



Date Created: 01-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 01-06-2023

2022 - 23 Gender Equality Reporting

Submitted By:

The University Of Notre Dame Australia 69330643210

#Workplace Overview

Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

Recruitment: Yes

Policy

Retention: No

Insufficient resources/expertise; Not a priority

Performance management processes: Yes

Policy

Promotions: Yes.

Policy

Talent identification/identification of high potentials: YesStrategy

Succession planning: Yes

Strategy

Training and development: Yes

Policy

Key performance indicators for managers relating to gender equality:

NoInsufficient resources/expertise; Not a priority

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

NoCurrently under development

Estimated Completion Date: 2024-04-30

4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

The University continues to take steps to progress gender equality in its workforce. Over the past 12 months we have developed our Flexible Work policy and our Performance Development strategy (which includes talent management and succession planning). We are in the process of finalising updates to our Leave and Harassment, Discrimination & Victimisation policies, with changes that support our progress toward gender equality. New integrated Onboarding and Exit Surveys are helping us to better understand the experience women have working at our University so we can respond and make improvements accordingly. We are also continuing to improve data integrity (and analytic capability) to facilitate data driven decision making.

We recognise there is still much work to do. Our soon to be formalised Gender Equality strategy will lay the foundations to enable us to close critical gaps and accelerate progress.

Governing Bodies

Organisation: The University Of Notre Dame Australia

1.Name of the governing body: The University of Notre Dame Board of Directors

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 2	Male (M) 7	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy; Strategy

6. Target set to increase the representation of women: No

Selected value:

Other

Other value: The University has an aspiration for diversity on its Board of Directors but a policy position not to set specific gender quotas for the Board.

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Insufficient resources/expertise

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

The University's establishment legislation, The University of Notre Dame Australia Act 1989, provides that the Board of Directors is the governing body. Strategies are in place to identify an additional female Director with Higher Education expertise. Also, two of the four Board sub-committees are chaired by female Directors and the University Secretary, also female, attends all Board meetings. The Board of Directors has discussed gender diversity and is committed to work to improving its gender balance in line with the University's broad commitment to gender equality in the workplace. During 2022, two female members were recruited to two of the Board's sub-committees (namely Audit and Risk Committee and

Finance and Investment Committee).

#Action on gender equality

Gender Pay Gaps

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

No

Salaries set by awards/industrial or workplace agreements; Non-award employees paid market rate

2. What was the snapshot date used for your Workplace Profile?

2023-03-31

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equality

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

No

Non-award employees paid market rateSalaries for SOME 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)

3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

NoInsufficient resources/expertise

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

Insufficient resources/expertise

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholder:

4. Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?

No

5. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Flexible Work

Flexible Working

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

Yes

Policy

- 1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

A business case for flexibility has been established and endorsed at the leadership level

Yes

The organisation's approach to flexibility is integrated into client conversations

No

Insufficient resources/expertise

Date Created: 01-06-2023

Employees are surveyed on whether they have sufficient flexibility

No

Other

Other: To be assessed in next employee engagement survey

Employee training is provided throughout the organisation

No

Currently under development

Estimated Completion Date: 2023-08-31

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

No

Other

Other: To be assessed in next employee engagement survey

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Not aware of the need; Not a priority

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

Insufficient resources/expertise; Not a priority

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

Insufficient resources/expertise; Not a priority

Leaders are held accountable for improving workplace flexibility

No

Insufficient resources/expertise; Not a priority

Leaders are visible role models of flexible working

No

Insufficient resources/expertise

Manager training on flexible working is provided throughout the organisation

Yes

Targets have been set for men's engagement in flexible work

No

Insufficient resources/expertise; Not a priority

Team-based training is provided throughout the organisation

Yes

Other: No

2. Do you offer any of the following flexible working options to MANAGERS in your workplace?

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available; Informal options are available

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: Yes

SAME options for women and men

Informal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Not a priority

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available

Unpaid leave: Yes

SAME options for women and men Formal options are available

3. Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

Date Created: 01-06-2023

- 5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

Don't know / Not applicable

- 7. If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

The covid-19 pandemic accelerated The University's flexible work journey and therefore many informal arrangements are in place. The University's Flexible work policy and procedure was finalised in May 2023, and will be formally communicated to our employees over the coming month. This will provide employees with a formal method of applying for and obtaining formal flexible work arrangements at The University.

Gathering employee experience data in relation to flexibility in future employee engagement surveys will enable us to continuing to build the business case for flexibility to enable the University to fully adopt a flexible work culture.

#Employee Support

Paid Parental leave

- 1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

Yes, we offer employer funded parental leave using the primary/secondary carer definition

- 1. If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**

A new Leave Policy has been drafted to allow parental leave to cover surrogacy and stillbirth. This new policy is expected to be adopted by December 2023.

Support for carers

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

Yes

Policy

- 2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

- 2.1. Employer subsidised childcare**

No

Insufficient resources/expertise; Not aware of the need

2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No

Insufficient resources/expertise

2.3. Breastfeeding facilities

Yes

Available at SOME worksites

2.4. Childcare referral services

No

Insufficient resources/expertise

2.5. Coaching for employees on returning to work from parental leave

No

Insufficient resources/expertise

2.6. Targeted communication mechanisms (e.g. intranet/forums)

Yes

Available at ALL worksites

2.7. Internal support networks for parents

No

Insufficient resources/expertise

2.8. Information packs for new parents and/or those with elder care responsibilities

No

Not a priority

2.9. Parenting workshops targeting fathers

No

Not a priority

2.10. Parenting workshops targeting mothers

No

Not a priority

2.11. Referral services to support employees with family and/or caring responsibilities

Yes

Available at ALL worksites

2.12. Support in securing school holiday care

No

Insufficient resources/expertise

2.13. On-site childcare

No

Insufficient resources/expertise

2.14. Other details: No

3. **If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**

Parent rooms/ breastfeeding facilities are available at 4 of our largest campuses and the importance of these facilities have been factored in to future building/ renovation projects.

Sexual harassment, harassment on the grounds of sex or discrimination

1. **Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?**

Yes

Policy

- 1.3 **Do you provide a grievance process in your sexual harassment policy and/or strategy?**

2. **Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?**

All Non-Managers

Yes

Voluntary question: All Non-Managers

9. **If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.**

The University is currently developing an induction training program, training related to sex-based harassment and discrimination will form part of this. We are also in the process of revising our Harassment, Discrimination and Bullying policy to make it more comprehensive. A recent internal audit was also conducted in relation to sexual harassment to identify improvement actions (which we have started to implement).

Family or domestic violence

Date Created: 01-06-2023

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

Yes

Policy

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

A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Insufficient resources/expertise

Provision of financial support (e.g. advance bonus payment or advanced pay)

No

Insufficient resources/expertise

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

No
Insufficient resources/expertise

Training of key personnel

No
Insufficient resources/expertise

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

Yes

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of Days:

10

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of days:

10

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No

Other

Provide Details:The University provides support to victims of family and domestic violence on a case by case basis due to each case requiring a different level of support.

Access to unpaid leave

No

Other

Provide Details:The University provides support to victims of family and domestic violence on a case by case basis due to each case requiring a different level of support.

Provide Details: No

2. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below

We have risk management procedures in place to mitigate risk associated with family and domestic violence and to support our employees (such as a Workplace safety plan which was developed in October 2022). We regularly share important information regarding Family and Domestic Violence and the support available with our employees. The University has also recently updated our payslips to ensure Domestic Violence Leave is not reflected, and changed the process so HR approves leave request, instead of the employee's Manager.