# Organisation and contact details

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<th>ABN</th>
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<tr>
<td></td>
<td>ANZSIC</td>
<td></td>
<td>8102 Higher Education</td>
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<tr>
<td>Organisation details</td>
<td>Trading name/s</td>
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<td>ASX code (if relevant)</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Postal address</td>
<td>PO Box 123</td>
<td>BROADWAY NSW 2007</td>
</tr>
<tr>
<td></td>
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<td>AUSTRALIA</td>
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<td>Other organisations reported on in this report</td>
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# Workplace profile

## Manager

<table>
<thead>
<tr>
<th>Manager occupational categories</th>
<th>Reporting level to CEO</th>
<th>Employment status</th>
<th>No. of employees</th>
<th>Total employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO/Head of Business in Australia</td>
<td>0</td>
<td>Full-time permanent</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full-time contract</td>
<td>0</td>
<td>1</td>
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<td></td>
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<td>Part-time permanent</td>
<td>0</td>
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<td>Part-time contract</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>Casual</td>
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</tr>
<tr>
<td>Key management personnel</td>
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<td>4</td>
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<td>Part-time contract</td>
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<tr>
<td></td>
<td></td>
<td>Casual</td>
<td>0</td>
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<tr>
<td>Other executives/General managers</td>
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<td>Full-time permanent</td>
<td>4</td>
<td>6</td>
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<td></td>
<td></td>
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<td>Senior Managers</td>
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<tr>
<td>Other managers</td>
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<td></td>
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## Non-manager

<table>
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<tr>
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<th>No. of apprentices (if applicable)</th>
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</tr>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Non-manager occupational categories</td>
<td>Employment status</td>
<td>No. of employees (excluding graduates and apprentices)</td>
<td>No. of graduates (if applicable)</td>
<td>No. of apprentices (if applicable)</td>
<td>Total employees</td>
</tr>
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<td></td>
<td>Casual</td>
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<td>Casual</td>
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<td>Labourers</td>
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<td></td>
<td>Casual</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grand total: all non-managers</td>
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<td>4,674</td>
<td>3,488</td>
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</tbody>
</table>
Additional Information regarding Workplace Profile

At UTS, manager categories generally include professional staff at equivalent of HEW level 10 and academic staff with formal leadership responsibilities, such as centre directors, heads of School, deans, etc. Other academic staff are shown in professional category.
Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

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

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

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

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

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

1.5 Talent identification/identification of high potentials?
- Yes (you can select policy and/or strategy options)
1.6 Succession planning?
☑ Yes (you can select policy and/or strategy options)
☑ Standalone policy
☑ Policy is contained within another policy
☑ Standalone strategy
☑ Strategy is contained within another strategy

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

1.7 Training and development?
☑ Yes (you can select policy and/or strategy options)
☑ Standalone policy
☑ Policy is contained within another policy
☑ Standalone strategy
☑ Strategy is contained within another strategy

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

1.8 Resignations?
☑ Yes (you can select policy and/or strategy options)
☑ Standalone policy
☑ Policy is contained within another policy
☑ Standalone strategy
☑ Strategy is contained within another strategy

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

1.9 Key performance indicators for managers relating to gender equality?
☑ Yes (you can select policy and/or strategy options)
☑ Standalone policy
☑ Policy is contained within another policy
☑ Standalone strategy
☑ Strategy is contained within another strategy

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

1.10 Gender equality overall?
☑ Yes (you can select policy and/or strategy options)
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:

The UTS Enterprise Agreements for academic, professional and senior staff contain specific commitments to redress points of disadvantage experienced by women and members of other EEO groups. The University is committed to implementing and monitoring procedures to overcome obstacles to gender equality and gender pay equity.

The UTS Equal Opportunity and Diversity Policy sets out the responsibilities of all members of the University community to implement equal opportunity and diversity principles and to refrain from bullying, discrimination and harassment. The policy also sets out the consequences of any breach of the Policy.

The UTS Research Equity Initiative was launched in 2013 and has grown to be integrated across UTS Faculties. The REI targets and supports women and male and female staff with carer responsibilities to progress and excel in research careers.

The UTS KPI framework incorporates 22 university-wide KPIs over five interdependent performance domains, which map directly to the strategic plan. There is an explicit strategic priority supporting gender equality (KPI for % senior academic women). Second tier KPIs are currently in development to support gender equality in recruitment and retention.

UTS Academic Promotion guidelines specifically support the consideration of performance against opportunity for carer responsibilities and career interruptions such as parental leave.

Staff and Students with Carers' Responsibilities Vice-Chancellor's Directive sets out the support and options available to staff and students with carer responsibility.

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

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

<table>
<thead>
<tr>
<th>MANAGERS</th>
<th>NON-MANAGERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
<td>Male</td>
</tr>
</tbody>
</table>

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

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

No cell should be left blank, please enter ‘0’ (zero) where there is no data.
1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

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

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

<table>
<thead>
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<th>Managers</th>
<th></th>
<th>Managers</th>
<th></th>
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</thead>
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<td></td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Permanent/ongoing full-time employees</td>
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<td>12</td>
<td>69</td>
<td>67</td>
</tr>
<tr>
<td>Permanent/ongoing part-time employees</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>4</td>
</tr>
<tr>
<td>Fixed-term contract full-time employees</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fixed-term contract part-time employees</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Casual employees</td>
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<td>0</td>
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</tr>
</tbody>
</table>

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

1.8 UTS has low rates of resignation across all categories of staff as benchmarked with other Australian universities. However, we monitor and report on resignation rates by gender and conduct exit interviews on request. Employee engagement and staff retention are an essential part of all manager roles. Developing an inclusive, supportive and safe workplace is vital to staff retention, as well as respecting and valuing each person’s contribution and dealing promptly and appropriately with claims or evidence of harassment and discrimination etc.

1.12 A number of the new appointments include casual professional staff appointed to fixed term and on-going roles.

1.13 UTS offers specific mentoring and workshops to women applying for Associate Professor and Professor levels. We offer a Leadership for Academic Women program which includes a two-day workshop, an active network and individual coaching for participants.

Gender equality indicator 2: Gender composition of governing bodies

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

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

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

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

<table>
<thead>
<tr>
<th>Organisation name</th>
<th>Gender and NUMBER of chairperson/s (NOT percentage)</th>
<th>Gender and NUMBER of other governing body/board members (NOT percentage)</th>
<th>% target for representation of women on each governing body/board (enter 0 if no target has been set, or enter a % between 1-100)</th>
<th>Year to be reached</th>
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</thead>
<tbody>
<tr>
<td>01 UTS Council</td>
<td>1 F (Chair) 0 M (Chair) 4 F 13 M</td>
<td></td>
<td>0 (%)</td>
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</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>03</td>
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<tr>
<td>Organisation name</td>
<td>Gender and NUMBER of chairperson/s (NOT percentage)</td>
<td>Gender and NUMBER of other governing body/board members (NOT percentage)</td>
<td>% target for representation of women on each governing body/board</td>
<td>Year to be reached</td>
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</tbody>
</table>

2.2 If a target relating to the representation of women has not been set for any of the governing bodies listed above, you may specify why below:
- Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
- Currently under development
- Insufficient human resources staff
- Don’t have expertise
Do not have control over governing body/board appointments (provide details why):
Council is established in accordance with the UTS Act and By-law. Members of Council are appointed, elected or represent another body.
☐ Not a priority
☐ Other (provide details):

2.3 Do you have a formal selection policy and/or formal selection strategy for governing body/board members for ALL organisations covered in this report?
☐ Yes (you can select policy and/or strategy options)
  ☐ Standalone policy
  ☐ Policy is contained within another policy
  ☐ Standalone strategy
  ☐ Strategy is contained within another strategy
☐ No
☐ No, in place for some governing bodies/boards
☐ No, currently under development
☐ No, insufficient human resources staff
☒ No, do not have control over governing body/board appointments (provide details why):
  Council is established in accordance with the UTS Act and By-law. Members of Council are appointed, elected or represent another body.
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

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

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

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

<table>
<thead>
<tr>
<th>Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)</th>
<th>Full-time females</th>
<th>Part-time females</th>
<th>Full-time males</th>
<th>Part-time males</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity partners who are “Other executives/General managers”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity partners who are “Senior managers”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity partners who are “Other managers”</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:
Professor Vicki Sara, Chancellor UTS Council (chair), retired February 2016.

UTS Council membership is dictated by the UTS Act, UTS By-law and relevant UTS Rules. UTS also has regard to the voluntary Code of Best Practice for the Governance of Australian Universities. There are 3 ex-officio positions, two ministerial appointments, ten Council appointed members and five elected staff/student positions.
Gender equality indicator 3: Equal remuneration between women and men

3. Do you have a formal policy and/or formal strategy on remuneration generally?
   ☑ Yes (you can select policy and/or strategy options)
     ☑ Standalone policy
     ☑ Policy is contained within another policy
     ☑ Standalone strategy
     ☑ Strategy is contained within another strategy
   ☐ No
   ☐ No, currently under development
   ☐ No, insufficient human resources staff
   ☐ No, included in workplace agreement
   ☐ No, don't have expertise
   ☐ No, salaries set by awards or industrial agreements
   ☐ No, non-award employees paid market rate
   ☐ No, not a priority
   ☐ No, other (provide details):

3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
   ☑ Yes (provide details in questions 3.2 and/or 3.3 below)
   ☐ No
   ☐ No, currently under development
   ☐ No, insufficient human resources staff
   ☐ No, don’t have expertise
   ☐ No, salaries set by awards or industrial agreements
   ☐ No, non-award employees are paid market rate
   ☐ No, not a priority
   ☐ No, other (provide details):

3.2 You have answered yes to question 3.1. Please indicate whether your formal policy or formal strategy includes the following gender pay equity objectives (more than one option can be selected):
   ☑ To achieve gender pay equity
   ☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)
   ☑ To be transparent about pay scales and/or salary bands
   ☑ To ensure managers are held accountable for pay equity outcomes
   ☑ To implement and/or maintain a transparent and rigorous performance assessment process
   ☑ Other (Please provide details in question 3.3 below)

3.3 Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives:
The UTS Enterprise Agreements prescribe the conditions of employment of UTS staff. The EA clauses cover gender pay equity and a commitment to compare salaries and pay (including all loadings and allowances) of staff at all levels. In addition, the Professional Staff agreement and the Senior Staff Group agreement contain clauses supporting career equity. These clauses are reflected in our strategies and implementation practices and remuneration committees are made aware of gender pay parity in their decisions. The time frames are those set by the current EAs covering UTS Academic, Professional and SSG staff.
4 Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.)
- Yes. When was the most recent gender remuneration gap analysis undertaken?
  - Within last 12 months
  - Within last 1-2 years
  - More than 2 years ago but less than 4 years ago
  - Other (provide details):

- No
- No, currently under development
- No, insufficient human resources staff
- No, don’t have expertise
- No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)
- No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)
- No, non-award employees are paid market rate
- No, not a priority
- No, other (provide details):

4.01 Should you wish to provide details on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like, organisation-wide), please do so below: UTS compared base salary and total remuneration of women and men by level, eg by higher education worker (professional staff) levels, by academic levels and by senior staff group levels. We identified where differences occurred and analysed these gaps to see whether they are related to gender or other factors.

4.1 Were any actions taken as a result of your gender remuneration gap analysis?
- Yes - please indicate what actions were taken (more than one option can be selected):
  - Created a pay equity strategy or action plan
  - Identified cause/s of the gaps
  - Reviewed remuneration decision-making processes
  - Analysed commencement salaries by gender to ensure there are no pay gaps
  - Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
  - Analysed performance pay to ensure there is no gender bias (including unconscious bias)
  - Trained people-managers in addressing gender bias (including unconscious bias)
  - Set targets to reduce any like-for-like gaps
  - Set targets to reduce any organisation-wide gaps
  - Reported pay equity metrics (including gender pay gaps) to the governing body/board
  - Reported pay equity metrics (including gender pay gaps) to the executive
  - Reported pay equity metrics (including gender pay gaps) to all employees
  - Reported pay equity metrics (including gender pay gaps) externally
  - Corrected like-for-like gaps
  - Conducted a gender-based job evaluation process
  - Implemented other changes (provide details):

- No
- No unexplainable or unjustifiable gaps identified
- No, currently under development
- No, insufficient human resources staff
- No, don’t have expertise
- No, salaries set by awards or industrial agreements
- No, non-award employees are paid market rate
- No, unable to address cause/s of gaps (provide details why):
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Important to note that salaries for most university staff are set by industrial agreements with pay increases only available with CPI increases and change in level, such as academic promotion. Remuneration tied to performance is only available to the Senior Staff group. This performance pay is monitored and reported on by gender. In addition a small number of senior staff are covered by individual performance arrangements (IPA).

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

5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?
☒ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
☐ By paying the gap between the employee’s salary and the government’s paid parental leave scheme
☒ By paying the employee’s full salary (in addition to the government’s paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
☐ No
☐ No, currently being considered
☐ No, insufficient human resources staff
☐ No, government scheme is sufficient
☐ No, don’t know how to implement
☐ No, not a priority
☐ No, other (provide details):

5.1 Please indicate the MINIMUM number of weeks of EMPLOYER FUNDED paid parental leave that is provided for primary carers.
20

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

5.1a What is the eligibility period for employees to access the MINIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MINIMUM amount - in months)?
10

5.1b If you offer different amounts of employer funded paid parental leave, what is the MAXIMUM number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)?
26

5.1c What is the eligibility period for employees to access the MAXIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MAXIMUM amount – in months)?
10
5.2 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

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

<table>
<thead>
<tr>
<th>Primary carer’s leave</th>
<th>Percentage:</th>
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<tbody>
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<td>80</td>
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</tbody>
</table>

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

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

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

4

6.3 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

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

<table>
<thead>
<tr>
<th>Secondary carer’s leave</th>
<th>Percentage:</th>
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<tbody>
<tr>
<td></td>
<td>80</td>
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</table>

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

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

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<tr>
<th></th>
<th>Primary carer’s leave</th>
<th>Secondary carer’s leave</th>
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<tr>
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<td>Female</td>
<td>Male</td>
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<td>Managers</td>
<td>4</td>
<td>0</td>
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<tr>
<td>Non-managers</td>
<td>110</td>
<td>1</td>
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</table>

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

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

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

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

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<tr>
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<th>Female</th>
<th>Male</th>
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<tr>
<td>Managers</td>
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<td>0</td>
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<tr>
<td>Non-managers</td>
<td>6</td>
<td>0</td>
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9. Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes (you can select policy and/or strategy options)
- standalone policy
- policy is contained within another policy
- standalone strategy
- strategy is contained within another strategy

No
- No, currently under development
- No, insufficient human resources staff
- No, included in workplace agreement
- No, don’t have expertise
- No, don’t offer flexible arrangements
- No, not a priority
- No, other (provide details):

9.1 You may indicate which of the following are included in your flexible working arrangements strategy:
- A business case for flexibility has been established and endorsed at the leadership level
- Leaders are visible role models of flexible working
- Flexible working is promoted throughout the organisation
- Targets have been set for engagement in flexible work
- Targets have been set for men’s engagement in flexible work
- Leaders are held accountable for improving workplace flexibility
- Manager training on flexible working is provided throughout the organisation
- Employee training is provided throughout the organisation
- Team-based training is provided throughout the organisation
- Employees are surveyed on whether they have sufficient flexibility
- The organisation’s approach to flexibility is integrated into client conversations
- The impact of flexibility is evaluated (e.g., reduced absenteeism, increased employee engagement)
- Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
- Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body/board

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

Yes (you can select policy and/or strategy options)
- standalone policy
- policy is contained within another policy
- standalone strategy
- strategy is contained within another strategy

No
- No, currently under development
- No, insufficient human resources staff
- No, included in workplace agreement
Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)?

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

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

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

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

UTS takes a flexible approach to employment to allow staff to maintain a healthy work/life balance. The following non-leave provisions are available to staff:

The UTS: Wellbeing program develops and promotes a range of seasonal and ongoing activities and initiatives to help staff manage their physical, emotional and financial wellbeing, personally and professionally.

The provisions for children on campus are part of the University's commitment to flexible arrangements to support women and men with carers' responsibilities. The University recognises the occasional need for staff and students to bring children onto the university campus, subject to any regulations which may apply in specific areas such as labs. For example, they may have a young baby, childcare arrangements or plans may have fallen through, or it may be a pupil-free day in schools.

The Employee Assistance Program (EAP) is a free, confidential counselling, coaching and support available to all UTS staff and their immediate family members.

The DTC online wellbeing portal is available to all staff, and their immediate family members. This site provides a broad range of information, articles, self assessment tools, online counselling support, videos and podcasts on:

> living > working > managing > coping > partnering > parenting > ageing > money

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

☒ Yes (you can select policy and/or strategy options)
☐ Standalone policy
☒ Policy is contained within another policy
☐ Standalone strategy
☐ Strategy is contained within another strategy

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

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

☒ Yes - please indicate the type of measures in place (more than one option can be selected):
☒ Employee assistance program (including access to a psychologist, chaplain or counsellor)
☒ Training of key personnel
☒ A domestic violence clause is in an enterprise agreement or workplace agreement
☒ Workplace safety planning
☒ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
☒ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
☐ Access to unpaid leave
☒ Confidentiality of matters disclosed
Referral of employees to appropriate domestic violence support services for expert advice
Protection from any adverse action or discrimination based on the disclosure of domestic violence
Flexible working arrangements
Provide financial support (e.g. advance bonus payment or advanced pay)
Offer change of office location
Emergency accommodation assistance
Access to medical services (e.g. doctor or nurse)

Other (provide details):

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

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

<table>
<thead>
<tr>
<th></th>
<th>Managers</th>
<th></th>
<th>Non-managers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
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<tr>
<td></td>
<td>Formal</td>
<td>Informal</td>
<td>Formal</td>
<td>Informal</td>
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<tr>
<td>Flexible hours of work</td>
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<tr>
<td>Compressed working weeks</td>
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<td>Time-in-lieu</td>
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<tr>
<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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<tr>
<td>Purchased leave</td>
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<tr>
<td>Unpaid leave</td>
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</tbody>
</table>

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:
Study-time is paid time release from work duties for the purpose of studying approved part-time courses.

30 days leave for phased return to work after parental leave - all or part can be used for professional and career development projects.

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):
Casual staff are paid a casual loading and are not able to access all employment conditions as listed. 20% (FTE) of UTS staff are casual employees.

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

Note on Q.7: At UTS, Partner’s Leave is up to 20 days paid leave which may be taken in the 3 months following birth or placement of the child. The breakdown of leave included under secondary carers leave is ‘family - return from parental leave’ and ‘return from parental leave half pay’ as well as Partner’s Leave.

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

15 Have you consulted with employees on issues concerning gender equality in your workplace?
✓ Yes
☐ No
☐ No, not needed (provide details why):

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

15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)?
✓ Survey
✓ Consultative committee or group
✓ Focus groups
✓ Exit interviews
✓ Performance discussions
✓ Other (provide details):
   Enterprise agreement discussions with employee representatives.
   Faculties consult with academic staff on issues for gender equity in research.
   Exit interviews are offered and conducted on request.

15.2 Please indicate what categories of employees you consulted.
✓ All staff
☐ Women only
☐ Men only
☐ Human resources managers
☐ Management
☐ Employee representative group(s)
☐ Diversity committee or equivalent
☐ Women and men who have resigned while on parental leave
☐ Other (provide details):

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

Gender equality indicator 6: Sex-based harassment and discrimination
16  Do you have a formal policy and/or formal strategy on sex-based harassment and
discrimination prevention?
    ☑ Yes (you can select policy and/or strategy options)
      ☑ Standalone policy
        ☐ Policy is contained within another policy
        ☑ Standalone strategy
        ☐ Strategy is contained within another strategy

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

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

17  Does your workplace provide training for all managers on sex-based harassment and
discrimination prevention?
    ☑ Yes - please indicate how often this training is provided ('At induction' AND one of the
other options can be selected):
      ☑ At induction
      ☐ At least annually
      ☑ Every one-to-two years
      ☐ Every three years or more
      ☐ Varies across business units
      ☐ Other (provide details):

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

17.1 Should you wish to provide additional information on any of your responses under
gender equality indicator 6, please do so below:
UTS is committed to ensuring that all students and staff are treated fairly, and can study and
work in an environment free from harassment.

