

# Public report

2018-19

Submitted by

Legal Name:  
**Queensland University Of Technology**



## Organisation and contact details

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	<b>Reporting structure</b>	<b>Number of employees covered by this report</b>

# Workplace profile

## Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	0	0
		Full-time contract	1	0	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	0	0	0
		Full-time contract	2	4	6
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	0	0	0
		Full-time contract	7	4	11
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	1	1	2
		Full-time contract	10	7	17
		Part-time permanent	0	0	0
		Part-time contract	1	0	1
		Casual	0	0	0
	-3	Full-time permanent	2	0	2
		Full-time contract	19	23	42
		Part-time permanent	0	0	0
		Part-time contract	1	0	1
		Casual	0	0	0
	-4	Full-time permanent	0	0	0
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
Senior Managers	-1	Full-time permanent	1	0	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	1	0	1
		Full-time contract	13	3	16
		Part-time permanent	0	0	0
		Part-time contract	2	3	5
		Casual	0	0	0
	-3	Full-time permanent	5	6	11
		Full-time contract	29	16	45
		Part-time permanent	0	0	0
		Part-time contract	2	1	3
		Casual	0	0	0
	-4	Full-time permanent	91	163	254
		Full-time contract	14	40	54
		Part-time permanent	2	1	3
		Part-time contract	3	7	10
		Casual	0	0	0
	-5	Full-time permanent	2	3	5
		Full-time contract	7	4	11
		Part-time permanent	0	0	0
		Part-time contract	1	0	1
Casual		0	0	0	
-6	Full-time permanent	0	0	0	
	Full-time contract	0	1	1	
	Part-time permanent	0	0	0	
	Part-time contract	0	0	0	
	Casual	0	0	0	
Other managers	-2	Full-time permanent	3	1	4
		Full-time contract	0	1	1
		Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	43	25	68

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
		Full-time contract	24	11	35
		Part-time permanent	5	0	5
		Part-time contract	7	3	10
		Casual	0	0	0
	-4	Full-time permanent	107	50	157
		Full-time contract	46	49	95
		Part-time permanent	35	1	36
		Part-time contract	19	9	28
	-5	Casual	0	0	0
		Full-time permanent	42	51	93
		Full-time contract	51	45	96
		Part-time permanent	17	0	17
	-6	Part-time contract	12	5	17
		Casual	0	0	0
		Full-time permanent	5	19	24
		Full-time contract	9	10	19
	-7	Part-time permanent	0	0	0
		Part-time contract	1	3	4
		Casual	0	0	0
		Full-time permanent	6	22	28
	-8	Full-time contract	0	4	4
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	2	5
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
	Casual	0	0	0	
	Full-time permanent	3	2	5	
	Full-time contract	0	0	0	
	Part-time permanent	0	0	0	
	Part-time contract	0	0	0	
	Casual	0	0	0	
	Full-time permanent	3	2	5	
	Full-time contract	0	0	0	
	Part-time permanent	0	0	0	
	Part-time contract	0	0	0	
	Casual	0	0	0	
	Full-time permanent	3	2	5	
	Full-time contract	0	0	0	
	Part-time permanent	0	0	0	
	Part-time contract	0	0	0	
	Casual	0	0	0	
Grand total: all managers			654	599	1,253

