

2019–20 Application

WGEA Employer of Choice for Gender Equality

Australian Catholic University Limited

Introduction

The EOCGE citation is the Workplace Gender Equality Agency's (Agency) leading practice recognition program. The citation aims to promote and improve gender equality for women and men, while recognising the historically disadvantaged position of women in the workplace. It is a voluntary program, open to all compliant employers covered under the Workplace Gender Equality Act (Act).

The citation recognises that gender equality is critical to an organisation's success and is a feature of well-managed, leading organisations. Research has demonstrated that groups with diverse perspectives and flexibility in thinking almost always outperform homogenous groups, leading to higher levels of creativity, innovation and organisational agility.

Being awarded the EOCGE citation provides recipients with significant differentiation in a competitive marketplace. The citation provides public recognition of an organisation's focus on gender equality, which supports its ability to attract and retain the best possible talent to build a high-performance workforce.

While EOCGE citation holders must meet a rigorous set of criteria, the citation does not certify that organisations have achieved equal outcomes between women and men. The citation recognises organisations that are taking significant action towards improving gender equality outcomes in their workplaces. The process of investigating whether an organisation complies with the citation criteria can also be an excellent driver of change.

As part of the Agency's commitment to continually improving the standard of leading practice in workplace gender equality, every five years the Agency reviews the citation to ensure it continues to reflect best practice and remains relevant and accessible to employers. In 2017, the Agency commissioned a strategic review of the EOCGE citation. This revised citation, effective from 2019-20, reflects findings from the latest academic research into drivers of improved gender equality outcomes, and consultation with gender equality experts and practitioners, industry groups, and employers.

This document is a record of the responses your organisation has provided in your WGEA Employer of Choice for Gender Equality citation application and the related responses from your compliance report for 2018-19.

2019-20

Focus Areas

1. Leadership, strategy and accountability

This focus area recognises that creating a workplace in which women and men are equally represented, valued and rewarded requires leadership, accountability and a focus on gender equality as a strategic priority.

It assesses an organisation's overall strategies and leadership commitment to achieving gender equality.

Notes:

- To assess whether you meet all prerequisites, we strongly advise that you review the EOCGE Guide to citation document PRIOR to answering the citation questions.
- IMPORTANT: view "MORE INFORMATION" for details on what will need to be provided in subsequent applications.
- Please submit your EOCGE application BEFORE you submit your application payment.
- Please list all the organisations covered in this application below. By providing the names of these organisations, you are confirming that all responses contained within this application apply to them all:

The Australian Catholic University Limited

Certificate

- Please enter the name of the organisation that you would like to appear on your EOCGE certificate below, should your organisation's EOCGE application be successful.

The Australian Catholic University Limited

1.1

1.1. Your organisation must have a strategy in place aimed at achieving gender equality in ALL the following areas:

- gender balance in leadership
- gender balance across the organisation
- gender pay equity at a like-for-like and an organisation-wide basis
- flexible work and support available for employees at all levels, including those with caring responsibilities.

Please confirm the following:

Yes, we have a strategy that supports gender equality in all the above areas.

1.2

1.2. Your organisation must have a policy/policies in place supporting gender equality that covers ALL the following:

- promotions
- performance review processes
- recruitment – internal and external recruitment consultants must be provided with gender equality guidelines for the recruitment process
- restructures and significant operational changes including planned redundancies
- employment and engagement of casuals
- engagement of independent contractors

Please confirm the following (NB: please read “More information” for future requirements in this area).

Yes, we have a policy/policies in place supporting gender equality in all the above areas.

1.3

1.3. Your organisation's gender equality strategy must include clear objectives and measures, and an evaluation process that occurs at least every two years.

Please provide an outline of the objectives, measures and evaluation process specified in your gender equality strategy. (NB: please read "More information" for future requirements in this area).

The Gender Equality Strategy 2015 – 2020 aims to exceed legislative and external stakeholder's requirements and facilitate ACU to remain a gender equality leader by "Continuing to build upon ACU's strong gender equality foundations in the University's planning and core business". This requires an approach that is driven by the whole university with a common vision and shared responsibility. The GES cascades from ACU's Workforce Strategy's three main aims by articulating the gender equality goals that will contribute to achieving them. The Workforce Strategy's aims are:

- Workplace Culture: ACU will build a welcoming and safe workplace grounded in our Mission and Values
- Workplace Profile: ACU will ensure its staff profile is flexible and adaptable to deliver on the University's strategic objectives
- Valuing Workforce: ACU invests in its workforce and individual development, participation and involvement.

The Gender Equality Strategy 2015-2020 Action Plan details the actions required to achieve ACU's gender equality goals including:

- Leadership – ACU leaders visibly champion gender equality by seeking opportunities to support gender equality outcomes and communicating progress to the University community.
- Culture – ACU staff contribute to a safe, respectful and inclusive working environment, free from sex-based discrimination and harassment.
- Flexible Work – Flexible work practices are embedded in ACU's culture.
- Gender equality in all areas of the University – ACU strives to meet gender equality targets that contribute to the achievement of the University's strategic objectives, including gender pay equality.
- Business Planning – Gender equality is incorporated into broad business planning.
- Celebrate Achievements – The University continues to acknowledge and celebrate women's achievements at ACU, both internally and externally.
- Career Progression – Career progression opportunities are accessed by all staff members, with a focus on increasing the participation of women researchers, part-time staff and staff with caring responsibilities.
- Support staff through all work transitions – Staff are actively supported in their work transitions, relating to all life circumstances through a range of leave and non-leave people management practices and initiatives.

1.4

1.4. Your gender equality strategy must be incorporated into your broader business strategy and planning process, and endorsed by your governing bodies/boards.

Please confirm the following:

- Yes, our gender equality strategy is incorporated into our broader business strategy and planning process, and is endorsed by our governing body/board
- Evidence of the governing body's endorsement (e.g. extract of governing body/board minutes) has been/will be emailed to WGEA when the EOCGE application is submitted

1.5

1.5. Your organisation must evaluate its progress against its gender equality strategy by 1) tracking the metrics below and 2) reporting progress to the following stakeholder groups in your organisation/s at least every year.

Please select all the boxes below to confirm this has occurred:

1.5 a). For all your workforce (including Partners in Partnership structures):

- gender composition of your workforce by manager and non-manager categories
- promotions by gender and manager and non-manager categories
- recruitment and exit (voluntary and involuntary) numbers by gender
- graduate programs and paid or unpaid internships (where applicable)
- utilisation of formal flexible working arrangements (including part-time) for women and men by manager and non-manager categories
- utilisation of, and return from, parental leave (paid and unpaid), of women and men

1.5 b). For key management personnel AND your governing body/board (1.5 c) also applies to these stakeholders):

- ALL of the areas listed in 1.5 a)
- the results of your gender remuneration gap analysis, including pay equity metrics and actions taken
- progress on narrowing your organisation-wide gender pay gap
- all results from your EOCGE employee survey questions (refer section "Lived experience – Employee Survey")

1.5 c). For key management personnel AND your governing body/board

All the following metrics on gender-based harassment and discrimination and sexual harassment complaints must also be reported to these stakeholders:

- number and nature of complaints received
- process for responding to the complaint
- time taken to resolve complaint (e.g. complaint made in February, resolved in July)
- outcomes for complainant and respondent, including whether a complaint was settled
- any organisational change following the complaint
- complainant and respondent turnover

1.5 d). Your organisation must provide evidence (e.g. extract of governing body/board minutes) that all the areas covered in questions 1.5 a), 1.5 b) and 1.5 c) have been reported to the governing body/board.

Please confirm that this has been/will be emailed to WGEA:

- Yes, evidence that progress on all the above areas has been reported to the governing body/board has been/will be emailed to WGEA

1.6

1.6. Where gender discrepancies exist for any areas listed under questions 1.5 a), b) and c), your organisation must analyse systems and processes to identify gender bias in decision making, and take actions to address issues identified.

Please confirm this has occurred:

- Not applicable - no gender discrepancies exist for any areas listed under questions 1.5 a), b) and c)
- Yes, gender discrepancies were found and systems and processes were analysed to identify gender bias in decision making

1.6 a). Your organisation must take action to eliminate gender biases identified in the analysis of your systems and processes.

Please outline the gender biases identified, and use examples to describe actions that were taken to address these issues:

In support of the Gender Equality Strategy, regular analysis and monitoring of gender equity across the organisations systems and processes occurs through the analysis of workforce data and people management processes to monitor potential gender bias and to take timely corrective action. Such work includes the analysis of women's representation at all levels of the organisation, recruitment selection and outcomes, promotions, gender pay equity, performance appraisal and career and professional development. This is reported to the University's governing bodies and portfolio leaders on an annual basis.

ACU has consistently maintained high levels of women's representation over time, the gender split across the ACU workforce is currently 68% female with 58% of women in management roles. The continuation of this trend can be seen in women's participation in professional development activities, which is at 70% for staff training and 72% for supervisor learning and development programs. In addition, analysis of gender equality data is reported to Organisational Unit leaders and informs planning that will consolidate the University's gender equality outcomes.

1.7

1.7. Your governing body must be provided with a copy of your completed EOCGE application once submitted.

Please confirm this will occur:

- Yes, the governing body will be provided with a copy of this EOCGE application. Please provide a date when this will occur:

ACU Senate meeting scheduled for 4th December 2019

1.8

1.8. Your CEO/head of business must be a visible champion of gender equality in the following areas.

Please provide information in the questions below to confirm each requirement has been met.

1.8 a). Your CEO/head of business must have communicated your organisation's business case for improving gender equality, to all workers (and Partners in Partnership structures) in the last 12 months, and every year thereafter.

Please provide the statement, how it was communicated and the date of the communication below:

The Vice-Chancellor and President, Professor Greg Craven AO, wrote to all ACU staff as per the communication below:

Creating a Balance for Better

Published: Wednesday 13th March 2019

A message from the Vice-Chancellor Professor Greg Craven.

Balance can mean many things – an even distribution, the act of steadying something, or to compare the value of one item to another. But the definition I'm most interested in is the one characterised by equality, fairness and justice. While society still has many challenges to overcome in achieving gender equality, I believe it's important to reflect and to celebrate how far we've come and what we have achieved.

International Women's Day (IWD) affords us the opportunity to stop and reflect on the important issue of gender equality and last week, ACU celebrated IWD by hosting events on several of our campuses. We heard from some of our inspiring female graduates who are making a significant impact in the world. This year's IWD focused on 'Balance for Better' and follows the premise that by bettering the balance, we can better the world. At ACU we have a shared commitment and culture that supports an inclusive and equal workplace. Key to ACU's mission is 'dignity of the human person' and our commitment to gender equality is one of the ways we live this Mission.

Earlier this month, the Workplace Gender Equality Agency (WGEA) awarded ACU the Employer of Choice for Gender Equality citation for the seventh consecutive year and prior to this ACU was also recognised as an EOWA Employer of Choice for Women in 2011. This latest recognition marks eight years of leadership in gender equality and is strong endorsement of the progress we have made through our Gender Equality Strategy (GES) 2015 – 2020.

There are many ways we have worked together to achieve balance and equity at ACU.

Balance through flexibility

ACU has flexible working arrangements in place that allow our staff to balance the many responsibilities in their lives. I'm proud that the 2017 myVoice survey showed that flexible working arrangements are supported at ACU, with 77 per cent of staff respondents saying they had access to flexibility to manage their work and caring responsibilities. Similarly, 82 per cent of staff respondents said their supervisor was flexible and reasonable in responding to work/life balance needs.

Our Flexible Working Arrangements Policy supports both women and men in balancing their careers and personal commitments.

Balance for care givers

When ACU introduced one year of paid maternity leave for women in 2001, it was a groundbreaking move. In 2011, this was extended to male staff who nominated as the primary care giver. I'm very proud that we were at the forefront of supporting working parents through the introduction of generous parental leave provisions. The number of women and men who accessed parental leave increased by 13 per cent last year. Through access to flexible working, a free Childcare Referral Service and other support initiatives, we're also ensuring that parents feel supported when they return to work.

Balance in leadership and representation

ACU continues to see high levels of women in leadership across the University and our governing body has achieved gender parity. Ensuring balance exists at a leadership level has many positives. Diversity and balance in the perspectives, experiences and expertise we bring to the

table is vital for a thriving University.

Achieving balance

As a Pay Equity Ambassador, I've committed to undertaking an annual gender pay gap analysis to ensure we are fulfilling the commitments we've made in our Gender Equality Strategy. We've achieved much in the area of gender equality but there's still more to be done at ACU and, of course, in our own communities and in wider society.

We all have a part to play and I encourage you to continue to advocate for equality and to strive for balance.

I, and other leaders across ACU, will continue to do our part to champion gender equality within ACU and more broadly.

Yours sincerely,

Professor Greg Craven AO, GCSG

Vice-Chancellor and President

Australian Catholic University

1.8 b). Your CEO/head of business must have communicated their commitment to zero tolerance of gender-based harassment and discrimination, sexual harassment and bullying to all employees (including Partners in Partnership structures), in the last 12 months and every year thereafter.

Please provide the statement, how it was communicated and the date of the communication:

Led by the Vice-Chancellor as Chair of ACU's Respect. Now. Always. Committee, ACU is committed to providing safe, respectful and inclusive campuses and a zero tolerance for sexual harassment and assault.

On 26th February 2016 ACU publicly stated this commitment via its Respect. Now. Always. webpage together with mechanisms and resources for students and staff, including a downloadable SafeZone app as an easily accessible and effective on-campus tool together with definitions of sexual assault, harassment and consent, appropriate workplace behavior and safety in relationships and in the community. Portals are provided to enable students and staff to lodge complaints, supported by a detailed explanation of the formal complaints process. The website also provides information on 'on campus counselling' for students and the Employee Assistance Program for staff. Off campus support is detailed for each State which hosts an ACU campus.

Please see: <https://www.acu.edu.au/emergency-and-safety/respect-now-always>

Respect. Now. Always: a commitment to safe campuses

A message from the Vice-Chancellor Professor Greg Craven

Published: Wednesday 11th September 2019

ACU is a place of safety, respect, inclusion and equity. The University is committed to ensuring all our campuses are completely free of harassment and discrimination. We expect all our staff and students to behave in a manner that is respectful, inclusive and fair, on every campus and at all times. There is absolutely no tolerance for sexual assault or sexual harassment at ACU.

This year I will be chairing the University's Respect. Now. Always. (RNA) Advisory Committee. The committee oversees the implementation of activities and projects designed to promote and facilitate safe, inclusive and equitable student experiences on all ACU campuses and at all University endorsed activities. The committee meets three times per year, and reports into the University's Senior Executive Group. It comprises 23 members with staff and student representatives across the whole university, including a representative from NSW Police.

Some current ACU RNA initiatives include:

Inclusion of RNA information in the compulsory ACU Staff Induction Program

Prominent presence of clear safety information for the general public, staff and students on the ACU public website, ACU staff site and the ACU student portal.

Draft of a standalone policy and procedure around student sexual assault and sexual harassment which will soon be distributed to stakeholders for consultation.

Review of the reporting process for student incidents, complaints and disclosures.

A new student appointment system (Unau) has been launched which will improve the monitoring of student waiting times to see a counsellor.

A consent and bystander behaviour video, which will be launched in the very near future.

Safety is a team effort. I encourage all ACU staff and students to familiarise themselves with the following information.

Information and contact sources

For Students

Student Safety - <https://www.acu.edu.au/student-life/student-safety>

Respect - <https://www.studentportal.acu.edu.au/respect>

On campus counselling and Disability Service – free and confidential support for ACU students.

Student Advocacy Service – free and confidential information and advice to assist with navigating University policies and procedures.

For Staff

https://staff.acu.edu.au/human_resources/working_@_acu/health,_safety_and_wellbeing

For Staff and Students

ACU public website - <https://www.acu.edu.au/emergency-and-safety/respect-now-always>

In an emergency

For emergencies call triple zero (000).

For campus incidents call the ACU National Security Centre on 1300 729 452 or dial 8888 from an internal ACU phone.

SafeZone app

Download the SafeZone app - to be used on campus to contact security.

Lodge a complaint

For students: <https://www.studentportal.acu.edu.au/acuinfo/admin/acf/complaints>

For staff: <https://www.acu.edu.au/contact-us/complaints-and-feedback/staff-complaints>

Regards,

Professor Greg Craven AO, GCSG

Vice-Chancellor and President

1.8 c). Your CEO/head of business must have communicated the organisation's overall gender equality strategy, priorities and progress, to all employees (and Partners in Partnership structures), in the last 12 months and every year thereafter.

Please provide the statement, how it was communicated and the date of the communication:

The Vice-Chancellor and President, Professor Greg Craven AO, wrote to all ACU staff as per the

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Achieving balance

As a Pay Equity Ambassador, I've committed to undertaking an annual gender pay gap analysis to ensure we are fulfilling the commitments we've made in our Gender Equality Strategy. We've achieved much in the area of gender equality but there's still more to be done at ACU and, of course, in our own communities and in wider society.

We all have a part to play and I encourage you to continue to advocate for equality and to strive for balance.

I, and other leaders across ACU, will continue to do our part to champion gender equality within ACU and more broadly.

Yours sincerely,
Professor Greg Craven AO, GCSG
Vice-Chancellor and President
Australian Catholic University

1.8 d). Your CEO/head of business must have communicated the organisation's commitment to gender pay equity to all employees (and Partners in Partnership structures) in the last 12 months and every year thereafter.

Please provide the statement, how it was communicated and the date of the communication:

The Vice-Chancellor and President, Professor Greg Craven AO, wrote to all ACU staff as per the communication below:

EQUAL PAY DAY 2019

Published: Wednesday 28th August 2019

An all staff email message from the Vice-Chancellor Professor Greg Craven

Dear Colleagues,

I signed up to be a Pay Equity Ambassador in 2017 to help create change and to continue to promote and improve gender equality, not just at ACU but more broadly.

Today is Equal Pay Day, which marks the 59 additional days from the end of the previous financial year that women must work to earn the same pay as men.

The Workplace Gender Equality Agency (WGEA) has calculated that the national gender pay gap is 14 per cent for full-time employees – a difference of \$241.40 per week between men and women's wages.

The national gender pay gap is the difference between women's and men's average weekly full-time base salary earning and is a measure of women's overall position in the paid workforce. Note that it does not compare two people doing the same work – that is equal pay.

Why is the gender pay gap important?

Australian women first won the right to be paid the same as men for doing the same work, or work of equal or comparable value, in 1969.

WGEA data indicates that today all organisations have a gender pay gap and the gap is in every industry and every occupation, including female-dominated industries and occupations.

ACU's commitment to gender equality is expressed through our Gender Equality Strategy and action plans.

We have also been recognised for our leading-practice workplace supports and family-friendly employment provisions over the last eight years. Our commitment to equality and supporting all our staff strongly aligns with our Mission and values.

What are we doing to address the gender pay gap?

ACU has a gender pay gap of 13.4 per cent, which is 0.6 percentage points below the national gap.

I am committed to reducing our gender pay gap and I am ensuring that the University conducts an annual gender pay gap analysis. The analysis of the University's gender pay gap data will inform next steps to ensure that we continue to demonstrate our commitment to equality here at ACU.

The gender pay gap is more than just a number. It is an important symbol of inequality, for women and men. It doesn't just impact a woman once in her life, it has a compounding effect that results in a reduced earning capacity over her lifetime.

Everyone has a role to play in closing the gender pay gap and, as a Pay Equity Ambassador, this is why the gap matters to me.

Yours Sincerely,

Professor Greg Craven AO, GCSG

Vice-Chancellor and President

Australian Catholic University

1.9

1.9. Your organisation must have a group, committee or council with representation from senior management level or above, that is responsible for the implementation and oversight of your organisation's gender equality strategy.

Please confirm this is in place:

Yes

1.9 a). Please provide the job title of the Chair of this group/committee/council:

ACU Chancellor

1.10

1.10. Your CEO/head of business must have direct involvement with your organisation's gender equality initiatives.

Please list what your CEO/head of business does in this regard:

- The Vice-Chancellor is a WGEA Pay Equity Ambassador and has committed to undertake an annual Gender Pay Equity analysis and continues to champion ACU's gender equality initiatives to the University community and in external forums.
- The Vice-Chancellor has shown his commitment to the prevention of sexual harassment, sexual assault or violence and ensuring all our campuses are safe for students, staff and the community through ACU's participation in the national Respect. Now. Always. campaign. The Vice-Chancellor is Chair of ACU's Respect. Now. Always. Committee.
- The Vice-Chancellor promotes gender equality at the University by celebrating significant achievements of staff through his all staff communications.
- The dedicated Gender Equality webpage outlines the University's strategy, reinforcing the Vice-Chancellor's commitment to pay equity. A quote from the Vice-Chancellor and President is included on this page: "Ensuring our culture has embedded workplace gender equality across all campuses is one of the University's proudest achievements and a key part of our mission and values" (see: https://staff.acu.edu.au/human_resources/working_@_acu/equity_and_diversity/gender_equality)
- The Vice-Chancellor tables a Gender Equality report to each meeting of the Senate together with an Annual Report against the University's Gender Equality Strategy

1.11

1.11. Your organisation must ensure that women and men can access opportunities that are considered career-enhancing, equitably.

Using typical examples in your organisation, please explain how you ensure this occurs for women and men (maximum 500 words).

- **ARC Grants:** A component of the National Competitive Grants process, the grants are provided by the Australian Research Council as a Commonwealth entity to support investment in research and development by Australian universities. Training is provided on how to apply for ARC Grants.

- **NHMRC Grants:** The National Health and Medical Research Council (NHMRC) is Australia's leader in funding health and medical research and research translation. Training is provided on how to apply for NHMRC Grants.

- **ACU Research Grants:** Each year, the University provides an annual allocation as ACU Internal Grants. The internal grants are awarded, often to those researchers that have not been successful with a current or prior year ARC grant application. They can also be awarded to assist a researcher with a future ARC grant application.

- **Domestic and International Conferences** attended by both Professional and Academic Staff.

- **eLAMP;** The Emerging Leaders and Managers Program provides for staff development in the following areas:
 - o how to manage and develop yourself to be able to manage others
 - o how to manage and develop the business
 - o the tertiary education landscape in greater depth
 - o how to use critical reflective practices
 - o how to collaborate with different styles
 - o gain an understanding of how other parts of the University operate

- **ACU Capability Development Framework.**

- **ACU's Research Study Program for Academic Staff**
 - o The Research Study Program (RSP) provides academic staff with financial support to enable release from teaching and other duties for a defined period in order to concentrate on research.

 - o The RSP aims to contribute to the University's strategic research objectives and will concentrate on supporting research proposals that can demonstrate that they:
 - a) will achieve high quality research publications and/or competitive grant income, and
 - b) will clearly advance the University's strategic objectives in research.

- **Research Awards for Women Academic Staff** returning from parental leave. Three

research awards per annum (valued at \$12,500) each available to support women in re-establishing their academic profile and career.

- ACU Teaching Awards through Award funding.
- ACU Teaching Development Grants

1.12

1.12. You must hold your managers accountable for contributing to the implementation of your gender equality strategy.

Please outline how managers are held accountable e.g. describe KPIs (up to 500 words).

University leaders and managers are accountable through the ACU Staff Enterprise Agreement that provides for flexible work options for staff to balance their various work and life responsibilities. These obligations are well communicated and understood within the ACU community and are supported by policies, procedures, and guides to embed flexible work across the organisation.

The Gender Equality Strategy implementation cascades accountability for embedding workplace flexibility to leaders, and the training program provided reinforces the University's commitment.

Recent staff engagement surveys (via myVoice) seek to understand staff utilisation of the flexibility provided at ACU to enable them to balance work and family commitments. These surveys continue to indicate that staff are aware of flexible work, the options available, and the numbers of staff who availed themselves of at least one type of flexible work option in the past year. The 2019 myVoice survey opened to all staff on 18th September 2019 and will close on 3rd October 2019.

In the myVoice survey 2017, 77% of staff respondents stated that they had accessed work flexibility to manage their work and caring responsibilities. Similarly 82% of staff respondents said that their supervisor was flexible and reasonable in responding to their work / life balance needs.

Gender Equality based training that has been provided to Managers and staff during 2019 includes:

- Accidental Counsellor + Domestic Violence Awareness

The Accidental Counsellor & Domestic Violence Awareness workshop is focussed on equipping staff who are not trained counsellors but who may find themselves in a "counselling role by accident". The workshop provides basic counselling skills and principles to participants. Domestic & Family Violence Awareness helps us to identify where a colleague may be impacted by domestic and family violence and know how to respond appropriately.

- Respect and Dignity

This workshop explores what it means to treat others respectfully and in a dignified manner together with providing practical tools on how to do this better so as to foster stronger more productive relationships.

- Communicating for Leadership Success

This workshop focusses on great leaders who motivate, encourage and inspire. Effective communication is fundamental to leadership and is an essential tool to maintain strong, lasting working relationships with colleagues at all levels of the University.

2. Developing a gender balanced workforce

This focus area recognises that the Australian workforce is highly segregated by industry and occupation.

Organisations need robust, targeted learning and development, talent identification and leadership programs to support women's progress through the leadership pipeline, and provide career opportunities across all levels of the workforce for women and men.

2.1

2.1. Your organisation must have a policy or strategy that includes learning and development (including leadership and/or career development training) for women and men.

Please confirm what is in place:

- Formal policy
- Formal strategy

2.2

2.2. Your organisation must have learning and development plans for all your permanent workforce and long-term casuals.

Please confirm this is in place:

- Yes

2.3

2.3. Each year, your organisation must track how many women and men, full-time and part-time, have participated in FORMAL leadership development programs. Please indicate the types of programs you have in place:

- Formal sponsorship program
- Formal mentoring program
- Formal succession plan
- Formal leadership networks
- Other

2.3 a). Please complete the table below with the numbers of participants in this program. All cells must be completed, please enter "0" where there were no participants.

	Women		Men	
	Full-time	Part-time	Full-time	Part-time
Formal sponsorship program	38	8	6	1

2.3 d). Please complete the table below with the numbers of participants in this program. All cells must be completed, please enter "0" where there were no participants.

	Women		Men	
	Full-time	Part-time	Full-time	Part-time
Formal leadership program	6	0	4	0

2.3 e). For the other formal leadership development programs in place, please complete the table below, entering the name of the program, and number of participants in the program for each category.

	Program type	Women		Men	
		Full-time	Part-time	Full-time	Part-time
1	ATSI Cultural Awareness and ATSI People's Perception	111	23	39	4
2	Performance Review & Planning for Supervisors of Academic & Professional Staff	52	11	33	5
3	Role of Chair training for Recruitment and Selection	22	2	8	2
4	Self-Leadership	4	3	1	0

2.4

2.4. Your organisation must set numerical targets (with timeframes) to improve the representation of WOMEN in any manager category where their representation is less than 40%. Progress against manager targets must also be tracked.

Please confirm this has occurred below. (NB: please read “More information” for future requirements in this area).

Yes, targets have been set for every level of management where the representation of women is less than 40%, and targets are tracked

Targets are not required as the representation of women across all levels of management is at least 40%. Please provide details below:

2.4 a). In the table below, please indicate the targets and timeframes that have been set:

	Management level where target is set, e.g. KMP ?	% Target?	Year target to be reached?
1	KMP	40	2022
2			
3			
4			
5			
6			

2.5

2.5. Your organisation must set gender targets for internal and external recruitment shortlists where the representation of women at any level of management is less than 40%.

Please confirm this has occurred:

Yes, targets for internal and external recruitment shortlists have been set

Targets are not required as the representation of women across all levels of management is at least 40%. Please provide details:

Except for the KMP, all other levels of management are at least at 40%. Executive Recruitment firms are used in the Recruitment and Selection of KMP. At the time of recruitment, the Gender Diversity of the KMP will be addressed by the Recruitment panel.

2.6

2.6. If your organisation has set targets to improve the representation of WOMEN in any non-manager occupational category where their representation is less than 40%, please indicate below:

(NB: this will become a requirement in 2021-22, so if no targets have been set, please proceed to the next question.)

Yes, targets have been set for every non-manager occupational category where the representation of WOMEN is less than 40%

Targets are not required as the representation of women across all non-manager occupational categories is at least 40%. Please provide details:

2.7

2.7. If your organisation has set targets to improve the representation of MEN in any non-manager occupational category where their representation is less than 40%, please indicate below:

(NB: this will become a requirement in 2021-22, so if no targets have been set, please proceed to the next question).

Yes, targets have been set for every non-manager occupational category where the representation of MEN is less than 40%

Targets are not required as the representation of men across all levels of management is at least 40%. Please provide details:

2.8

2.8. The following questions relate to governing body appointments.

2.8 a). Does your organisation have control over governing body appointments of ALL the organisations covered in this application (as listed at the beginning)?

Yes

No, it has control only over SOME of the organisations included in this application. Please provide the names of those organisations whose governing body appointments you do not have control over, and explain why.

No, please provide details why your organisation does not have control over appointments to ALL the governing bodies/boards in this application?

The Governing body is bound by the Constitution and the majority of members are elected. However, in line with ACU's gender representation profile, the Senate membership consists of 47% women and 53% men.

2.8 b). Does your organisation have control over OTHER governing bodies/boards not included in this application, AND have control over appointments to those governing bodies?

