

# Public report

2017-18

Submitted by

Legal Name:  
**Charles Sturt University**



## Organisation and contact details

Submitting organisation details	Legal name	Charles Sturt University
	ABN	83878708551
	ANZSIC	P Education and Training 8102 Higher Education
	Business/trading name/s	
	ASX code (if applicable)	
	Postal address	Panorama Avenue BATHURST NSW 2795 AUSTRALIA
	Organisation phone number	(02) 6338 4000
Reporting structure	Number of employees covered by this report	3,083

## Workplace profile

### Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	0	0
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	0	0	0
		Full-time contract	3	2	5
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	0	0	0
		Full-time contract	7	4	11
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-1	Full-time permanent	0	0	0
		Full-time contract	1	2	3
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	0	0	0
		Full-time contract	7	9	16
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	1	1	2
		Full-time contract	7	9	16
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
	-4	Full-time permanent	2	0	2
		Full-time contract	6	13	19
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-5	Full-time permanent	1	0	1
		Full-time contract	1	1	2
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers	-1	Full-time permanent	1	0	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	2	2	4
		Full-time contract	1	3	4
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	25	17	42
		Full-time contract	4	2	6
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
	-4	Full-time permanent	31	22	53
		Full-time contract	9	2	11
		Part-time permanent	1	0	1
		Part-time contract	4	0	4
		Casual	0	0	0
	-5	Full-time permanent	11	9	20
		Full-time contract	0	2	2
		Part-time permanent	1	0	1
		Part-time contract	1	0	1
		Casual	0	0	0
	-6	Full-time permanent	1	3	4

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			129	104	233

## Workplace profile

### Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	349	368	0	0	0	0	717
	Full-time contract	167	130	0	0	0	0	297
	Part-time permanent	103	24	0	0	0	0	127
	Part-time contract	90	36	0	0	0	0	126
	Casual	288	123	0	0	0	0	411
Technicians and trade	Full-time permanent	34	42	0	0	0	0	76
	Full-time contract	1	0	0	0	0	0	1
	Part-time permanent	7	1	0	0	0	0	8
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	250	42	0	0	0	0	292
	Full-time contract	39	17	0	0	0	0	56
	Part-time permanent	113	6	0	0	0	0	119
	Part-time contract	38	2	0	0	0	0	40
	Casual	368	124	0	0	0	0	492
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	32	28	0	0	0	0	60
	Full-time contract	0	1	0	0	0	0	1
	Part-time permanent	20	2	0	0	0	0	22
	Part-time contract	4	0	0	0	0	0	4
	Casual	1	0	0	0	0	0	1
Grand total: all non-managers		1,904	946	0	0	0	0	2,850

# Reporting questionnaire

## Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

**NB. IMPORTANT:**

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (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  
This issue is under consideration in the development of the Gender Equity Strategy, with expected date of completion 09/18
  - ☐ 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

Gender Equity Strategy is currently under development, with a draft completed, to be endorsed by end of 2018

- ☐ Insufficient resources/expertise  
☐ Not a priority

**1.10 How many employees were promoted during the reporting period against each category below?**

**IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.**

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	1	26	10
Permanent/ongoing part-time employees	0	0	5	1
Fixed-term contract full-time employees	0	0	1	1
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	0	0

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

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

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	28	16
Number of appointments made to NON-MANAGER roles (including promotions)	365	171

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

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	3	5	51	43
Permanent/ongoing part-time employees	0	0	20	6
Fixed-term contract full-time employees	5	1	37	24
Fixed-term contract part-time employees	5	1	39	11
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.**

CSU has various policies on Balancing Work, Study and Caring Responsibilities; Breastfeeding; Childcare on Campus; Children in the Workplace; Communicating Without Bias; Family Related Leave; Remote Work; Flexible Working; Allowance for Dependent Care Expenses While travelling on University Business and Recruitment for Targeting Women to Senior positions.

In addition, CSU has a range of programs targeting at gender equity, including, but not limited to, Leadership Development for Women, bi-annual Leadership Development for Women Conference, with a specific presentation stream for the Senior Women's Forum, and the Athena SWAN Bronze Institutional Award, via involvement in the Australian Science in Australia Gender Equity (SAGE) Pilot, with a focus on enhancing gender equity in the areas of science, technology, engineering, mathematics and medicine (STEMM).

## 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?**

Charles Sturt University

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

	Female	Male
Number	1	0

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

	Female	Male
Number	9	6

**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):
  - ☐ Not a priority
  - ☐ Other (provide details):

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

- ☐ Yes
- ☒ No

**2.2 Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?**

- ☒ Yes (select all applicable answers)
- ☐ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal selection policy or formal selection strategy is in place)

- ☐ In place for some governing bodies
- ☐ Currently under development, please enter date this is due to be completed
- ☐ Insufficient resources/expertise
- ☐ Do not have control over governing body appointments (provide details why)
- ☐ 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):
 

Remuneration is set by the Enterprise Agreement based on a specific classification system. job evaluation processes are non-discriminatory (applied the the position not the incumbent). Salary progression through increments is automatic unless performance is unsatisfactory (managed by another specific process). Academic Promotion procedures and outcomes are reviewed regularly for gender bias. Analysis of gender salary differentials is undertaken annually and strategies are introduced to address the pay equity gap (such as leadership development for women programs, search plan aimed at attracting qualified women to apply for vacant senior positions).

**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 like-for-like and an organisational wide gender remuneration gap analysis was conducted within the last 12 months, which highlighted a range of complex causes that contribute to the current pay gap.

**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):  
Continued to implement strategies such as Leadership Development for Women Program and strategies to increase the proportion of women in the applicant pool for senior management. We have submitted the Athena SWAN SAGE bronze award pilot scheme, and a key working group to develop a gender equity strategy. The Self-Assessment Team (SAT), as part of the Athena SWAN action plan, will undertake research to identify, report and recommend actions on the complexity and causes of the issues contributing to the gender pay gap.
- ☐ 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:**

In March 2018, on International Women's Day, it was announced that our Vice Chancellor has become a Pay Equity Ambassador, affirming his commitment to addressing this issue.

## Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

### 5. A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.

**Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?**

- ☒ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
- ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
  - ☒ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
  - ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
- ☐ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):
- ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
  - ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
  - ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
- ☐ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):
- ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
  - ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
  - ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
- ☐ No, not available (you may specify why this leave is not provided)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Government scheme is sufficient
  - ☐ Not a priority
  - ☐ Other (provide details):

#### 5.1 How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:

2

#### 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.

Eligibility period is 40 weeks of continuous service immediately prior to the expected date of birth.  
Up to 26 weeks' paid leave is available as follows:  
6 weeks' paid maternity leave (or 12 weeks at ½ pay) available only to an employee who gives birth to a child.  
20 weeks' paid primary carer leave (or 40 weeks at ½ pay) available to an employee who takes on the role of primary carer following the birth or adoption of a child.

#### 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 to eligible employees:

10

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.

Secondary carers are eligible for a total of 8 weeks (paid and unpaid) leave

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

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

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

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	2	0	0	0

**7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.**

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	48	3	1	16

- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?**
- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	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. 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):

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

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☐ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Included in award/industrial or workplace agreement
  - ☐ Not a priority
  - ☐ Other (provide details):

**11. Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?**

- ☒ Yes
- ☐ No (you may specify why non-leave based measures are not in place)



- ☐ Currently under development, please enter date this is due to be completed
- ☐ Insufficient resources/expertise
- ☐ Not a priority
- ☐ Other (provide details):

**11.1 Please select what support mechanisms are in place and if they are available at all worksites.**  
• **Where only one worksite exists, for example a head-office, select "Available at all worksites".**

- ☐ Employer subsidised childcare
  - ☐ Available at some worksites only
  - ☐ Available at all worksites
- ☒ On-site childcare
  - ☒ Available at some worksites only
  - ☐ Available at all worksites
- ☒ Breastfeeding facilities
  - ☒ Available at some worksites only
  - ☐ Available at all worksites
- ☐ Childcare referral services
  - ☐ Available at some worksites only
  - ☐ Available at all worksites
- ☐ Internal support networks for parents
  - ☐ Available at some worksites only
  - ☐ Available at all worksites
- ☐ Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave)
  - ☐ Available at some worksites only
  - ☐ Available at all worksites
- ☒ Information packs to support new parents and/or those with elder care responsibilities
  - ☐ Available at some worksites only
  - ☒ Available at all worksites
- ☒ Referral services to support employees with family and/or caring responsibilities
  - ☐ Available at some worksites only
  - ☒ Available at all worksites
- ☒ Targeted communication mechanisms, for example intranet/ forums
  - ☐ Available at some worksites only
  - ☒ Available at all worksites
- ☐ Support in securing school holiday care
  - ☐ Available at some worksites only
  - ☐ Available at all worksites
- ☐ Coaching for employees on returning to work from parental leave
  - ☐ Available at some worksites only
  - ☐ Available at all worksites
- ☐ Parenting workshops targeting mothers
  - ☐ Available at some worksites only
  - ☐ Available at all worksites
- ☐ Parenting workshops targeting fathers
  - ☐ Available at some worksites only
  - ☐ Available at all worksites
- ☐ None of the above, please complete question 11.2 below

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

- ☒ Yes (select all applicable answers)
  - ☒ Policy
  - ☐ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
  - ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Included in award/industrial or workplace agreements
  - ☐ Not aware of the need
  - ☐ Not a priority
  - ☐ Other (please provide details):

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

- ☒ Yes (select all applicable answers)
- ☒ Employee assistance program (including access to a psychologist, chaplain or counsellor)
  - ☐ Training of key personnel
  - ☒ A domestic violence clause is in an enterprise agreement or workplace agreement
  - ☐ Workplace safety planning
  - ☒ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
  - ☒ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
  - ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
  - ☒ Access to unpaid leave
  - ☒ Confidentiality of matters disclosed
  - ☒ Referral of employees to appropriate domestic violence support services for expert advice
  - ☒ Protection from any adverse action or discrimination based on the disclosure of domestic violence
  - ☒ Flexible working arrangements
  - ☐ Provision of financial support (e.g. advance bonus payment or advanced pay)
  - ☒ Offer change of office location
  - ☐ Emergency accommodation assistance
  - ☒ Access to medical services (e.g. doctor or nurse)
  - ☐ Other (provide details):
- ☐ No (you may specify why no other support mechanisms are in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Not aware of the need
  - ☐ Not a priority
  - ☐ Other (provide details):

**14. Where any of the following options are available in your workplace, are those option/s available to both women AND men?**

- flexible hours of work
- compressed working weeks
- time-in-lieu
- telecommuting
- part-time work
- job sharing
- carer's leave
- purchased leave
- unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

- ☒ Yes, the option/s in place are available to both women and men.
- ☐ No, some/all options are not available to both women AND men.

**14.1 Which options from the list below are available? Please tick the related checkboxes.**

- Unticked checkboxes mean this option is NOT available to your employees.

	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compressed working weeks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Time-in-lieu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telecommuting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-time work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job sharing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carer's leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchased leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**14.3 You may specify why any of the above options are NOT available to your employees.**

- ☐ Currently under development, please enter date this is due to be completed
- ☐ Insufficient resources/expertise
- ☐ Not a priority
- ☐ Other (provide details):

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

The favourable results from the CSU Your Voice Staff Survey 2017 relating to flexibility were:  
CSU has enough flexible work arrangements to meet my needs - 78%  
I can change my working hours if I need to - 71%  
I have a say about my work conditions - 61%

## 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):

**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.**

The favourable results from the CSU Your Voice Staff Survey 2017 relating to gender equality were:  
My immediate supervisor genuinely supports gender equality - 86%  
Sexual harassment is not tolerated at CSU - 88%

CSU has systems, programs and/or practices in place to prevent gender discrimination - 79%  
Individuals of all genders are recognised equally for their contribution - 75%  
CSU is committed to achieving a gender diverse workforce - 77%

## Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

### 16. Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☐ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Included in award/industrial or workplace agreement
  - ☐ Not a priority
  - ☐ Other (provide details):

#### 16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?

- ☒ Yes
- ☐ No (you may specify why a grievance process is not included)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Not a priority
  - ☐ Other (provide details):

### 17. Do you provide training for all managers on sex-based harassment and discrimination prevention?

- ☒ Yes - please indicate how often this training is provided:
- ☒ At induction
  - ☐ At least annually
  - ☐ Every one-to-two years
  - ☐ Every three years or more
  - ☐ Varies across business units
  - ☒ Other (provide details):  
The Division of Human Resources provides specific training on request around respectful and positive workplace behavior and communication. Included within this training is the legislation and organisational procedures for harassment and discrimination prevention.
- ☐ 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:

Charles Sturt University has committed to adopting all the Human Rights Commission's recommendations based on the 'Change The Course: National Report on Sexual Assault and Sexual Harassment at Australian Universities' released in August 2017.

## 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.)

CSU is proud of its achievements in relation to gender equality. These include, but are not limited to: constant review of relevant policies and procedures to eliminate bias and ensure inclusiveness; Programs created and implemented aimed at reducing discrimination and promoting inclusivity, such as the Ally program, Racism: It Stops with Me, Courageous Conversations training and the Respect. Now. Always. Campaign; Application submitted for the Athena SWAN Bronze Institutional Award, via involvement in the Australian Science in Australia Gender Equity (SAGE) Pilot; Generous flexible working arrangements, parental leave, carers leave and domestic violence provisions included within the Enterprise Agreement; Continuous improvements made in the representation of senior women in the institution; Vice Chancellor becoming a Pay Equity Ambassador in March 2018.

During the next reporting period, CSU is looking forward to; Developing and implementing inclusivity training, focused on unconscious bias; Endorsement of a University wide Gender Equity Strategy; Actions undertaken to reduce the gender pay gap; Further development and implementation of domestic violence training.

## 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 65.9% females and 34.1% males.

#### Promotions

2. 71.7% of employees awarded promotions were women and 28.3% were men
  - i. 0.0% of all manager promotions were awarded to women
  - ii. 73.3% of all non-manager promotions were awarded to women.
3. 14.7% of your workforce was part-time and 15.2% of promotions were awarded to part-time employees.

#### Resignations

4. 63.7% of employees who resigned were women and 36.3% were men
  - i. 65.0% of all managers who resigned were women
  - ii. 63.6% of all non-managers who resigned were women.
5. 14.7% of your workforce was part-time and 32.7% of resignations were part-time employees.

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

- i. 7.8% 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:

CPSU  
NTEU  
United Voice

## CEO sign off confirmation

### Name of CEO or equivalent:

Vice Chancellor Professor Andrew Vann

### CEO signature:

### Confirmation CEO has signed the report:

### Date:

28 June 2018