UTS has a Code of Conduct as well as policies on Equal Opportunity and prevention of
harassment and a workplace behaviour statement, outlining the rights and responsibilities of
all UTS staff, students and visitors.

SHOUTS (Sexual Harassment Out of UTS) material - posters, videos - are widely displayed
across UTS and online. As a result, the 2014 UTS staff engagement survey showed that 92% of
staff agreed that sexual harassment is prevented and discouraged in the workplace.
The current completion rate for our Preventing Bullying in the Workplace program is 91% for fulltime staff (2676 out of 2930 fulltime staff).

All new starters and all managers are required to complete EO Online training. Annual reminders are sent to all staff to update their EO training. The EO Online modules are available as an information and reference source to all staff at anytime.

All new managers and supervisors attend face-to-face training with prevention of sex based harassment training included.

Other

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

UTS undertakes a number of initiatives designed to prevent gendered violence and harassment across the organisation. One of UTS's key initiatives is the SHOUTS awareness-raising campaign. SHOUTS, (Sex-based Harassment, Discrimination and Bullying Out of UTS), blitzes the campus at the start of every semester, sending a clear message that harassment of any form is not tolerated.

In addition, UTS has a formal domestic violence policy with access to paid domestic violence leave and is committed to support and train managers to respond appropriately.

In 2013, largely in response to the introduction of a large, new 720-bed student residence, UTS's Student Services Unit and Equity and Diversity Unit developed a program that would instill the residence with a culture of safety and respect.

With the enthusiastic support of UTS Housing, a two-day Sex and Ethics Training Program for Residential Networkers was introduced. Residential Networkers are students living and working in university residences. The program covers how to manage the issue of consent, how to manage non-verbal and verbal communication; it also explores the different cultural implications around sex, and how sexual assault or sexual harassment is defined in Australia.

Elements of the program are also integrated into the UTS Housing application process so UTS is upfront about what our values are and how we expect students to behave. Active and Ethical Bystander sessions are also delivered to broader cohorts of students. This training gives students the confidence and skills to assess for safety and if appropriate speak up or act when they see or hear something of concern.

UTS has also joined a nationwide campaign to raise awareness that sexual assault and all forms of harassment are unacceptable in our universities and in our wider community. Launched by peak body Universities Australia, Respect. Now. Always also aims to provide clear pathways of support for those who need it. Campaign materials are promoted in various channels to staff and students (eg social media, newsletters etc).

The campaign included a screening of The Hunting Ground on campus, followed by a panel discussion.

This campaign complements and reinforces the initiatives and support services UTS has already established.

The next aspect of the Respect. Now. Always. campaign is the Strengthening Australian University Responses to Sexual Assault and Harassment Project, coordinated by the Australian Human Rights Centre at UNSW. Starting with a nationwide student survey, the results will inform a set of guidelines for institutional responses to sexual assault and harassment in Australian universities.
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 56.9% females and 43.1% males.

Promotions
2. 53.8% of employees awarded promotions were women and 46.2% were men
   i. 66.7% of all manager promotions were awarded to women
   ii. 53.3% of all non-manager promotions were awarded to women.
3. 5.8% of your workforce was part-time and 4.1% of promotions were awarded to part-time employees.

Resignations
4. 51.5% of employees who resigned were women and 48.5% were men
   i. 14.3% of all managers who resigned were women
   ii. 54.8% of all non-managers who resigned were women.
5. 5.8% of your workforce was part-time and 12.3% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave
i. 3.5% of all women who utilised parental leave and ceased employment before returning to work
ii. 0.0% of all men who utilised parental leave and ceased employment before returning to work were women
iii. 3.1% of all non-managers who utilised parental leave and ceased employment before returning to work were women.
## Notification and access

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<th>List of employee organisations</th>
<th>NTEU</th>
<th>CPSU</th>
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## CEO sign off confirmation

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<tr>
<th>Name of CEO or equivalent</th>
<th>Attila Brungs</th>
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Confirmation CEO has signed the report

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