

2020 - 21 Compliance Program

Submitted by:

Southern Cross University
(ABN:41995651524)

Southern Cross Campus Services Ltd
(ABN:57003082406)



#Workplace overview

Policies and strategies

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

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

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

Yes(<i>Select all that apply</i>)	
...Yes	Policy Strategy

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

Governing bodies

Southern Cross University

Southern Cross Campus Services Ltd

--	--

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	Southern Cross University
1.2: What type of governing body does this organisation have?	Council
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	2
...Male (M)	0
...Gender X	4
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(<i>Select all that apply</i>)
1.5: Has a target been set to increase the representation of women on this governing body?	Yes(<i>Provide further details on your target</i>)
10.6: What is the percentage (%) target?	50.00%
10.7: What year is the target to be reached (select the last day of the target year)?	1-Aug-2023

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, 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(*Select all that apply*)

...Yes

Policy

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

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements

2: Did your organisation receive JobKeeper payments?

No

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

31-Mar-2021

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

Employer action on pay equity

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

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

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

Within the last 1-2 years

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

Yes(*Select all that apply*)

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

Identified cause/s of the gaps

.. Yes

2: 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?

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

1.1: How did you consult employees?

Survey
Consultative committee or group
Other (provide details)

...Other (provide details)	SAGE working group
1.2: Who did you consult?	Employee representative group(s) Diversity committee or equivalent

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

#Employee work/life balance

Flexible working

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

Yes (*Select all that apply*)

...Yes	Policy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No (<i>Select all that apply</i>)
...Targets have been set for men's engagement in flexible work	No (<i>Select all that apply</i>)
...Leaders are held accountable for improving workplace flexibility	No (<i>Select all that apply</i>)
...Manager training on flexible working is provided throughout the organisation	No (<i>Select all that apply</i>)
...Employee training is provided throughout the organisation	No (<i>Select all that apply</i>)
...Team-based training is provided throughout the organisation	No (<i>Select all that apply</i>)
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	No (<i>Select all that apply</i>)
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No (<i>Select all that apply</i>)
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No (<i>Select all that apply</i>)
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No (<i>Select all that apply</i>)
...Other (provide details)	No

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

...Flexible hours of work Yes (*Select one option only*)

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

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

No

--	--

3.1: You need to indicate which of the following flexible working options are available to NON-MANAGERS in your workplace.	Yes(<i>Select one option only</i>)
.. Flexible hours of work	
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Informal options are available
...Time-in-lieu	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Carer's leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Purchased leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

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

Yes, ALL managers

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

Yes, for both women and men

6: 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 regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

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

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i>)
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%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i>)
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?	50-60%

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.

Full time staff members 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 partnerships, primary carers who are not the birth parent and adoption leave.

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.

Paid partner leave can be taken during the period 2 weeks prior to and three months after the expected date of the birth of the child.

Support for carers

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

Yes(Select all that apply)

...Yes

Policy

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

...Employer subsidised childcare

No(You may specify why the above support mechanism is not available to your employees.)

...On-site childcare

Yes(Please indicate the availability of this support mechanism.)

...Yes

Available at SOME worksites

...Breastfeeding facilities

Yes(Please indicate the availability of this support mechanism.)

...Yes

Available at ALL worksites

...Childcare referral services

No(You may specify why the above support mechanism is not available to your employees.)

...Internal support networks for parents

No(You may specify why the above support mechanism is not available to your employees.)

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

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

Sex-based harassment and discrimination

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

Yes(*Select all that apply*)

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

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

...All managers	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction At least annually
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction

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

Training is provided at induction and for all staff new to supervisory positions. All staff have access to the EO

Online training modules (Module 1 for general knowledge and Module 2 for supervisors/managers.)

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(*Select all that apply*)

...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?

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

Yes

...Training of key personnel

Yes

...A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

...Workplace safety planning

No(*Select all that apply*)

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

Yes

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

No(*Select all that apply*)

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

No(*Select all that apply*)

...Access to unpaid leave

Yes

...Confidentiality of matters disclosed

Yes

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

Yes

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

Yes

...Flexible working arrangements

Yes

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

No(*Select all that apply*)

...Offer change of office location

Yes

...Emergency accommodation assistance

No(*Select all that apply*)

...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	Yes
...Yes	All staff have access to Responding to Disclosures of Sexual Violence online training module.

3: 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	22	20	0	0	42
	Full-time contract	18	28	0	0	46
	Part-time permanent	1	0	0	0	1
	Part-time contract	0	1	0	0	1
	Casual	1	0	0	0	1
Professionals	Full-time permanent	178	125	0	0	303
	Full-time contract	62	50	0	0	112
	Part-time permanent	26	12	0	0	38
	Part-time contract	27	23	0	0	50
	Casual	286	142	0	0	428
Community And Personal Service Workers	Full-time contract	2	2	0	0	4
	Casual	17	7	0	0	24
Clerical And Administrative Workers	Full-time permanent	127	52	0	0	179
	Full-time contract	23	8	0	0	31
	Part-time permanent	29	4	0	0	33
	Part-time contract	13	6	0	0	19
	Casual	174	105	0	0	279

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

** Total employees includes Gender X

Workplace Profile Table

Industry: Tertiary Education

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time contract	0	1	1
KMP	-1	Full-time contract	3	4	7
KMP/HOB	-1	Full-time contract	2	1	3
		Full-time contract	0	1	1
	Casual	1	0	1	
HOB	-1	Full-time permanent	1	0	1
		Full-time contract	1	0	1
	-2	Full-time permanent	0	1	1
		Full-time contract	3	10	13
	-3	Full-time permanent	0	2	2
		Full-time contract	1	2	3
SM	-1	Full-time permanent	1	0	1
	-2	Full-time permanent	1	2	3
		Full-time contract	2	2	4
	-3	Full-time permanent	0	2	2
		Full-time contract	1	2	3
OM	-2	Full-time permanent	8	3	11
		Full-time contract	4	1	5
	-3	Full-time permanent	11	10	21
		Full-time contract	3	7	10
		Part-time permanent	1	0	1
		Part-time contract	0	1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Non-managers	17	10	27
		Fixed-Term Contract	CEO, KMPs, and HOBs		1	1
			Managers	1		1
			Non-managers	1	2	3
	Part-time	Permanent	Non-managers	1	1	2
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	6	4	10
			Non-managers	32	15	47
		Fixed-Term Contract	Managers	2	1	3
			Non-managers	369	185	554
	Part-time	Permanent	Non-managers	5		5
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers		1	1
			Non-managers	7		7
		Fixed-Term Contract	Managers	2	3	5
			Non-managers	8	1	9
	Part-time	Permanent	Non-managers		1	1
		Fixed-Term Contract	Non-managers	2	2	4
	N/A	Casual	Non-managers	14	5	19

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*	
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	3		3	
			Non-managers	10	11	21	
		Fixed-Term Contract	CEO, KMPs, and HOBs			2	2
			Managers	1	3	4	
			Non-managers	10	3	13	
	Part-time	Permanent	Non-managers	6	1	7	
		Fixed-Term Contract	Non-managers	5		8	
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	2		2	
			Non-managers	15		15	
		Fixed-Term Contract	Non-managers	4		4	
	Part-time	Permanent	Non-managers	2		2	
		Fixed-Term Contract	Non-managers	3		3	
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		2	2	
			Non-managers		4	4	
		Fixed-Term Contract	Non-managers		2	2	

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X