

Public report

2020-21

Submitted by

Legal Name:

Queensland University Of Technology



Workplace Gender Equality Agency

2020–21 Compliance Program

Submission approval

I, the CEO (or equivalent), confirm that the data provided in the 2020-21 Compliance Program submission is complete and correct, as reported in the full data appendices:

- Public Workplace Profile
- Public Workforce Management Statistics
- Public Questionnaire
- Confidential Data.

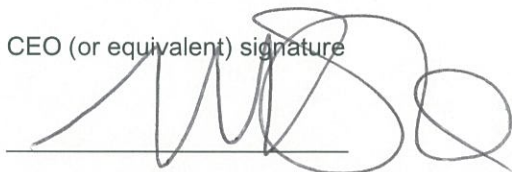
I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

Name of CEO (or equivalent)

Prof. Margaret Sheil

CEO (or equivalent) signature



Date of signature

6/8/2021

What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

- inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
- provide access to the public data to employees and members or shareholders
- inform employee organisations with members in its workplace that the report has been lodged
- inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency.

For more information on the notification and access requirements, read [here](#).

Workplace Profile Table

Industry: Tertiary Education

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	398	391	0	0	791
	Full-time contract	199	187	0	0	386
	Part-time permanent	73	4	0	0	77
	Part-time contract	70	45	0	0	115
Professionals	Full-time permanent	506	338	0	0	844
	Full-time contract	283	280	0	0	563
	Part-time permanent	115	26	0	0	142
	Part-time contract	159	63	0	0	222
	Casual	1,226	956	0	0	2,193
Technicians And Trades Workers	Full-time permanent	22	58	0	0	80
	Full-time contract	17	18	0	1	37
	Part-time permanent	4	0	0	0	4
	Part-time contract	5	2	0	0	7
	Casual	29	37	0	0	66
Community And Personal Service Workers	Full-time permanent	2	3	0	0	5
Clerical And Administrative Workers	Full-time permanent	241	105	0	0	346
	Full-time contract	98	34	0	0	132
	Part-time permanent	67	13	0	0	80
	Part-time contract	51	15	0	0	66
	Casual	499	232	0	0	734
Labourers	Full-time permanent	0	2	0	0	2
	Full-time permanent	3	1	0	0	4
	Full-time contract	24	26	0	0	50
	Part-time permanent	1	1	0	0	2
	Part-time contract	38	15	0	0	53
	Casual	430	237	0	0	671

* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Tertiary Education

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Part-time contract	1	0	1
KMP	-1	Full-time contract	1	2	3
		Part-time contract	0	2	2
	-2	Full-time permanent	0	1	1
		Full-time contract	2	1	3
		Part-time permanent	1	0	1
		Part-time contract	2	0	2
	-3	Full-time permanent	1	0	1
		Part-time contract	1	0	1
GM	-1	Full-time contract	1	0	1
		Part-time contract	1	2	3
	-2	Full-time contract	3	4	7
		Part-time contract	1	2	3
	-3	Full-time permanent	1	3	4
		Full-time contract	11	15	26
		Part-time permanent	1	1	2
		Part-time contract	4	7	11
	-4	Full-time contract	2	1	3
		Part-time contract	0	1	1
	-5	Part-time contract	0	1	1
SM	-1	Full-time contract	1	0	1
		Part-time contract	1	0	1
	-2	Full-time permanent	0	2	2
		Full-time contract	7	0	7
		Part-time contract	1	0	1
	-3	Full-time permanent	1	1	2
		Full-time contract	13	8	21
		Part-time contract	9	5	14
	-4	Full-time permanent	134	195	329
		Full-time contract	28	31	59
		Part-time permanent	9	2	11
		Part-time contract	9	8	17
	-5	Full-time permanent	5	4	9
		Full-time contract	8	14	22
		Part-time contract	3	7	10
	-6	Full-time contract	0	1	1
OM	-2	Full-time permanent	5	6	11
		Full-time contract	1	1	2
		Part-time permanent	1	0	1
	-3	Full-time permanent	30	13	43
		Full-time contract	21	5	26
		Part-time contract	5	2	7
	-4	Full-time permanent	108	57	165
		Full-time contract	20	18	38
		Part-time permanent	13	1	14
		Part-time contract	10	2	12
	-5	Full-time permanent	85	76	162
		Full-time contract	58	39	97
		Part-time permanent	35	0	35
		Part-time contract	16	4	20
	-6	Full-time permanent	28	33	62
		Full-time contract	22	44	66
		Part-time permanent	13	0	13
		Part-time contract	6	2	8
	-7	Full-time contract	0	3	3

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	24	23	47
			Non-managers	52	43	95
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	18	19	37
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	9	0	9
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	1	3
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	100	72	172
			Non-managers	234	109	344
		Fixed-Term Contract	CEO, KMPs, and HOBs	2	1	3
			Managers	117	105	222
			Non-managers	286	239	525
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	3	1	4
			Non-managers	20	5	25
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	19	20	39
			Non-managers	145	100	245
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	9	12	21
			Non-managers	8,703	5,920	14,667
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	9	3	12
			Non-managers	6	3	9
		Fixed-Term Contract	CEO, KMPs, and HOBs	2	0	2
			Managers	15	12	27
			Non-managers	31	28	60
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	2	2	4
			Non-managers	15	9	24
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	3	1	4
			Non-managers	1,228	800	2,038

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	4	5	9
			Non-managers	47	24	71
		Fixed-Term Contract	CEO, KMPs, and HOBs	2	1	3
			Managers	3	5	8
			Non-managers	65	38	103
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	17	4	21
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	3	0	3
			Non-managers	38	13	51
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	36	7	43
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	24	3	27
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	36	0	36
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	18	1	19
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	0	24	24
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	2	2
			Non-managers	0	26	26
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	2	3
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	0	4
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	5	1	6
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	3	0	3

* Total employees includes Gender X

2020 - 21 Compliance Program

Submitted by:

Queensland University Of Technology
(ABN:83791724622)



#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(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(Select all that apply)	
...Yes	Policy Strategy

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

Governing bodies

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	QUT Council
1.2: What type of governing body does this organisation have?	Council
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	1
...Male (M)	0
...Gender X	0
...Members	
...Female (F)	12
...Male (M)	9
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either)

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

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.

#Action on gender equality

Gender pay gaps

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

Yes(*Select all that apply*)

...Yes

Policy
Strategy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

Yes(*Select all that apply*)

...Yes

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 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

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

31-Mar-2021

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

QUT conducts a gender pay gap analysis annually. The information below examines the key areas of base salary; base salary plus loadings; and salary loadings; and compares the 2019 findings with 2018.

Gaps between male and female base pay rates and market/management loadings have been analysed for some years as per Table 1 below. The overall base salary pay gap at QUT as at 27 March 2020 was -10.69%. It is lower than the education and training industry base salary pay gap of -11.3% for comparable institutions, and much lower than the all-industries base salary gap of -16.7% (Gender pay gap statistics, Workplace Gender Equality Agency 2019).

Currently the gap for academic staff is -3.88% and for professional staff it is -6.51%. At individual classification level, there are no significant gender gaps, indicating men and women are being paid similar rates for similar work. The overall gap arises in the main from the occupational segregation of the university workforce with large numbers of women in lower-paid admin/clerical roles.

In our pay analysis the gap is defined as the difference between average earnings of men and women, relative to the average earnings of men. % Gender Gap = $([\text{Average Yearly Female Wage}] - [\text{Average Yearly Male Wage}]) / [\text{Average Yearly Male Wage}]$. Thus, a high percentage indicates a larger gap, and a negative percentage indicates that the gap favours men.

Overall, there is a trend of reducing the gap, particularly in academic staff. Analyses of above-award payments such as loadings, and of total remuneration, will be undertaken as part of QUT's 2021 Pay Equity Report.

Table 1: Gender pay gap - base salary (non-casuals) 2010 – 2020

Employer action on pay equity

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)?

Yes (*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Yes (*Select all that apply*)

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Identified cause/s of the gaps
Reported pay equity metrics (including gender pay gaps) to the executive

.. Yes

Trained people-managers in addressing gender bias (including unconscious bias)

QUT does a pay equity analysis annually monitoring trends and has a range of policies and strategies in place to close the gap.

1.3: 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)

QUT's Gender Equity policy (MOPP A/8.8) commits the university to improving pay equity, which is defined as follows: **Pay equity** means individuals receiving equal pay for work of equal or comparable value and there is no gender bias at any point in the remuneration process (for example at commencement, base salary, out-of-cycle pay reviews, discretionary loadings and bonuses, and movement within the total remuneration range). Salary Loading policy (MOPP B/7.10) outlines the university approach to loadings.

As the overall pay gap is unlikely to ever be zero as the dominant factor is the occupational segregation of the workforce. Some further improvements will be achieved by increasing women's representation at higher levels; reducing pay differentials at level; and achieving parity in the dollar amounts in discretionary payments. Thereafter, improvement will be by way reducing the numbers of women in lower-paid administrative work, either by reducing the number of those roles overall, or by seeing more men in those roles.

The most comprehensive parameter is that of 'total remuneration' which includes all loadings and superannuation. When that report is available it should form the basis of a long-term time series to monitor changes and improvements.

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

n/a

Employee consultation

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

Yes(Provide further details on the employee consultation process.)

1.1: How did you consult employees?

Survey
Consultative committee or group

1.2: Who did you consult?

ALL staff

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

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. Committees include:

University Equity Committee

The UEC promotes the achievement of fair and equitable outcomes for diverse QUT student and staff communities. This is done through providing advice at all levels of the University. UEC is accountable to the Vice-Chancellor and President and undertakes the following responsibilities:

- **Advisory:** provides advice to the VC 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 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 on equity matters.
- **Coordination and Awareness:** through Faculty and Division Equity Committees which consult, collaborate, and coordinate social justice efforts across the university through information sharing, strategy, and promotion of priority programs; coordinate and support working parties of UEC as established from time to time.
- **Monitoring:** monitors the implementation of equity policy and programs within the University.

QUT Women in Leadership Committee

QWIL Committee provides development and support to senior and near-senior QUT women through several 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.

Gender Equity and Diversity in STEMM Committee

GEDS Committee is accountable to the Vice-Chancellor and President for fulfilling its responsibilities to:

- Monitor the implementation of the Action Plan (borne from QUT's successful application for the SAGE Athena SWAN program)
- Identify and recommend to the University Executive, suitable priorities, and actions to support gender equity and diversity in STEMM
- Raise awareness of gender equity and diversity issues at QUT, with a focus on STEMM disciplines

The GEDS Committee consists of a university-wide group of stakeholders and experts to monitor and review the implementation of the Action Plan

Staff Survey

Every two years, QUT staff are invited to share their views on a range of workplace topics, such as QUT's vision, culture, leadership practices, and people-related policies. Survey feedback is used to inform local and university-level improvements. The last survey was conducted in 2018 and the 2020 survey delayed due to COVID-19.

Exit surveys

The QUT Exit Survey is a tool used to help determine the reasons why staff finish their employment at QUT. The survey is voluntary and the responses are confidential, and will be presented as aggregated findings only. Departing staff are encouraged to complete the questionnaire at their convenience and is part of the process for leaving QUT.

Performance Discussions

During formal performance planning and review discussions staff and supervisors are encouraged to discuss workload management and other factors impacting on a staff members' ability to excel at work.

#Employee work/life balance

Flexible working

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

Yes(*Select all that apply*)

...Yes	Policy Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Targets have been set for men's engagement in flexible work	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Leaders are held accountable for improving workplace flexibility	No(<i>Select all that apply</i>)
...No	Not a priority
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Team-based training is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Employees are surveyed on whether they have sufficient flexibility	No(<i>Select all that apply</i>)
...No	Not aware of the need
...The organisation's approach to flexibility is integrated into client conversations	No(<i>Select all that apply</i>)
...No	Not aware of the need
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No(<i>Select all that apply</i>)

...No	Not aware of the need
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No(<i>Select all that apply</i>)
...No	Not aware of the need

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

...Flexible hours of work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Time-in-lieu	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
...Yes	DIFFERENT options for women and men(<i>Select all that apply</i>)
...DIFFERENT options for women and men	Formal options are available for women Informal options are available for women Formal options are available for men Informal options are available for men
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Carer's leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

...Purchased leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...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

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

No

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Don't know / Not applicable

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

QUT's support for flexible working arrangements goes beyond the right to request flexibility under the Fair Work. All staff may make a request under various policies to vary work hours and days, work full-time/part-time, work off-site, purchase and unpaid leave and job share. This information is available to all staff on the digital workplace (intranet). In addition to the mandated sick/carers leave QUT offers staff an additional 7 days leave a year for personal/caring responsibilities.

Academic and senior staff hours are not as prescribed as those of professional staff. Rather reference is made to the reasonable allocation of work over a week or year, providing these staff with more day-to-day flexibility.

Casual staff cannot access any of the flexible working arrangements listed in the response for question 2 except for telecommuting and unpaid carer's leave.

During COVID-19 the University followed state and federal mandated requirements and guidelines for managing workplaces during COVID-19 and provided a range of formal flexible arrangements for staff including for staff with carer responsibilities and health conditions. QUT has not formally analysed pre- and post-COVID-19 flexible working arrangements due to ongoing changes around public health related to COVID-19.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

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

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?

Yes(*Please indicate how employer funded paid parental leave is provided to the primary carers.*)

1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:

All, regardless of gender

1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:

Birth
Adoption
Surrogacy
Stillbirth

1.1.c: How do you pay employer funded paid parental leave to primary carers?

Paying the employee's full salary

1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?

Yes, on employer funded parental leave

1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?

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1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?

1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?

Yes(*Please indicate how employer funded paid parental leave is provided to the secondary carers.*)

1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:

All, regardless of gender

1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:

Birth
Adoption

1.2.c: How do you pay employer funded paid parental leave to secondary carers?

Paying the gap between the employee's salary and the government's paid parental leave scheme

1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	1
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	

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

QUT's paid parental leave policy is under review considering the increase in flexibility the government has introduced and to ensure the language and application better reflects our staff's diverse family arrangements.

In additional to paid entitlements, staff may access up to 24 months unpaid parental leave, less any period of paid parental leave.

A casual staff member may be eligible for unpaid parental leave if the staff member has been employed on a regular and systematic basis for a continuous period of employment for the period of at least 12 months prior to commencement of leave. An eligible casual staff member with primary carer responsibilities is entitled to a maximum of 24 months unpaid parental leave.

Support for carers

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

Yes(*Select all that apply*)

...Yes	Policy Strategy
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2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Not strategically considered to date
...On-site childcare	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...Breastfeeding facilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites

...Childcare referral services	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Internal support networks for parents	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Information packs for new parents and/or those with elder care responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Referral services to support employees with family and/or caring responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Coaching for employees on returning to work from parental leave	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Other (provide details)	No

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

QUT recognises that staff may need flexible arrangements across any stage of their life and that work/life integration is important for staff well-being, productivity, and a sense of belonging within the organisation. This may include childcare or elder care responsibilities; support for victims/survivors of domestic violence and their children; or staff with carer responsibilities for family members with a disability or health condition.

QUT has a number of mechanisms may be available to support staff including:

- access to leave (including parental, sick/carer's, personal, unpaid or compassionate leave) including "Keeping in touch days" where a staff member may attend work and undertake activities for the purposes of staying up to date with their workplace, refreshing their skills and assisting in their return to work.
- 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
- access to services such as Health and Safety, Human Resources partners, QUT Medical Centre, and confidential external counselling services are also available by accessing the University's Employee Assistance Program with access to further referrals and resources
- information about on-campus childcare centres (privately-run) at our Kelvin Grove and Gardens Point campuses
- a Children on Campus policy which helps staff and students manage work, study and family responsibilities while still maintaining safety for all.
- referral services to Queensland Government to find childcare services and apply for financial assistance
- parenting rooms and baby-change facilities.

Some of QUT's satellite worksites (e.g., research facilities, labs or within third-party organisations such as hospitals) and therefore may not have all provisions as standard. However, carers would be able to request support and accommodations considered based on health and safety requirements and existing facilities at those locations.

Sex-based harassment and discrimination

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

Yes(Select all that apply)

...Yes	Policy Strategy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(Please indicate how often is this training provided (select all that apply):)
...Yes	Other (provide details) At induction
	At induction, every 1 - 2 years and additional

...Other (provide details)	training opportunities as part of ongoing professional development and service delivery
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	Other (provide details) At induction
...Other (provide details)	At induction, every 1 - 2 years and additional training opportunities as part of ongoing professional development and service delivery

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

QUT recognises the issue of sex-based harassment, discrimination and gender-based violence that may be experienced by staff at QUT. The University has several policies which relate to prevention, support and reporting around sex-based harassment and discrimination. Key policies include:

[A/8.4 Equal Opportunity and diversity](#)

[A/8.8 Gender Equity](#)

[A/8.5 Resolution procedures for sexual harassment, sexual assault and discrimination related complaints](#)

[B/8.1 QUT Staff Code of Conduct](#)

[E/2.1 QUT Student Code of Conduct](#)

The university has strategies in place to support staff who may experience sex-based harassment and discrimination which including:

- required and recommended training opportunities around respect and safety, managing and responding to sexual harassment and sexual assault, and anti-discrimination training for staff
- access to discrimination advisers who can provide support in relation to complaints of sexual harassment or sexual assault working with Human Resources to manage complaints, and referral to appropriate internal or external support or complaints services as appropriate
- access to employment supports such as leave entitlements (including sick/carer, personal, or compassionate leave) to attend appointments and flexible work arrangements where needed
- 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).
- Monitoring and reporting on sexual harassment and sexual assault disclosures.

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

Yes(*Select all that apply*)

...Yes	Policy Strategy
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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?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
...Access to unpaid leave	Yes
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Referral to appropriate services
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Referral to appropriate services
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	No(<i>Select all that apply</i>)

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

QUT recognises that staff may experience a situation of domestic family violence or abuse in their personal life that may affect their attendance or performance at work. Several mechanisms may be available to support staff who are experiencing violence from a former or current intimate partner or 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 paid/unpaid 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. (Casual staff have access to unpaid leave).
- 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; changing location or work contact details, and security plans
- access to discrimination advisers who can provide support in relation to complaints of sexual assault that occur within a domestic violence situation (where the perpetrator is a staff member or student of QUT) and referral to appropriate internal or external support services
- 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.
- QUT has 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.