



# Public report

2016-17

Submitted by

Legal Name: Flinders University







# Organisation and contact details

Submitting organisation details	Legal name	Flinders University
	ABN	65542596200
	ANZSIC	P Education and Training 8102 Higher Education
	Business/trading name/s	¥-
	ASX code (if applicable)	
	Postal address	GPO Box 2100 ADELAIDE SA 5001 Australia
	Organisation phone number	(08) 8201 3911
Reporting structure	Number of employees covered by this report	3,363



# Workplace profile

# Manager

THE REPORT OF THE PARTY OF THE	010			No. c	No. of employees
Manager occupational categories	Reporting level to CEU	Employment status	E	M	Total employees
		Full-time permanent	0	0	0
		Full-time contract	0	1 1	
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	0	0
		Full-time contract	3	8	- 11
Key management personnel	50	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0 <b> </b>	4	4
		Full-time contract	14	25	39
Other executives/General managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	15	46	61
		Full-time contract	29	34	63
Senior Managers	ကု	Part-time permanent	4	5	6
		Part-time contract	4	13	
		Casual	0	0	0
		Full-time permanent	104	119	223
		Full-time contract	99	31	8
Other managers	4	Part-time permanent	28	9	34
		Part-time contract	19	11	30
		Casual	5	1	9
			204	700	303



# Workplace profile

# Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding grad	(excluding graduates and apprentices)	No. of graduates (if applicable)	s (if applicable)	No. of apprentices (if applicable)	s (if applicable)	
	Employment states	331	M	Ŀ	Σ	1	Σ	Total employees
	Full-time permanent	206	163	0	0	0	0	369
	Full-time contract	121	91	0	0	0	c	212
Professionals	Part-time permanent	06	10	0	0	0	0	100
	Part-time contract	123	45	0	0	0	0	168
	Casual	564	282	0	0	0	0	846
	Full-time permanent	0	13	0	0	0	0	13
	Full-time contract	0	2	0	0	0	0	2
Technicians and trade	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
	Full-time permanent	0	4	0	0	0	0	4
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	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
	Full-time permanent	198	100	0	0	0	0	298
	Full-time contract	144	35	0	0	0	0	179
Clerical and administrative	Part-time permanent	131	14	0	0	0	0	145
	Part-time contract	124	13	0	0	0	0	137
	Casual	232	73	0	0	0	0	305
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	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
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	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



						,		
	The second secon	No, of employees (excluding gra	duates and apprentices)	No. of graduates	(if applicable)	No. of apprentices	s (if applicable)	Topo .
Non-manager occupational categories Employment status	Employment status	В.	W	ш	M	F	M	i otal ciripioyees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	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
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	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
Grand total: all non-managers		1,933	845	0	0	0	0	2,778





# Reporting questionnaire

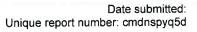
# Gender equality indicator 1: Gender composition of workforce

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.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.2	Retention
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.3	Performance management processes
	<ul> <li>∑ Yes (select all applicable answers)</li> <li>∑ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>







1.4	Promotions
	<ul><li>✓ Yes (select all applicable answers)</li><li>✓ Policy</li></ul>
	☐ 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
	<ul> <li>Yes (select all applicable answers)</li> <li>☑ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed 31 March 2018</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> </ul>
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  31 March 2018 ☐ Insufficient resources/expertise ☐ Not a priority
4.0	Condes a sustific exercit
1.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> </ul>





☐ 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).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	78	59
Number of appointments made to NON-MANAGER roles (including promotions)	327	113

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.

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	9	7	7	3
Permanent/ongoing part-time employees	2	2	4	0
Fixed-term contract full-time employees	1	3	2	0
Fixed-term contract part-time employees	1	0	2	2
Casual employees	0	0	0	0

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

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	11	22	58	31
Permanent/ongoing part-time employees	5	4	30	4
Fixed-term contract full-time employees	10	8	28	24
Fixed-term contract part-time employees	6	2	39	7
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.

# 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.

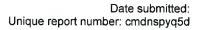




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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.

How many Chairs on this governing body?   Number			
Number   0   1  1 How many other members are on this governing body (excluding the Chair/s)?    Female	1 How many Chairs on this go	overning body?	
How many other members are on this governing body (excluding the Chair/s)?    Female		Female	Male
Number 9 9  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):   Not a priority   Other (provide details):  1 Are you reporting on any other organisations in this report?    Yes   No  Do you have a formal selection policy and/or formal selection strategy for governing body member 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)   Not a priority   Other (provide details):  Does your organisation operate as a partnership structure (i.e. select NO if your organisation is at	Number	0	1
Number 9 9  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):   Not a priority   Other (provide details):  1 Are you reporting on any other organisations in this report?   Yes   No  Do you have a formal selection policy and/or formal selection strategy for governing body member 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)   Not a priority   Other (provide details):    Does your organisation operate as a partnership structure (i.e. select NO if your organisation is at	1 How many other members a	re on this governing body (excludi	ing the Chair/s)?
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): □ Not a priority □ Other (provide details):  1 Are you reporting on any other organisations in this report? □ Yes □ No □ No □ No □ 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) □ Not a priority □ Other (provide details): □ Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an experiment of the provide details of the provide		Female	Male
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):       Not a priority         □ Other (provide details):       1 Are you reporting on any other organisations in this report?         ∴ Yes       No         Do you have a formal selection policy and/or formal selection strategy for governing body member organisations covered in this report?         ∴ Yes (select all applicable answers)       Policy         ∴ 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)         □ Not a priority       □ Other (provide details):          Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an approach to the control over governing body	Number	9	9
Do you have a formal selection policy and/or formal selection strategy for governing body member 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) □ Not a priority □ Other (provide details):  Does your organisation operate as a partnership structure (i.e. select NO if your organisation is all	<u> </u>	her organisations in this report?	
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)   Not a priority   Other (provide details):    Does your organisation operate as a partnership structure (i.e. select NO if your organisation is all			
<ul> <li>☑ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal selection policy or formal selection strategy is in place)</li> <li>☐ In place for some governing bodies</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Do not have control over governing body appointments (provide details why)</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul> Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an experiment of the provide of the			strategy for governing body members
<ul> <li>No (you may specify why no formal selection policy or formal selection strategy is in place)</li> <li>☐ In place for some governing bodies</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Do not have control over governing body appointments (provide details why)</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul> Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an experiment of the place of the pl	organisations covered in thi	nswers)	
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)   Not a priority   Other (provide details):  Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an	organisations covered in thi  ⊠ Yes (select all applicable a  ⊠ Policy	inswers)	
□ Do not have control over governing body appointments (provide details why) □ Not a priority □ Other (provide details):  Does your organisation operate as a partnership structure (i.e. select NO if your organisation is a	organisations covered in thi  ☑ Yes (select all applicable a  ☑ Policy  ☐ Strategy  ☐ No (you may specify why no	no formal selection policy or formal se	election strategy is in place)
Does your organisation operate as a partnership structure (i.e. select NO if your organisation is a "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?	organisations covered in thi	no formal selection policy or formal se poverning bodies velopment, please enter date this is d	
maniferance and a demonstrate and an expension of the second seco	organisations covered in thi  Yes (select all applicable a Policy Strategy No (you may specify why n In place for some g Currently under dev Insufficient resource Do not have control	no formal selection policy or formal se poverning bodies velopment, please enter date this is d les/expertise Il over governing body appointments (	due to be completed







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

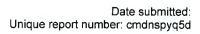
Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	<b>Do</b> y	ou have a formal policy and/or formal strategy on remuneration generally?
	⊠ Y	es (select all applicable answers)  ☑ Policy □ Strategy
	□N	o (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)
		<ul> <li>No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> </ul>
		☐ Insufficient resources/expertise ☐ Non-award employees paid market rate
		☐ Not a priority
		Other (provide details):
4.	Have cond	you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	⊠ Ye	es - 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	o (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
	room	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
	quaiir	ications)  ☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there
	IS roc	om for discretion in pay changes (because pay increases can occur with some discretion such as performance isments)
		☐ 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).
		Analysed level-by-level and classification-by-classification gaps and organisation-wide





	4.1	Did you take any actions as a result of your gender remuneration gap analysis?
		<ul> <li>✓ Yes – indicate what actions were taken (select all applicable answers)</li> <li>✓ Created a pay equity strategy or action plan</li> <li>✓ Identified cause/s of the gaps</li> </ul>
		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 the skeeting
		☐ 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)
		<ul> <li>No unexplainable or unjustifiable gaps identified</li> <li>□ Currently under development, please enter date this is due to be completed</li> </ul>
		☐ Insufficient resources/expertise
		Salaries set by awards/industrial or workplace agreements
		<ul> <li>Non-award employees are paid market rate</li> <li>Unable to address cause/s of gaps (provide details why):</li> </ul>
		□ Not a priority
		Other (provide details):
		equality indicator 4: Flexible working and support for employees nily and caring responsibilities
employ support to com	ment to ting em bine pa	will enable the collection and use of information from relevant employers about the availability and utility of erms, conditions and practices relating to flexible working arrangements for employees and to working arrangements aployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men aid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental ality and to maximising Australia's skilled workforce.
5.	A "PR	IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
	Do yo men, i	u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	time o	s. (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 ver 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), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please te 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 ver 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)







paid	o, we offer paid parental leave for printary carers that is available to men ONLY. (Please indicate now employer fund parental leave is provided to men ONLY):
F	By paying the gap between the employee's salary and the government's paid parental leave scheme
time	☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of 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)
ЦΝ	o, 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):
	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:
	18
carer	ur organisation would like to provide additional information on your paid parental leave for primary is e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements 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?
	<ul> <li>In your calculation, you MUST INCLUDE CASUALS when working out the proportion.</li> </ul>
	☐ <10%
	☐ 10-20%
	☐ 21-30% ☐ 31-40%
	☐ 41-50%
	□ 51-60%
	□ 61-70%     □ 70
	☐ 71-80% ☐ 81-90%
	□ 91-90% □ 91-99%
	☐ 100%
A "SE	CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the large carer.
•	
wome	ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and en, in addition to any government funded parental leave scheme for secondary carers?
✓ Ye	
□ No	, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
HNO	, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (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:
	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 th	e proportion

□ <10%
☐ 10-20%
T 21-30%
☐ 31 <del>-4</del> 0%
T 41-50%
☐ 51-60%
፟ 61-70%
71-80%
■ 81-90%
91-99%
☐ 100%

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	11	0	0	3

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 ca	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male	
Non-managers	72	0	0	13	

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.

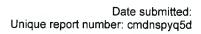
	Females	Males
Managers	0	0

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.

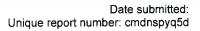
	Female	Male
Non-managers	4	0







9.	ро у	ou nave a formal policy and/or formal strategy on flexible working arrangements?
	⊠ Ye	es (select all applicable answers)  ☑ Policy ☐ Strategy
	□ N	o (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):
10.	Do y	ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	⊠ Ye	s (select all applicable answers)
	□ No	Strategy  (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 yo	ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye	
	□NC	(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
		<ul> <li>✓ Available at some worksites only</li> <li>✓ Available at all worksites</li> <li>✓ Breastfeeding facilities</li> </ul>
		☐ Available at some worksites only ☐ Available at all worksites
		☐ Childcare referral services ☐ Available at some worksites only ☐ Available at all worksites
		<ul> <li>✓ Internal support networks for parents</li> <li>✓ Available at some worksites only</li> <li>✓ Available at all worksites</li> </ul>
		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
		<ul> <li>✓ Information packs to support new parents and/or those with elder care responsibilities</li> <li>✓ Available at some worksites only</li> <li>✓ Available at all worksites</li> </ul>
		☐ 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

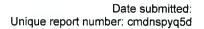






	☐ Available at some worksites only ☑ Available at all worksites
	☐ Support in securing school holiday care
	Available at some worksites only
	Available at all worksites
	<ul> <li>☐ Coaching for employees on returning to work from parental leave</li> <li>☐ Available at some worksites only</li> </ul>
	☐ Available at some worksites
	☐ Parenting workshops targeting mothers
	Available at all worksites
	☐ Parenting workshops targeting fathers
	☐ None of the above, please complete question 11.2 below
	Traile of the above, please complete question 1112 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):
	Other (please provide details).
	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
	<ul> <li>☒ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> </ul>
	Access to displace domestic violence leave (contained in an enterprise/workplace agreement)
	□ Access to unpaid leave
	☑ Confidentiality of matters disclosed
	<ul> <li>☒ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☒ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> </ul>
	☐ Frotection from any adverse action of 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): ☐ 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
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.

X	Yes	, the optio	n/s in place	e are availa	able to both	n women and	men.
						women AND	

- 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.

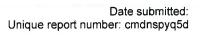
	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work		$\boxtimes$	$\boxtimes$	$\boxtimes$
Compressed working weeks	$\boxtimes$	$\boxtimes$	⊠	
Time-in-lieu		$\boxtimes$		$\boxtimes$
Telecommuting	$\boxtimes$	$\boxtimes$	⊠	$\boxtimes$
Part-time work		⊠	×	$\boxtimes$
Job sharing		$\boxtimes$	×	
Carer's leave		$\boxtimes$	$\boxtimes$	$\boxtimes$
Purchased leave	Ø	$\boxtimes$		⊠
Unpaid leave		⊠	$\boxtimes$	$\boxtimes$

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):		
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.

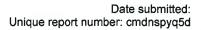
15.	Have you consulted with employees on issues concerning gender equality in your workplace?	
	<ul> <li>✓ Yes</li> <li>No (you may specify why you have not consulted with employees on gender equality)</li> <li>Not needed (provide details why):</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>	







	15.1	How did you consult with employees on issues concerning gender equality in your workplace?
		Survey     Su
		Consultative committee or group
		☐ Focus groups ☐ Exit interviews
		Performance discussions
		Other (provide details):
	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,
	10.0	please do so below.
Gei	nder	equality indicator 6: Sex-based harassment and discrimination
-		oquality malouter of ook bacou haracement and allocalisms
The p	reventio	on of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace
		Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy
and w	hether t	training of managers on SBH is in place.
16.	Do vo	ou have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	,-	
	⊠ Ye	s (select all applicable answers)
		⊠ Policy
	Пио	
		☐ Strategy
		☐ Strategy (you may specify why no formal policy or formal strategy is in place)
		☐ Strategy
		☐ Strategy  (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
		☐ Strategy (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
		☐ Strategy  (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
	46.4	☐ Strategy c (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	☐ Strategy (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
	16.1	Strategy (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):  Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
	16.1	□ Strategy o (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):  Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?  ☑ Yes
	16.1	Strategy (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):  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)
	16.1	□ Strategy o (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):  Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?  ☑ Yes
	16.1	Strategy (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):  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
	16.1	Strategy (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):  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
		Strategy (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):  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.:		Strategy (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):  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
17.	Do yo	Strategy (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):  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):







17.1	If your organisation would like to provide additional information relating to gender equality indicator 6,
∐ 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):
	☐ At least annually ☐ Every one-to-two years ☐ Every three years or more ☐ Varies across business units ☐ Other (provide details):

# 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.
- 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 65.8% females and 34.2% males.

### **Promotions**

- 2. 62.2% of employees awarded promotions were women and 37.8% were men
  - i. 52.0% of all manager promotions were awarded to women
  - ii. 75.0% of all non-manager promotions were awarded to women.
- 3. 19.0% of your workforce was part-time and 28.9% of promotions were awarded to part-time employees.

## Resignations

- 4. 64.7% of employees who resigned were women and 35.3% were men
  - i. 47.1% of all managers who resigned were women
  - ii. 70.1% of all non-managers who resigned were women.
- 5. 19.0% of your workforce was part-time and 33.6% 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. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. 100.0% 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 Community and Public Sector Union Australian Manufacturing Workers Union

# CEO sign off confirmation

Name of CEO or equivalent:

COLIN STIRLING

CEO signature:

Confirmation CEO has signed the report:

20-7-17

Date: