## 2013-14 public report form submitted by University of Western Australia to the Workplace Gender Equality Agency

### Organisation and contact details

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### Workplace profile
#### Manager

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Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

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

1.1 Recruitment?

☒ Yes
☐ Standalone policy
☒ Policy is contained within another policy
☐ Standalone strategy
☑ Strategy is contained within another strategy

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

1.2 Retention?

☒ Yes
☐ Standalone policy
☒ Policy is contained within another policy
☐ Standalone strategy
☑ Strategy is contained within another strategy

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

1.3 Performance management processes?

☒ Yes
☐ Standalone policy
☒ Policy is contained within another policy
☐ Standalone strategy
☑ Strategy is contained within another strategy

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

1.4 Promotions?

☒ Yes
☐ Standalone policy
☒ Policy is contained within another policy
☐ Standalone strategy
☑ Strategy is contained within another strategy

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

1.5 Talent identification/identification of high potentials?
Yes  
☐ Standalone policy  
☐ Policy is contained within another policy  
☐ Standalone strategy  
☐ Strategy is contained within another strategy

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

1.6 Succession planning?  
☐ Yes  
☐ Standalone policy  
☐ Policy is contained within another policy  
☐ Standalone strategy  
☐ Strategy is contained within another strategy

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

1.7 Training and development?  
☒ Yes  
☐ Standalone policy  
☒ Policy is contained within another policy  
☐ Standalone strategy  
☐ Strategy is contained within another strategy

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

1.8 Resignations?  
☐ Yes  
☐ Standalone policy  
☐ Policy is contained within another policy  
☐ Standalone strategy  
☐ Strategy is contained within another strategy

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

1.9 Key performance indicators for managers relating to gender equality?  
☐ Yes  
☐ Standalone policy  
☐ Policy is contained within another policy  
☐ Standalone strategy  
☐ Strategy is contained within another strategy

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

1.10 Gender equality overall?
Yes

☑️ Standalone policy
☑️ Policy is contained within another policy
☑️ Standalone strategy
☑️ Strategy is contained within another strategy

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

1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
UWA has an overarching policy on Achievement Relative to Opportunity.
UWA has specific clauses in our workplace agreements relating to anti-discrimination, gender pay equity and family friendly workplaces.
UWA has an Equal Opportunity and Affirmative Action Policy, and Statement, first adopted by the University Senate in 1993.
UWA has a current Equity and Diversity Management Plan

Gender equality indicator 2: Gender composition of governing bodies

2. Does your organisation, or any organisation you are reporting on, have a governing body/board? (If you answered no, you will only be required to answer question 2.4, if applicable)

☑️ Yes
☐ No

2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, also indicate the gender composition of that governing body/board; and where in place, include what gender composition target has been set and the year the target is to be reached. IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition numbers of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the % Target column and leave the ‘Year to be reached’ column blank. Otherwise, please enter a number from 0-100 in the % Target column and a future date in the format of YYYY in the ‘Year to be reached’ column.

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<td>7</td>
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</tbody>
</table>
2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below:
- Governing body has gender balance (e.g. 40% women/40% men/20% either)
- Currently under development
- Insufficient human resources staff
- Don't have expertise
- Don't have control over board appointments (provide details why):
  - UWA Senate has 21 members comprised of 4 Appointed by the Governor, 4 elected by convocation, 3 elected by academic staff, 1 elected by Academic Board, 1 elected by general staff, 3 elected by students, the Vice-chancellor ex-officio, and 4 co-opted members.
- Not a priority
- Other (provide details):

2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report?
- Yes
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy
- No
- No, in place for some governing bodies
- No, currently under development
- No, insufficient human resources staff
- No, do not have control over board appointments (provide details why):
UWA Senate has 21 members comprised of 4 Appointed by the Governor, 4 elected by convocation, 3 elected by academic staff, 1 elected by Academic Board, 1 elected by general staff, 3 elected by students, the Vice-chancellor ex-officio, and 4 co-opted members.