Yes, the names of these organisations are:

No, this organisation does not have control over OTHER governing bodies/boards

No, this organisation does not have control over appointments to other governing bodies it controls. Please explain why, and whether there are other actions taken to improve gender balance on those governing body/boards

2.9

2.9. Your organisation must identify and address gender segregation challenges relevant in your organisation and/or industry, for example (but not limited to) under-representation of women or men in caring, administrative, technical, trades or senior roles.

Please provide a written response using the structure below to outline a summary of key details (maximum 750 words):

- How does gender segregation impact your organisation and/or industry?
- What measures have you implemented to improve gender balance in your organisation?
- Where have you made progress and what were/are the biggest challenges?

Occupational gender segregation in the Higher Education sector continues to be a persistent challenge for Australian institutions. Universities and colleges have moved to establish equitable workforce profiles by implementing mandatory gender equality policies and procedures and incorporating policy principles into staff hiring, training and professional development plans. However, female staff are found to dominate roles in some Higher Education professions and disciplines (health care, humanities, teaching, administration) whilst remaining under-represented in others (science, engineering). In terms of Professional staff roles, women dominate the gender mix in both part-time and casual jobs.

To achieve an equitable balance in the distribution of females and males across roles, ACU has established its Gender Equality Strategy and Action Plan, supported by allied policies, guidelines and procedures that underpin gender equality, diversity and inclusion for staff throughout the organisation. Allied policies include: the ACU Equal Opportunity policy, the Discrimination and Harassment policy, the ATSI People's Employment Strategy and the Workplace Bullying policy.

These documents are available via the University's website and policy conditions are embedded in the recruitment and selection, induction and onboarding practices for new employees and, supported by ACU Human Resources, remain a readily available resource for all staff following the completion of the hiring process.

At ACU, females currently comprise approximately 69% of the workforce for non-management roles. These jobs are commonly administrative, clerical and/or technical in nature and are located throughout the organisation. Women also comprise some 58% of management positions, with roles ranging from line Managers, Senior Managers and managers of the Executive and Senior Executive.

Regarding the Academic workforce at ACU, echoing national trends females dominate roles within traditional health-care disciplines such as Nursing, Midwifery and Allied Health.

Committee structures at ACU require an appropriate gender balance and women are well-represented on various operational and academic committees and working groups throughout the University, up to and including the ACU Academic Board and the ACU Senate.

In terms of university governance, the gender composition of the ACU Senate is currently 8 females and 9 males. The current Chair of the Academic Board is a female Professor and of the four Executive Dean roles at the University, three are currently held by women.



3. Gender pay equity

This focus area recognises an organisation's commitment to gender pay equity. It assesses the policies and strategies in place to address gender pay equity and the steps taken to improve identified gender pay gaps.

Gender pay gaps can occur at a like-for-like, level-by-level, and on an overall organisation-wide basis.

3.1

3.1. Your organisation must have a formal remuneration policy and formal remuneration strategy that contains specific gender pay equity objectives.

Please confirm this is in place:

- Yes, we have a formal remuneration policy that contains gender pay equity objectives
- Yes, we have a formal remuneration strategy that contains gender pay equity objectives
- Our gender pay equity objectives are contained within our award/industrial or workplace agreement

3.1 a). Gender pay equity objectives must be included in your formal policy, formal strategy or award/industrial or workplace agreement.

Please indicate which objectives are included in your policy/strategy:

- To achieve gender pay equity
- To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and/or performance pay reviews)
- To be transparent about pay scales and/or salary bands
- To ensure managers are held accountable for pay equity outcomes
- To implement and/or maintain a transparent and rigorous performance assessment process
- Other (provide details):

3.2

3.2. Your organisation must undertake a gender pay gap analysis of its workforce on a like-for-like and organisation-wide basis each year on what is listed below.

Please select all items to confirm this has occurred:

- A gender pay gap analysis has been conducted on our workforce covering all the items below at a like-for-like AND organisation-wide basis in the past year
- Base salary
- Total remuneration (i.e. including allowances, bonuses, performance payments, discretionary pay, overtime and superannuation)
- Performance pay
- Starting salaries
- Annual salary increases
- Salaries on promotion

3.3

3.3. Where gender pay gaps are identified from your analysis, your organisation must set targets and take other actions to reduce any like-for-like and organisation-wide gender pay gaps.

Please confirm whether targets have been set (NB: please read "More information" for future requirements in this area):

- Yes, targets have been set to reduce gender pay gaps
- No targets are required as no unexplainable or unjustifiable gaps were identified in our analysis of like-for-like and organisation-wide gender pay gaps

3.3 a). In the table below, please enter the targets and timeframes that have been set for closing gender pay gaps.

	Details of area where targets were set to reduce the gender pay gap (e.g. like for like for engineers, organisation-wide etc)	% Target?	Year target to be reached?
1	Non-Academic Senior Base Remuneration	113	2023
2			
3			
4			

3.4

3.4. Women and men on primary carer's leave must be included in your organisation's annual reviews of salaries and annual bonus payments.

Please confirm this occurs:

Yes

3.5

3.5. Your organisation must analyse and compare the results of performance reviews by gender.

Please confirm this occurs:

Yes

4 and 5. Support for caring; Mainstreaming flexible working

Focus area 4 assesses an organisation's initiatives and programs to support employees with caring responsibilities, including but not restricted to parenting. It covers access to parental leave for women and men, return to work from parental leave and measures to support employees with elder or disability care responsibilities.

Focus area 5 assesses an organisation's support of flexible working arrangements. It recognises that successful implementation of flexibility needs visible leadership commitment as well as skills and support for managers and the workforce in general.

4.1

4.1. Your organisation must have a formal policy AND formal strategy to support its workforce (including Partners in Partnership structures) who have family or caring responsibilities as below.

Please confirm these are in place (NB: please read "More information" for future requirements in this area).

- Yes there is a formal policy AND strategy supporting those with family or caring responsibilities
- Yes the policy and/or strategy covers support for those who return to work from parental leave, and for parents at all stages of children's lives.

4.2

4.2. At least eight weeks of employer-funded paid parental leave at full pay, plus superannuation, must be provided to primary carers who are permanent employees (and Partners in Partnership structures). All of the following must also be in place in relation to this employer-funded paid parental leave.

Please tick all the boxes below to confirm they are all in place (NB: please read "More information" for future requirements in this area):

- our scheme is paid in addition to the government scheme (not just topping up the government funded scheme)
- it is available under any circumstances where there is a new baby e.g: adoption, same-sex couple, surrogacy. This must be available for parents of a stillborn baby.
- there is no requirement for anyone to repay any portion if they do not return to work
- it is available to women AND men who are primary carers
- there is flexibility in how this can be taken (e.g. part-time for part of the paid duration)

4.3

4.3. At least two weeks of employer-funded paid parental leave at full pay must be provided to all secondary carers who are permanent employees (and Partners in Partnership structures).

Please tick all the boxes below to confirm they are all in place (NB: please read "More information" for future requirements in this area).

- our scheme is paid in addition to the government scheme (not just topping up the government funded scheme)
- it is available under any circumstances where there is a new baby e.g: adoption, same-sex couple, surrogacy. This must be available for parents of a stillborn baby.
- there is no requirement for anyone to repay any portion if they do not return to work
- it is available to women AND men who are secondary carers
- there is flexibility in how this can be taken (e.g. part-time for part of the paid duration)

4.4

4.4. Please confirm that the maximum eligibility period to access employer-funded paid parental leave is 12 months or less. (NB: please read "More information" for future requirements in this area).

- Yes

4.5

4.5. Your organisation must actively encourage men to take parental leave.

Please provide examples on how this has been done in the past year:

The University's Supporting Parents @ ACU webpage

(https://staff.acu.edu.au/human_resources/working_@_acu/equity_and_diversity/supporting_parents_at_acu)

provides information on parental leave for both male and female staff. It includes planning tools for before, during and after parental leave for parents of all genders and supervisors. Internal communications promote parental leave for men, and encourages male staff members to take parental leave. Case studies are also available on the website which include stories from male staff who have accessed primary carers leave.

In addition, the ACU Gender Equality Strategy 2015-2020 includes actions to "support men during life transitions, such as becoming a father". Success of communications is evidenced by the increasing number of men accessing Parental leave.

4.6

4.6. Your organisation must track the following metrics relating to paid parental leave.

Please tick all the boxes to confirm these metrics are tracked:

- utilisation of parental leave by women and men (manager and non-manager)
- return to work of women and men following parental leave
- promotions during parental leave
- voluntary and involuntary departures (including dismissals and redundancies) within 12 months of return from parental leave

4.7

4.7. Your organisation must have an action plan to maximise the rate of return to work from parental leave (paid or unpaid) that includes the following.

Please tick all boxes to confirm these are in place:

- keep-in-touch program while on parental leave
- on-boarding support
- tracking the reasons why, where applicable, women and men who return from parental leave do not return to their original role and to which role they return.

4.8

4.8. Your organisation must have support mechanisms in place, other than leave, for those with family or caring responsibilities, including elder- and disability-care.

Please provide details of these support mechanisms:

- Access to flexible working arrangements
- A Supporting Parents at ACU Information Kit designed to help staff and their supervisors plan the transition between the phases of parental leave and returning to work.
- Access to a free child care referral service that assists staff to locate suitable child care, and other caring and support arrangements.
- Parenting Rooms with breastfeeding/expressing facilities on all campuses
- Internal support network for parents using Workplace (internal staff social media platform)
- Seminars delivered by external providers that support working parents to manage their work and family responsibilities
- Confidential Employee Assistance Program
- Specialised perinatal counselling to support pregnant women, mothers of newborns and their partners through the Employee Assistance Program.
- Provision of information and web-based resources that support staff with family or caring responsibilities, including articles, well-being information, and a range of informative guides and checklists.
- UniSuper seminar / webinar programs for ACU staff.

4.9

4.9. Your organisation must have a policy or strategy to support those who are experiencing family or domestic violence.

Please confirm what is in place:

- Formal policy
- Formal strategy

4.9 a). Please provide details of the support available for those experiencing family or domestic violence:

- paid or unpaid leave
- employee assistance program
- training of key staff
- domestic violence clause in enterprise agreement or equivalent
- referral to domestic violence support services for expert advice
- other – please provide details:

5.1

5.1. Your organisation must have a flexible working policy AND flexible working strategy that includes the following.

Please confirm the following are included by selecting all the boxes below:

- a business case for flexible working endorsed at the leadership level is communicated to all our workforce (including Partners in Partnership structures)
- manager accountability for flexible working is in place (e.g. embedded into performance reviews, tracking of approvals and rejections with reasons)
- where relevant, our organisation's approach to flexibility is integrated into client/customer interactions (e.g. having a conversation with a client about their account manager working flexibly and meeting contract requirements)

5.1 a). 5.1 a) Where relevant, in the box below please describe how you have worked with clients/customers to challenge assumptions that the work cannot be done flexibly and what the outcome was (if not relevant, please enter NA):

NA

5.2

5.2. Flexible working must be promoted throughout the organisation, to women and men regardless of caring responsibilities, and to prospective employees.

Please provide examples of how this is done.

- ACU Promotes flexible work arrangements on our website to all staff and future staff to the University (Working Flexibly @ ACU);
- Providing all staff with information on flexible employment conditions as part of onboarding, including links to the website and case study examples of male and female staff who work flexibly through workLIFE;
- At the ACU face to face induction day staff are made aware of their entitlement to request flexible working arrangements;
- A key item to deliver flexible career pathways for academic staff;
- All staff emails from the Vice-Chancellor that promote the University's commitment to gender equality, highlighting support for flexible work arrangements for both men and women;
- All staff undertake Equity and Diversity training online (which covers flexible work arrangements) as part of their induction;
- HR Business Partners speaking to Managers/Supervisors and staff about the types of flexible work options available and providing information and Q&A;
- HR provides one on one coaching to support managers with implementing flexible work arrangements;
- Support and promotion of Flexible Work Day [an international day to celebrate and showcase the benefits of flexible work internally to staff via Workplace (internal staff social media platform)];
- Flexible Work Guides for staff that provide information and guidance on how to apply for and prepare a request for flexible working arrangements;
- Flexible Work Guides for supervisors that provide information and guidance on the University's approach to considering flexible work requests;
- Supporting Parents at ACU Information includes information on a keeping in touch program, returning from parental leave, flexible work options and leave entitlements.
- Well-being seminars delivered by the Employee Assistance Program provider that cover topics to pro-actively assist staff to manage work and work, family, caring and other responsibilities which are communicated regularly via Workplace and the HR Training Calendar

5.3

5.3. ALL people managers must complete training on how to manage flexible working. (From 2020-21, this training must include addressing gender stereotypes that prevent men from requesting flexible working arrangements.)

Please confirm that this has occurred:

Yes, all people managers have completed training on how to manage flexible working

5.3 a). Please provide an outline of the training provided such as topics covered and ways in which training is provided.

- A webinar module delivered by the University's Employee Assistance Program provider "How to Get It (Flexibility) and How to Confidently Lead It" which provides a broad overview of flexible work and its benefits to the workplace, and how to confidently lead an approach to flexible work
- Performance Review and Planning workshops that build manager skills in performance and career conversations to better enable discussions regarding a range of matters, including career pathway flexibility, flexible work arrangements and leave management to support work life balance;
- HR provides one on one coaching and support to people managers to embed flexible work arrangements within their work areas.
- The level of embeddedness of flexible working arrangements at ACU is evidenced by the 2017 myVoice Staff Engagement Survey with 77% of staff respondents saying that they had access to flexibility to manage their work. Similarly, 82% of staff respondents said that their supervisor was flexible and reasonable in responding to work/life balance needs.

5.4

5.4. Managers, including the CEO/head of business, must be VISIBLE role models of flexible working.

Please provide details, using examples, on how managers (including the CEO/head of business) personally role model flexible working within the organisation.

- ACU's Vice-Chancellor models the preferred approach by regularly taking Annual and Personal leave. During the reporting period, five female Managers (including two senior Managers) have availed themselves of ACU's Parental leave as primary carers. During the reporting period four male managers accessed Parental leave as secondary carers.
- ACU has a positive ongoing commitment to promoting flexible working conditions as described in the following post by the Chief Operating Officer, Dr Stephen Weller, on ACU's "Workplace" social media platform.

COO Update & Post - Workplace Flexibility

Published: Thursday 23rd November 2017

Dear colleagues,

In August I sent what I then described as my last COO Update and advised I would be using Workplace to share future messages.

Since then many of you have actively engaged with my posts on Workplace however I have decided that for important messages I will send both an Update via email and also Post to Workplace.

In this Update and Post want to discuss two key areas of workplace flexibility.

At the recent Campus Conversations there were many questions from staff related to issues of workplace flexibility. I have been asked a number of times whether staff can start and finish early or start and finish late. These requests often relate to personal circumstances or issues of travel. I have been asked a number of times whether staff can move from full-time to a part-time basis either on a temporary or ongoing basis. These requests often relate to personal circumstances or issues of workload.

So – what are my views about workplace flexibility:

Flexible Working Hours

A staff member, with the approval of the Member of the Executive, may work ordinary hours outside the normal span of ordinary hours. The normal span of ordinary hours is 8:00 am to 6:00 pm, Monday to Friday; but this may be extended to 7:30 am to 7:00 pm.

I want to encourage all staff to consider whether your hours of work are meeting your needs within the context of the operational needs of the University.

What do I mean by that? Well – if you would like to consider alternative, and perhaps more flexible working hours, then I would invite you to have a discussion with your supervisor and your Director.

Changing Patterns of Work

A full-time staff member may apply to work part-time on a temporary or ongoing basis according to the staff member's contract of employment and the needs of the University. There is no limit to the fraction of full-time workload that a part-time staff member may work, although this is at the discretion of the University.

I want to encourage all staff to consider whether your pattern of work is meeting your needs within the context of the operational needs of the University.

What do I mean by that? Well – if you would like to consider alternative, and perhaps a reduced fraction, then I would invite you to have a discussion with your supervisor and your Director.

For your information, I have advised Directors, Associate Directors and National and State Managers this week that I am very supportive of requests for flexible working hours and changing patterns of work and have encouraged them to view such requests favourably. If at any time after you have had a discussion with your supervisor and your Director, Associate Director, or National and State Manager you have any concerns then you should feel free to contact me directly.

Regards, Stephen

5.5

5.5. At least four of the following options must be available to women AND men in your workplace.

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

Please confirm these are in place:

Yes

5.5 a). In addition to the previous question's options, if other flexible working arrangements are in place in your organisation, please provide details on them below:

5.6

5.6. How does your organisation support part-time / reduced hours in manager roles?

Outline your organisation's approach, including how you address real or perceived barriers, to requesting reduced hours in senior roles (maximum 500 words).

ACU is committed to embedding flexible working practices, detailing its responsibility in a dedicated policy for Professional staff available here:

https://policies.acu.edu.au/hr/hours_of_workworking_arrangements/flexible_working_arrangements

The policy is supported by a general Guide for staff and a specific Guide for Managers and Supervisors

Available here:

https://policies.acu.edu.au/__data/assets/pdf_file/0010/866755/Working_Flexibly@ACU_Guide_for_Supervisors_and_Managers_060416.pdf

In practical terms, upon receipt of a request the University will work with the employee to explore reasonable options, considering the particular circumstances and needs of both the employee and the organisation. Options can include: part-time or fractional hours profiles, flexible hours of work, job-sharing and telecommuting (working from home). Managers and supervisors are well supported by Human Resources Business Partners who are able to provide one on one advice, support and coaching to lead, manage and respond to requests by guiding the Manager through University policy and provisions.

In addressing flexible working arrangements, ACU offers for Managers and staff:

- Work / Life Balance
- Changed working arrangements
- Family / Carer responsibilities
- Phased Retirement
- Community Involvement
- Study and Professional Development
- Staff health

6. Preventing gender-based harassment and discrimination, sexual harassment and bullying

This focus area assesses the way an organisation builds a culture where gender-based harassment and discrimination, sexual harassment and bullying are not tolerated.

6.1

6.1. Your organisation must have a policy on the prevention of gender-based harassment and discrimination, sexual harassment and bullying.

Please confirm that a policy is in place which includes the above by selecting either the first two options, or the third option below:

- prevention of gender-based harassment and discrimination
- prevention of sexual harassment and bullying
- prevention of gender-based harassment and discrimination, sexual harassment and bullying, is covered in our award/industrial or workplace agreement

6.1 a). A formal grievance process relating to gender-based harassment and discrimination, sexual harassment and bullying (GbHD, SH&B), must be in place in your organisation.

Please confirm this is in place:

- Yes, a formal GbHD, SH&B grievance process is in place

6.2

6.2. All of your workforce* must have completed training on the prevention of gender-based harassment and discrimination, sexual harassment and bullying at induction and at least every two years.

* This must include all managers, non-managers, contract and casual staff, and Partners in Partnership structures.

The training must include:

- a legislative definition of gender-based harassment and discrimination, sexual harassment and bullying
- definition of a workplace, rights and responsibilities of all the workforce
- details of the grievance/complaints procedure
- details of the internal and external contact support resources
- clear explanation of organisational expectations around conduct and consequences for respondents.

Please tick all boxes below to confirm the above is in place:

- Yes, training covers all points itemised above
- Yes, as defined above, everyone in our organisation receives this training
- Yes, the training is completed at induction and at least every two years.

6.2 a). Please indicate the way/s in which this gender-based harassment and discrimination, sexual harassment and bullying training is conducted in your organisation:

Online	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Face to face	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Management meetings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Video presentations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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6.2 b). If you have answered 'No' to ALL the training options in question 6.2 a), please provide details on the way/s in which gender-based harassment and discrimination, sexual harassment and bullying training for all managers is conducted in your organisation (an email with an attached policy and/or advising rights and responsibilities relating to gender-based harassment and discrimination, sexual harassment and bullying is NOT considered to be training):

6.3


6.3. Your organisation must have had no judgment or adverse final order made against it by a court or other tribunal relating to gender-based harassment or discrimination and sexual harassment in the last three years.

Please confirm this is the case:

No judgment or adverse final order has been made against the organisations covered in this application relating to gender-based harassment or discrimination and sexual harassment in the last three years

7. Driving change beyond your workplace

This focus area recognises the efforts of leading employers in driving change outside their organisation's boundaries. It assesses the external advocacy work of leaders and the policies or plans in place to ensure procurement, supply chain and employment practices actively support gender equality objectives.



7.1

7.1. In the last 12 months your CEO/head of business, or a member of your governing body, must have made at least one external statement regarding their commitment to gender equality overall (each year for subsequent applications).

Please provide the statement, how it was communicated and the date of the communication, below:

The Vice-Chancellor and President, Professor Greg Craven AO, wrote to all ACU staff as per the communication below and is available for external public access via the ACU website.

ACU's long-standing commitment to gender equality recognised

Published: Tuesday 26th February 2019

A message from the Vice-Chancellor and President Professor Greg Craven.

ACU has been recognised as a leader in workplace gender equality for the seventh consecutive year.

The Employer of Choice for Gender Equality (EOCGE) citation, awarded by the Workplace Gender Equality Agency (WGEA), is designed to encourage, recognise and promote active commitment to achieving gender equality in Australian workplaces.

The citation is a great acknowledgement of the progress ACU is making to improve gender equality in the workplace, cementing ACU's reputation as an equal opportunity employer. To again receive this recognition is an extremely satisfying result and reflects the progress of our Gender Equality Strategy (GES) 2015 – 2020. I am proud that ACU has once again been recognised as a leader of gender equality in the sector.

The commitments outlined in our GES are good for our people, our business, and our community. ACU continues to progress the achievements of our GES by:

- Improving gender balance across the organisation and in leadership roles – 64 per cent of our managers are women and ACU's peak governing body has achieved gender parity.
- Committing to flexible work practices.
- Addressing the issue of pay equity by committing to an annual pay gap analysis and acting to correct pay inequities – I also support this important issue through my role as a Pay Equity Ambassador.
- Increasing our leave provisions to 10-days paid leave for staff experiencing domestic violence creating awareness and breaking down the stigma around this important issue.

ACU has a long-standing commitment to gender equality as part of our mission and values and a key GES goal is to support staff through all work transitions. ACU's flexible working policy and practices have been in existence for well over 10 years. I am proud to say that ACU was at the forefront of supporting working parents through the introduction of generous paid parental leave provisions for women in 2001 which were later extended to women and men primary carers in 2011.

On 8 March we will come together for International Women's Day to celebrate the success of the University's notable women Alumni. This provides an opportunity to hear about the women making a difference, bettering the balance, and for us to stop and consider the work still required to achieve gender equality across all communities.

7.2

7.2. Does your organisation have procurement guidelines that encourage gender equality across your supply chain?

Yes

No

7.3

7.3. Each year, your CEO/head of business must be actively involved in at least one external event focused on gender equality.

Please provide details of the gender equality external event/s your CEO/head of business has been involved in this past year.

Universities Australia

As a member of Universities Australia, the Vice-Chancellor regularly represents ACU at meetings, panel discussions and round-table events to examine issues impacting the sector, to discuss policy development and to foster the relationship between universities, government and industry. This forum has been involved with gender equality, sexual harassment and assault as part of the Respect. Now. Always. campaign.

Other events 2018/19:

25/10/2018

CEDA Speaking Invitation – 2018 NSW/ACT Vice-Chancellors panel discussion "Higher education in a disruptive Age". This Committee for Economic Development of Australia forum examined:

- Higher education funding and policy priorities in 2018 and beyond;
- Maximising Australia's education exports and opportunities in international educations; and
- Working with industry to strengthen research outcomes and ensuring a pipeline of graduates for the future of work.

13/08/2019

Ideas and Society, La Trobe, Melbourne

Professor Craven took part in the August session of the Ideas and Society Program. The Program is designed as a series of genuine debates on questions of sensitivity and high significance regarding Australia's future. The August discussion focussed on the need for a Charter of Human Rights in Australia

7.4

7.4. Your organisation must be involved in a program or initiative to address gender equality issues in your industry or community.

Please describe the program and explain how it is addressing gender equality issues in your industry or community.

Universities Australia

As a member of Universities Australia, ACU is a leading Higher Education provider, partnered with other member institutions to drive the ongoing Respect. Now. Always. initiative (commenced February 2016) across the sector. The Respect. Now. Always. Campaign aims to:

- raise awareness of sexual assault and sexual harassment issues and lifting the profile of support services for students
- obtain prevalence data to guide further improvements in university policies and services
- assist universities to share best practice materials and resources across the sector

Diversity Australia

ACU undertakes to foster an inclusive and respectful workplace that supports diversity provides an enriching environment for both our staff and students, and actively recruits with this in mind. The University is committed to diversity and social inclusion in its employment practices.

ACU engages with Diversity Australia in ensuring best practice gender equality standards apply and in accessing resources to address gender equality practices.

7.5

7.5. Your CEO/head of business must aim to achieve gender balance on internal / external speaking panels, by taking action in the following ways:

This involves:

- requesting confirmation of who the other panellists/speakers/participants are, and how gender balance will be achieved
- insisting that as a condition of acceptance, you expect women to participate in a meaningful way
- reserving the right to withdraw from the event, even at the last minute, should this not be the case when the speaker list is finalised
- offering names of women from within your organisation or network and if helpful, point them to resources for support in finding women.

Yes, the CEO has taken these actions.

Not applicable as the CEO has not participated on any internal or external speaking panels.

Lived Experience Check

These measures aim to verify leadership commitment to gender equality and ensure that the above focus areas translate into employees' lived experience of a workplace culture that is leading practice in actively promoting and supporting gender equality.

8. Your CEO/head of business must participate in a 15-20 minute telephone interview with a WGEA representative regarding their leadership and commitment to gender equality.

This is applicable for first time applications, or existing citation holders where your CEO is new to your organisation.

Please confirm whether the CEO/head of business needs to be interviewed as part of the assessment of this EOCGE application.

Our organisation's current CEO/head of business has not been interviewed previously for the EOCGE citation and will participate in a 15-minute telephone interview with a representative from WGEA.

Our organisation's current CEO (or equivalent) has been interviewed previously for the EOCGE citation. Please indicate when this last occurred:

Professor Craven met with Libby Lyons on 31st January 2018.

9. Employee consultation on your EOCGE application

To promote transparency around the citation process, employees must have an opportunity to contribute to the application and be given access to the final submission. At a minimum, all the requirements below must be met, please tick all the boxes to confirm this occurs.

The group or committee responsible for the implementation and oversight of our gender equality strategy (identified at Q1.9) has been consulted in the development of our EOCGE application

All the workforce (including Partners in Partnership structures) has been informed that the organisation is applying for the citation

Our completed EOCGE application (minus any confidential remuneration data) will be formally available to all workers (and Partners in Partnership structures) before, or upon successful granting, of the citation

10.

Your organisation must consult with its workforce, including casuals, and Partners in Partnership structures, on issues concerning gender equality in the workplace by means of a survey and this must have been undertaken in the past two years.

Please confirm this has occurred:

Yes, this organisation's survey was conducted on (provide the month and year):

myVoice staff engagement survey 27th March to 11th April 2017. ACU will be re-running the 2019 myVoice staff engagement survey from 18th September to 3rd October 2019

10.1

10.1. Please confirm that the survey you used facilitated anonymous participation:

Yes

10.2

10.2. Please confirm that the survey used a FIVE-POINT SCALE and the questions were either the three below or alternatives that were comparable to, and aligned with, the intent of these questions. (If you wish to use alternative questions, you must obtain written approval from WGEA before administering your survey, to ensure your questions are aligned).

Survey questions:

Question 1: "My immediate supervisor/manager genuinely supports equality between genders."

Question 2: "I have the flexibility I need to manage work and other commitments."

Question 3: "In my organisation gender-based harassment and sexual harassment is not tolerated."

Please confirm:

Yes, the above three questions, using a five-point scale, were included in this organisation's employee survey

Alternative questions, using a five-point scale, were used in this organisation's employee survey and approval was given by WGEA for their use.

10.3

10.3. SURVEY METHOD: What survey method did your organisation use?

A pulse survey

The questions were incorporated into an existing survey (eg a biennial employee engagement survey)

The survey questions were asked as part of an existing process, for example via other confidential feedback mechanisms (provide details):

Other (provide details):

10.4

10.4. SAMPLE SIZE: Please confirm either of the following:

- All workers were given an opportunity to complete the survey
- The survey was administered to a statistically significant and representative sample of workers

10.5

10.5. RESPONSE RATES: Your organisation's survey sample is considered representative if you have either:

i) obtained 400 or more responses,

OR

ii) where samples of less than 400 are collected, you have achieved a response rate of 60% of your workforce, and the sample is comparable to your employee profile for age and gender distributions. Please indicate below which response rate option applies to your organisation:

- 400 or more survey responses were received
- Less than 400 survey responses were received, but a response rate of at least 60% of our workforce was obtained, and the sample is comparable (within 2.5 percentage points above or below) to the employee profile by gender and age of our organisation
- This organisation, despite following the required methodology as stated above, was unable to achieve the desired response rate

10.6

10.6. ANALYSIS: Please confirm that your organisation has analysed its survey responses by gender:

- Yes

10.7

10.7. RESULTS: Your organisation must have analysed ALL responses to its employee survey (including 'not sure' or equivalent) and achieved the thresholds below.

Indicate what agreement threshold was achieved:

an agreement threshold of at least 70% 'agree' or 'strongly agree' was achieved on the first two questions above

an agreement threshold of at least 80% 'agree' or 'strongly agree' was achieved on the third question regarding gender-based harassment and sexual harassment

one or more of the above threshold requirements were not reached. We have contacted WGEA to discuss why these thresholds were not achieved and have been advised that we remain eligible to apply for the EOCGE citation

one or more of the above threshold requirements were not reached BUT an agreement threshold above the industry norm for an externally-validated survey tool used was achieved (i.e. not just that survey software was used)

10.8

10.8. RESULTS: Please provide the following results of your survey below:

- total number of survey responses received by gender
- combined number of 'agree' and 'strongly agree' responses for each of the three questions asked

What was the total number of female responses?	1048
What was the total number of male responses?	474
Total number of responses (male plus female)?	1522

10.8 a). Please complete the following table:

	Total NUMBER of 'agree' and 'strongly agree' (male plus female)	% agreement threshold reached
Survey question 1	1294	88
Survey question 2	1138	77
Survey question 3	1357	91

10.9

10.9. Where gender equality issues have been identified through the employee consultation process your organisation must take action/s to address these issues.

Please confirm this has occurred:

Yes

No gender equality issues were identified in our consultation process

11.

Outstanding initiative - we encourage you to provide information on any outstanding or innovative initiatives in advancing gender equality that have been implemented in your workplace in the past two years.

Please provide the following information:

11.1

11.1. What was the gender equality challenge?

11.2

11.2. What was the initiative?

11.3

11.3. Who was involved in the initiative?

11.4

11.4. What were the outcomes?

11.5

11.5. Other information:

Next Steps

Please use the following as a checklist to ensure all steps are actioned:

- 1) Submit this QUESTIONNAIRE (click the “Submit” button – on bottom right of any page).
- 2) Download and print the draft application for review and CEO sign off.
- 3) Submit your APPLICATION (click green “Submit” button on the Recognition page).
- 4) Complete your payment form AFTER submitting your application (see hyperlink near green “Submit” button on the Recognition page).
- 5) Email supporting documentation to EOCGE@wgea.gov.au:
 - a. page containing the CEO’s signature approving submission of application,
 - b. evidence that your governing body/board has endorsed your gender equality strategy and that it is incorporated into your broader business strategy and planning process (question 1.4), and
 - c. evidence that progress on key metrics listed in questions 1.5 a), b) and c) have been reported to your governing body/board.

CEO Sign-Off

I confirm the content of the 2019-20 WGEA Employer of Choice for Gender Equality application is accurate and approve its submission to WGEA.

Name of CEO/head of business: _____

CEO/head of business signature: _____



Appendix 1

Copy of 2018-19 public report

Organisation and contact details

Submitting organisation details	Legal name	Australian Catholic University Limited
	ABN	15050192660
	ANZSIC	P Education and Training 8102 Higher Education
	Business/trading name/s	Australian Catholic University
	ASX code (if applicable)	
	Postal address	PO Box 968 NORTH SYDNEY NSW 2059 AUSTRALIA
	Organisation phone number	0297392940
	Reporting structure	Number of employees covered by this report

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	2	4	6
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-1	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
	-2	Full-time permanent	4	3	7
		Full-time contract	13	17	30
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	0	0	0
		Full-time contract	1	0	1
		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

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
		Full-time contract	1	0	1
		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	3	2	5
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	4	6	10
		Full-time contract	15	12	27
		Part-time permanent	0	0	0
		Part-time contract	1	0	1
		Casual	0	0	0
Other managers	-2	Full-time permanent	4	0	4
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	32	28	60
		Full-time contract	2	2	4
		Part-time permanent	4	2	6
		Part-time contract	1	2	3
		Casual	0	0	0
	-4	Full-time permanent	60	40	100
		Full-time contract	6	5	11
		Part-time permanent	2	0	2
		Part-time contract	4	0	4
		Casual	0	0	0
	-5	Full-time permanent	29	10	39
		Full-time contract	1	2	3

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
		Part-time permanent	3	0	3
		Part-time contract	1	0	1
		Casual	0	0	0
	-6	Full-time permanent	1	1	2
		Full-time contract	1	0	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			195	138	333

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	309	228	0	0	0	0	537
	Full-time contract	51	50	0	0	0	0	101
	Part-time permanent	150	35	0	0	0	0	185
	Part-time contract	57	52	0	0	0	0	109
	Casual	1,351	578	0	0	0	0	1,929
Technicians and trade	Full-time permanent	29	32	0	0	0	0	61
	Full-time contract	1	5	0	0	0	0	6
	Part-time permanent	15	0	0	0	0	0	15
	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	10	4	0	0	0	0	14
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	9	1	0	0	0	0	10
	Part-time contract	0	1	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	261	88	0	0	0	0	349
	Full-time contract	58	20	0	0	0	0	78
	Part-time permanent	105	14	0	0	0	0	119
	Part-time contract	46	3	0	0	0	0	49
	Casual	522	188	0	0	0	0	710
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
	Full-time permanent	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	
	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
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	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
Grand total: all non-managers		2,974	1,299	0	0	0	0	4,273

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 2018 to 31 March 2019. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.

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

1.1 Recruitment

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.2 Retention

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.3 Performance management processes

Yes (select all applicable answers)

Policy

Strategy

No (you may specify why no formal policy or formal strategy is in place)

Currently under development, please enter date this is due to be completed

Insufficient resources/expertise

Not a priority

1.4 Promotions

Yes (select all applicable answers)

Policy

Strategy

No (you may specify why no formal policy or formal strategy is in place)

Currently under development, please enter date this is due to be completed

Insufficient resources/expertise

Not a priority

1.5 Talent identification/identification of high potentials

Yes (select all applicable answers)

Policy

Strategy

No (you may specify why no formal policy or formal strategy is in place)

Currently under development, please enter date this is due to be completed

Insufficient resources/expertise

Not a priority

1.6 Succession planning

Yes (select all applicable answers)

Policy

Strategy

No (you may specify why no formal policy or formal strategy is in place)

Currently under development, please enter date this is due to be completed

Insufficient resources/expertise

Not a priority

1.7 Training and development

Yes (select all applicable answers)

Policy

Strategy

No (you may specify why no formal policy or formal strategy is in place)

Currently under development, please enter date this is due to be completed

Insufficient resources/expertise

Not a priority

1.8 Key performance indicators for managers relating to gender equality

Yes (select all applicable answers)

- Policy
 Strategy
 No (you may specify why no formal policy or formal strategy is in place)
 Currently under development, please enter date this is due to be completed
 Insufficient resources/expertise
 Not a priority

1.9 Gender equality overall

- Yes (select all applicable answers)
 Policy
 Strategy
 No (you may specify why no formal policy or formal strategy is in place)
 Currently under development, please enter date this is due to be completed
 Insufficient resources/expertise
 Not a priority

1.10 How many 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	13	7	46	28
Permanent/ongoing part-time employees	0	0	17	0
Fixed-term contract full-time employees	3	1	6	2
Fixed-term contract part-time employees	0	0	2	1
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)	18	16
Number of appointments made to NON-MANAGER roles (including promotions)	217	109

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	10	11	71	26
Permanent/ongoing part-time employees	0	1	37	6
Fixed-term contract full-time employees	4	5	22	13
Fixed-term contract part-time employees	2	0	17	4
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.

- 2.1a.1 Organisation name?

Australian Catholic University Limited

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

	Female	Male
Number	0	1

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

	Female	Male
Number	8	9

- 2.1d.1 Has a target been set to increase the representation of women on this governing body?

- Yes
 No (you may specify why a target has not been set)
 Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
 Currently under development, please enter date this is due to be completed

- Insufficient resources/expertise
- Do not have control over governing body/board appointments (provide details why):
The Governing body is bound by the Constitution and the majority of members are elected. However, the gender balance is 47% women and 53% men, which is consistent with WGEA gender balance expectations.
- 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)
The Governing body is bound by the Constitution and the majority of members are elected. However, in line with ACU's gender representation profile, the Senate membership consists of 47% women and 53% men.
 - Not a priority
 - Other (provide details):

2.3 Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an “incorporated” entity - Pty Ltd, Ltd or Inc; or an “unincorporated” entity)?

- Yes
- No

2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

Gender equality indicator 3: Equal remuneration between women and men

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

3. Do you have a formal policy and/or formal strategy on remuneration generally?

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

- Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- Salaries set by awards/industrial or workplace agreements
- Non-award employees paid market rate
- Not a priority
- Other (provide details):

3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?

- Yes (provide details in question 3.2 below)
- No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)
 - Currently under development, please enter date this is due to be completed
 - Salaries set by awards/industrial or workplace agreements
 - Insufficient resources/expertise
 - Non-award employees paid market rate
 - Not a priority
 - Other (provide details):

3.2 Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?

- To achieve gender pay equity
- To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)
- To be transparent about pay scales and/or salary bands
- To ensure managers are held accountable for pay equity outcomes
- To implement and/or maintain a transparent and rigorous performance assessment process
- Other (provide details):

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).

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

- Yes – indicate what actions were taken (select all applicable answers)
- Created a pay equity strategy or action plan
 - Identified cause/s of the gaps
 - Reviewed remuneration decision-making processes
 - Analysed commencement salaries by gender to ensure there are no pay gaps
 - Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
 - Analysed performance pay to ensure there is no gender bias (including unconscious bias)
 - Trained people-managers in addressing gender bias (including unconscious bias)
 - Set targets to reduce any like-for-like gaps
 - Set targets to reduce any organisation-wide gaps
 - Reported pay equity metrics (including gender pay gaps) to the governing body
 - Reported pay equity metrics (including gender pay gaps) to the executive
 - Reported pay equity metrics (including gender pay gaps) to all employees
 - Reported pay equity metrics (including gender pay gaps) externally
 - Corrected like-for-like gaps
 - Conducted a gender-based job evaluation process
 - Implemented other changes (provide details):
- No (you may specify why no actions were taken resulting from your remuneration gap analysis)
- No unexplainable or unjustifiable gaps identified
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Salaries set by awards/industrial or workplace agreements
 - Non-award employees are paid market rate
 - Unable to address cause/s of gaps (provide details why):
 - Not a priority
 - Other (provide details):

4.2 If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

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

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

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

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

- Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
- By paying the gap between the employee's salary and the government's paid parental leave scheme
 - By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
 - As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):

By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):

By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, not available (you may specify why this leave is not provided)

Currently under development, please enter date this is due to be completed

Insufficient resources/expertise

Government scheme is sufficient

Not a priority

Other (provide details):

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

1

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.

PRIMARY CARER ENTITLEMENT FOR BIRTH PARENT AND ADOPTIVE PARENT

Less than 52 weeks continuous service - 1 weeks paid leave for each completed calendar month of continuous service at the staff member's ordinary salary rate or equivalent at half pay fortnightly.

52 weeks but less than 104 weeks continuous service - 12 weeks full pay or 24 weeks at 0.5 of the staff member's ordinary salary rate

104 or more weeks continuous service - 12 weeks full pay or 24 weeks at 0.5 of the staff member's ordinary salary and 40 weeks at 0.6 of the staff member's ordinary salary rate.

NON- BIRTH PARENT PRIMARY CARER ENTITLEMENT

104 or more weeks continuous service - 40 weeks at 0.6 of the staff member's ordinary salary rate

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%

5.3 Please indicate whether your employer funded paid parental leave for primary carers covers:

- Adoption
- Surrogacy
- Stillbirth

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:

15

6a. If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.

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

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

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

6.3 Please indicate whether your employer funded paid parental leave for secondary carers covers:

- Adoption
- Surrogacy
- Stillbirth

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	5	0	0	4

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	55	4	0	19

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	1	1

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	7	1

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

- Yes (select all applicable answers)
 - Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise

- Don't offer flexible arrangements
- Not a priority
- Other (provide details):

9.1 You may indicate which of the following are included in your flexible working arrangements strategy:

- A business case for flexibility has been established and endorsed at the leadership level
- Leaders are visible role models of flexible working
- Flexible working is promoted throughout the organisation
- Targets have been set for engagement in flexible work
- Targets have been set for men's engagement in flexible work
- Leaders are held accountable for improving workplace flexibility
- Manager training on flexible working is provided throughout the organisation
- Employee training is provided throughout the organisation
- Team-based training is provided throughout the organisation
- Employees are surveyed on whether they have sufficient flexibility
- The organisation's approach to flexibility is integrated into client conversations
- The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)
- Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
- Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

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

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

11. Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (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 checked="" type="checkbox"/>
Compressed working weeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time-in-lieu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Telecommuting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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:

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.

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):

No (you may specify why this training is not provided)

Currently under development, please enter date this is due to be completed

Insufficient resources/expertise

Not a priority

Other (provide details):

17.1 If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)

Gender composition proportions in your workplace

Important notes:

1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
2. Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce

1. the gender composition of your workforce overall is 68.8% females and 31.2% males.

Promotions

2. 69.0% of employees awarded promotions were women and 31.0% were men
 - i. 66.7% of all manager promotions were awarded to women
 - ii. 69.6% of all non-manager promotions were awarded to women.
3. 11.0% of your workforce was part-time and 15.9% of promotions were awarded to part-time employees.

Resignations

4. 71.2% of employees who resigned were women and 28.8% were men
 - i. 48.5% of all managers who resigned were women
 - ii. 75.0% of all non-managers who resigned were women.
5. 11.0% of your workforce was part-time and 29.3% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 13.3% of all women who utilised parental leave ceased employment before returning to work
- ii. 7.4% of all men who utilised parental leave ceased employment before returning to work
- iii. 50.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 87.5% 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 (New South Wales)

CEO sign off confirmation

Name of CEO or equivalent:

Greg Craven

Confirmation CEO has signed the report:

CEO signature:

Date:



EOCGE Supplementary information

Instructions for completing supplementary information:

- Provide all outstanding/requested information for each question listed below.
- Your CEO/VC is required to review and sign this document.
- This document forms part of your completed application and you are required to attach the signed document to your EOC application before providing the completed copy to the governing body and all employees.

Australian Catholic University additional responses to queries regarding its Employer of Choice for Gender Equality citation application

Question 1.3

Additional information received - requirement met

Question 1.5b) and d)

Additional information received - requirement met

Question 1.12

ACU Answer:

- *The [ACU Staff Enterprise Agreement 2017-2021](#) outlines the accountability of all managers and supervisors in the consideration of flexible working arrangements. The agreement has specific provisions and process for accessing work-life and flexible working arrangements. Managers are accountable for properly considering the nature of the request and the personal circumstances of the person making the request. The person making the request must put the request in writing. The Supervisor/Manager is accountable for considering the request and responding within 21 days to the person, and if the request is denied due to reasonable operational reasons the written response from the Supervisor/Manager must clearly include the details of the reason for refusal.*
- *The [ACU Staff Flexible Working Arrangements Policy](#) expands on the agreement and provides further guidance on the expectation, responsibilities and accountabilities of both Supervisors/Managers and staff. The Policy extends consideration for Flexible Working Arrangements beyond the 'right to request' categories and provides practical examples of how flexibility can be applied. Outcomes of requests are submitted to Human Resources and staff can access the Staff Complaints process where a staff member is concerned about treatment in the workplace that is inequitable or procedurally unfair.*

Question 2.3

ACU Answer:

Participation in leadership development activities is available to any and all relevant ACU staff who might apply. The data simply reflects the actual balance of how the participants were arranged during 2019. The distribution in the main is not inconsistent with the general workforce gender profile of the University (66%F:34%M).

Question 2.9

ACU Answer:

This demographic is a common feature within the Higher Education Sector and indicates the diverse and complex nature of the university workforces. Historically, females have been in the majority in our Higher Education Worker Level roles on either a full time, part-time or casual basis. This demographic is consistent with the University Sectors own benchmarking program. ACU is aware of these trends and strives for balance, noting that vacancies at the University, of any type and at any level, have always been open to all applicants.

Question 3.1

Additional information received - requirement met

Question 3.3a) – As an Employer of Choice for Gender Equality citation applicant, your organisation must set a target to address your organisation- wide gender pay gap. Please confirm that this has been done and advise what your target is please.

An organisation-wide gender pay gap speaks to workforce segregation in your organisation where more men are in higher earning positions than women.

ACU Answer:

ACU's GPG target would be base salary 8.1% inclusive of casuals and total remuneration gap 9.8% inclusive of casuals to be reached by 2023 if not earlier.

Question 4.5

ACU Answer:

In supporting working parents at ACU, the University encourages all managers and supervisors to provide access to flexible working arrangements, including for new fathers to avail themselves of parental leave conditions and reflect this commitment via messaging in the ACU Workplace (intranet) platform and via website articles such as that on a resident Professor.

Question 5.4

ACU Answer:

Information on the Vice-Chancellor's movements and activities in the terms referred to is not explicitly captured by the University. In this significant role it is also understood that the Vice-Chancellor may occasionally choose to work from home or from a remote location as needs demand and would provide notification accordingly.

The University does not have a "leave loudly" approach to working flexibly. Whilst not formally recorded or "leaving loudly", managers across the University are known to start and finish early or late to drop kids to school or to be involved in important life events of their children, they do take time off to attend family or personal functions etc. Consistent with the University approach to flexible work this is managed locally within organisational and functional units.

Question 7.3

ACU Answer:

Gender equality matters were discussed at both events, however they were not the sole focus of the events.

Question 7.4

ACU Answer:

INTERNATIONAL WOMENS DAY EVENTS

ACU alumni, students and colleagues mark International Women's Day each year as a celebration of the achievements of women and a call for continued action on gender equality. In 2019 breakfast events held in Brisbane, Melbourne and Sydney on 8 March and in Ballarat on 7 March. These events, hosted by ACU Executive Leaders, are designed to celebrate ACU's commitment to supporting diversity. The theme for 2019 was "Balance for Better" and how we all have a part to play in building a gender-balanced world. Over 300 people attended these events and heard from alumni industry leaders who are leading changes in

education, health, sports and medicine including their role in achieving gender equality. Discussions occurred on improving gender balance on Boards and in Government, pay equality and their hopes for future generations of women. A short video was produced to support the marketing of IWD events at ACU and circulated across the University via the Workplace intranet platform.

Question 10.8

Please provide the results of the most recent survey undertaken to assess this part of your application.

ACU Answer:

	Response NUMBER (agree + strongly agree)
What was the total number of female responses?	916
What was the total number of male responses?	483
Total number of responses (male plus female)?	1399

- **The response rates to the three questions are as follows and are above the threshold:**

Question	Total NUMBER of 'agree' and 'strongly agree' (male plus female)	% agreement threshold reached	WGEA Threshold
Survey Question 1	1273	91%	70%
Survey Question 2	1035	74%	70%
Survey Question 3	1259	90%	80%

Additional request:

The Agency would like to ensure that all EOCGE citation holders are paying their employees lawfully, that is paying people equally for work of equal or comparable value. Could I ask you to confirm that this is happening in your organisation please?

ACU Answer:

"This declaration serves to confirm that the Australian Catholic University (ACU) Limited has the appropriate industrial instruments, policies, procedures and systems in place to ensure the fair, lawful and correct payment of its Academic staff, Professional staff and Executive staff in the delivery of their duties and responsibilities. That is ACU is paying its staff equally for work of equal or comparable value. Academic and Professional staff employment and conditions are covered by the [Australian Catholic University Staff Enterprise Agreement 2017-2021](#) which includes salary scales aligned to job classification levels. A formal classification policy and procedure exists. Senior Executive, Executive and Senior Management staff at the University are employed on individual contracts with work value, assessment and salary ranges determined via Hay Job Evaluation methodology."

CEO Signature:



CEO Name (please print): Professor Greg Craven

Date signed: 30.01.2020