Australian Government

Workplace
Gender Equality
Agency

2022 - 23 Gender Equality Reporting

Submitted By:

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#Workplace Overview

Policies and Strategies

1. **Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?**

   Recruitment: Yes

   Policy; Strategy

   Retention: Yes
   Policy;Strategy

   Performance management processes: Yes
   Policy; Strategy

   Promotions: Yes.
   Policy; Strategy

   Talent identification/identification of high potentials: YesStrategy

   Succession planning: Yes
   Strategy

   Training and development: Yes
   Policy; Strategy

   Key performance indicators for managers relating to gender equality: YesStrategy

2. **Do you have a formal policy and/or formal strategy in place that supports gender equality overall?**
   YesPolicy; Strategy

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

Governing Bodies

Organisation: Southern Cross University
1.Name of the governing body: Southern Cross University
2.Type of the governing body: Council

Number of governing body chair and member by gender:

Chair		
Female (F)	**Male (M)**	**Non-Binary**
1	0	0
Member		
Female (F)	**Male (M)**	**Non-Binary**
2	5	0

4.Formal section policy and/or strategy: No

Selected value: Not a priority

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 50
6.2 Year of target to be reached: 01/08/2023

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?
No
Selected value: Not a priority

Organisation: Southern Cross Campus Services Ltd
1.Name of the governing body: Southern Cross University
2.Type of the governing body: Council

Number of governing body chair and member by gender:

Chair		
Female (F)	**Male (M)**	**Non-Binary**
1	0	0
Member		
Female (F)	**Male (M)**	**Non-Binary**
2	5	0

4.Formal section policy and/or strategy: No
Selected value: Not a priority

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 50
6.2 Year of target to be reached: 01/08/2023

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?
Yes
Selected value: Policy; Strategy

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

#Action on gender equality

Gender Pay Gaps

1. **Do you have a formal policy and/or formal strategy on remuneration generally?**
   Yes

   Policy

   1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?
   No Salaries set by awards/industrial or workplace agreements

2. **What was the snapshot date used for your Workplace Profile?**
   31/03/2023

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

Employer action on pay equality

1. **Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?**
   Yes

   1.1 When was the most recent gender remuneration gap analysis undertaken?
   Within the last 1-2 years

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

   Identified cause/s of the gaps

   1.3 What type of gender remuneration gap analysis has been undertaken?
   An overall organisation-wide gender pay gap

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

Employee Consultation

1. **Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?**

   Yes

   1.1 How did you consult employees?

   Consultative committee or group; Survey; Other

   Other: SAGE working group

   1.2 Who did you consult?

   Employee representative group(s); Diversity committee or equivalent

2. **Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?**

   No

   Not a priority

3. **On what date did your organisation share your last year's public reports with employees and shareholders?**

   Employees:

   Yes

   Date:20/06/2022

   Shareholder:

   Yes

   Date:14/06/2022

4. **Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?**

   No

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

#Flexible Work

Flexible Working

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

   Yes

   Policy

1.1. **Please indicate which of the following are included in your flexible working arrangements strategy or policy:**

A business case for flexibility has been established and endorsed at the leadership level

Yes

The organisation's approach to flexibility is integrated into client conversations

Yes

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

No

Not a priority

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

No

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Not a priority

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

Not a priority

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

Not a priority

Leaders are held accountable for improving workplace flexibility

No
Not a priority

Leaders are visible role models of flexible working
Yes

Manager training on flexible working is provided throughout the organisation
No
Not a priority

Targets have been set for men's engagement in flexible work
No
Not a priority

Team-based training is provided throughout the organisation
No
Not a priority

Other: No

2. **Do you offer any of the following flexible working options to MANAGERS in your workplace?**
   Carer's leave: Yes
   SAME options for women and menFormal options are available

   Compressed working weeks: Yes
   SAME options for women and menInformal options are available
   Flexible hours of work: Yes
   SAME options for women and menFormal options are available; Informal options are available
   Job sharing: Yes
   SAME options for women and men

   Formal options are available
   Part-time work: Yes
   SAME options for women and menFormal options are available

   Purchased leave: Yes
   SAME options for women and menFormal options are available
   Remote working/working from home: Yes
   SAME options for women and men
   Time-in-lieu: Yes
   SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes
SAME options for women and menFormal options are available

3. **Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**
   Yes

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**
   Yes, women and men

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

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**
   Yes, we offer employer funded parental leave using the primary/secondary carer definition

   1.1. **Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?**
      Yes
      1.1.a. **Please indicate whether your employer-funded paid parental leave for primary carers is available to:**
         All, regardless of gender
      1.1.b. **Please indicate whether your employer-funded paid parental leave for primary carers covers:**
         Birth; Adoption; Stillbirth
      1.1.c. **How do you pay employer funded paid parental leave to primary carers?**
         Paying the employee's full salary
      1.1.d. **Do you pay superannuation contribution to your primary carers while they are on parental leave?**
         Yes, on employer funded parental leave
      1.1.e. **How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?**
         26
      1.1.f. **What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?**

51-60%

1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?
Yes
How long is the qualifying period (in months)?

1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?
No

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

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

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

1.2.c. How do you pay employer funded paid parental leave to Secondary carers?
Paying the employee's full salary

1.2.d. Do you pay superannuation contribution to your secondary carers while they are on parental leave?
Yes, on employer funded parental leave

1.2.e. How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?
2

1.2.f. What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?
51-60%

1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?
Yes
How long is the qualifying period (in months)?

1.2.h. Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?
Yes

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

<p>Full time staff member who have completed more than one year of continuous service are entitled to 26 weeks of paid parental leave; pro-rata for part-time staff members. SCU recognises same sex partners, primary carers who are not the birth parent and adoption leave. </p><p>An employee who gives birth to a stillborn child is entitled to Primary Carer leave for up to six weeks following the date of birth. </p><p>Paid partner leave can be taken during the period 2 weeks prior to and three months after the expected date of birth of the child. </p>

Support for carers

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

   Yes

   Policy

2. **Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

   2.1. **Employer subsidised childcare**

   No

   2.2. **Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

   No

   2.3. **Breastfeeding facilities**

   Yes

   Available at ALL worksites

   2.4. **Childcare referral services**

   No

   2.5. **Coaching for employees on returning to work from parental leave**

   No

   2.6. **Targeted communication mechanisms (e.g. intranet/forums)**

   No

2.7.   Internal support networks for parents

No

2.8.   Information packs for new parents and/or those with elder care responsibilities

No

2.9.   Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

2.11. Referral services to support employees with family and/or caring responsibilities

Yes

Available at ALL worksites

2.12. Support in securing school holiday care

No

2.13. On-site childcare

Yes

Available at SOME worksites

2.14. Other details: No

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

Sexual harassment, harassment on the grounds of sex or discrimination

1. **Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?**

Yes

Strategy

1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

2. **Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?**
    All Managers:
    Yes
    At induction

    Annually

9. **If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.**

Family or domestic violence

1. **Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**
    Yes
    Policy
2. **Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?**
    A domestic violence clause is in an enterprise agreement or workplace agreement
    Yes

    Confidentiality of matters disclosed
    Yes

    Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Provision of financial support (e.g. advance bonus payment or advanced pay)

No

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

Yes

Training of key personnel

Yes

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

No

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?
No

How may days are provided?
15

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No

Access to unpaid leave

Yes

Is the leave period unlimited?

Other: Yes

Provide Details: All staff have access to Responding to Disclosures of Sexual Violence online training module.

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

Workplace Profile Table

Industry: Tertiary Education

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	35	22	0	0	57
	Full-time contract	39	41	0	0	80
	Part-time contract	2	1	0	0	3
	Casual	5	4	0	0	9
Professionals	Full-time permanent	221	150	0	0	371
	Full-time contract	69	53	0	0	122
	Part-time permanent	35	19	0	0	54
	Part-time contract	30	15	0	0	45
	Casual	349	146	0	0	495
Community And Personal Service Workers	Full-time contract	1	2	0	0	3
	Part-time contract	0	1	0	0	1
	Casual	11	3	0	0	14
Clerical And Administrative Workers	Full-time permanent	145	61	0	0	206
	Full-time contract	34	20	0	0	54
	Part-time permanent	30	5	0	0	35
	Part-time contract	21	7	0	0	28
	Casual	181	84	0	0	265

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

** Total employees includes Non-binary

Workplace Profile Table

Industry: Tertiary Education

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time contract	0	1	1
KMP	Full-time contract	1	6	7
GM	Full-time permanent	3	1	4
	Full-time contract	15	14	29
SM	Full-time permanent	5	3	8
	Full-time contract	11	4	15
OM	Full-time permanent	27	18	45
	Full-time contract	12	16	28
	Part-time contract	2	1	3
	Casual	5	4	9

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	9	4	13
			Non-managers	37	20	57
		Fixed-Term Contract	Non-managers		1	1
	Part-time	Permanent	Non-managers	1	1	2
	N/A	Casual	Non-managers	14	5	19
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	3	2	5
			Managers	12	6	18
			Non-managers	133	56	189
		Fixed-Term Contract	CEO, KMPs, and HOBs	7	6	13
			Non-managers	2	1	3
	Part-time	Permanent	Non-managers	16	4	20
	N/A	Casual	Non-managers	586	259	845
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	2	1	3
			Non-managers	41	15	56
		Fixed-Term Contract	CEO, KMPs, and HOBs		1	1
			Managers	8	6	14
			Non-managers	27	19	46
	Part-time	Permanent	Non-managers	5		5
		Fixed-Term Contract	Non-managers	4	5	9

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	6	6	12
			Non-managers	44	22	66
		Fixed-Term Contract	CEO, KMPs, and HOBs	1	1	2
			Managers	2		2
			Non-managers	9	7	16
	Part-time	Permanent	Non-managers	15	4	19
		Fixed-Term Contract	Managers	1		1
			Non-managers	18	8	26
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	20	1	21
		Fixed-Term Contract	Managers	1		1
			Non-managers	6		6
	Part-time	Fixed-Term Contract	Non-managers	5		5
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	1	7	8
		Fixed-Term Contract	Non-managers		1	1

* Total employees includes Non-binary

Workforce Management Statistics Table

* Total employees includes Non-binary