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

2.4 If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate governing body/board of directors, please enter its composition in 2.1

<table>
<thead>
<tr>
<th></th>
<th>F</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other equity partners</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Gender equality indicator 3: Equal remuneration between women and men

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

- [X] Yes
- [ ] Standalone policy
- [X] Policy is contained within another policy
- [X] Standalone strategy
- [X] Strategy is contained within another strategy

- [ ] No
- [ ] No, currently under development
- [ ] No, insufficient human resources staff
- [ ] No, included in workplace agreement
- [ ] No, don’t have expertise
- [ ] No, salaries set by awards or industrial agreements
- [ ] No non-award employees paid market rate
- [ ] No, not a priority
- [ ] No, other (provide details): 

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

- [X] Yes
- [ ] No
- [ ] No, currently under development
- [ ] No, insufficient human resources staff
- [ ] No, don’t have expertise
- [ ] No, salaries set by awards or industrial agreements
- [ ] No, non-award employees paid market rate
- [ ] No, not a priority
- [ ] No, other (provide details): 

3.2 If you answered yes to question 3.1, please provide details on what gender pay equity objectives are included in your formal policy or formal strategy, and include timeframes for achieving these objectives:

UWA has a Remuneration Committee chaired by the Vice Chancellor to determine and review the University's remuneration policy and monitor salary and allowance movements.

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UWA policy on Reward and Recognition states that Accordingly, when considering payment of bonuses or allowances there must be consideration of the amounts paid to employees of both genders to ensure, as far as practicable, equity for the same levels of performance.

UWA also recognises Achievement Relative to Opportunity in all its remuneration, allowance and promotion decisions.

4. Has a gender remuneration gap analysis been undertaken?
   ☒ Yes - please indicate when this analysis was most recently undertakend
     ☐ Within last 12 months
     ☒ Within last 1-2 years
     ☐ More than 2 years ago but less than 4 years ago
     ☐ Other (provide details):

   ☐ No
   ☐ No, currently under development
   ☐ No, insufficient human resources staff
   ☐ No, don't have expertise
   ☐ No, salaries set by awards or industrial agreements
   ☐ No, non-award employees paid market rate
   ☐ No, not a priority
   ☐ No, other (provide details):

4.1 Were any actions taken as a result of your gender remuneration gap analysis?
   ☒ Yes - please indicate what actions were taken:
     ☐ Identified cause/s of the gaps
     ☐ Created an action plan to address causes
     ☐ Reviewed remuneration decision-making processes
     ☐ Reviewed individual remuneration outcomes
     ☐ Conducted a gender-based job evaluation process
     ☒ Implemented other changes (provide details):
       All Deans and Senior Executives were provided with specific information appropriate to their faculties and specific work areas. Information about gender tracking was also included on dashboard for information and up-to-the-minute gender data. The Achievement Relative to Opportunity Policy was implemented. Deans were also advised of Remuneration Policy and equity considerations in policy on Discretionary Allowances.

   ☐ No
   ☐ No gaps identified
   ☐ No, currently under development
   ☐ No, insufficient human resources staff
   ☐ No, don't have expertise
   ☐ No, salaries set by awards or industrial agreements
   ☐ No, non-award employees paid market rate
   ☐ No, unable to address cause/s of gaps (provide details why):

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

Gender equality indicator 4: 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

5. Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?
   ☒ Yes
5.1 Please indicate the number of weeks of employer funded paid parental leave that are provided for primary carers.

36

5.2 How is employer funded paid parental leave 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)

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

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

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

2

7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the last reporting period?

<table>
<thead>
<tr>
<th></th>
<th>Primary carer's leave</th>
<th>Secondary carer's leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Managers</td>
<td>22</td>
<td></td>
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<tr>
<td>Non-managers</td>
<td>147</td>
<td></td>
</tr>
</tbody>
</table>

8 What proportion of your total workforce has access to employer funded paid parental leave?

<table>
<thead>
<tr>
<th></th>
<th>Primary carer's leave</th>
<th>Secondary carer's leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

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

☒ Yes

☒ Standalone policy
☐ Policy is contained within another policy
☐ Standalone strategy
☐ Strategy is contained within another strategy
10. Do you have a formal policy or formal strategy to support employees with family and caring responsibilities?
- Yes
  - Standalone policy
    - Policy is contained within another policy
  - Standalone strategy
    - Strategy is contained within another strategy
- No
  - No, currently under development
  - No, insufficient human resources staff
  - No, included in workplace agreement
  - No, don't have expertise
  - No, not a priority
  - No, other (provide details):

11. Do you have any non-leave based measures to support employees with family and caring responsibilities?
- Yes
- No
  - No, currently under development
  - No, insufficient human resources staff
  - No, included in workplace agreement
  - No, don't have expertise
  - No, not a priority
  - No, other (provide details):

11.1 To understand where these measures are available, do you have other worksites in addition to your head office?
- Yes
- No

11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select ‘Head office only’):
- Employer subsidised childcare
  - Head office only
  - Other worksites only
  - Head office and some other worksites
  - All worksites including head office
- On-site childcare
  - Head office only
  - Other worksites only
  - Head office and some other worksites
  - All worksites including head office
- Breastfeeding facilities
  - Head office only
  - Other worksites only
  - Head office and some other worksites
  - All worksites including head office
- Childcare referral services
12. Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?

[ ] Yes
[ ] No, currently under development
[ ] No, insufficient human resources staff
[ ] No, included in workplace agreement
[ ] No, not aware of the need
[ ] No, don't have expertise
[ ] No, not a priority
[ ] No, other (provide details):

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

[ ] Yes - please indicate the type of measures in place:
  [ ] Employee assistance program
  [ ] Access to leave
  [ ] Training of human resources (or other) staff
  [ ] Other (provide details):

[ ] No
[ ] No, currently under development
[ ] No, insufficient human resources staff
[ ] No, not aware of the need
14 Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

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<tr>
<th></th>
<th>Managers</th>
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<tr>
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<td>Female</td>
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<td>Flexible hours</td>
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<td>Compressed</td>
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<td>Time-in-lieu</td>
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<td>Telecommuting</td>
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<td>Part-time work</td>
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<td>Job sharing</td>
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<tr>
<td>Carer's leave</td>
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<td>Purchased</td>
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<td>Unpaid leave</td>
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14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:

UWA has work from home, and children at work policies, deferred salary schemes and annualised hours

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

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

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

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

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

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

15.1 How did you consult with employees on issues concerning gender equality in your workplace?
- Survey
- Consultative committee or group
- Focus groups
- Exit interviews
- Performance discussions
- Other (provide details):

15.2 What categories of employees did you consult?
- All staff
- Women only
- Men only
- Human resources managers
- Management
- Employee representative group(s)
- Diversity committee or equivalent
- Other (provide details):

Gender equality indicator 6: Sex-based harassment and discrimination

16 Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?
- Yes
  - Standalone policy
  - Policy is contained within another policy
  - Standalone strategy
  - Strategy is contained within another strategy
- No
- No, currently under development
- No, insufficient human resources staff
- No, included in workplace agreement
- No, don't have expertise
- No, not a priority
- No, other (provide details):

16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?
- Yes
- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority
- No, other (provide details):

17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?
- Yes - please indicate how often this training is provided:
  - At induction
  - At least annually
Every one-to-two years
☐ Every three years
☐ Varies across business units
☐ Other (provide details):

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

Other

18 Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (Please note that any information you provide here will appear in your public report)
The university has several avenues of career development funding available for female professional and academic staff specifically targeting women returning from career breaks.

UWA provides female staff with the opportunity to participate in an outstanding Leadership Development for Women staff development course of 1 year duration. The course is available to full-time and part-time staff.

The University also supports the Senior Women’s network.

19 You may provide additional details on any information provided in the report below.

Please note Question 8; 100% of our staff have access to employer funded paid parental leave, excluding casuals and staff with less than 1 year service before commencing leave.

Question 5.1. we provided 26 weeks paid parental leave for people with less than 5 years service and 36 weeks for people with more than 5 years service.
## Notification and access

| List of employee organisations | NTEU  
|                              | United Voice  
|                              | AMWU  
|                              | CPSU |

## CEO sign off confirmation

<table>
<thead>
<tr>
<th>Name of CEO or equivalent</th>
<th>Professor Paul Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation CEO has signed the report</td>
<td>Yes</td>
</tr>
</tbody>
</table>