' guides for staff and managers considering flexible arrangements, consisting of flow charts.

The Managers HR Toolkit is a resource available for managers where they can access useful information about their responsibilities and how to be an effective manager including establishing and managing flexible work arrangements.

On line resources are also available regarding keeping in touch and returning from maternity leave including flexible options and leave entitlements.

The work/life balance web page details the range of provisions available.

Training regarding the application of flexible working has been included in senior manager training.

47.1(b). Please provide details of the training that is in place for managers on how to manage flexible working arrangements:

This is included in all of the leadership programs that we deliver. In addition we are looking at developing a Manager's HR101 style course in the next year.

Leadership programs include Senior Academic Leadership program and Leadership Program for Senior Professional Services Staff.

47.2. Please provide details of other ways your organisation supports managers in managing flexible working arrangements:

HR Advisors are available for all staff and managers.

The intranet site includes guidelines for all staff and managers, including a how to approach to establishing and managing flexible work arrangements.

48. This prerequisite relates to question 12 in your compliance report which you have already answered so no additional response is required.

Criterion 5

Employee consultation

Overview

This criterion gives an indication of an organisation's culture in relation to gender equality using feedback from workers via anonymous survey questions.

Organisations must undertake consultation with their workers, verifying that the experience of workers points to a workplace culture that actively supports and promotes gender equality. WGEA will be looking for evidence that the employee experience reflects the content of the organisation's WGEA Employer of Choice for Gender Equality application.

This criterion recognises that effective consultation with workers has been associated with:

improved team effectiveness

increased employee satisfaction and motivation and decreased employee stress by enhancing workers' feelings of control

improved employee psychological and physical well-being by being able to speak up when mistreatment has occurred

49. Your organisation must consult with workers on issues concerning gender equality in the workplace by means of an employee survey and this must have been undertaken in the past two years. Please confirm this has occurred:

Yes, this organisation's survey was conducted on (provide details of the date):

8 June 2015

49.1. Please confirm that the survey you used to consult with all workers facilitated anonymous participation:

Yes

49.2. Please confirm that the survey your organisation conducted used a five point scale and the questions were either the three below or alternatives that were comparable to, and aligned with, the intent of these questions. (If you have used alternatives, approval must have been sought from WGEA to ensure they are aligned.)

Survey questions:

Question 1: "My immediate supervisor/manager genuinely supports equality between women and men."

Question 2: "I have the flexibility I need to manage my work and caring responsibilities."

Question 3: "In my organisation sex-based harassment is not tolerated."

Yes, the above three questions were included in this organisation's employee survey

Yes, alternative questions to the three above were used in this organisation's employee survey and approval was given by WGEA for their use.

49.2(a). Where alternative questions were used, please provide the questions below:

We went beyond the basic questions to explore additional views.

WGEA modified questions to include all genders:

Q1 My immediate supervisor/manager genuinely supports equality between all genders

Q2 I have the flexibility I need to manage my work and caring responsibilities

Q3 In my organisation sex-based harassment is not tolerated

Additional questions included:

My immediate supervisor/manager supports family friendly work practices

Work/life balance issues are taken into account when scheduling meetings/events within my work unit

My supervisor/manager is skilled at assessing performance relative to opportunity, taking this into account in performance assessments regardless of gender

There is equal access to flexible working arrangements such as part-time work for all staff regardless of level of seniority

There is pay equity for staff members regardless of gender

There is equal access regardless of gender to Professional Development initiatives such as training programs, networking and mentoring Response

I was able to negotiate suitable flexible arrangements with my immediate supervisor/manager for my return to work after a period of parental leave

There were adequate facilities to allow me to breastfeed or express to enable me to return to work

The availability of childcare at Kids Uni (UOW main campus) or South Coast Workers Childcare Centre was a key enabler of my return to work

Please tell us one thing that UOW could do to improve its gender equality performance and/or reputation

49.3. SURVEY METHOD: What survey method did your organisation use?

- A pulse survey
- The questions were incorporated into an existing survey (eg a biennial employee engagement survey)
- The survey questions were asked as part of an existing process for example via other confidential feedback mechanisms (provide details):

Other (provide details):

Survey Monkey, Supplemented by Voice Survey project

49.4. SAMPLE SIZE: please confirm either of the following:

- All workers were given an opportunity to complete the survey, or;
- The survey was administered to a statistically significant and representative sample of workers.

49.5. RESPONSE RATES: your organisation's survey sample is considered representative if you have either:

i) obtained 400 or more responses, OR

ii) where samples of less than 400 are collected, you have achieved a response rate of 60% of your workforce, and the sample is comparable to your employee profile for age and gender distributions.

Please indicate below which response rate option applies to your organisation:

- 400 or more survey responses were received
- Less than 400 survey responses were received, but a response rate of at least 60% of our workforce was obtained, and the sample is comparable (within 2.5 percentage points above and below) to the employee profile by gender and age of our organisation
- This organisation, despite following the required methodology as stated above, was unable to achieve the desired response rate

49.6. ANALYSIS: Please confirm that your organisation has analysed its survey responses by gender:

Yes

49.7. RESULTS: Your organisation needs to have analysed ALL responses received to its employee survey (including 'not sure') and achieved an agreement threshold of at least 65% 'agree' or 'strongly agree' on the above three questions asked, OR achieved an agreement threshold above the industry norm for the survey tool used. (Refer to page 24 of the Criteria and guide to citation document for instructions on calculating the level of agreement to the survey questions.)

Indicate below what agreement threshold was achieved:

- Analysing all responses received, an agreement threshold of at least 65% agree or strongly agree was reached on the three questions above
- Analysing all responses received, an agreement threshold above the industry norm for the survey tool used was achieved

Neither of these thresholds was reached. We have contacted WGEA to discuss why these thresholds were not achieved and have been advised that we remain eligible to apply for the EOCGE citation.

49.8. RESULTS: In the text box below, please provide the results of your survey, including the gender breakdown of responses for each of the three questions asked. If an agreement threshold above the industry norm for the survey tool used was achieved, please also include what the industry norm is and the survey tool used. Examples have been provided below so it is clear what information is required to be provided:

Example 1: Number of survey responses is 400 or more:

- 500 survey responses received: 200 female; 300 male

- The level of agreement reached is 74% ('agree': 160 + 'strongly agree': 210 = 370 / 500 (total number of employees) = 74%.

Example 2: Number of survey responses is less than 400:

- 140 survey responses received: 40 female; 100 male.

- Number of employees in workplace is 230; therefore a response rate of 60% of our workforce has been achieved.

	Male	Female	Total
Sample	306	496	805
Q1	85.9%	85.7%	85.5%
Q2	81.7%	79.4%	80.1%
Q3	86.0%	84.1%	84.6%

50. Where gender equality issues have been identified through the employee consultation process, your organisation must take action/s to address these issues. Please confirm this has occurred:

Yes

50.1. Please provide details of the actions that have been taken to address gender equality issues identified through your consultation process below:

Findings from the survey were reported to the Workforce Diversity Reference Group. This group will work to develop and in partnership with the Human Resources Division, implement organisation wide strategies to address these issues.

Including 'Managing flexible working conditions' into leadership training programs and on-line 'managing unconscious bias' have been our two biggest improvements this year.

Further work on the Athena Swan SAGE project will explore gender issues further, particularly in Science, Technology, Engineering, Maths and Medicine.

A new Diversity Officer has recently been employed to assist with gender equality initiatives.

51. Has your organisation made the EOCGE citation application (minus confidential remuneration data) available to all your workers?

Yes

No

Criterion 6

Preventing sex-based harassment and discrimination

Overview

This criterion assesses the way an organisation educates all workers (including casual and contract staff) on their rights and obligations regarding sex-based harassment and discrimination, with the aim of eliminating sex-based harassment and discrimination in the workplace and promoting an inclusive culture through education and skills-based training.

It recognises that sex-based harassment and discrimination in the workplace has significant impacts on an organisation. Notable are the reduced personal well-being and depression of those experiencing the harassment; increased absenteeism; reduced job satisfaction, organisational commitment and productivity; and increased employee turnover.

Not only do these factors lead to increased costs for individuals and organisations, they also have a significant impact on the engagement of women in work, the types of industries that are perceived to be appealing and the promotional opportunities for women.

52. This prerequisite relates to question 16 in your compliance report which you have already answered so no additional response is required.

53. For employers that indicated in question 16 of the compliance questionnaire that sex-based harassment and discrimination (SBH) prevention is covered in a workplace agreement, you must confirm that a SBH grievance process is in place in your organisation:

Yes, a SBH grievance process is in place

Not applicable because our organisation's grievance process is contained in a SBH policy and/or strategy

54. This prerequisite relates to question 17 in your compliance report which you have already answered so no additional response is required.

54.1. Please indicate the way/s in which this sex-based harassment prevention training for managers is conducted in your organisation:

Online	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Face to face	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Management meetings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Video presentations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

54.2. If you have answered 'No' to the training options in question 54.1, please provide details on the way/s in which sex-based harassment prevention training for all managers is conducted in your organisation (NB: an email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination, is NOT considered to be training):

55. Your organisation must provide workplace training for all workers on sex-based harassment and discrimination prevention, including contract and casual staff, at induction and at least every two years. (NB: an email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination is NOT considered to be training.) Please confirm this occurs:

Yes

55.1. Please indicate the way/s in which this sex-based harassment prevention training is conducted for all workers in your organisation:

Online	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Face to face	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Video presentations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

55.2. If you have answered 'No' to the training options in question 55.1, please provide details on the ways in which sex-based harassment prevention training for all workers is conducted in your organisation (NB: an email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination, is NOT considered to be training) :

56. Your organisation must not have had a judgment or adverse final order made against it by a court or other tribunal relating to sex-based harassment or discrimination in the last three years. Please confirm this is the case:

Yes

Criterion 7

Targets for improving gender equality outcomes

Overview

This criterion assesses whether an organisation has set specific, measurable, achievable and time-framed numerical targets where the representation of women in management and on its governing body/board is less than forty percent. This applies where a governing body/board exists, and where the organisation has control over its appointments.

WGEA's position on targets for women in leadership positions is based on the social context within which it operates, recognising the historically disadvantaged position of women in relation to employment and the ongoing impacts of this disadvantage. In the future, after consultation with the relevant sectors, the Agency may consider introducing targets for men in female dominated organisations.

In the meantime, employers may wish to consider implementing a target to increase the representation of men where their representation is less than 40% in leadership positions.

This criterion recognises that:

- Gender targets, like financial and operational targets, are an essential part of managing and improving business performance.
- The process of setting voluntary targets for gender composition throughout an organisation, then tracking, measuring and transparently reporting progress against those targets, promotes cultural and structural change, focuses efforts, embeds accountability and sends a strong message that gender representation is a central business issue.
- For employers who have already achieved 40% representation of women across all levels of management and on their governing body/board (where it exists and where the organisation has control over governing body/board appointments) they should track their numbers with a minimum goal being to ensure the representation of women does not drop below 40%.

57. This prerequisite relates to questions 2 through to 2.2 in your compliance report which you have already answered so no additional responses are required.

57.1. Where your organisation has control over other governing bodies/boards and has control over appointments to those governing bodies/boards, do you set numerical targets to improve the representation of women?

- Yes
- This is not required as the representation of women in these governing bodies/boards is at least 40%
- Not applicable because this organisation does not have control over other governing bodies/boards
- Not applicable because this organisation does not have control over appointments to the other governing body/board appointments over which it has control

58. Your organisation must have set numerical targets that include timeframes to improve the representation of women in management. Please confirm this has occurred:

- Yes, targets have been set
- Targets are not required as the representation of women across all levels of management is at least 40%, as detailed below:

58.1. In the table below, please indicate the targets and timeframes that have been set:

	Management level where target is set, eg KMP?	% Target?	Year target to be reached?
1	Female Professoriate (Level D, Level E, Dean & Executive Dean)- Council KPI	40	2020
2	Council members - members appointed by Council (Council elections guidelines)	40	2018
3			
4			

59. Your organisation must track and communicate its progress towards achieving targets to improve the representation of women in management in the following ways. Please tick the boxes to confirm this occurs:

Tracking progress internally

Reporting to the governing body/board and key management personnel.

This is not required as the representation of women across all levels of management is at least 40% as outlined in question 58

59.1. Does your organisation evaluate and/or report/communicate its progress towards achieving targets to improve the representation of women in management in either of the following ways (select one option):

Tracking progress and reporting internally to the governing body/board and key management personnel?

Tracking progress and reporting internally to the governing body/board and key management personnel and workforce, and reporting externally?

This is not required as the representation of women across all levels of management is at least 40% as outlined in question 58.

60. Where there is an under-representation of women in non-manager areas (less than 40%), has your organisation set numerical targets (that include timeframes) to improve the representation of women?

If a target has not been set because you have gender balance in all non-manager areas (40% or greater), no response is required, please proceed to question 61.

Yes

No

60.1. In the table below, please indicate the targets and timeframes that have been set:

	Area where target set, eg truck drivers?	% Target?	Year target is to be reached?
1	Academic Women (annual report)	50	2018
2	Professional Services Staff Women (annual report)	50	2018
3			
4			

61. Your organisation must set gender representation targets for internal recruitment and external recruitment shortlists (for managers and/or non-managers). Please confirm this has occurred:

Yes, targets have been set

No, targets are not required as the representation of women across all levels of management and non-management roles is at least 40%

61(a). In the table below please provide details of what the target is and what year it is to be reached (please note the '% target' field is mandatory. If you do not have a target please enter the number zero [0]).

	Managers		Non-managers	
	% Target?	Year to be reached?	% Target?	Year to be reached?
Internal recruitment short-lists	50	2018	50	2018
External recruitment short-lists	50	2018	50	2018

61(b). Has your organisation set gender representation targets for any of the following? Please complete the table below with the details of what the target is and what year it is to be reached (please note the '% target' field is mandatory. If you do not have a target please enter the number zero [0]).

	Managers		Non-managers	
	% Target?	Year to be reached?	% Target?	Year to be reached?
Talent identification lists	0		0	
Succession plans	0		0	
Career development and leadership training	0		0	
Retention	0		0	

Outstanding initiatives and/or innovation

WGEA invites you to voluntarily provide information on any outstanding and innovative initiatives in advancing gender equality that have been implemented in your workplace in the past two years. The type of information provided could include a description of: the workplace gender equality issue/s; the strategy/ies or plans to address the issue/s; the actions or activities that were implemented; the time-frame/s for achieving change, and the outcomes.

Championed by the DVC Research and Innovation, the UOW Women of Impact initiative has been developed to recognise and promote the outstanding research and teaching contributions of women at University of Wollongong. This initiative was launched on 5 July 2016 and details 41 Women of Impact. For more information go to <http://media.uow.edu.au/releases/UOW217666.html>

The University of Wollongong launched the Universities Australia 'Respect, Now, Always' campaign on 19 May. This is a sector-wide campaign to prevent sexual harassment and assault. The poster and social media campaign is underway across all UOW onshore campuses and will be repeated at the front end and during exam periods of each future semester.

The university's iAccelerate is a business incubator designed to support UOW students, staff and the greater Illawarra Community. As part of its core mission to create opportunities for the untapped potential of women to participate equally in all aspects of entrepreneurial endeavours, iAccelerate has actively engaged in delivering deliberate gender balance within the innovation ecosystem through events, key projects and strategy development. Proudly contributing to the University of Wollongong's gender equality strategy, almost half of iAccelerate's current start-up businesses have female founders compared to only 19% in the broader business community.

Female UOW Early Career Presentations to the Vice-Chancellor increased from 38% in 2015 to 66% in 2016.

The University became a founding member of the Australian Athena Swan SAGE pilot (2 years) which is committed to advancing the careers of women in Science, Technology, Engineering, Maths and Medicine employment in higher education research.

More than 50% of our staff and nearly half of our Senior Executive are women; UOW's Chancellor, Deputy Vice-Chancellor (Research and Innovation); Chief Administration Officer are females and represent a small group of female leaders in the sector.

A new pilot program that equips parents with the skills and support needed to advocate for their children is underway at UOW.

To provide support to parents of children with disabilities and contribute to a better work life balance for some, 'The Parent Room' is an eight-week program, designed and run by a multidisciplinary research team led by Dr Amy Conley Wright from UOW's Early Start Research Institute in collaboration with local not-for-profit community organisations CareSouth and Noah's Shoalhaven, prepares parents of children with disabilities for the National Disability Insurance Scheme (NDIS). From July 2016, the NDIS will be progressively rolled out in all states and territories (except Western Australia), with the Illawarra-Shoalhaven district receiving support from July 2017 and a view that the scheme will be fully up and running by 2020. Social welfare expert Dr Wright said the NDIS shifts allocation of

funding from programs to eligible individuals and service delivery from government to the private and not-for-profit sectors and hence, it is imperative that parents know how to advocate for their children in such a system. “The NDIS will mean that parents are now responsible for identifying and securing services for their children.” Following the completion of the program, Dr Wright and her team, which includes Dr Claire Manning, who is conducting the trainings, Dr Amanda Webster, Senior Lecturer in Special Education and Dr Jane Warren, Lecturer in Early Childhood who also runs a supported playgroup for children with additional needs, will evaluate the changes in participants’ empowerment, advocacy knowledge and skills, and service usage. They will also write a training manual so the program can be implemented around Australia

Appendix 1 – Copy of 2015-16 public report

2015-16 public report form submitted by University of Wollongong to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name	University of Wollongong
	ABN	61060567686
	ANZSIC	8102 Higher Education
Organisation details	Trading name/s	University of Wollongong
	ASX code (if relevant)	
	Postal address	Northfields Avenue WOLLONGONG NSW 2522 AUSTRALIA
	Organisation phone number	0242215114
Reporting structure	Ultimate parent	University of Wollongong
	Number of employees covered in this report submission	6,391
	Other organisations reported on in this report	

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	0	2	2
		Full-time contract	4	5	9
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	0	2	2
		Full-time contract	20	19	39

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	0	0
		Casual	0	0	0
Senior Managers	-3	Full-time permanent	61	144	205
		Full-time contract	31	46	77
		Part-time permanent	6	3	9
		Part-time contract	8	23	31
		Casual	0	0	0
Other managers	-4	Full-time permanent	85	60	145
		Full-time contract	34	44	78
		Part-time permanent	20	2	22
		Part-time contract	27	8	35
		Casual	0	0	0
Grand total: all managers			296	359	655

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	290	308	0	0	0	0	598
	Full-time contract	108	184	0	0	0	0	292
	Part-time permanent	97	15	0	0	0	0	112
	Part-time contract	78	44	0	0	0	0	122
	Casual	1,424	917	0	0	0	0	2,341
Technicians and trade	Full-time permanent	1	10	0	0	0	0	11
	Full-time contract	0	3	0	0	0	0	3
	Part-time permanent	3	1	0	0	0	0	4
	Part-time contract	1	0	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
Community and personal service	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

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	
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	224	81	0	0	0	0	305
	Full-time contract	50	9	0	0	0	0	59
	Part-time permanent	131	2	0	0	0	0	133
	Part-time contract	50	4	0	0	0	0	54
	Casual	1,085	594	0	0	0	0	1,679
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

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	
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Labourers	Full-time permanent	0	5	0	0	0	0	5
	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	8	2	0	0	0	0	10
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	4	3	0	0	0	0	7
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		3,554	2,182	0	0	0	0	5,736

Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

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

1.1 Recruitment?

Yes (you can select policy and/or strategy options)

Standalone policy

Policy is contained within another policy

Standalone strategy

Strategy is contained within another strategy

No

No, currently under development

No, insufficient human resources staff

No, don't have expertise

No, not a priority

1.2 Retention?

Yes (you can select policy and/or strategy options)

Standalone policy

Policy is contained within another policy

Standalone strategy

Strategy is contained within another strategy

No

No, currently under development

No, insufficient human resources staff

No, don't have expertise

No, not a priority

1.3 Performance management processes?

Yes (you can select policy and/or strategy options)

Standalone policy

Policy is contained within another policy

Standalone strategy

- Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

1.4 Promotions?

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

1.5 Talent identification/identification of high potentials?

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

1.6 Succession planning?

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No

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

1.7 Training and development?

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

1.8 Resignations?

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

1.9 Key performance indicators for managers relating to gender equality?

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff

- No, don't have expertise
- No, not a priority

1.10 Gender equality overall?

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

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

The UOW Employment Equity and Workforce Diversity Policy uphold the values set out in the UOW Strategic Plan. The policy also underpins the Employment Equity and Diversity Management Strategy and outlines the principles of managing diversity in the workforce. The principles are embedded in all aspects of worklife at UOW including recruitment, ongoing development and conduct. Various individual policies, strategies, procedures etc specifically incorporate gender equality.

1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Managers		Non-managers	
	Female	Male	Female	Male
NUMBER of appointments made	109	135	492	319

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

(‘Promotion’ means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

No cell should be left blank, please enter '0' (zero) where there is no data.

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	27	36	46	31
Permanent/ongoing part-time employees	1	0	3	1
Fixed-term contract full-time employees	7	8	11	16
Fixed-term contract part-time employees	2	0	2	1
Casual employees	0	0	0	0

1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)

No cell should be left blank, please enter '0' (zero) where there is no data.

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	5	14	31	12
Permanent/ongoing part-time employees	1	0	7	4
Fixed-term contract full-time employees	7	6	13	29
Fixed-term contract part-time employees	1	1	16	6
Casual employees	0	0	0	0

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

2 Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as “the board of directors, trustees, committee of management, council or other governing authority of the employer”.) For the purposes of reporting under the Act, this question relates to the ultimate or ‘highest’ governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.

- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity’s governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.

2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation’s governing body/board is the same as your parent entity’s governing body/board, you will need to enter your organisation’s name but the details of your parent entity’s governing body/board in the table below.

	Organisation	Gender and NUMBER of chairperson/s (NOT percentage)	Gender and NUMBER of other governing body/board members (NOT percentage)	% target for representation of women on each governing body/board	Year to be reached
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		F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1-100)	(in YYYY format; if no target has been set, leave blank)
01	University of Wollongong	1	0	8	9	40	2018
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							

15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

2.2 If a target relating to the representation of women has not been set for any of the governing bodies listed above, you may specify why below:

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

- Not a priority
- Other (provide details):

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

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
- No, in place for some governing bodies/boards
- No, currently under development
- No, insufficient human resources staff
- No, do not have control over governing body/board appointments (provide details why):

- No, don't have expertise
- No, not a priority
- No, other (provide details):

2.4 Partnership structures only: (only answer this question if your organisation operates under a partnership structure, ie is NOT an incorporated entity (ie Pty Ltd, Ltd or Inc), or an unincorporated entity).

Please enter the total number of female and male equity partners (excluding the managing partner) in the following table against the relevant WGEA standardised manager definitions. Non-equity (salaried) partners need to be included in your workplace profile.

Details of your managing partner should be included separately in the CEO row of your workplace profile.

NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

	Full-time females	Part-time females	Full-time males	Part-time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are "Other executives/General managers"				
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

In 2015/16 the target of 40% has been achieved with 50% representation of women in the University Council

Gender equality indicator 3: Equal remuneration between women and men

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

Yes (you can select policy and/or strategy options)

Standalone policy

Policy is contained within another policy

Standalone strategy

Strategy is contained within another strategy

No

No, currently under development

No, insufficient human resources staff

No, included in workplace agreement

No, don't have expertise

No, salaries set by awards or industrial agreements

No, non-award employees paid market rate

No, not a priority

No, other (provide details):

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

Yes (provide details in questions 3.2 and/or 3.3 below)

No

No, currently under development

No, insufficient human resources staff

No, don't have expertise

No, salaries set by awards or industrial agreements

No, non-award employees are paid market rate

No, not a priority

No, other (provide details):

3.2 You have answered yes to question 3.1. Please indicate whether your formal policy or formal strategy includes the following gender pay equity objectives (more than one option can be selected):

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 (Please provide details in question 3.3 below)

3.3 Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives:

Like-for-like positions across the organization have been reviewed and consistently aligned based on role requirements and work descriptors. These take place during commencement, annual performance review and promotion.

4 Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.)

Yes. When was the most recent gender remuneration gap analysis undertaken?

Within last 12 months

Within last 1-2 years

More than 2 years ago but less than 4 years ago

Other (provide details):

No

No, currently under development

No, insufficient human resources staff

- No, don't have expertise
- No, salaries 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)
- No, 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)
- No, non-award employees are paid market rate
- No, not a priority
- No, other (provide details):

4.01 Should you wish to provide details on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like, organisation-wide), please do so below:

4.1 Were any actions taken as a result of your gender remuneration gap analysis?

- Yes - please indicate what actions were taken (more than one option can be selected):
 - 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/board
 - 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):
- No
- No unexplainable or unjustifiable gaps identified
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise

- No, salaries set by awards or industrial agreements
- No, non-award employees are paid market rate
- No, unable to address cause/s of gaps (provide details why):

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

4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:

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

5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?

- Yes. (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
- No, currently being considered
- No, insufficient human resources staff
- No, government scheme is sufficient
- No, don't know how to implement
- No, not a priority
- No, other (provide details):

5.1 Please indicate the MINIMUM number of weeks of EMPLOYER FUNDED paid parental leave that is provided for primary carers.

14

Optional: If you wish to provide additional details on the eligibility period/s and the maximum number of paid parental leave offered to primary carers, please do so below:

5.1a What is the eligibility period for employees to access the MINIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MINIMUM amount - in months)?

10

5.1b If you offer different amounts of employer funded paid parental leave, what is the MAXIMUM number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)?

14

5.1c What is the eligibility period for employees to access the MAXIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MAXIMUM amount – in months)?

10

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. For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

You may enter a number that represents the actual percentage of employees, or round the number to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50).

	Primary carer's leave
Percentage:	37

6 Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?

- Yes, one week or greater (please go to 6.1)
- Yes, less than one week (please go to 6.2)
- No
- No, currently being considered
- No, insufficient human resources staff
- No, government scheme is sufficient
- No, don't know how to implement
- No, not a priority
- No, other (provide details):

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

1

6.3 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. For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

Please enter a whole number that represents the percentage of employees to the nearest 10th percentile, (e.g. if 23.4% enter 20; if 45.7% enter 50).

	Secondary carer's leave
Percentage:	37

7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?

No cell should be left blank, please enter '0' (zero) where there is no data.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	11	1	0	2
Non-managers	79	0	1	22

8 Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

No cell should be left blank, please enter '0' (zero) where there is no data.

	Female	Male
Managers	0	0

	Female	Male
Non-managers	0	0

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

Yes (you can select policy and/or strategy options)

Standalone policy

Policy is contained within another policy

Standalone strategy

Strategy is contained within another strategy

No

No, currently under development

No, insufficient human resources staff

No, included in workplace agreement

No, don't have expertise

No, don't offer flexible arrangements

No, not a priority

No, other (provide details):

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/board

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

Yes (you can select policy and/or strategy options)

Standalone policy

Policy is contained within another policy

Standalone strategy

Strategy is contained within another strategy

No

No, currently under development

No, insufficient human resources staff

No, included in workplace agreement

No, don't have expertise

No, not a priority

No, other (provide details):

11 Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)?

Yes

No

No, currently under development

No, insufficient human resources staff

No, don't have expertise

No, not a priority

No, other (provide details):

11.1 Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please 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

11.2 Please provide details of any other non-leave based measures that are in place and whether they are available at all worksites.

UOW has a range of flexible work arrangements to allow staff to maximise their work-life balance. This includes flexible start and finish times, time off in lieu, part time work and job sharing.

UOW also provides access to retail and leisure facilities on campus.

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

- Yes (you can select policy and/or strategy options)

- Standalone policy
- Policy is contained within another policy
- Standalone strategy
- Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, included in workplace agreement
- No, not aware of the need
- No, don't have expertise
- No, not a priority
- No, other (please provide details):

13 Other than a policy and/or strategy, do you have any measures to support employees who are experiencing family or domestic violence?

- Yes - please indicate the type of measures in place (more than one option can be selected):
 - 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
 - Provide 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):
- No
- No, currently under development
- No, insufficient human resources staff
- No, not aware of the need

- No, don't have expertise
- No, not a priority
- No, other (provide details):

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

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

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

14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below:

- Currently under development
- Insufficient human resources staff
- Don't have expertise
- Not a priority
- Other (provide details):

14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:

Previously UOW offered 14 weeks (full pay) paid maternity leave. Employees who returned to work within 12 months also had access to the equivalent of 12 weeks pay at their disposal for childcare, training/development or other costs which facilitated their return to work. UOW's enterprise agreements now offer the option of a full 26 weeks (full pay) paid maternity leave.

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

15 Have you consulted with employees on issues concerning gender equality in your workplace?

- Yes
- No
- No, not needed (provide details why):

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

15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)?

- Survey
- Consultative committee or group
- Focus groups
- Exit interviews
- Performance discussions
- Other (provide details):

15.2 Please indicate what categories of employees you consulted.

- 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 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:

Gender equality indicator 6: Sex-based harassment and discrimination

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

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, included in workplace agreement
- No, don't have expertise
- No, not a priority
- No, other (provide details):

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

- Yes

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

17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?

Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):

- At induction
- At least annually
- Every one-to-two years
- Every three years or more
- Varies across business units
- Other (provide details):

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

17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:

Other

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

The Workforce Diversity group has been convened and completed a number of projects in 2015.

The university became a founding member of the Australian Athena Swan SAGE pilot (2 years) which is committed to advancing the careers of women in STEMM employment in higher education and research.

The DVC Research and Innovation launched the UOW Women of Impact initiative to recognize and promote the outstanding research and teaching contributions of women at UOW,

During the White Ribbon campaign, the Vice-Chancellor further demonstrated his personal commitment to gender issues by featuring in a local TV advertisement where recognizable male community leaders pledged to not tolerate violence towards women.

The University of Wollongong launched the Universities Australia "Respect. Now. Always" campaign on Thursday 19 May with the screening of The Hunting Ground film documentary in liaison with The Australian Hunting Ground Project. This is a sector-wide campaign to prevent sexual assault and harassment. A poster and social media campaign is underway across all UOW onshore campuses and will be repeated at the front end, and during exam periods, of each future semester.

The university's iAccelerate is a business incubator designed to support UOW students, staff and the greater Illawarra community. As part of its core mission to create opportunities for the untapped potential of women to participate equally in all aspects of entrepreneurial endeavours, iAccelerate has actively engaged in delivering deliberate gender balance within the innovation ecosystem through events, key projects and strategy development.

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 60.2% females and 39.8% males.

Promotions

2. 51.6% of employees awarded promotions were women and 48.4% were men
 - i. 45.7% of all manager promotions were awarded to women
 - ii. 55.9% of all non-manager promotions were awarded to women.
3. 8.3% of your workforce was part-time and 5.2% of promotions were awarded to part-time employees.

Resignations

4. 52.9% of employees who resigned were women and 47.1% were men
 - i. 40.0% of all managers who resigned were women
 - ii. 56.8% of all non-managers who resigned were women.
5. 8.3% of your workforce was part-time and 23.5% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 0.0% of all women who utilised parental leave and ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave and ceased employment before returning to work
- iii. 0.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 0.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations	Community and Public Sector Union
	National Tertiary Education Union

CEO sign off confirmation

Name of CEO or equivalent	Paul Wellings
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Confirmation CEO has signed the report	Yes
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CEO Signature:	Date:
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