# 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	494	363	0	0	0	0	857
	Full-time contract	348	301	0	0	0	0	649
	Part-time permanent	106	19	0	0	0	0	125
	Part-time contract	207	79	0	0	0	0	286
	Casual	822	686	0	0	0	0	1,508
Technicians and trade	Full-time permanent	28	76	0	0	0	0	104
	Full-time contract	33	32	0	0	0	0	65
	Part-time permanent	5	1	0	0	0	0	6
	Part-time contract	6	4	0	0	0	0	10
	Casual	30	39	0	0	0	0	69
Community and personal service	Full-time permanent	4	4	0	0	0	0	8
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	223	62	0	0	0	0	285
	Full-time contract	156	37	0	0	0	0	193
	Part-time permanent	64	10	0	0	0	0	74
	Part-time contract	63	10	0	0	0	0	73
	Casual	403	220	0	0	0	0	623
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	2	5	0	0	0	0	7
	Full-time contract	1	0	0	0	0	0	1
	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	2	0	0	0	0	0	2
	Full-time contract	48	30	0	0	0	0	78
	Part-time permanent	2	1	0	0	0	0	3
	Part-time contract	51	23	0	0	0	0	74
	Casual	403	134	0	0	0	0	537
Grand total: all non-managers		3,501	2,136	0	0	0	0	5,637

# 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 2018 to 31 March 2019. (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	11	8	43	25
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	1	2	11	3
Fixed-term contract part-time employees	3	0	2	0
Casual employees	0	0	1	4

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

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

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	193	117
Number of appointments made to NON-MANAGER roles (including promotions)	13014	9073

**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	15	19	46	37
Permanent/ongoing part-time employees	1	0	10	1
Fixed-term contract full-time employees	33	22	86	74
Fixed-term contract part-time employees	18	0	85	40
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.**

QUT has a long-term commitment to equal opportunity for women and formal programs have been in place for over 20 years. The objectives contained in the current strategic plan support women's fair treatment at work. The following provides an update on current gender equity initiatives. The Gender equity policy (A/8.8) states that consistent with QUT's Equal Opportunity and Diversity policy (A/8.4), QUT will embed gender equity philosophy and practices into all aspects of the university's activities. QUT recognises that gender is one dimension of diversity and is committed to achieving fair and equitable outcomes for staff and students in all aspects of work and study, regardless of gender identity or presentation.

The QUT Women in Leadership committee supports the various gender equity reforms being implemented throughout the University. It provides development opportunities and support to female staff through a number of initiatives; including the Women in Research Grant Scheme, the Quality Women in Leadership development program and other networking and development activities.

The QUT Women in STEMM program has been delivered throughout the STEMM discipline areas of the University since 2016. The program includes a mentoring and career advancement program; a leadership shadowing/deputising program; training and development workshops; and organisational culture workshops.

In December 2018 QUT was successful in its application for a Bronze Award in the inaugural SAGE Athena SWAN gender equity and diversity program. This award recognises QUT's commitment to improve gender

equity and diversity in STEMM. A four-year Action Plan, part of the Bronze Award application, is now being implemented across QUT. It has ambitious actions and targets across six themes:

1. Policy, practice and organisational culture
2. Recruitment
3. Career development and retention
4. Work-life balance and career breaks
5. Governance, monitoring and future planning
6. Information and data systems.

A total of 928 staff participated in gender equity programs in 2018, of which 644 were women and 284 men.

## 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?

QUT Council

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

	Female	Male
Number	0	1

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

	Female	Male
Number	13	8

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

- Yes
- No (you may specify why a target has not been set)
- Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
  - Currently under development, please enter date this is due to be completed
  - Insufficient resources/expertise
  - Do not have control over governing body/board appointments (provide details why):

Although we have met the 40% representation, the main reason we don't set targets is that membership is set by legislation and consists of members appointed by Governor-in-Council; ex-officio members; and elected members, none of which the organisation has any control over.

There are two small points of intervention where the organisation can exert some influence.

One is in suggesting names to the Government for consideration. The official Council procedures include this sentence: 'Gender balance of the nominees will also be a factor that may influence the agreed names.'

The second point of intervention is that 2 members of Council are appointed by the Council itself. The Council ensures that these two positions are used for gender balance or Indigenous representation, if needed.

- 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)  
QUT operates as a single entity. The QUT Council is the governing body for the organisation. Information about membership is outlined in question 2.1.
- 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.

The Council delegates much of the day-to-day business to the University Executive (formerly called the Vice-Chancellor's Advisory Committee). This body has a female chair and consists of 18 other members (all ex-officio) which are gender-balanced - 11 females and 7 males.

## 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).**

In late 2018, the annual pay equity analysis was done, and showed a further narrowing of the overall male/female gap, which continues to be lower than the comparable industry average. No significant gaps were present level-by-level, nor in starting salaries or bonuses.

The main activity arising was focused on above-base payments, which, although improved on the past, had some gaps at particular levels and in particular organisational units. Detailed reports were produced and discussed with each relevant manager.

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

- Yes – indicate what actions were taken (select all applicable answers)
- Created a pay equity strategy or action plan
  - Identified cause/s of the gaps
  - Reviewed remuneration decision-making processes
  - Analysed commencement salaries by gender to ensure there are no pay gaps
  - Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
  - Analysed performance pay to ensure there is no gender bias (including unconscious bias)
  - Trained people-managers in addressing gender bias (including unconscious bias)
  - Set targets to reduce any like-for-like gaps
  - Set targets to reduce any organisation-wide gaps
  - Reported pay equity metrics (including gender pay gaps) to the governing body
  - Reported pay equity metrics (including gender pay gaps) to the executive
  - Reported pay equity metrics (including gender pay gaps) to all employees
  - Reported pay equity metrics (including gender pay gaps) externally
  - Corrected like-for-like gaps
  - Conducted a gender-based job evaluation process
  - Implemented other changes (provide details):
- 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:**

6

**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.**

**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:**

5

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

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

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

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

**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	34	5	0	14

**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	118	2	0	28

**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	5	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	15	2

**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):

QUT recognises that staff may experience a situation of violence or abuse in their personal life that may affect their attendance or performance at work. A number of mechanisms may be available to support staff who are experiencing violence from a member of their family, or who are providing care or support to someone in their immediate family or household who requires care or support because of family violence. These include:• access to leave (including sick/carer's, personal, or compassionate leave) to attend to family violence related matters(e.g. arranging safe housing, attending medical/counselling appointments, courts hearings, accessing legal advice, organising alternate care and education for children, and rebuilding support networks;• flexible work arrangements including part-time work, job sharing, flexible hours arrangements for professional staff, variable working hours scheme for professional staff, working from home and pre-retirement employment arrangements;•security arrangements including managing intrusions on campus and confidentiality of employee's personal information; and• changing location or work contact details. Confidential external counselling services are also available by accessing the University's Employee Assistance Program. QUT has engaged Assure Programs to provide an Employee Assistance Program (EAP). Staff can confidentially discuss these options by contacting the relevant staff in the Human resources Department for their local area, or Equity Services & Counselling Department, or their supervisor.

In current Enterprise Bargaining negotiations the University has proposed for all staff, an entitlement of up to 20 days paid leave per annum for matters relating to domestic or family violence. This also includes providing care or support to someone in their family or household for matters relating to domestic or family violence. This entitlement will become effective once the EBA is ratified by the Commission which is expected imminently.

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compressed working weeks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Time-in-lieu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Telecommuting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-time work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job sharing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carer's leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchased leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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):  
 Casual staff cannot access any of the flexible working arrangements listed in the response for questions 14.1 and 14.2 except for telecommuting and unpaid carer's leave. Time off in lieu cannot be accessed by academic staff at QUT or by senior staff. Academic and senior staff hours are not regulated in the same way as those of professional staff, although flexible work arrangements are still practised.

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

## 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):

QUT consults with its employees via various committees, working parties and focus groups as needed. As well, a full staff survey is undertaken every few years. Some of the committees are:

1. University Equity Committee - The University Equity Committee promotes the achievement of fair and equitable outcomes for diverse QUT student and staff communities, so that they can flourish and achieve their potential. This is done through providing advice to the Vice Chancellor and President, and awareness raising and advocacy at all levels of the University. University Equity Committee is a management committee accountable to the Vice-Chancellor and President. University Equity Committee undertakes the following responsibilities: Advisory - •provides advice to the Vice-Chancellor and President on all social justice matters • reviews state, national and international trends in higher education, State and Federal legislation, and public policy, which have the potential to impact on the social justice framework and/or equity related objectives of the University •recommends policy initiatives in the equity area •advises on the equity implications of University policies •advises on the development of institutional responses to policy initiatives taken by government and other external agencies •consults with and advises appropriate committees and officers of the University on equity matters. Coordination and Awareness - •through Equity Committees in each Faculty and Division, consults, collaborates, and coordinates social justice efforts across the university through information sharing, strategy development, and promotion of priority programs •coordinates and supports working parties of University Equity Committee as established from time to time. Monitoring •monitors the implementation of equity policy and programs within the University. Membership consists of •Nominee of the Vice-President (Administration) and Registrar as Chair •Chair of Indigenous Education Research and Employment Committee or nominee •Equity Director or nominee •Chair of each division/faculty equity committee •One representative of Chancellery nominated by the Vice-Chancellor and President •One member of Council nominated by Council •One undergraduate student nominated by the Vice-President (Administration) and Registrar •One postgraduate student nominated by the Vice-President (Administration) and Registrar.

2. The QUT Women in Leadership Committee provides development and support to senior and near-senior QUT women through a number of initiatives which include the Women in Research Grant Scheme, the Quality Women in Leadership (QWIL) program and other networking and development activities. Sub-committees include Women in Research and QWIL.

3. QUT SAGE Athena SWAN Action Plan Committee is accountable to the Vice-Chancellor and President for fulfilling its responsibilities to; Monitor the implementation of the Athena SWAN initiative at QUT; Scrutinise and comment on qualitative and quantitative information to identify key findings, gaps and areas that will require further research and will feed into action planning; Identify and recommend to the University Executive, suitable priorities and actions to be included in the next University-level Athena SWAN submission; Ensure roll-out of Athena SWAN principles throughout the University; Initiate and provide oversight for any future SAGE applications for bronze, silver or gold awards at University-wide, faculty or school level; Raise awareness of gender equity and diversity issues at QUT, with a focus on STEMM disciplines; Become QUT champions of change on gender and diversity matters. The Athena SWAN Action Plan Committee consists of a university-wide group of stakeholders and experts to monitor and review the implementation of the Action Plan for the four-year implementation period (2018 – 2022). For continuity, the Committee evolve from the Self-Assessment Team (SAT), retaining members interested in continuing, and adding new members as required.

## 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.

## 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:**

## 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.)**

In 2019, awards for staff were initiated for those who were active in improving gender equity in STEMM. From 55 nominations, 19 were selected. and awards were presented at a major event. These awards draw attention to the efforts, both small and large, that each individual can take to progress a more diverse and inclusive culture.

## 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 60.3% females and 39.7% males.

#### Promotions

2. 63.5% of employees awarded promotions were women and 36.5% were men
  - i. 60.0% of all manager promotions were awarded to women
  - ii. 64.4% of all non-manager promotions were awarded to women.
3. 11.5% of your workforce was part-time and 5.2% of promotions were awarded to part-time employees.

#### Resignations

4. 60.4% of employees who resigned were women and 39.6% were men
  - i. 62.0% of all managers who resigned were women
  - ii. 59.9% of all non-managers who resigned were women.
5. 11.5% of your workforce was part-time and 31.8% of resignations were part-time employees.

#### Employees who ceased employment before returning to work from parental leave

- i. 13.2% of all women who utilised parental leave ceased employment before returning to work
- ii. 4.1% of all men who utilised parental leave ceased employment before returning to work
- iii. 100.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 88.2% 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

Together Branch of the ASU

## CEO sign off confirmation

### Name of CEO or equivalent:

Professor Margaret Sheil

### CEO signature:

### Confirmation CEO has signed the report:

### Date: