

Public report

2019-20

Submitted by

Legal Name:
Western Sydney University



Organisation and contact details

Submitting organisation details	Legal name	Western Sydney University
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	ANZSIC	P Education and Training 8102 Higher Education
	Business/trading name/s	
	ASX code (if applicable)	
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	Organisation phone number	(02) 9678 7378
Reporting structure	Ultimate parent	Western Sydney University
	Number of employees covered by this report	4,017

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	1	1
		Full-time contract	0	0	0
		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	2	3	5
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	6	2	8
		Full-time contract	13	17	30
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-3	Full-time permanent	31	24	55
		Full-time contract	15	16	31
		Part-time permanent	0	2	2
		Part-time contract	0	6	6
		Casual	0	0	0
Other managers	-4	Full-time permanent	131	104	235
		Full-time contract	22	14	36
		Part-time permanent	4	3	7
		Part-time contract	5	4	9
		Casual	0	0	0
Grand total: all managers			229	196	425

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	660	556	0	0	0	0	1,216
	Full-time contract	154	142	0	0	0	0	296
	Part-time permanent	83	28	0	0	0	0	111
	Part-time contract	76	50	0	0	0	0	126
	Casual	397	168	0	0	0	0	565
Technicians and trade	Full-time permanent	41	46	0	0	0	0	87
	Full-time contract	10	10	0	0	0	0	20
	Part-time permanent	4	1	0	0	0	0	5
	Part-time contract	1	1	0	0	0	0	2
	Casual	2	1	0	0	0	0	3
Community and personal service	Full-time permanent	15	10	0	0	0	0	25
	Full-time contract	6	3	0	0	0	0	9
	Part-time permanent	13	3	0	0	0	0	16
	Part-time contract	4	0	0	0	0	0	4
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	261	44	0	0	0	0	305
	Full-time contract	67	18	0	0	0	0	85
	Part-time permanent	71	4	0	0	0	0	75
	Part-time contract	23	6	0	0	0	0	29
	Casual	401	207	0	0	0	0	608
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	4	0	0	0	0	5
Grand total: all non-managers		2,290	1,302	0	0	0	0	3,592

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 2019 to 31 March 2020. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.

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

1.1 Recruitment

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

1.2 Retention

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

1.3 Performance management processes

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

1.4 Promotions

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

1.5 Talent identification/identification of high potentials

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

1.6 Succession planning

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

1.7 Training and development

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

1.8 Key performance indicators for managers relating to gender equality

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

1.9 Gender equality overall

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

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

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

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	7	12	29	15
Permanent/ongoing part-time employees	4	0	1	0
Fixed-term contract full-time employees	3	3	2	4
Fixed-term contract part-time employees	0	0	4	0
Casual employees	0	0	0	0

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	60	50
Number of appointments made to NON-MANAGER roles (including promotions)	373	159

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	7	5	44	27
Permanent/ongoing part-time employees	2	2	8	2
Fixed-term contract full-time employees	5	7	34	17
Fixed-term contract part-time employees	1	0	3	2
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.

Western Sydney University has a number of policies and strategies in place which support Gender Equality including:

Gender Equality Policy
Gender Equality Strategy and Action Plan 2015-2020
Supplementary Gender Equality Action Plan 2019-2020
Equal Opportunity and Diversity Policy
Workplace Flexibility Policy
Domestic and Family Violence Policy
Pay and Career Equity Clauses in our Staff Enterprise Agreements.

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?

Board of Trustees

2.1b.1 What gender is the Chair on this governing body (if the role of the Chair rotates, enter the gender of the Chair at your last meeting)?

	Female	Male
Number	0	1

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

	Female	Male
Number	11	6

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):
 - ☐ 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)
- Membership is prescribed by the Western Sydney University Act. However all attempts are made where possible to ensure gender balance in Board membership.

- ☐ Not a priority
☐ Other (provide details):

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

- ☐ Yes
☒ No

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

Gender equality indicator 3: Equal remuneration between women and men

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

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

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

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

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

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

- ☒ To achieve gender pay equity
☒ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)
☒ To be transparent about pay scales and/or salary bands
☐ To ensure managers are held accountable for pay equity outcomes
☒ To implement and/or maintain a transparent and rigorous performance assessment process
☐ Other (provide details):

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).

Our Pay Gap Analysis examined both like for like, level by level, School/Division and organisation wide gaps. Starting salaries, bonus data, and Salaries on Promotion were also included.

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 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 review of processes for Executive and Senior Manager level recruitment and appointment
 - * Further analysis and breakdown of the allocation of bonus salary, and related decision making processes around these types of salary components for all staff to identify any issues which may be providing opportunity for unconscious bias.
- ☐ No (you may specify why no actions were taken resulting from your remuneration gap analysis)
 - ☐ No unexplainable or unjustifiable gaps identified
 - ☐ Currently under development, please enter date this is due to be completed
 - ☐ Insufficient resources/expertise
 - ☐ Salaries set by awards/industrial or workplace agreements
 - ☐ Non-award employees are paid market rate
 - ☐ Unable to address cause/s of gaps (provide details why):
 - ☐ Not a priority
 - ☐ Other (provide details):

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

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

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

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

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

- ☒ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
- ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
 - ☒ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
 - ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
- ☐ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):
- ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
 - ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
 - ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
- ☐ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):
- ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
 - ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
 - ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
- ☐ No, not available (you may specify why this leave is not provided)
- ☐ Currently under development, please enter date this is due to be completed
 - ☐ Insufficient resources/expertise
 - ☐ Government scheme is sufficient
 - ☐ Not a priority
 - ☐ Other (provide details):

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

8

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.

Western Sydney University provides a variety of options for paid parental leave for permanent and fixed-term staff who have been employed at the University for 12 months including:

- 20 weeks paid maternity leave (at full pay or 40 weeks at half pay)
- 20 weeks paid adoption leave (at full pay or 40 weeks at half pay)
- 3-6 weeks paid foster carer leave
- 2 weeks paid partner leave with an additional 6 weeks paid partner leave if the partner is the primary carer.
- 40 weeks phased return to work option for staff returning from maternity leave.

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

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

- ☐ <10%
- ☐ 10-20%

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

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

- ☒ Adoption
- ☒ Surrogacy
- ☒ Stillbirth

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

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

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

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

10

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

Western Sydney University developed a special edition calendar for male carers that was distributed across December and January. This also included support resources encouraging males in their roles as secondary carers to take up more of the existing parental support on offer at the University.

The Vice-Chancellor's Gender Equality Fund also supported a project entitled, 'Western Dads'. The project focused on changing the perception that dads are sole breadwinners to a more nuanced portrayal as caregivers. It also sought to understand the barriers and challenges for dads in the workplace. An event was held and representatives from the Workplace Gender Equality Agency attended. The project suggested both short term and long term goals being:

- * Allow male carers to access the 2 weeks paternity leave any time within the first year of their child's life;
- * Create a new parent factsheet for male carers outlining entitlements and access points; and
- * Recruit an advocate from the University who can attend meetings to share the benefits of encouraging male carers to be active in family life by accessing flexible work arrangements.

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

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

- ☐ <10%
- ☐ 10-20%
- ☐ 21-30%
- ☐ 31-40%

- ☐ 41-50%
☐ 51-60%
☐ 61-70%
☒ 71-80%
☐ 81-90%
☐ 91-99%
☐ 100%

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

- ☒ Adoption
☒ Surrogacy
☒ Stillbirth

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

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	11	5	0	3

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	139	13	0	25

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	0	0

8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?

- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
- 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	1	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):

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

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

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

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

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

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

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

- ☒ Employer subsidised childcare
 - ☐ Available at some worksites only
 - ☒ Available at all worksites
- ☒ On-site childcare
 - ☒ Available at some worksites only
 - ☐ Available at all worksites
- ☒ Breastfeeding facilities
 - ☒ Available at some worksites only
 - ☐ Available at all worksites
- ☐ Childcare referral services
 - ☐ Available at some worksites only
 - ☐ Available at all worksites
- ☒ Internal support networks for parents
 - ☐ Available at some worksites only
 - ☒ Available at all worksites

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

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

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

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

- ☒ Yes (select all applicable answers)
 - ☒ Employee assistance program (including access to a psychologist, chaplain or counsellor)
 - ☐ Training of key personnel
 - ☒ A domestic violence clause is in an enterprise agreement or workplace agreement
 - ☐ Workplace safety planning
 - ☒ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
 - ☒ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
 - ☒ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
 - ☒ Access to unpaid leave
 - ☒ Confidentiality of matters disclosed
 - ☒ Referral of employees to appropriate domestic violence support services for expert advice
 - ☒ Protection from any adverse action or discrimination based on the disclosure of domestic violence
 - ☒ Flexible working arrangements
 - ☒ Provision of financial support (e.g. advance bonus payment or advanced pay)
 - ☒ Offer change of office location
 - ☒ Emergency accommodation assistance
 - ☐ Access to medical services (e.g. doctor or nurse)
 - ☐ Other (provide details):
- ☐ 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 Vice-Chancellor's Gender Equality Committee has reviewed the University's Flexible Work arrangements in light of the current pandemic and has tasked a sub-group to focus on the following recommendations:

- * Collecting examples of successful and non-successful flexible work arrangements at the local level to inform best practice
- * Producing new Flexible Work Guidelines and a Toolkit, including clearly defined processes and parameters for supervisors and staff
- * Developing an 18 month Flexible Work Framework and Implementation Action Plan - reviewing existing resources, delivering promotional campaign, measuring impact and benefits

The Executive Director, Human Resources has written to all staff on 26 June 2020 advising that as the University emerges from all staff working from home to a gradual move back to working on campus, the

University encourages more flexible working including staff having access to accrual of flexi time and the consideration of all new requests from staff to continue working from home for a portion of their work week on an ongoing basis.

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.

Consultation on gender equality was undertaken as part of the University MyVoice Survey open to all staff in June 2018. The University will conduct the MyVoice survey again this year.

In addition the Vice-Chancellor's Gender Equality Committee also meets three to four times per year to discuss gender equality initiatives at Western Sydney University and provide advice to the Vice-Chancellor on key issues. As a response to COVID-19 and the need to meet virtually, the Committee is holding two shorter meetings in between the quarterly meetings to ensure emerging matters are addressed in a timely manner. In addition to the above, a number of projects funded by the Vice-Chancellor's Gender Equality Fund (2019-2020) utilised focus groups, surveys and other staff consultation mechanisms. The findings and recommendations of these projects are reported directly to the Vice-Chancellor and the Vice-Chancellor's Gender Equality Committee.

The University has also introduced Equity and Diversity Working Parties (EDWPs). This provides a more targeted discussion and review of local equity and diversity considerations within the University's Schools, Institutes and Divisions. The University's Working Parties will focus on staff and work related practice as

relevant to each local area ensuring inclusive equity and diversity policies and strategies are adhered to across the University. Gender equality is the priority focus for the working parties for 2020.

Gender equality indicator 6: Sex-based harassment and discrimination

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

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

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

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

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

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

- ☒ Yes - please indicate how often this training is provided:
- ☒ At induction
 - ☒ At least annually
 - ☐ Every one-to-two years
 - ☐ Every three years or more
 - ☐ Varies across business units
 - ☐ Other (provide details):
- ☐ No (you may specify why this training is not provided)
- ☐ Currently under development, please enter date this is due to be completed
 - ☐ Insufficient resources/expertise
 - ☐ Not a priority
 - ☐ Other (provide details):

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

During this reporting period there has been a newly established taskforce chaired by the Deputy Vice-Chancellor and Vice-President (Research, Enterprise & International) - The Social Media Taskforce. This taskforce has been established to protect university women researchers who are targeted by sex-based harassment online.

This taskforce has commenced engagement in the following activities:

- * Reviewing best practice protocols around monitoring and reporting;
- * Identifying and revising policies and procedures around the importance of reporting;
- * Reviewing thresholds for action and response, including reporting options;
- * Reviewing and developing pastoral care mechanisms around anti-discrimination obligations; and
- * Upskilling the university's social media authors

This taskforce has a commitment to meet monthly. This is of particular significance given the move to working from home and high engagement in online communications.

In addition, the University's Complaints Resolution Unit (CRU) monitors the number of reports of sexual harassment or sexual assault. CRU report these figures quarterly to the Respectful Relationships Taskforce chaired by the Vice-Chancellor.

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.)

*** Science in Australia Gender Equity (SAGE)**

Western Sydney University has formally accepted the Athena SWAN Institutional Bronze Award for its sector-leading commitment to advancing gender equity in Science, Technology, Engineering, Maths and Medicine (STEMM).

The award was presented at the 2020 Science in Australia Gender Equity (SAGE) Gala Awards Dinner in Adelaide. It follows the development of a four-year Athena SWAN Action Plan (2019-2023) by the University to further support women and trans and gender diverse people in STEMM.

The plan complements the University's existing policies, programs and initiatives that promote gender equity for staff and students. These efforts have seen the University rank first in the world for addressing gender equality in the 2019 Times Higher Education Impact Rankings and noted as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency for 14 consecutive years.

*** Vice-Chancellor's Gender Equality Committee**

The Vice-Chancellor's Gender Equality Committee is an Advisory Committee to the Vice-Chancellor. The role of the Committee is to promote and improve gender equality at Western Sydney University by:

- developing, implementing and monitoring the Gender Equality Strategy and Action Plan
- commissioning works and reports and gathering data on gender equality
- recommending targets for improving the representation of women in management and leadership positions
- undertaking policy reviews and special projects
- reviewing and making recommendations to the Vice-Chancellor on the Employer of Choice for Gender Equality application.

The Committee is also responsible for coordinating reviewing and actioning findings from research undertaken as part of the Gender Equality Fund grants. Stemming from this research the University has also gained accreditation as a Breastfeeding Friendly Workplace from the Australian Breastfeeding Association.

The Committee meet quarterly however as response to the pandemic are now meeting more frequently to ensure emerging matters are addressed in a time-sensitive manner. The Committee has worked alongside the Engaged Parent Network and has developed information to support staff and student parents during COVID-19, as well as information to support managers and supervisors.

*** Sector joint position statement**

Western Sydney University has led a group of senior equity practitioners from across Australia's universities to develop a joint sector position statement acknowledging the gendered effects of COVID-19 and committing to preserving gender equity as a priority across the sector.

All Australian universities and higher education sector partners have been invited to sign the statement, committing to five actions:

1. To actively seek equal representation of women in COVID-19 response planning and decision-making.
2. To formally monitor and report on gender equity impacts of COVID-19 related decision making, and collaborate with other universities and sector partners to address emerging issues.
3. To continue participation in the Science in Australia Gender Equity (SAGE) Athena SWAN initiative.
4. To maintain gender equity and diversity programs and key performance indicators.
5. To preserve the gender equity progress made to date.

Western Sydney University has already signed the statement, which has been endorsed by key sector partners including Science in Australia Gender Equity (SAGE), Male Champions of Change Australia, Equity

Practitioners in Higher Education Australasia (EPHEA), and the Academy of Science and the Academy of Technology and Engineering.

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 62.7% females and 37.3% males.

Promotions

2. 59.5% of employees awarded promotions were women and 40.5% were men
 - i. 48.3% of all manager promotions were awarded to women
 - ii. 65.5% of all non-manager promotions were awarded to women.
3. 9.8% of your workforce was part-time and 10.7% of promotions were awarded to part-time employees.

Resignations

4. 62.7% of employees who resigned were women and 37.3% were men
 - i. 51.7% of all managers who resigned were women
 - ii. 65.0% of all non-managers who resigned were women.
5. 9.8% of your workforce was part-time and 12.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 0.7% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A - 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:

National Tertiary Education Union
Community and Public Sector Union

CEO sign off confirmation

Name of CEO or equivalent:

Professor Barney Glover AO

Confirmation CEO has signed the report:

CEO signature:

Date: