Public report

2016-17

Submitted by

Legal Name:
Queensland University Of Technology
## Organisation and contact details

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## Workplace profile

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## Workplace profile

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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 means 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 2016 to 31 March 2017. (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 new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

<table>
<thead>
<tr>
<th>Role</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appointments made to MANAGER roles (including promotions)</td>
<td>141</td>
<td>61</td>
</tr>
<tr>
<td>Number of appointments made to NON-MANAGER roles (including promotions)</td>
<td>7038</td>
<td>5028</td>
</tr>
</tbody>
</table>

1.11 How many employees were promoted during the reporting period against each category below? IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

<table>
<thead>
<tr>
<th>Category</th>
<th>Managers</th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Permanent/ongoing full-time employees</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Permanent/ongoing part-time employees</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Fixed-term contract full-time employees</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Fixed-term contract part-time employees</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Casual employees</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

1.12 How many employees resigned during the reporting period against each category below?

<table>
<thead>
<tr>
<th>Category</th>
<th>Managers</th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Permanent/ongoing full-time employees</td>
<td>21</td>
<td>17</td>
</tr>
<tr>
<td>Permanent/ongoing part-time employees</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fixed-term contract full-time employees</td>
<td>14</td>
<td>22</td>
</tr>
<tr>
<td>Fixed-term contract part-time employees</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Casual employees</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

In 2016, the QUT Women in Leadership Committee provided development and support to senior and near-senior women through a number of initiatives which included the Quality Women in Leadership program; the Women in Research Grant Scheme; Women in Research Speaker Events; Women in Research Writing Retreats; and sponsorship of women to complete the Australian Institute of Company Directors Company Directors Course. A total of 82 women participated in the various programs. QUT had an allocated budget of more than $200,000 for the 2016 year for the running of these programs.

QUT also has a ‘Women in STEM Project’ which implemented a suite of programs and activities in 2016. The activities within the project consisted of a mentoring and career advancement program; a leadership shadowing program and unconscious bias workshops. 180 women attended various programs in 2016, and over 100 senior staff participated as mentor, leaders or in unconscious bias workshops.

QUT is one of 40 institutions that have been accepted as inaugural Athena SWAN Charter Members and pilot participants. The pilot includes Australian universities, medical research institutes and publicly funded research agencies.

As a charter member, we have accepted the ten Athena Swan principles and will:
•take action at institutional and departmental levels
•monitor progress towards an organisational culture where everyone can thrive, is equally valued and can experience equality of opportunity for career progression
•provide an annual account of our work and future plans for improvement.

We are working towards an Athena SWAN Bronze Institutional Award, which will require more than two years’ work to:
•collect comprehensive data on current gender equity standards, policies and practices
•identify weaknesses and shortcomings
• develop and implement plans to improve gender equity at all levels of seniority for casual, full-time and part-time staff, as well as for students.
• submit an application for accreditation with Athena SWAN at Bronze level, based on demonstrated improvements in gender equity over the course of two years.

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?

University Council

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

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>8</td>
<td>12</td>
</tr>
</tbody>
</table>

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):

The QUT Council is the organisation’s supreme governing body and its membership is either ex-officio; elected; or appointed by Governor in Council, except for two positions appointed by the Council itself, as outlined in this policy extract: ‘QUT Council is comprised of senior members of the professions for which QUT prepares graduates; appointees from higher education, government, commerce and industry; elected staff, students and members of Alumni, and the University’s chief executive officer, the Vice-Chancellor. Council serves a four-year term. Student Members serve a two-year term. The membership
of QUT Council comprises: • Chancellor (Chair), Vice-Chancellor • Chair of the University Academic Board • Members appointed by Governor in Council • Elected Professional Staff Members • Elected Academic Staff Members • Elected Student Members • Elected Alumni Members • Additional Members appointed by Council • Secretary

Considerable effort goes into ensuring some gender balance especially in the 8 names put forward to Governor in Council, consistent with this internal procedure: “Council Procedure 6 – Procedures for nominations of prospective Council members: Gender balance of the nominees will also be a factor that may influence the agreed names”. In addition, the two members appointed by Council, which occurs after all other processes, are used to improve gender balance if necessary.

The Secretary of Council (the University Registrar) advises that matters of gender balance are constantly monitored by the Chancellor and Vice-Chancellor especially at the beginning of a new term of office.

☐ Not a priority
☐ Other (provide details):

2.1g.1 Are you reporting on any other organisations in this report?

☒ Yes
☐ No

2.1a.2 Organisation name?

Vice Chancellor's Advisory Committee

2.1b.2 How many Chairs on this governing body?

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

2.1c.2 How many other members are on this governing body (excluding the Chair/s)?

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

2.1d.2 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):

The Vice-Chancellor’s Advisory Committee members are all ex-officio, as outlined in this policy extract: “Vice-Chancellor’s Advisory Committee is a Vice-Chancellor’s committee established in accordance with Council Procedure 1 - Committees. Vice-Chancellor’s Advisory Committee is accountable to the Vice-Chancellor. Vice-Chancellor's Advisory Committee acts as a forum for discussion of management issues generally and provides advice to the Vice-Chancellor. The membership of the Vice-Chancellor’s Advisory Committee comprises: Vice-Chancellor ex officio as Chair • Senior Deputy Vice-Chancellor ex officio • Deputy Vice-Chancellor (Learning and Teaching) ex officio • Deputy Vice-Chancellor (Research and Commercialisation) ex officio • Deputy Vice-Chancellor (International and Development) ex officio • Deputy Vice-Chancellor (Technology, Information and Learning Support) ex officio • Deputy Vice-Chancellor (Corporate Programs and Partnerships) ex officio • Registrar ex officio • Executive Director, Finance and Resource Planning ex officio • Executive deans of faculty ex officio • Director, Human Resources ex officio • Director, Marketing and Communication ex officio • Director, Corporate Finance ex officio A nominee of the Registrar is secretary.”

☐ Not a priority
☐ Other (provide details):

2.1g.2 Are you reporting on any other organisations in this report?
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
☒ QUT operates as a single entity. The QUT Council and the Vice-Chancellor's Advisory Committee are the governing bodies 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.

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):

The overall pay gap at QUT has been gradually improving over time. It was 11.04% in 2017, 12.10% in 2016, 12.27% in 2015, 12.16% in 2014, 12.44% in 2013 and 13.05% in 2012. The pay gap is calculated as at 31st March. QUT’s gap is better than the Education and Training sector gap which has a pay gap of 11.70% and the much better than all-industries average of 16.0% (Gender pay gap statistics, Workplace Gender Equality Agency, February 2017). In 2017 the gap for academic staff was 3.84% and for professional staff it is 6.56%. At individual classification level, there are no significant gender gaps, indicating that men and women are being paid similar rates for similar work. The overall gap arises from the occupational segregation of the university workforce with large numbers of women in lower paid admin/clerical roles.

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).

A pay gap analysis has been conducted by various employment classifications for both academic and professional staff. As part of QUT’s annual pay equity analysis, salary loadings are examined from a gender equity point of view, looking at both the number of such loadings and the dollar amount. The most recent analysis has shown significant improvement from 2014 to 2106 in market loadings, and no negative gender gap in management loadings. A pay gap analysis is also completing of starting salaries between women and men.

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:

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.

Employees have to be employed for a minimum of 9 months to be eligible for the minimum amount of employer funded paid parental leave. The maximum number of weeks of employer funded paid parental leave that is provided for primary carers is 26 weeks. The eligibility period is 12 months for employees to access the maximum amount of employer funded paid parental leave.

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%

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:

2

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%
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.

<table>
<thead>
<tr>
<th>Primary carer's leave</th>
<th>Secondary carer's leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
</tr>
<tr>
<td>Managers</td>
<td>34</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Primary carer's leave</th>
<th>Secondary carer's leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
</tr>
<tr>
<td>Non-managers</td>
<td>117</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Females</th>
<th>Males</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-managers</td>
<td>10</td>
</tr>
</tbody>
</table>

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 (e.g., reduced absenteeism, increased employee engagement)
- Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
- Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

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 (e.g., 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
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.

☐ 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.

<table>
<thead>
<tr>
<th></th>
<th>Managers</th>
<th></th>
<th>Non-managers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Formal</td>
<td>Informal</td>
<td>Formal</td>
<td>Informal</td>
</tr>
<tr>
<td>Flexible hours of work</td>
<td>☐</td>
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<td>☐</td>
<td>☐</td>
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<tr>
<td>Compressed working weeks</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
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<tr>
<td>Time-in-lieu</td>
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<tr>
<td>Telecommuting</td>
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<tr>
<td>Part-time work</td>
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<td>Job sharing</td>
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<td>Carer’s leave</td>
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<td>Purchased leave</td>
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<tr>
<td>Unpaid leave</td>
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</tr>
</tbody>
</table>

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 question 14 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. Some of them are:

1) Equity Board

Equity Board (http://www.mopp.qut.edu.au/A/A_08_09.jsp) is a Vice-Chancellor's committee established in accordance with Council Procedure 1 - Committees (http://www.mopp.qut.edu.au/Appendix/appendix02.jsp). Equity Board is accountable to the Vice-Chancellor for fulfilling the following terms of reference.

Terms of reference

- 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;
- responds to responsibilities under State and Federal legislation; consults with and advises appropriate committees and officers of the University on equity matters;
- coordinates and supports the efforts of the Working Parties of Equity Board in such areas as advocacy, education and staff development programs, service provision, and coordinated policy development within the University;
- fosters publicity of University equity initiatives;
- monitors the implementation of equity initiatives and programs within the University;

Membership

- Nominee of the Registrar as Chair
- Chair of Indigenous Education 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
- One representative of Caboolture campus nominated by the Registrar
- One member of Council nominated by Council
- One undergraduate student nominated by the Vice-Chancellor
- One postgraduate student nominated by the Vice-Chancellor

A nominee of the Registrar is secretary. The Equity Director is executive officer of Equity Board. Tenure and frequency of meeting: Equity Board meets at least four times a year.
Reporting: Equity Board reports triennially to the Vice-Chancellor, including a consolidated equity report for the University.”

Comment: This Board is a good vehicle for consultation, as it includes the Chair of the local equity committee of each of the 14 major faculties and divisions across the University, thus ensuring organisation-wide coverage when matters of policy and its implementation are discussed.

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; QWIL; Women in STEM; and the Gender Equity Steering Group.

Comment: these Committees ensure women are engaged and empowered to advise about and drive reforms in both policy and practice. For example, the Gender Equity Steering Group has an annual budget of $480k to support major new initiatives for academic women.

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)
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.)
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 60.1% females and 39.9% males.

Promotions
2. 62.2% of employees awarded promotions were women and 37.8% were men
   i. 52.4% of all manager promotions were awarded to women
   ii. 65.2% of all non-manager promotions were awarded to women.
3. 10.8% of your workforce was part-time and 4.4% of promotions were awarded to part-time employees.

Resignations
4. 65.7% of employees who resigned were women and 34.3% were men
   i. 51.1% of all managers who resigned were women
   ii. 70.3% of all non-managers who resigned were women.
5. 10.8% of your workforce was part-time and 27.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave
i. 4.8% of all women who utilised parental leave ceased employment before returning to work
ii. 3.1% 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. 76.9% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations:

CEO sign off confirmation

Name of CEO or equivalent:

CEO Signature:

Confirmation CEO has signed the report:

Date: