Australian Government | Workplace Gender Equality Agency

Public report
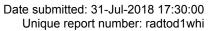
2017-18

Submitted by

Legal Name:
University of Sydney

Organisation and contact details

Submitting organisation details	Legal name	University of Sydney
	ABN	15211513464
	ANZSIC	P Education and Training 8102 Higher Education
	Business/trading name/s	
	ASX code (if applicable)	
	Postal address	The University of Sydney The University of Sydney NSW 2006 AUSTRALIA
	Organisation phone number	0290364751
Reporting structure	**Ultimate parent**	University of Sydney
	Number of employees covered by this report	14,164

Workplace profile

Manager

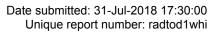| Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	0	0
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	0	0	0
		Full-time contract	4	7	11
		Part-time permanent	0	0	0
		Part-time contract	1	0	1
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	13	11	24
		Full-time contract	16	20	36
		Part-time permanent	0	0	0
		Part-time contract	2	4	6
		Casual	0	0	0
Senior Managers	-3	Full-time permanent	51	35	86
		Full-time contract	43	51	94
		Part-time permanent	2	0	2
		Part-time contract	4	5	9
		Casual	0	0	0
Other managers	-4	Full-time permanent	202	351	553
		Full-time contract	100	121	221
		Part-time permanent	19	30	49
		Part-time contract	32	59	91
		Casual	1	0	1
Grand total: all managers			490	695	1,185

Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	998	1,061	0	0	0	0	2,059
	Full-time contract	737	717	0	0	0	0	1,454
	Part-time permanent	272	85	0	0	0	0	357
	Part-time contract	516	213	0	0	0	0	729
	Casual	2,014	1,800	0	0	0	0	3,814
Technicians and trade	Full-time permanent	50	95	0	0	0	0	145
	Full-time contract	26	22	0	0	0	0	48
	Part-time permanent	7	5	0	0	0	0	12
	Part-time contract	9	1	0	0	0	0	10
	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
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	593	270	0	0	0	0	863
	Full-time contract	399	132	0	0	0	0	531
	Part-time permanent	167	25	0	0	0	0	192
	Part-time contract	262	39	0	0	0	0	301
	Casual	1,526	925	0	0	0	0	2,451
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	1	7	0	0	0	0	8
	Full-time contract	2	2	0	0	0	0	4
	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

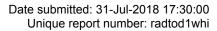| Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		7,580	5,399	0	0	0	0	12,979

Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

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

NB.   **IMPORTANT:**

    • References to the Act mean the Workplace Gender Equality Act 2012.

    • A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.

    • Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).

    • Answers need to reflect ALL organisations covered in this report.

    • If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.

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

    1.1   Recruitment

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

    1.2   Retention

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

    1.3   Performance management processes

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

1.4 Promotions

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

1.5 Talent identification/identification of high potentials

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

1.6 Succession planning

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

1.7 Training and development

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

1.8 Key performance indicators for managers relating to gender equality

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

1.9 Gender equality overall

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

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

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

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	38	47	88	55
Permanent/ongoing part-time employees	6	4	18	3
Fixed-term contract full-time employees	12	14	61	29
Fixed-term contract part-time employees	6	3	25	5
Casual employees	0	0	0	0

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

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

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	138	138
Number of appointments made to NON-MANAGER roles (including promotions)	2597	1819

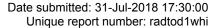**1.12   How many employees resigned during the reporting period against each category below?**

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	22	25	97	71
Permanent/ongoing part-time employees	3	3	31	11
Fixed-term contract full-time employees	9	16	107	95
Fixed-term contract part-time employees	3	4	96	34
Casual employees	0	0	0	0

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

Gender equality indicator 2: Gender composition of governing bodies

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

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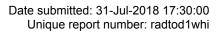
2.1 **Please answer the following questions relating to each governing body covered in this report.**

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

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.
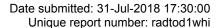
2.1a.1 Organisation name?

The University of Sydney Senate

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

	Female	Male
Number	1	0

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

	Female	Male
Number	6	8

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

☐ Yes
☒ No (you may specify why a target has not been set)
    ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☒ Do not have control over governing body/board appointments (provide details why):
    There are 15 positions on the Senate of the University of Sydney, none of these are appointed by the University.
    The majority of Senate Fellows are elected positions.
    Senate is constituted as follows: The Chancellor, Chair of Senate is elected by Senate; Vice Chancellor and principal (ex-officio); Chair, Academic Board (ex-officio); Two external Fellows appointed by the New South Wales Minister for Education; Five Fellows appointed by Senate; Two Fellows elected by and from the academic staff; One fellow elected by and from the non-academic staff; One Fellow elected by and from the undergraduate students; One Fellow elected by and from the postgraduate students
    ☐ Not a priority
    ☐ Other (provide details):

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

    ☐ Yes
    ☒ No

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

    ☐ Yes (select all applicable answers)
        ☐ Policy
        ☐ Strategy
    ☒ No (you may specify why no formal selection policy or formal selection strategy is in place)
        ☐ In place for some governing bodies
        ☐ Currently under development, please enter date this is due to be completed
        ☐ Insufficient resources/expertise
        ☒ Do not have control over governing body appointments (provide details why)

There are 15 positions on the Senate of the University of Sydney, none of these are appointed by the University.
The majority of Senate Fellows are elected positions.
Senate is constituted as follows: The Chancellor, Chair of Senate is elected by Senate; Vice Chancellor and principal (ex-officio); Chair, Academic Board (ex-officio); Two external Fellows appointed by the New South Wales Minister for Education; Five Fellows appointed by Senate; Two Fellows elected by and from the academic staff; One fellow elected by and from the non-academic staff; One Fellow elected by and from the undergraduate students; One Fellow elected by and from the postgraduate students

☐ Not a priority
☐ Other (provide details):

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

☐ Yes
☒ No

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

Gender equality indicator 3: Equal remuneration between women and men

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

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

☐ Yes (select all applicable answers)
    ☐ Policy
    ☐ Strategy
☒ No (you may specify why no formal policy or formal strategy is in place)
    ☒ Currently under development, please enter date this is due to be completed
      August / September 2018
    ☐ Insufficient resources/expertise
    ☐ Salaries set by awards/industrial or workplace agreements
    ☐ Non-award employees paid market rate
    ☐ Not a priority
    ☐ Other (provide details):

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

☒ Yes - the most recent gender remuneration gap analysis was undertaken:
    ☒ Within last 12 months
    ☐ Within last 1-2 years
    ☐ More than 2 years ago but less than 4 years ago
    ☐ Other (provide details):
☐ No (you may specify why you have not analysed your payroll for gender remuneration gaps)
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)
    ☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)
    ☐ Non-award employees paid market rate
    ☐ Not a priority

☐ Other (provide details):

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

In our analysis we compared roles at the same classification level and position category (i.e. compared professional roles by gender and academic roles by gender).

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

☒ Yes – indicate what actions were taken (select all applicable answers)
    ☐ Created a pay equity strategy or action plan
    ☐ Identified cause/s of the gaps
    ☐ Reviewed remuneration decision-making processes
    ☐ Analysed commencement salaries by gender to ensure there are no pay gaps
    ☐ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
    ☐ Analysed performance pay to ensure there is no gender bias (including unconscious bias)
    ☒ Trained people-managers in addressing gender bias (including unconscious bias)
    ☐ Set targets to reduce any like-for-like gaps
    ☐ Set targets to reduce any organisation-wide gaps
    ☐ Reported pay equity metrics (including gender pay gaps) to the governing body
    ☒ Reported pay equity metrics (including gender pay gaps) to the executive
    ☐ Reported pay equity metrics (including gender pay gaps) to all employees
    ☐ Reported pay equity metrics (including gender pay gaps) externally
    ☐ Corrected like-for-like gaps
    ☐ Conducted a gender-based job evaluation process
    ☒ Implemented other changes (provide details):
        A pay gap correction approach was trialled during reporting period. The University is in the process of policy development that will enable a more consistent approach to pay gap corrections to be implemented.
☐ No (you may specify why no actions were taken resulting from your remuneration gap analysis)
    ☐ No unexplainable or unjustifiable gaps identified
    ☐ Currently under development, please enter date this is due to be completed
    ☐ Insufficient resources/expertise
    ☐ Salaries set by awards/industrial or workplace agreements
    ☐ Non-award employees are paid market rate
    ☐ Unable to address cause/s of gaps (provide details why):
    ☐ Not a priority
    ☐ Other (provide details):

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

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

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5. **A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.**
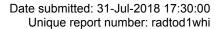
Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?

☐ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):

    ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme

    ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

    ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)

☒ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):

    ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme

    ☒ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

    ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)

☐ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):

    ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme

    ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

    ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)

☐ No, not available (you may specify why this leave is not provided)

    ☐ Currently under development, please enter date this is due to be completed

    ☐ Insufficient resources/expertise

    ☐ Government scheme is sufficient

    ☐ Not a priority

    ☐ Other (provide details):

5.1.1 How many weeks of EMPLOYER FUNDED paid parental leave is provided for PRIMARY CARERS that is available for WOMEN ONLY (e.g. maternity leave)? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:

1

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

Continuing and fixed-term female staff with more than 1 year service are entitled to 14 weeks paid maternity/adoption leave (or 28 weeks on half pay); those with less than are 1 year service are eligible for 1 week per completed month paid maternity/adoption leave; those with 2 or more years' service are entitled to 14 weeks plus an additional 22 weeks paid maternity/adoption leave which may be taken at 0.6 over 38 weeks. (The 22 weeks payment may be taken by the female staff member as paid leave or as a tailored return to work program, for example covering child care costs; time release; additional administrative support in the workplace). If both partners work at the university the paid maternity/adoption leave can be shared to enable either staff member to be the primary carer. All continuing and fixed-term staff are entitled to 10 days paid partner leave associated with the birth or adoption of their partner's child.

From April 2018 the definition of Primary Carer will change to recognise both women and men as primary carers and will give men who are primary carers access to Primary Care Giver Leave of 22 weeks at full pay or 38 weeks at 60% of salary. This leave is in addition to the 14 weeks paid maternity/adoption leave for the birth parent / primary carer.

5.2.1 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY?
    •   In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

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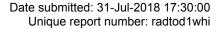   ☐ 81-90%
    ☐ 91-99%

☐ 100%

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

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

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

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

       10

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

   6.2 **What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?**
   • **In your calculation, you MUST INCLUDE CASUALS when working out the proportion.**

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

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

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	35	23	0	24

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

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	290	62	26	78

8. **How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?**
   • **Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.**
   • **'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.**
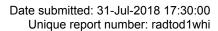
	Female	Male
Managers	1	1

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

	Female	Male
Non-managers	15	0

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

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

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

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

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

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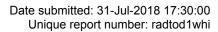   ☐ Not a priority
       ☐ Other (provide details):

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

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

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

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

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

☒ Yes (select all applicable answers)
    ☒ Employee assistance program (including access to a psychologist, chaplain or counsellor)
    ☐ Training of key personnel
    ☒ A domestic violence clause is in an enterprise agreement or workplace agreement
    ☒ Workplace safety planning

☒ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
☒ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
☒ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
☒ Access to unpaid leave
☒ Confidentiality of matters disclosed
☒ Referral of employees to appropriate domestic violence support services for expert advice
☒ Protection from any adverse action or discrimination based on the disclosure of domestic violence
☒ Flexible working arrangements
☐ Provision of financial support (e.g. advance bonus payment or advanced pay)
☒ Offer change of office location
☐ Emergency accommodation assistance
☒ Access to medical services (e.g. doctor or nurse)
☐ Other (provide details):
☐ No (you may specify why no other support mechanisms are in place)
　　☐ Currently under development, please enter date this is due to be completed
　　☐ Insufficient resources/expertise
　　☐ Not aware of the need
　　☐ Not a priority
　　☐ Other (provide details):

14. **Where any of the following options are available in your workplace, are those option/s available to both women AND men?**
   • **flexible hours of work**
   • **compressed working weeks**
   • **time-in-lieu**
   • **telecommuting**
   • **part-time work**
   • **job sharing**
   • **carer's leave**
   • **purchased leave**
   • **unpaid leave.**
   Options may be offered both formally and/or informally.
   For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

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

14.1 **Which options from the list below are available? Please tick the related checkboxes.**
   • **Unticked checkboxes mean this option is NOT available to your employees.**

	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work	☒	☐	☒	☐
Compressed working weeks	☒	☐	☒	☐
Time-in-lieu	☒	☐	☒	☐
Telecommuting	☒	☐	☒	☐
Part-time work	☒	☐	☒	☐
Job sharing	☒	☐	☒	☐
Carer's leave	☒	☐	☒	☐
Purchased leave	☒	☐	☒	☐
Unpaid leave	☒	☐	☒	☐

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

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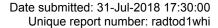   ☐ Not a priority
   ☐ Other (provide details):

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

The following is also available to staff: Career Development Leave, Personal Leave, Paid Adoption Leave. Superannuation payments during paid Parental Leave Clause 221 of the Enterprise Agreement. The University will make contributions to a staff member's superannuation fund during paid Parental Leave. Clause 229 of the Enterprise Agreement. Paid Parental Leave counts as service for all purposes. Unpaid Parental Leave does not break continuity of service. Research and Professional Development Leave Clause 231 of the Enterprise Agreement. Staff with at least 12 months continuous paid service are entitled to Research or Professional Development Leave.

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

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

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

☒ Yes
☐ No (you may specify why you have not consulted with employees on gender equality)
  ☐ Not needed (provide details why):
  ☐ Insufficient resources/expertise
  ☐ Not a priority
  ☐ Other (provide details):

15.1   How did you consult with employees on issues concerning gender equality in your workplace?

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

15.2   Who did you consult?

☒ All staff
☐ Women only
☐ Men only
☐ Human resources managers
☐ Management
☐ Employee representative group(s)
☐ Diversity committee or equivalent
☐ Women and men who have resigned while on parental leave
☐ Other (provide details):

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

Staff completed a Culture Survey in December 2017 which addressed gender equity in the workplace. Information gathered via the Culture Survey will be used to inform the SAGE Project for Women in STEMM; there are a number of diversity committees located within business units (Schools/Faculties and Professional Service Units) that provide an avenue for local level consultation on gender equity; consultation via the Women's Mentoring Groups and WCAL programs, key strategic events such as International Women's Day and the Enterprise Bargaining process. A new staff network Women @ Sydney was launch on 2018 International Women's Day. The Women @ Sydney network was established after consultation with staff at the 2017 Women @ Sydney Symposium, an annual event for women staff.

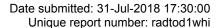# Gender equality indicator 6: Sex-based harassment and discrimination

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

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

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

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

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

17. **Do you provide training for all managers on sex-based harassment and discrimination prevention?**

    ☒ Yes - please indicate how often this training is provided:
      ☒ At induction
      ☐ At least annually
      ☐ Every one-to-two years
      ☐ Every three years or more
      ☐ Varies across business units
      ☒ Other (provide details):
        Online learning modules, face to face workshop for managers and information available on the staff intranet.
    ☐ No (you may specify why this training is not provided)
      ☐ Currently under development, please enter date this is due to be completed
      ☐ Insufficient resources/expertise
      ☐ Not a priority
      ☐ Other (provide details):

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

Other

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

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

MOBILISING THE WOMEN'S CAREER ACCELERATION AND LEADERSHIP STRATEGY

The Women's Career Acceleration and Leadership (WCAL) strategy continues to build inclusive leadership capability, embed diversity and inclusion principles into human resources management practices, and drives inclusive culture through a range of targeted leadership and staff initiatives. It is also focused on accelerating women's careers to achieve greater gender balance in senior positions. It has and will continue to increase the representation of both academic and professional women at all levels of the organisation and the strategy describes a framework of 8 strategic pillars to take an integrated approach.

The WCALS is closely tied to the core values of the University's strategic plan 2016-20. The University's strategic plan has a very strong focus on inclusion, diversity and respect which is key to supporting and ensuring gender equity initiatives at the University. The Strategy is the central underpinning of all university diversity and inclusion initiatives and programs and has been critical in providing support and commitment at the senior management level.

The University Executive has set gender targets to increase representation of women at the University of Sydney included having women occupying 40% of senior leadership roles by 31 March 2020. Since those targets were set the representation of women has increased at all levels and at some levels the targets have already been reached or exceeded. At Academic Level C, Senior Professionals (SGS3-4) and Senior Professionals (SGS5+, executive and exempt).

MITIGATING UNCONSCIOUS BIAS AND BUILDING INCLUSIVE LEADERSHIP

The Diversity & Inclusion (Unconscious Bias) workshops have continued to be implemented with 708 mostly senior leaders, managers and promotions committee members now having participated between 1 April 2016 – 31 March 2017. These workshops aim to generate an awareness and appreciation of the nature and prevalence of bias and its impact on the application of merit within the higher education and broader contexts. They have been creating a shared language to assist the university to address unconscious bias at both an individual and systemic level. Workshops continue to be run regularly (one-two per month) for cross-functional groups and within work area teams on request (averaging bi-monthly).

The success of these workshops has generated considerable awareness about unconscious bias, however, feedback received indicated a need to provide additional practical tools and approaches for leaders to address unconscious bias.   Inclusive People Leadership (Addressing Unconscious Program) for the University's Top Leaders (both academic and professional) addresses this knowledge and capability gap. A six programs have been implemented during April 2017-March 2018 with over 80 senior leaders participating.

STRATEGIC EVENTS

As part of the University's commitment to recognition of women in their careers and to adress the underrepresentation of accomplished academic women in our portrait collection, we commissioned portraits of two eminent Sydney Academic women to be hung in MacLaurin Hall at the University. The first of which, of Professor Nalini Joshi, was officially welcomed to MacLaurin Hall in March 2017. The second portrait, of Professor Emerita Margaret Harris, was officially welcomed to MacLaurin Hall at the Sydney Ideas Portraits and Place event in July 2017. This event celebrated the achievements of Margaret Harris as well as focused on the role of portraits and the impact they have within specific places, such as the historic MacLaurin Hall, and the powerful message that is sent by featuring these portraits of our female academics in a prominent place that has previously only had portraits of men that women can achieve great things too.

The fourth Women at Sydney Symposium was held in November 2018. This event involved two parts, firstly, a plenary session featuring keynote speaker, US Consul General Valerie Fowler, and two panels discussions featuring prominent female University staff. Secondly, following the plenary attendees could then attend two of four professional development workshops offered to enhance skills for career development. Over 300 University staff attended this event and participated in the workshops.

Our International Women's Day event in March 2018 involved 370 participants with the discussion focusing on the theme of 'Emerging Leaders – Where have they come from and where to from here'. This event highlighted the successes and career aspirations of our emerging female leaders and challenged participants to realise they all have a part to play in ensuring that these women and the many others like them are not presented with unfair obstacles as they progress to their full potential within the University context.

Overall, these events have increased awareness and understanding of the importance of gender equity for staff at the University.

PREVENTING MENS VIOLENCE AGAINST WOMEN – WHITE RIBBON DAY

On White Ribbon Day in November 2017 the HR Team coordinated with Heads of Professional Service Units and their staff to host morning teas and distribute White Ribbons and flyers to raise awareness about the prevention of men's violence against women, to their teams and customers. An article was also developed and promoted in the lead up to the day, which talked about the White Ribbon Campaign and how it operates to erode domestic violence, the prevalence of domestic violence and the support available. (See article https://intranet.sydney.edu.au/news/all/2017/10/31/stand-up-speak-out.html)

BREASTFEEDING IN THE WORKPLACE

In April 2017, The University of Sydney received re-accreditation as a Breastfeeding Friendly Workplace from The Australian Breastfeeding Association. The University has 12 dedicated Breastfeeding rooms on the Camperdown Campus and a dedicated Breastfeeding room at the Cumberland Campus to assist staff and students who seek to breastfeed whilst meeting work or study requirements. Breastfeeding staff may breastfeed or express breast milk during work hours. They can take lactation breaks to express breast milk at the University, leave the University to feed her baby, or have a caregiver bring the baby to the University to be breastfed. Providing breastfeeding rooms across the University campus supports staff to return to work with ease and continue the highly beneficial practice of breastfeeding.

TARGETED WOMENS CAREER DEVELOPMENT POLICIES, PROGRAMS AND INITIATIVES

A suite of women's career cevelopment policies and programs are offered to accelerate women's career progression and foster the professional development of women who aspire to, or are in, leadership or management roles at the University. They include:
•	The Vice-Chancellor is leading the Vice-Chancellor's Sponsorship Program for culturally and linguistically diverse women in regard to the dominant culture at the University. The program matches women from culturally and linguistically diverse (CALD) backgrounds with a senior leader sponsor at the University, to support and encourage those women to develop their leadership skills and to bring greater diversity and new perspectives to Sydney's leadership team. The program matched 13 participants with internal sponsors from June 2017 and will conclude July 2018. The program will run again from June 2018.
•	The Sydney Women's Mentoring Program ran for a second year in 2017 supporting two cohorts – 13 professional women and 12 level B academic women with the potential to be senior leaders at this institution. Feedback from the program evaluation with mentors and mentees has been extremely positive and likewise anecdotal feedback from the supervisors of these women shows a real impact of the program on their day-to-day work. Over 7 months through 2017, from April to October both cohorts were invited to attend skill development workshops, networking opportunities, a 360-degree leadership assessment, coaching sessions, and were matched with a mentor. This program is designed to meet the unique career challenges faced by women working in higher education and position these women for promotion. Both are running again in 2018.

•	Three targeted Equity Fellowships are offered to academic staff each year. The Brown Fellowships assist university researchers whose careers have been interrupted by the undertaking of sustained primary caring duties. These fellowships are open to carers irrespective of gender. The Thompson Fellowships recognise that women are significantly under-represented at senior academic levels and aim to specifically offer women, presently at Levels C and D, opportunities to develop and strengthen their research, preparing them to apply for, and assume, roles at Levels D and E in the near future. The Laffan fellowships are open to staff with disabilities. The fellowships provide financial support and relief from teaching and administrative duties for research staff.

•	The Sydney Dental School encourages female academic and professional staff to take advantage of a number of career development and support programs available at University level, including the Sydney Women's Mentoring Program (Academic & Professional)— a component of the WCAL Strategy. To redress the gender gap at senior academic levels, the School runs a Strategic Promotion Advice and Mentoring Program (SPAM) to encourage and support women to apply for promotion to academic levels D and E. The Pro-Dean personally mentors several female academics in the Sydney Women's Mentoring Program.

•	The Faculty of Science has a number of career development and support programs available to academics with significant caring responsibilities, including the Re-entry Fellowships, which offer funding for teaching relief or research assistance for academics returning from parental leave. To redress the gender gap at senior academic levels, the Faculty runs a Strategic Promotion Advice and Mentoring Program (SPAM) to encourage and support women to apply for promotion to academic levels D and E.

•	Across the University, it has become standard practice for all academic selection committees to include at least two female committee members. The University requires that academic and professional staff selection committees have gender diversity with a minimum of 30% of men and women respectively. The HR Diversity & Inclusion team provide equity policy advice and support for promotion committees. It is now standard practice for Chairs of selection committees, Academic Board nominees and Sydney Recruitment to

intervene where there are no female applicants or no shortlisted female applicants. Level E appointment gender-related data is presented to every meeting of the Chair Appointments Committee.

• The University has a Promotions Process that includes diversity and equity visibility and targeted advice: through briefings at the annual Applicant Information Session, the annual Briefing for Promotions Committee members, and expert Equity and Diversity participation in an ex officio capacity at the General Promotions Committee, data analysis of gender patterns in promotions, and the Provost and Senior Manager Diversity, Leadership and Inclusion writing to Deans to request they consider gender patterns in their faculty and support women ready for promotion.

Chief Executive Women's Leaders Program (CEW): As part of our suite of Women's Career Development Programs, the University participated for the second time in this prestigious leadership program. 7 senior female professional and academic staff participated on this program from March 2017 to October 2017. A further 6 women will participate in 2018 from March to June including an intimate launch with University of Sydney participants and their sponsor the Chancellor, Belinda Hutchinson in March 2018. The CEW Leaders Program aims to inspire women to take on more senior leadership roles and enhance their career and personal growth opportunities.

 STAFF NETWORKS

The Parents and Carers Network, which is celebrating its 10th anniversary in 2018, provides support for parents. The network consists of 468 staff who have caring roles connected by a mailing list and Yammer group. The Parents and Carers Network meets regularly to share information and support in a friendly, informal environment with other parents of young children, teenagers and grandchildren at the University.
SCIENCE IN AUSTRALIA GENDER EQUITY (SAGE) – (Athena SWAN)
The University of Sydney (the University) is a participant in the Athena SWAN/Science in Australia Gender Equity (SAGE) Pilot Project, a national program promoting gender equity and diversity in science, technology, engineering, mathematics and medicine (STEMM). The Pilot evolved from a program based on the Athena SWAN Charter, an evaluation and accreditation framework from the UK, that addresses the improvement of gender equity policies and practices in STEMM. The Vice Chancellor is the Executive Sponsor of SAGE.

The University will apply for an Athena SWAN Bronze Institutional Award in March 2019.
The outcomes of the SAGE Program and the Athena SWAN Bronze Award Application and Action Plan will include long term positive cultural change across the University and improved gender equity, diversity and inclusion. Obtaining the Bronze Award will enhance the University's reputation and increase our capacity to attract, develop and retain the best talent.

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 57.0% females and 43.0% males.

Promotions
2. 61.4% of employees awarded promotions were women and 38.6% were men
    i. 47.7% of all manager promotions were awarded to women
    ii. 67.6% of all non-manager promotions were awarded to women.

3. 12.4% of your workforce was part-time and 16.9% of promotions were awarded to part-time employees.

Resignations
4. 58.7% of employees who resigned were women and 41.3% were men
    i. 43.5% of all managers who resigned were women
    ii. 61.1% of all non-managers who resigned were women.
5. 12.4% of your workforce was part-time and 29.5% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave
    i. 4.6% of all women who utilised parental leave ceased employment before returning to work
    ii. 0.5% of all men who utilised parental leave ceased employment before returning to work
    iii. 50.0% of all managers who utilised parental leave and ceased employment before returning to work were women
    iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations:

The University of Sydney

CEO sign off confirmation

Name of CEO or equivalent:

Dr Michael Spence

Confirmation CEO has signed the report:

CEO signature:

Date: