2018-19 Application
WGEA Employer of Choice for Gender Equality
Curtin University Of Technology
Introduction

The WGEA Employer of Choice for Gender Equality citation is designed to encourage, recognise and promote active commitment to achieving gender equality in Australian workplaces.

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 2017-18.

The WGEA Employer of Choice for Gender Equality citation replaces the EOWA Employer of Choice for Women citation which, since its introduction in 2001, has succeeded in differentiating recipients by ensuring public recognition for their efforts in the area of equal opportunity for women in Australian workplaces.

Commencing in 2014, the new citation is strategically aligned with the Workplace Gender Equality Act 2012 (Act), reflecting the change in focus of the legislation to promote and improve gender equality for both women and men, while recognising the historically disadvantaged position of women in the workplace. The citation is a leading practice recognition program that is separate to compliance with the Act, and applications are confidential.

This citation recognises that gender equality is increasingly critical to an organisation’s success and is viewed as a baseline feature of well-managed and leading organisations. Research shows that groups with diverse perspectives and flexibility in thinking almost always outperform homogenous groups, leading to higher levels of creativity, innovation and organisational agility.

The criteria were developed in consultation with leading academics in workplace gender equality and current citation holders. They reflect the areas of focus of those organisations which have elevated gender equality as a business imperative, moving beyond compliance and leading the way with sustainable and measurable outcomes in gender performance.

The WGEA Employer of Choice for Gender Equality citation will provide recipients with significant differentiation in a competitive marketplace.

Used in recruitment and other promotional materials, 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 and reduce the costs of employee turnover.

The citation is also an excellent driver of change within an organisation.
Overview

This criterion assesses an organisation’s overall strategies, policies and processes to achieve gender equality. It recognises that creating a workplace culture in which women and men are equally represented, valued and rewarded requires:

- leadership from the CEO, executive team and senior managers
- accountability for improvement through performance measures and
- organisational focus on this as a business priority.

This criterion considers the way an organisation reflects the following factors:

Leadership

Leaders believe in, advocate for and role model gender equality and must set clear expectations for others to follow.

Accountability

Accountability is embedded throughout the organisation. Results are often most effectively achieved when accountability is linked directly to remuneration outcomes.

Focus

Gender equality is recognised as a priority within an organisation’s overall operational strategy. Gender equality initiatives and desired outcomes are clearly articulated, measured and reported.
1. Your organisation must have a formal policy AND formal strategy in place that supports gender equality in relation to:

- recruitment
- retention
- performance management processes
- promotions
- talent identification/identification of high potentials
- succession planning
- training and development.

Please confirm these are in place:

☑ Yes, a formal policy/ies and formal strategy/ies covering all of the above are in place

1.1. Does your organisation have a formal policy and/or formal strategy in place that supports gender equality in relation to key performance indicators for the following?

☑ Key management personnel
☐ Other managers
☐ Other (please indicate)
2. All managers must entrench flexible working for their employees. Please confirm this occurs:

☑ Yes, all managers are required to entrench flexible working for their employees

2.1. Please provide details on how this occurs:

Curtin employs a number of mechanisms to ensure flexible work is accommodated, encouraged, accessible and embedded so that it becomes a normal part of how we do business. These mechanisms include our systems, employment conditions, practices, procedures and are firmly established and supported by overarching strategies and policy.

1. Conditions are set out in Curtin Enterprise Agreement 2017 – 2021, Clause 51 - Flexible Work Arrangements and promoted through the flexible work page within the staff portal.

2. Commitment to Flexible Work is set out in:
   • Diversity and Equity Strategy
   • Gender and Sexuality Action Plan 2017 - 2020, 6.0 Flexibility
   • Athena SWAN Action Plan 2018 - 2021, 5.0 Flexible Careers

3. Obligations to provide flexible work are set out in:
   • EO online training (compulsory for all managers and staff, refreshed every two years)
   • Inclusive Practice Training (online and face to face)

4. How to implement flexible work it set out in:
   • Flexible Work Guidelines • Remote Work Guidelines
   • Return to Work Guidelines
   • Keeping in Touch Guidelines

5. A structured workforce planning approach is currently being rolled out across the University.

6. Specific Management resources in relation to flexible work and work force planning are available on the new Staff Portal. (copy provided on request)

7. Flexible work discussions are part of the work planning and review process (WPPR)

8. People Business Partners (HR) provide support to Managers to ensure that people management, including flexible work practices, are undertaken in line with Curtin’s expectations. They provide managers with the opportunity to discuss issues and then raise these with Heads of organisational units on a regular basis.

9. Ability to capture and monitor flexible working arrangements have been included within HR Information Systems. Implementation of flexible work practices is reviewed through quantitative and qualitative methodologies:
   • Monitoring of data on the uptake of flexible work arrangements • Monitoring of internal and external complaints and review of the grounds for these
   • Monitoring of staff satisfaction in relation to work-life balance and ability to meet family responsibilities
through the Your Voice Survey and Pulse Checks.

• Staff focus groups.

10. Staff regularly provide feedback on work and life balance through targeted surveys, focus groups, via line management and informally. The Your Voice Survey results have led to a range of actions designed to improve the ability of staff to address family responsibilities and balance work-life (see 50.1 below). Staff focus group discussions have revealed a diversity of experiences in relation to access to flexible work across the university, and across genders, as well as at different levels. This is informing initiatives going forward and indicates a need for a nuanced and targeted approach.

3. Your organisation must have a group, committee or council that is responsible for the implementation and oversight of your organisation’s formal strategy/ies that support gender equality, with representation from senior management level or above. Please confirm this is in place:

☑ Yes - please provide the name of the group/committee/council:

Planning and Management Committee

3.1. Please provide the job title of the Chair of this group/committee/council:
Vice-Chancellor (CEO) - Chair

3.2. Please list the job titles of all members (other than the Chair) of this group/committee/council:
1. Provost
2. Deputy Vice-Chancellor, Academic
3. Deputy Vice-Chancellor, International
4. Deputy Vice-Chancellor, Research
5. Chief Operating Officer
6. Vice President, Corporate Relations
7. Pro Vice-Chancellor, Business and Law
8. Pro Vice-Chancellor, Health Sciences
9. Pro Vice-Chancellor, Humanities
10. Pro Vice-Chancellor, Science and Engineering
11. Pro Vice-Chancellor and President, Curtin Dubai
12. Pro Vice-Chancellor and President, Curtin Sarawak
13. Pro Vice-Chancellor and President, Curtin Singapore
14. Chief Financial Officer
15. Chief Strategy Officer
16. Chair, Academic Board
17. Elder in Residence
4. Your organisation’s CEO (or equivalent) must be a visible champion of gender equality in the following areas. By providing information as requested, you are confirming each requirement has been met.

4.1. Your CEO (or equivalent) must have communicated your formal strategy/ies that support gender equality outlined in question 1, to all workers in the last 12 months. Please provide details on how this has occurred:

The Vice-Chancellor (CEO), Professor Deborah Terry, has made statements through her on-line communication to staff about strategies undertaken at Curtin to support and address gender equality. In her Note to Staff on the, 14 August 2017, she stated that

“Curtin is committed to achieving gender equality in the workplace and our ongoing focus on promoting flexible work arrangements and practices support staff in maximizing their work patterns to suit their personal circumstances, including family and caring responsibilities.

I am pleased to announce that through initiatives such as the Gender Equity Working Group and LGBTIQ+ Reference Group, the 2017 – 2020 Gender and Sexual Orientation Plan is now being finalised. The Plan is expected to replace the existing Gender Equity Implementation Plan. For more information, please see the Ethics, Equity and Social Justice website.

Our ongoing commitment to gender equality ultimately benefits the University as we are able to attract, reward and retain staff who can make a valuable contribution to our organisation.”

Additionally, on the 26th of February 2018, she communicated other strategies in place that support gender equality.

“In 2017 we implemented a number of key initiatives, including the Trajectory Program, a career and leadership development program for academic women, and I am looking forward to expanding the program in the near future to include all female staff at Curtin. It is initiatives such as these that have resulted in increased representation of women across our institution.”

On the 26th of July, 2018, Curtin University released a media release advising of a new scholarship named in honour of Former Prime Minister, the Honourable Julia Gillard AC, to support academically gifted young women through university. Vice-Chancellor Professor Deborah Terry stated:

“Curtin University is committed to supporting women in leadership roles, and I am delighted to announce that the Julia Gillard Women in Leadership Scholarship will help support the next generation of female leaders through their university studies.”

4.2. Your CEO (or equivalent) must have made a statement, either written or verbal, in the last 12 months to all workers explicitly demonstrating her/his commitment to achieving gender equality in your workplace. Please provide the statement and information on how it was made:

The Vice-Chancellor (CEO) Professor Deborah Terry released a statement to all staff on 26th of February 2018, where she outlined her commitment to achieving gender equality.

“I am proud to announce Curtin has been recognised as an Employer of Choice for Gender Equality (EOCGE) by the Workplace Gender Equality Agency (WGEA). It is the fourth year Curtin has received the citation, which recognises our sustained effort towards improving gender equality.

As a WGEA Pay Equity Ambassador and in line with our Strategic Plan 2017-2020 and associated
documents, I will be continuing to ensure that we improve our gender equity performance, including gender pay equity, in the future.”

Additionally, on the 14th of August 2017, she made the following statement to all staff in response to the Marriage survey.

“In light of the announcement that a postal survey on same-sex marriage is to be held, I would like to reaffirm Curtin’s commitment to providing a safe and welcoming environment free from discrimination and harassment. Led by our values, we support a culture where LGBTIQ+ students and staff feel supported, valued and respected. We offer a range of support services for LGBTIQ+ students and staff, and this information is available online.”

4.3. Your CEO (or equivalent), or a member of your governing body, must have made a public EXTERNAL statement in the last 12 months explicitly stating her/his commitment to gender equality. Please provide the statement and information on how it was made:

The Vice-Chancellor (CEO) Professor Deborah Terry released a media statement on the 21st of February 2018 promoting the award for Employer of Choice for Gender Equality by the Workplace Gender Equality Agency (WGEA). This media statement is accessible to the public and is on the Curtin website.

Curtin University’s commitment to diversity and promoting equity and inclusion has been recognised with the University named an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency (WGEA).

It is the fourth year Curtin has received the Employer of Choice for Gender Equality (EOCGE) citation, which is designed to encourage, recognise and promote ongoing active commitment to achieving gender equality in Australian workplaces.

To achieve the citation, organisations must demonstrate how they are addressing gender equality in areas such as leadership, learning and development, gender remuneration gaps, flexible working and other actions that improve gender equality outcomes.

Curtin University Vice-Chancellor Professor Deborah Terry said she was delighted the University would again receive the citation, which recognises Curtin’s sustained effort towards improving gender equality.

“Improving gender equality is a key priority for the University. Throughout 2017 we have implemented a number of key initiatives, including the Trajectory Program, a career and leadership development program for academic women, and I am looking forward to expanding the program to include all female staff,” Professor Terry said.

“Initiatives like the Trajectory Program, active talent identification and development, peer and individualised coaching, and the establishment of gender equality targets have resulted in increased representation of women across Curtin.”

As a WGEA Pay Equity Ambassador, Professor Terry said achieving gender equality, including gender pay equity, is about tangible changes and ensuring proactive steps are taken to strengthen participation and opportunity for women.”

4.4. Your CEO (or equivalent) must have made a statement in the last 12 months to all workers within the organisation declaring her/his commitment to gender pay equity. Please provide the statement and information on how it was made:

The Vice-Chancellor (CEO) Professor Deborah Terry has reaffirmed her commitment to all staff within Curtin University through her note to staff on the 26 February 2018, where she stated;

“As a WGEA Pay Equity Ambassador and in line with our Strategic Plan 2017-2020 and associated documents, I will be continuing to ensure that we improve our gender equity performance, including gender pay equity, in the future.”

This statement was made in response to receiving Employer of Choice for Gender Equality (EOCGE) by the Workplace Gender Equality Agency (WGEA) where she made further comments on the progress Curtin is making towards gender equity.

“I am proud to announce Curtin has been recognised as an It is the fourth year Curtin has received the citation, which recognises our sustained effort towards improving gender equality.

In 2017 we implemented a number of key initiatives, including the Trajectory Program, a career and leadership development program for academic women, and I am looking forward to expanding the program in the near future to include all female staff at Curtin. It is initiatives such as these that have resulted in increased representation of women across our institution.”

Additionally, on the 4th of September 2018 Professor Terry made the following statement, also on her blog and note to all staff within Curtin.

“As a Pay Equity Ambassador, I am personally committed to achieving pay equity. Although our gender pay gap remains below the national and state levels, we will undertake more work to address this issue. I am proud of the commitments demonstrated here at Curtin to improve gender equity. This ongoing work is evident through our participation in the SAGE Pilot of Athena SWAN, in which we have applied for Bronze accreditation, and our continued recognition as an Employer of Choice for Gender Equality.”

4.5. Your CEO (or equivalent) must actively promote flexible working arrangements. Please provide details on how she/he does this:

The Vice-Chancellor (CEO) Professor Deborah Terry provided the following statement on the 21st of February 2018 promoting flexible working arrangements at Curtin:

“Curtin is also committed to supporting and promoting flexible work arrangements that enable people to balance work and personal responsibilities. This includes a focus on providing universally accessible facilities on campus and the release of the Remote Flexible Workplace Guideline.”

4.6. Please provide details on how your CEO (or equivalent) personally role models flexible working within the organisation:

The Vice-Chancellor (CEO) Professor Terry encourages the use of flexible options wherever necessary for staff at all levels of the organisation, whether it is accommodating parents with responsibility for school drop off and/or pick up or attending events such as assembly and sports days, or caring for elderly
parents. When scheduling meetings, the Vice-Chancellor always checks that the timing will not impact on any attendees’ family commitments. A new Senior Executive Team (SET) member has primary school aged children and in order to accommodate school drop off, the weekly SET meeting now starts half an hour later at 9:00 pm. The VC’s modelling of workplace flexibility is demonstrated by changes made in recent years to the format and location of the annual Senior Leadership Workshop. Previously, the two-day event included one night’s sleep over. To allow staff to meet their family responsibilities, there is now no sleep over.

4.7. Your CEO (or equivalent) must either chair the group, committee or council responsible for the implementation and oversight of your organisation’s formal strategy(ies) that support gender equality as outlined in question 1, OR has direct involvement with your organisation’s gender equality programs. Please provide details on what she/he does in this regard:

The Vice-Chancellor (CEO) chairs the Planning and Management Committee (PMC) that acts as the Corporate Executive. The PMC is responsible for approving policies pertaining to the day-to-day management and operations of the University, except where specific responsibility has been delegated to another committee, within the University Strategic and Operational Plans. This includes oversight of Curtin’s EEO Management Plan, Advancing Women Strategy, Pay Equity Plan, Diversity and Inclusion Policy and related procedures.

4.8. Please provide details on whether your CEO (or equivalent) participates in external knowledge sharing and public advocacy on gender equality and include the details of that participation. If your CEO (or equivalent) does not participate in these types of forums/advocacy, please explain why:

• Member of CEOs for Gender Equality;
• Sponsor of and speaker at Annual International Women’s Day event at Curtin;
• Speaker at the BCEC Australian Gender Economics Workshop;
• Hosted Women Sport and Leadership Research Project Workshop;
• WGEA Pay Equity Ambassador;
• Presenter for Trajectory - a leadership and career development program for mid-senior academic women at Curtin.

4.9 & 4.10. Please confirm the following (one of the first two options, and the last option must be selected):

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

2016

☐ Our organisation’s current CEO (or equivalent) has not been interviewed previously for the EOCGE citation and will participate in a 15-minute telephone interview with a senior adviser from WGEA.

☒ Our organisation’s CEO (or equivalent) has advised (or will advise shortly) all staff that we are applying for the EOCGE citation.

4.11. If there are other ways in which your CEO (or equivalent) demonstrates her/his commitment to gender equality, please provide details:

5. Your organisation’s formal gender equality strategy must be incorporated into your broader business strategy and planning process. Please confirm this is the case:

☒ Yes
6. Your organisation must track and report progress (including progress achieved against targets) against its formal gender equality strategy as detailed below.

6.1. Your organisation must track and report progress (including progress achieved against targets) to the governing body at least every year on all of the following. Please confirm this occurs by selecting all the boxes below.

- utilisation of flexible working (including part-time) for women and men by manager and non-manager categories
- gender composition of the workforce by manager and non-manager categories
- promotions by gender and manager and non-manager categories
- utilisation of, and return from parental leave (paid and unpaid) of women and men
- number of harassment claims.

6.2. Your organisation must track and report progress (including progress achieved against targets) to the governing body at least every two years on the findings of your pay gap analysis, including pay equity metrics and actions taken. Please confirm this occurs:

- Yes

6.3. Your organisation must track, evaluate and report progress (including progress achieved against targets) against its formal gender equality strategy to key management personnel at least every year on all of the following. Please confirm this occurs by selecting all the boxes below:

- utilisation of flexible working (including part-time) for women and men by manager and non-manager categories
- gender composition of the workforce by manager and non-manager categories
- promotions by gender and manager and non-manager categories
- utilisation of, and return from parental leave (paid and unpaid) of women and men
- number of harassment claims.

6.4. Your organisation must track, evaluate and report progress (including progress achieved against targets) against its formal gender equality strategy to all workers at least every year in all of the following. Please confirm this occurs by selecting all the boxes below:

- utilisation of flexible working (including part-time) for women and men by manager and non-manager categories
- gender composition of the workforce by manager and non-manager categories
- promotions by gender and manager and non-manager categories
- utilisation of, and return from parental leave (paid and unpaid) of women and men

6.5. Does your organisation track and report progress (including progress achieved against targets) to key management personnel on the findings of your pay gap analysis, including pay equity metrics and actions taken?

- Yes
- No

6.6. Does your organisation track and report progress (including progress achieved against targets) to all workers on your organisation-wide gender pay gaps for base salary and total remuneration?

- Yes
6.7. Does your organisation report on the progress of its formal gender equality strategy externally at least every two years?

☐ Yes
☐ No

7. Where your organisation has control over its governing body/ies appointments, your organisation must have in place a formal selection policy or a formal selection strategy designed to promote gender equality for governing body appointments. Please confirm which are in place:

☐ Formal policy
☐ Formal strategy
☐ Not applicable because this organisation does not have control over appointments to its governing body/ies.

8. Does your organisation have control over other governing bodies, and have control over appointments to those governing bodies?

☐ Yes
☐ Not applicable because this organisation does not have control over other governing bodies
☐ Not applicable because this organisation does not have control over appointments to other governing bodies it controls
9. For the other governing bodies over which your organisation has control, are the following included in your formal selection policy or formal selection strategy? (If your organisation does not have control over other governing bodies, or does not have control over appointments to the governing bodies it controls, select ‘Not applicable’):

<table>
<thead>
<tr>
<th>Inclusion</th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifying a potential female talent pool from which new members can be selected</td>
<td>☑ Yes</td>
<td>☐ No</td>
<td>☐ Not applicable</td>
</tr>
<tr>
<td>Analysing potential gender biases in the selection criteria and appointment process, for example, considering the requirement to have past governing body experience</td>
<td>☑ Yes</td>
<td>☐ No</td>
<td>☐ Not applicable</td>
</tr>
<tr>
<td>A targeted succession plan</td>
<td>☑ Yes</td>
<td>☐ No</td>
<td>☐ Not applicable</td>
</tr>
</tbody>
</table>

9.1. Please provide details of any other inclusions in your formal selection policy or formal selection strategy for governing body appointments that are designed to promote gender equality:

10. Does your organisation have a procurement plan or policy that requires suppliers to have a policy or strategy which includes gender equality principles?

   ☑ Yes  
   ☐ No

11. Your organisation must analyse its systems and processes to identify gender bias in decision making. Please confirm this has occurred in relation to all of the following:

   ☑ Recruitment
   ☑ Training and development
   ☑ Promotions
   ☑ Talent identification/identification of high potentials
   ☑ Succession planning

11.1. Provide details below of any other areas where your organisation analyses its systems and processes to identify gender bias in decision making:
12. Your organisation must take action to eliminate gender biases identified in the analysis of your systems and processes, and monitor and measure improvements and progress. Please provide details of actions taken:

Curtin have a number of mechanisms, systems and processes in place to monitor and measure progress and take action towards the elimination of gender biases. This is undertaken on a continuous basis to ensure gender balance and includes:

• Affirmative action searches are undertaken
• briefing of search agencies regarding provision of gender balanced search results
• mandatory requirements for training of chairs and panel members of selection panels and Academic promotions are met • During Academic Promotions, staff are equipped to provide an EEO statement during the process which is reviewed and addressed
• Staff from under-represented groups are encouraged to participate in developmental opportunities
Monitoring and reporting is undertaken of commitments set out in diversity and equity plans, and updates are provided to the relevant working groups/reference groups. For example, the Gender Equity Working Group contribute their expertise, advice, knowledge and skills to development of plans, reports, and project outcomes and initiatives related to the Gender and Sexuality Action Plan and intersection with the Athena SWAN Steering Group. Resulting actions include:

• Changes to Curtin’s new Enterprise Agreement included description of the academic roles, and so workload allocations must be monitored for equity and fairness.
Minimised gender bias in recruitment materials and processes through use of Textio.
• Data collection at every stage of the talent acquisition process • Heads of School and Discipline to be provided with advice on the positives of recruiting female staff, creating a culture that retains and attracts female staff, and how to talk with female staff contemplating leaving to guide them to make an informed decision. Utilising succession and workforce planning in this process.
• All Heads of School and Pro-Vice Chancellors to complete Inclusive practice training with all Faculty Boards booked for training which will be completed by end of the year.
• Search strategies milestone is directed at proactive leadership searches in target areas. Proactive searches were undertaken for Pro-Vice Chancellors in Science & Engineering, Dubai, Singapore and Mauritius and the HOS Public Health (HS) and Management (BAL)

13. Your organisation must analyse and compare the results of performance appraisals by gender. Please confirm this occurs:

☐ Yes

14. Your organisation must analyse its promotions data by gender to compare how many female and male managers and non-managers, part-time and full-time, were promoted in the last 12 months. Please confirm this analysis has taken place:

☐ Yes
15. Your organisation must analyse the number of resignations by gender to compare how many female and male managers and non-managers, part-time and full-time, resigned in the last 12 months. Please select the first two options, and one of the third or fourth options, to confirm that in the analysis of resignations, you have:

☑ Assessed whether females and males are leaving your organisation at comparable rates
☑ Assessed whether there are any differences between why females and males leave your organisation
☑ Taken action to address issues identified
☐ No issues identified so no actions taken

16. Is remuneration linked to gender equality outcomes for the following categories of managers? Please select one only:

☑ Key management personnel only
☐ All managers (including key management personnel)
☐ No
Overview

This criterion assesses an organisation’s learning and development strategies, policies and processes aimed at building capability throughout the organisation, as well as having career development and leadership programs in place for women and men.

17. 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 this is in place:
   - ☑ Formal policy
   - ☑ Formal strategy

18. Your organisation must include learning and development in the annual performance and development plans of all workers. Please confirm this is included:
   - ☑ Yes
19. Your organisation must track how many women and men have participated in the following in the past 12 months to ensure there is gender equality in accessing learning and development. Please confirm this has occurred by selecting both options:

☑ Leadership development training/education
☑ Career development training/education

19.1. Does your organisation track how many women and men have participated in the following forms of learning and development in the past 12 months to ensure there is gender equality in accessing training and development?

<table>
<thead>
<tr>
<th>Form</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Formal sponsorship or mentoring program</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Formal succession plan</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Women’s leadership networks</td>
<td>☑</td>
<td>☐</td>
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</tbody>
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19.2. Please provide details of any other forms of learning and development where your organisation tracks the number of women and men who have participated:

1. Senior Leaders Forum
2. Women and Academic Promotions Program
3. Professionals@Curtin
4. Leadership coaching
5. Professional staff development program
6. Trajectory: A Leadership and Career Development Program pilot

20. Please indicate if your organisation provides training/awareness programs on gender equality for:

☐ Managers only
☑ All workers (including managers)
☐ Other, provide details:
Overview

This criterion assesses an organisation’s policies, strategies and processes to address gender remuneration equity and show progress in closing any gender remuneration gaps over time.

Gender remuneration gaps can occur either at a like-for-like and/or on an overall organisation-wide basis as explained below.

Like-for-like gender remuneration gaps

Like-for-like gaps are pay gaps between women and men undertaking work of equal or comparable value (comparing job to job at the same performance standard), for example, comparing two senior engineers in the same organisation.

Overall organisation-wide gender remuneration gap

The organisation-wide gender pay gap is the difference between the average remuneration of women and the average remuneration of men across the organisation.

This gap is largely due to occupational segregation where men are often in higher paid roles and women in lower paid roles. This can reflect a range of structural and cultural barriers that inhibit women from undertaking higher paying roles, including gender stereotypes about ‘men’s work’ and ‘women’s work’ and the undervaluing, hence underpayment, of work traditionally carried out by women.

An analysis that assesses the value of roles in terms of skills, knowledge, responsibility, effort and working conditions, often reveals that female-dominated roles are undervalued when compared with roles of similar skills, knowledge, responsibility, effort and working conditions that are traditionally held by men. When this analysis is carried out, and action is taken to appropriately remunerate work of equal or comparable value (rather than just within the same occupational level), it can have a positive impact on closing an organisation’s overall gender remuneration gap.

Closing the gender remuneration gap requires organisations to take a multi-faceted approach, which is captured in each of the elements of this criterion.
21. Your organisation must have a formal remuneration policy or 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

21.1. Please indicate what gender pay equity objectives are included in your formal policy, formal strategy or award/industrial or workplace agreement:

- 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)

Formal policy states: promote equitable culture and practice, including consideration of the gender based pay gap.

21(a). Is your organisation's CEO (or equivalent) a WGEA Pay Equity Ambassador?

- Yes
- No

22. Your organisation must have undertaken a gender remuneration gap analysis of its workforce both on a like-for-like and an overall organisation-wide basis in the last two years. Please confirm this has occurred:

- Yes, this analysis has occurred in the last two years
23. Your organisation’s gender remuneration gap analysis must include the following aspects of remuneration BY GENDER. Please confirm this has occurred by ticking all options below:

- Base salary
- Total remuneration
- Starting salaries

23.1. Please indicate if your organisation’s gender remuneration gap analysis includes any of the following:

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>Annual salary increases by gender</td>
<td>☒ Yes</td>
</tr>
<tr>
<td>Salaries on promotion by gender</td>
<td>☒ Yes</td>
</tr>
</tbody>
</table>

23.2. If your remuneration gap analysis includes other areas not covered above, please provide details:
24. Where gender remuneration gaps are identified as a result of your gender remuneration gap analysis, action/s must have been taken. Please confirm this has occurred:

- 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
- Analyzed commencement salaries by gender to ensure there are no pay gaps
- Analyzed performance ratings to ensure there is no gender bias (including unconscious bias)
- Analyzed 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
- Conducted leadership and/or career development training
- Implemented other changes (provide details):

  Curtin provides development and support for women accessing the Academic Promotions process. The Academic Promotions process provides for applications to be assessed “relative to opportunity”.

- No actions were required as no unexplainable or unjustifiable gaps were identified in our analysis.

25. 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

26. Does your organisation make superannuation contributions to workers on paid primary carer’s leave?

- Yes – we pay superannuation contributions to employees on their GOVERNMENT FUNDED primary carer’s leave
- Yes – we pay superannuation contributions to employees on their EMPLOYER FUNDED primary carer’s leave
- No

27. Has your organisation conducted a formal job evaluation to ensure jobs are fully and fairly described without gender bias (e.g. a gender inclusive job evaluation and grading process)?

- Yes
- No
28. Has your organisation undertaken a skills evaluation of award-based occupations in the last three years, using a formal process such as the “Spotlight tool for job evaluation”?

☐ Yes
☒ No
☐ Not applicable because there are no award-based occupations in this organisation
Overview

This criterion assesses an organisation’s policies, strategies and processes to encourage the use of flexible working arrangements\(^1\) for women and men at all levels of the organisation.

This criterion recognises that access to, and utilisation of, flexible working arrangements – for both women and men - drive gender equality for individuals in combining their work and caring responsibilities.

It enables those with caring responsibilities to remain in the paid workforce and continue to have opportunities for growth, development and promotion.

Parental leave

Any government scheme that funds parental leave at the full salary of all workers for at least eight weeks (minimum requirement for the citation) will mean the prerequisite for employers to pay parental leave for primary carers will be met.

Employers will be expected to meet any prerequisites not included in a government funded scheme. For example, if a cap on payments under a government funded scheme is introduced, Employers of Choice for Gender Equality will need to pay the eight weeks of parental leave to those primary carers excluded from the government funded scheme.

WGEA will advise employers what is expected if and when changes to the current government funded scheme comes into effect.

\(^1\) Definition of flexible working arrangements is “the ability of workers to make choices influencing when, where and for how long they engage in work-related roles” (Hill, Grzymacz, Allen, Blanchard, Matz-Coast, Shulkin and Pitt-Catsouphes, 2008).
29. Your organisation must have a formal policy AND formal strategy to support workers with family or caring responsibilities (refer Q44 – can be part of that same policy and strategy). Please confirm these are in place:

Yes, a formal policy and formal strategy to support workers with family or caring responsibilities are in place

30. 30 & 31. At least eight weeks of paid parental leave at full pay must be provided to primary carers (this must be available equally to women and men) after no more than 12 months’ service. (This must be in addition to the government's paid scheme, not just a top-up to the government's scheme.) Select all options below to confirm these are in place:

- At 12 months service (or earlier), our employees are able to access at least eight weeks employer funded paid parental leave for primary carers
- Our paid primary carer’s leave is paid at the employee’s full salary, in addition to the government scheme
- Our paid primary carer’s leave is available to both women AND men equally

32. Does your organisation require workers to return from parental leave to access any component for the employer funded parental leave payment?

- Yes
- No

33. Workers who do not return to work after paid parental leave must not be required to repay any portion of their paid parental leave. Please confirm this is the case:

Yes

34. Your organisation must actively encourage men to take parental leave. Please provide details on how this is done:

Curtin supports and encourages and gender and sexually diverse staff to access parental leave through a number of mechanisms such as:

- Men in leadership and management positions to actively role model healthy work/life balance, including engaging family responsibilities
- Provisions in the Enterprise Agreement to allow for additional parental leave entitlements, for primary and secondary carers, and flexible work arrangements.
- Professional development on parenting

In 2018, Curtin was one of two universities listed in the HBF top 10 Best Australian Workplaces for New Dads, recognised for our generous paid primary carer’s leave, on-site childcare facilities, childcare assistance in the first year and flexible working arrangements.

35. Your organisation must track the number of female and male managers and non-managers utilising parental leave, AND must track the number of women and men returning from parental leave. Please confirm this occurs:

Yes
36. Your organisation must have support mechanisms in place, other than leave, for employees with family or caring responsibilities. Please confirm other support mechanisms are in place:

☑ Yes

36.1. Please provide details of support mechanisms, other than leave, that are in place for employees with family or caring responsibilities:

There are a number of support mechanisms available to employees of Curtin, who have family and/or caring responsibilities. These include:

- on-site childcare,
- on-site school holiday care
- breastfeeding facilities
- referral services to support workers with family and/or caring responsibilities
- professional development for parenting
- Wellness programs
- Counselling Services

37. Your organisation must have a keep-in-touch program or process in place for workers on paid and unpaid parental leave. Please confirm this is in place:

☑ Yes

38. Your organisation must have on-boarding support for workers (women or men) returning from primary carer’s leave. Please confirm this is in place:

☑ Yes

39. Your organisation must consider workers on parental leave (paid and unpaid) for promotion. Please confirm this occurs:

☑ Yes
40. Does your organisation track promotions of women and men in the following ways?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The number of women and men promoted during parental leave (paid and unpaid)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>The promotion rate for employees who are pregnant</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>The promotion rate of employees who are working flexibly (including part-time) on return from parental leave</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

41. Your organisation must track the number of women and men exiting the organisation (including dismissals and redundancies) during parental leave. Please confirm this occurs:

☑ Yes

41.1. Does your organisation track the number of women and men exiting the organisation (including dismissals and redundancies) in the following circumstances?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within one year after returning from parental leave</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>One to two years after returning from parental leave</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Those who are working flexibly (including part-time) on return from parental leave</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>In the case of women, when pregnant</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

42. Your organisation must seek to understand the reasons why workers do not return from parental leave and whether the reasons are related to any of the gender equality indicators. Please confirm this occurs:

☑ Yes
43. Your organisation must track the reasons why women and men who return from parental leave do not return to their original role and to which role they return. Please confirm this occurs:
☐ Yes

44. Your organisation must have a formal flexible working policy AND formal flexible working strategy. Your formal strategy must ensure that flexible working is promoted throughout the organisation AND that leaders are held accountable for improving workplace flexibility. Please confirm all these are in place:
☐ Yes

44.1. Please provide details of how flexible working is promoted throughout your organisation:
At Curtin, our commitment to workplace flexibility is promoted through active all staff communications (e.g. Yammer, Curtin Weekly), provision of flexible work training, resources and guidelines, the University’s staff portal (staff only website), the Work Planning and Performance Review (WPPR) process and the University’s Enterprise Agreement.

44.2. Please provide details of how leaders are held accountable for improving workplace flexibility:
At Curtin, managers are required to complete mandatory equal employment opportunity training, which articulates reasonable accommodation and flexible work arrangements on a biennial basis. Responsibilities and expectations of managers to uphold flexible work arrangements are articulated within training as well as provided online via the People and Culture portal. The portal provides resources to support managers entrench flexibility, including flexibility options at Curtin and links to the processes for implementing these options, and where to get assistance if required.

In 2016 Curtin University expanded the Work Planning and Performance Review (WPPR) process to include structured, meaningful discussion between a line manager and team member in regard to the development of individualized flexible work arrangements. In particular men, women and lesbian, gay, bisexual, transgender, intersex and queer staff with family and/or caring responsibilities.

In addition, Curtin requires managers and staff uphold flexible work arrangements in accordance with the provisions of the Enterprise Bargaining Agreement. Flexible work arrangements may include, but are not limited to, flexitime, annualised hours, job sharing, part-time work, working from home or offsite, deferred salary schemes and purchased leave arrangements.

Staff experiencing difficulties in accessing flexible work options can notify their People and Culture (HR) Business Partner and/or the Director Corporate Values and Equity who will help them facilitate a process involving the manager and staff member to seek a resolution.

The Diversity and Inclusion Policy provides that the University will support the special needs of students and staff based on diversity grounds, provided that this does not result in unjustifiable hardship for the University. Diversity is defined for the context of the policy to encompass family responsibilities or family status.
45. At least four of the following options must be available to both 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:

X Yes

46. Your organisation must actively promote flexible working arrangements to both women and men. Please provide details of how this is done.

At Curtin, all staff including men, women and gender and sexually diverse staff are actively encouraged to access flexible work options. The University actively promotes flexibility at events such as International Women’s Day, online forums such as Yammer, well as regular all staff Curtin Weekly and Vice-Chancellor Note communications.

Additionally, all staff are able to access self-service information online through the Curtin Portal that contains a suite of guidelines, focusing on flexible work, including working remotely, returning to work after a temporary absence, and keeping people connected whilst they are absent. Further, all staff are provided information in relation to flexible working arrangements within Welcome to Curtin (induction) and mandatory Equal Opportunity training.
47. Your organisation must support managers in how to manage flexibility by providing educational materials and training for all managers. Please confirm this takes place:

☐ Yes

47.1(a). Please provide details of the EDUCATIONAL MATERIALS your organisation makes available to support managers on how to manage flexible working arrangements:

Curtin provides a number of materials to help employees gain an understanding of what flexible working arrangements are, the different types of arrangements, how to go about making and approving a request, and where to go to seek support and assistance. This is provided through a number of ways including: face-to-face, electronic and print materials.

All employees are required to complete mandatory training, provided on line, and includes information on the responsibilities for managers to consider and make reasonable accommodation for flexible work arrangements. Additionally, Managers are required to consider, monitor and track requests for flexible work which is captured through Curtin’s Work Planning and Performance Review process (WPPT) and system. The WPPT process accommodates documentation for requests and includes supporting information to encourage discussion for work flexibility particularly for staff with family and/ or caring responsibilities.

There are a suite of guidelines, available in a number of formats, focusing on flexible work, including working remotely, returning to work after a temporary absence, and keeping people connected whilst they are absent.

47.1(b). Please provide details of the TRAINING that is in place for managers on how to manage flexible working arrangements:

All employees are required to complete mandatory Equal Opportunity training, provided on line, and includes information on the responsibilities for managers to consider and make reasonable accommodation for flexible work arrangements. Additionally, Managers are provided face-to-face training on undertaking staff Work Planning and Performance Review (WPPT), that incorporates discussing flexible work options during work planning meetings.

Inclusive Practice training, is delivered on-line and face to face and focuses on improving equity and diversity through understanding and applying some foundational concepts – subconscious bias, privilege, intersectionality, and dual processing. While touching on many equity areas there is a focus on gender diversity in the section on privilege.

47.2. Please provide details of other ways your organisation supports managers in managing flexible working arrangements:

People and Culture (HR) Business Consultants provide one-on-one support and advice in relation to managing staff and their requirements for flexible working arrangements.

48. Your organisation must have a formal policy and/or formal strategy to support workers who are experiencing family or domestic violence. Please confirm what is in place:

☐ Formal policy
☐ Formal strategy
Overview

This criterion gives an indication of an organisation’s culture in relation to gender equality using feedback from workers via anonymous survey questions.

Organisations must undertake consultation with their workers, verifying that the experience of workers points to a workplace culture that actively supports and promotes gender equality. WGEA will be looking for evidence that the employee experience reflects the content of the organisation’s WGEA Employer of Choice for Gender Equality application.

This criterion recognises that effective consultation with workers has been associated with:

- improved team effectiveness
- increased employee satisfaction and motivation and decreased employee stress by enhancing workers’ feelings of control
- improved employee psychological and physical well-being by being able to speak up when mistreatment has occurred
49. Your organisation must consult with workers, including casuals, on issues concerning gender equality in the workplace by means of an employee 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):

Start date: 27th March 2017
End date: 13th April 2017

49.1. Please confirm that the survey you used to consult with all workers facilitated anonymous participation:

☑ Yes

49.2. Please confirm that the survey your organisation conducted 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 have used alternatives, approval must have been sought from WGEA to ensure they are aligned.)

Survey questions:

Question 1: “My immediate supervisor/manager genuinely supports equality between women and men.”

Question 2: “I have the flexibility I need to manage my work and caring responsibilities.”

Question 3: “In my organisation sex-based harassment is not tolerated.”

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

☑ Yes, alternative questions, using a five point scale, were used in this organisation’s employee survey and approval was given by WGEA for their use

49.2(a). Where alternative questions were used, please provide the questions below:

1. Sexual and sex based discrimination are not tolerated at Curtin University.
2. My supervisor/Line Manager genuinely values equitable and inclusive work environments.
3. I am able to meet my family responsibilities while still doing what is expected of me at work

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

☐ A pulse survey

☑ The questions were incorporated into an existing survey (e.g. 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):

49.4. SAMPLE SIZE: please confirm either of the following:

☑ All workers were given an opportunity to complete the survey, or;

☐ The survey was administered to a statistically significant and representative sample of workers
49.5. 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

49.6. ANALYSIS: Please confirm that your organisation has analysed its survey responses by gender:
☒ Yes

49.7. RESULTS: Your organisation needs to have analysed ALL responses received to its employee survey (including ‘not sure’) and achieved an agreement threshold of at least 65% ‘agree’ or ‘strongly agree’ on the above three questions asked, OR where you used a survey tool that provided response-rate industry norms, you achieved an agreement threshold above your industry norm. (Refer to the EOCGE Guide to citation document for instructions on calculating the level of agreement to the survey questions.)

Indicate below what agreement threshold was achieved:

☒ Analysing all responses received, an agreement threshold of at least 65% agree or strongly agree was reached on the three questions above
☐ Analysing all responses received, an agreement threshold above the response-rate industry norm provided for the survey tool used was achieved
☐ Neither of these thresholds was 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.

49.8. RESULTS: Please provide the results of your survey below. Include the total number of survey responses received by gender. Also, please provide the combined number of ‘agree’ and ‘strongly agree’ responses for each of the three questions asked.

If a survey tool was used that provided you with response-rate industry norms, your organisation must achieve an agreement threshold above the industry norm for the survey tool used. This information must be provided below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the total number of female responses?</td>
<td>1335</td>
</tr>
<tr>
<td>What was the total number of male responses?</td>
<td>1893</td>
</tr>
<tr>
<td>Total number of responses (male plus female)?</td>
<td>3228</td>
</tr>
</tbody>
</table>
49.8(a). Please complete the following:

<table>
<thead>
<tr>
<th>Survey question</th>
<th>Total NUMBER of 'agree' and 'strongly agree' (male plus female)</th>
<th>% agreement threshold reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3009</td>
<td>93</td>
</tr>
<tr>
<td>2</td>
<td>2679</td>
<td>83</td>
</tr>
<tr>
<td>3</td>
<td>2232</td>
<td>69</td>
</tr>
</tbody>
</table>

49.8(b). Did you use a survey tool that provided you with response-rate industry norms?
- Yes
- No

49.8(c). What was the name of the survey tool?
YourVoice

Each question is connected to a different industry norm and are as follows:
Q1 – no industry norm
Q2. – Three Industry norms: I. Australian Technology Network (ATN ) & GO8 - we rated 2% above II. All Universities - we rated 5% above III. All industries - we rated 4% above
Q3. Curtin question approved by WGEA therefore no industry norm

49.8(d). What was your industry norm for the survey tool?
0
50. 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

50.1. Please provide details of actions that were taken to address gender equality issues identified through your consultation process:

The YourVoice Staff Satisfaction Survey is the instrument used by Curtin to consult with staff in relation to satisfaction and engagement across the University. The current performance of the organisation or team is reported using the statistics “% Favourable” (% Fav). The % Fav shows the percentage of people who responded favourably to the survey questions (i.e. by selecting the “Tend to Agree” or “Strongly Agree” option on your survey rating scale). Traffic light colours are used to indicate whether the percentage favourable is “high” (80% or more people responded favourably), “moderate” (50<80% Fav) or “low” (less than 50% of people responded favourably).

At an organisational level, areas of concern are investigated and actions required to address organisational systemic issues are addressed through the University’s planning and review mechanism. Of the three questions, Curtin scored High in relation to Q 1 and Q 2. The score in relation to Q 3 was moderate. Action being taken to address this includes:

• Inclusion of actions addressing flexible work in the draft Gender and Sexuality Action Plan
• Testing of the lived experience of staff in relation to work-life through focus groups
• Development of Flexible Work/Remote Location Guidelines
• Cross referencing to the Guidelines in the WPPR form
• Development and piloting of Inclusive Practice training (online and face-to-face).

Progress against University plans is monitored and evaluated, and reported to Planning and Management Committee (Corporate Executive).

All organisational units are provided with the data set for their area and work with their People Business Partner to identify areas of concern and develop actions to address these at the local level. These actions are then embedded into the operational planning and review for the area.

Changes in staff perceptions are monitored through the biennial Your Voice Survey, and annual or area specific pulse checks where required.

In addition, issues identified through staff consultation related to the Athena Swan accreditation process are either addressed by the Gender Equity Working Group immediately eg visibility of a diversity of women/genders in stock photos used in Corporate Communications, or included in the Athena Swan Action Plan.
51. Has your organisation's EOCGE citation application (minus confidential remuneration data) been made available to your workforce?

☑ Yes
☐ No
Criterion 6

Preventing sex-based harassment and discrimination

Overview

This criterion assesses the way an organisation educates all workers (including casual and contract staff) on their rights and obligations regarding sex-based harassment and discrimination, with the aim of eliminating sex-based harassment and discrimination in the workplace and promoting an inclusive culture through education and skills-based training.

It recognises that sex-based harassment and discrimination in the workplace has significant impacts on an organisation. Notable are the reduced personal well-being and depression of those experiencing the harassment; increased absenteeism; reduced job satisfaction, organisational commitment and productivity; and increased employee turnover.

Not only do these factors lead to increased costs for individuals and organisations, they also have a significant impact on the engagement of women in work, the types of industries that are perceived to be appealing and the promotional opportunities for women.
52. Your organisation must have a formal policy or formal strategy on sex-based harassment and discrimination (SBH) prevention. Please confirm at least one of these is in place:
- ☒ Yes, a formal SBH policy is in place
- ☒ Yes, a formal SBH strategy is in place
- ☐ SBH prevention is covered in our award/industrial or workplace agreement

52.1. A SBH grievance process must be in place in your organisation, please confirm this is in place:
- ☒ Yes, a formal SBH grievance process is in place

53. Your organisation must provide workplace training for all managers on sex-based harassment and discrimination prevention at induction and at least every two years. Please confirm this occurs:
- ☒ Yes, this training occurs at induction, and (select one of the following):
  - ☐ At least annually, or
  - ☒ Every one-to-two years

53.1. Please indicate the way/s in which this sex-based harassment prevention training for managers is conducted in your organisation:

<table>
<thead>
<tr>
<th>Method</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Face to face</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Management meetings</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Video presentations</td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

53.2. If you have answered ‘No’ to ALL the training options in question 53.1, please provide details on the way/s in which sex-based harassment prevention training for all managers is conducted in your organisation (NB: an email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination, is NOT considered to be training):
54. Your organisation must provide workplace training for all workers on sex-based harassment and discrimination prevention, including contract and casual staff, at induction and at least every two years. (NB: an email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination is NOT considered to be training.) Please confirm this occurs:

☐ Yes

54.1. Please indicate the way/s in which this sex-based harassment prevention training is conducted for all workers in your organisation:

<table>
<thead>
<tr>
<th>Method</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>☑ Yes</td>
</tr>
<tr>
<td>Face to face</td>
<td>☑ Yes</td>
</tr>
<tr>
<td>Video presentations</td>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

54.2. If you have answered ‘No’ to ALL the training options in question 54.1, please provide details on the way/s in which sex-based harassment prevention training for all workers is conducted in your organisation (NB: an email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination, is NOT considered to be training):

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

This criterion assesses whether an organisation has set specific, measurable, achievable and time-framed numerical targets where the representation of women in management and on its governing body/board is less than forty percent. This applies where a governing body/board exists, and where the organisation has control over its appointments.

WGEA’s position on targets for women in leadership positions is based on the social context within which it operates, recognising the historically disadvantaged position of women in relation to employment and the ongoing impacts of this disadvantage. In the future, after consultation with the relevant sectors, the Agency may consider introducing targets for men in female dominated organisations.

In the meantime, employers may wish to consider implementing a target to increase the representation of men where their representation is less than 40% in leadership positions.

This criterion recognises that:

- Gender targets, like financial and operational targets, are an essential part of managing and improving business performance.
- The process of setting voluntary targets for gender composition throughout an organisation, then tracking, measuring and transparently reporting progress against those targets, promotes cultural and structural change, focuses efforts, embeds accountability and sends a strong message that gender representation is a central business issue.
- For employers who have already achieved 40% representation of women across all levels of management and on their governing body/board (where it exists and where the organisation has control over governing body/board appointments) they should track their numbers with a minimum goal being to ensure the representation of women does not drop below 40%.
56. Where your organisation has control over ITS governing body appointments, it must set numerical targets (with timeframes) to improve the representation of women, where it is less than 40%. Please confirm this is in place:
- [x] Yes, targets have been set for all governing bodies covered in this application where we have control over their appointments and where the representation of women is less than 40%
- [ ] Targets are not required as the representation of women in these governing bodies is at least 40%
- [ ] Not applicable because this organisation does not have control over appointments to the governing bodies covered in this application

57. Where your organisation has control over OTHER governing bodies, as listed in question 8.2 you must set numerical targets (with timeframes) to improve the representation of women, where it is less than 40%. Please confirm these are in place:
- [ ] Yes, targets have been set for all OTHER governing bodies where we have control over appointments and where the representation of women is less than 40%
- [ ] Targets are not required as the representation of women in these governing bodies is at least 40%
- [ ] Not applicable, we do not have control over other governing bodies
- [x] Not applicable, we do not have control over appointments to other governing bodies over which it has control

58. Your organisation must have set numerical targets that include timeframes to improve the representation of women in management, where their representation is less than 40%. Please confirm this has occurred:
- [x] Yes, targets have been set
- [ ] Targets are not required as the representation of women across all levels of management is at least 40%, as detailed below:

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

<table>
<thead>
<tr>
<th>Management level where target is set, e.g. KMP?</th>
<th>% Target</th>
<th>Year target to be reached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation rate of women in management (Tiers 1-4)</td>
<td>49</td>
<td>2017</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
59. Your organisation must evaluate and/or report/communicate its progress towards achieving targets to improve the representation of women in management in the following ways. Please tick the first two boxes, or the third box, to confirm this occurs:

- We track progress internally
- We report to the governing body and key management personnel
- This is not required as the representation of women across all levels of management is at least 40%

59.1. Does your organisation evaluate and/or report/communicate its progress towards achieving targets to improve the representation of women in management by REPORTING progress to all your workforce or REPORTING progress externally:

- Yes
- We report progress to all our workforce
- We report progress externally
- No
- This is not required as the representation of women across all levels of management is at least 40%

60. Where the representation of women in non-manager roles is less than 40%, has your organisation set numerical targets (with timeframes) to improve the representation of women?

- Yes
- No
- Not applicable, the representation of women in all non-manager roles is greater than 40%

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

<table>
<thead>
<tr>
<th>Area where target set, eg truck drivers?</th>
<th>% Target?</th>
<th>Year target is to be reached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Education Worker (HEW) Level 10 and above (professional women)</td>
<td>48</td>
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</tr>
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<td>2</td>
<td></td>
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</tr>
<tr>
<td>3</td>
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</tr>
<tr>
<td>4</td>
<td></td>
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</tr>
</tbody>
</table>
61. Where the representation of women across manager or non-manager roles is less than 40%, your organisation must set gender representation targets for internal recruitment and external recruitment shortlists. Please confirm this has occurred:

☑ Yes, targets have been set
☐ No, targets are not required as the representation of women across all levels of manager and non-manager roles is at least 40%

61(a). Please complete the table below with the details of what the target is and what year it is to be reached (please note the '% target' field is mandatory, if you do not have a target please enter the number zero [0]):

<table>
<thead>
<tr>
<th></th>
<th>Managers</th>
<th></th>
<th>Non-managers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% Target</td>
<td>Year to be reached?</td>
<td>% Target</td>
<td>Year to be reached?</td>
</tr>
<tr>
<td>Internal recruitment short-lists</td>
<td>25</td>
<td>2018</td>
<td>25</td>
<td>2018</td>
</tr>
<tr>
<td>External recruitment short-lists</td>
<td>25</td>
<td>2018</td>
<td>25</td>
<td>2018</td>
</tr>
</tbody>
</table>

61(b). If your organisation sets different targets for different areas of the business, you may provide those details in the box below:

61.1. Where the representation of women across manager and non-manager roles is less than 40%, does your organisation set gender representation targets for talent identification lists, succession plans, career development and leadership training or retention?

☐ Yes, targets have been set in some or all of these areas
☑ No, you may specify why:

Curtin University has endorsed its Diversity and Equity Strategy 2018 -2020 on the 31st of July 2018. KPI's, Targets and Measures are in development and will be completed by the end of 2018.

61.1(b). If your organisation sets different targets for different areas of the business, you may provide those details in the box below:

Curtin University has endorsed its Diversity and Equity Strategy 2018 -2020 on the 31st of July 2018. KPI's, Targets and Measures are in development and will be completed by the end of 2018.
WGEA invites you to provide information on any outstanding and innovative initiatives in advancing gender equality that have been implemented in your workplace in the past two years. The type of information provided could include a description of: the workplace gender equality issue/s; the strategy/ies or plans to address the issue/s; the actions or activities that were implemented; the time-frame/s for achieving change, and the outcomes.

1. Curtin has recently endorsed an overarching Diversity and Equity Strategy that consolidates all reconciliation, and diversity and equity initiatives into annual University Faculty / Office planning. It applies the diversity and equity lens to activities being undertaken by the University. Curtin’s strategic, compliance and best practice commitments are to be implemented and monitored through an overarching implementation plan, while retaining the multitude of plans in specified formats to meet compliance and best practice requirements set by government agencies or external bodies.

2. Through its Gender and Sexuality Action Plan Australia 2017-2020, Curtin aims to promote and maintain structural and cultural changes that advance gender equality and Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) inclusion within Australia. This work recognises the complex intersectional nature of gender equality with inclusion of LGBTIQ+ staff and students, representation of Indigenous Australian women, men and women with family and caring responsibilities, women with a disability and women from culturally and linguistically diverse (CALD) backgrounds.

3. Curtin has applied for Athena SWAN accreditation, which is focussed on increasing the representation of women in Science, Technology, Engineering, Mathematics and Medicine (STEMM), particularly in senior leadership roles. SAGE has embargoed the outcomes of its first Athena SWAN Bronze Awards / Accreditation until the process has been completed and Awards are conferred. Consequently, the SAGE Athena SWAN Bronze Award outcomes are under embargo until the evening of Wednesday 5 December 2018. Thank you for your help with this and for respecting this embargo.

4. The Leadership and Career Development Program, Senior Academic Women Trajectory: Run the Trajectory, was piloted in 2016-17 which resulted in positive feedback. The Program will now be run biennially, commencing 2018 and will measure its success through satisfaction rate with the program and career progression measures.

5. A strategic remuneration review commenced in mid-August to review the effectiveness of the remuneration strategy and design to ensure equity and fairness.

6. As roles are assessed via our Workforce Planning stream, attention is given to language, to ensure jobs are described without gender or sexuality bias. Gender decoder software is in trial phase for all correspondence.

7. Currently undertaking a review of the University Development and Management process, as part of this line managers will receive capability building on Curtin Conversations of which unconscious bias will be an integral element of this and will consider this while undertaking performance reviews, which are aligned to the values of Curtin University – Integrity, Respect, Courage, Excellence, and Impact.

8. Curtin University has launched a new scholarship named in honour of Former Prime Minister, the Honourable Julia Gillard AC, to support academically gifted young women through university. The Scholarship will be part of the John Curtin Undergraduate Scholarship Program and is open to academically gifted female students who display leadership and community service qualities and have the desire to develop themselves as a leader in their chosen field.
Next steps

1) Submit this questionnaire by clicking the 'Submit' button (bottom right on every page).

2) Download the draft application for your CEO/head of business to sign in the space below, to confirm the content is accurate and that they approve submission of this application.

3) Submit your application for assessment by clicking the 'Submit' button.

4) Email your signed application to eocge@wgea.gov.au.

5) Once your EOCGE application has been submitted for assessment, complete and submit the payment form. This can be accessed on the 'Recognition' tab in the portal, or on the WGEA website.

I confirm the content of this application is accurate and approve its submission to WGEA.

Name of CEO/head of business: [Signature]

Signature CEO/head of business: [Signature]

The Agency will contact you if we need to clarify any information provided or seek additional information from you.

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

[Signature]
Appendix 1 – Copy of 2017-18 public report
## Organisation and contact details

<table>
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<tr>
<th>Submitting organisation details</th>
<th>Legal name</th>
<th>Curtin University Of Technology</th>
</tr>
</thead>
<tbody>
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<td>ABN</td>
<td>99143842569</td>
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</tr>
<tr>
<td>ANZSIC</td>
<td>P Education and Training 8102 Higher Education</td>
<td></td>
</tr>
<tr>
<td>Business/trading name/s</td>
<td>Curtin University</td>
<td></td>
</tr>
<tr>
<td>ASX code (if applicable)</td>
<td>Curtin University</td>
<td></td>
</tr>
<tr>
<td>Postal address</td>
<td>GPO Box U1987 PERTH WA 6845 Australia</td>
<td></td>
</tr>
<tr>
<td>Organisation phone number</td>
<td>(08) 9266 9266</td>
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</tr>
</tbody>
</table>

### Reporting structure

| Number of employees covered by this report | 7,606 |
## Workplace profile

### Manager

<table>
<thead>
<tr>
<th>Manager occupational categories</th>
<th>Reporting level to CEO</th>
<th>Employment status</th>
<th>No. of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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WGEA Employer of Choice for Gender Equality: 2018-19 application; Curtin University Of Technology
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<td>No. of employees</td>
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<tr>
<td>Grand total: all managers</td>
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## Workplace profile

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<th>No. of apprentices (if applicable)</th>
<th>Total employees</th>
</tr>
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<td>F</td>
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<td>Casual</td>
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<tr>
<td>Non-manager occupational categories</td>
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<td>No. of employees (excluding graduates and apprentices)</td>
<td>No. of graduates (if applicable)</td>
<td>No. of apprentices (if applicable)</td>
<td>Total employees</td>
</tr>
<tr>
<td>-----------------------------------</td>
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<td></td>
<td></td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
</tr>
<tr>
<td>Full-time contract</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Part-time permanent</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Part-time contract</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Casual</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Labourers</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Full-time permanent</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Full-time contract</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Part-time permanent</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Part-time contract</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Casual</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Full-time permanent</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Full-time contract</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Part-time permanent</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Part-time contract</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Casual</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grand total: all non-managers</td>
<td></td>
<td>4,158</td>
<td>2,673</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

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

NB. IMPORTANT:

• References to the Act mean the Workplace Gender Equality Act 2012.

• A formal ‘policy’ and/or ‘formal strategy’ in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.

• Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).

• Answers need to reflect ALL organisations covered in this report.

• If you select “NO, Insufficient resources/expertise” to any option, this may cover human or financial resources.

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

1.1 Recruitment

☐ Yes (select all applicable answers)
  ☑ Policy
  ☑ Strategy

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

1.2 Retention

☐ Yes (select all applicable answers)
  ☑ Policy
  ☑ Strategy

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

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

1.4 Promotions

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

1.5 Talent identification/identification of high potentials

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

1.6 Succession planning

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

1.7 Training and development

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

1.8 Key performance indicators for managers relating to gender equality

☒ Yes (select all applicable answers)
☑ Policy
☑ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
☐ Currently under development, please enter date this is due to be completed
☐ 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Managers</th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Permanent/ongoing full-time</td>
<td>17</td>
<td>10</td>
</tr>
<tr>
<td>employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent/ongoing part-time</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed-term contract full-time</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed-term contract part-time</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casual employees</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appointments made to MANAGER roles</td>
<td>51</td>
<td>35</td>
</tr>
<tr>
<td>(including promotions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of appointments made to NON-MANAGER roles</td>
<td>1189</td>
<td>832</td>
</tr>
<tr>
<td>(including promotions)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Managers</th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Permanent/ongoing full-time</td>
<td>7</td>
<td>13</td>
</tr>
<tr>
<td>employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent/ongoing part-time</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed-term contract full-time</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed-term contract part-time</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casual employees</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Within its Diversity and Inclusion Policy, Curtin University expects its members to uphold and foster equity and diversity principles within their daily work, employment and management practices.

This is supported by a number of additional policies and procedures such as: Recruitment, Selection and Appointment Policy; Staff Performance and Development Policy; Remuneration and Benefits Policy; Academic Promotions Procedures.

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?

Curtin University Council (Curtin University Board)

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

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

2.1d.1 Has a target been set to increase the representation of women on this governing body?
2.1.1 What is the percentage (%) target?
30

2.1.2 How many Chairs on this governing body?

<table>
<thead>
<tr>
<th>Number</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

2.1.3 How many other members are on this governing body (excluding the Chair/s)?

<table>
<thead>
<tr>
<th>Number</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>

2.1.4 Has a target been set to increase the representation of women on this governing body?

☑ Yes
☐ No (you may specify why a target has not been set)

☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Do not have control over governing body/board appointments (provide details why):
☐ Not a priority
☐ Other (provide details):

2.1e.1 What is the percentage (%) target?
40

2.1f.1 What year is the target to be reached?
2017

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

☑ Yes
☐ No
2.1f.2 What year is the target to be reached?

2017

2.1g.2 Are you reporting on any other organisations in this report?

☐ Yes
☒ No

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

☒ Yes (select all applicable answers)
☐ Policy
☐ Strategy

☐ No (you may specify why no formal selection policy or formal selection strategy is in place)
☐ In place for some governing bodies
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Do not have control over governing body appointments (provide details why)
☐ Not a priority
☐ Other (provide details):

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

☐ Yes
☒ No

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

---

Gender equality indicator 3: Equal remuneration between women and men

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

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

☒ Yes (select all applicable answers)
☐ Policy
☒ Strategy

☐ No (you may specify why no formal policy or formal strategy is in place)
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Salaries set by awards/industrial or workplace agreements
☐ Non-award employees paid market rate
☐ Not a priority
☐ Other (provide details):
### 3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?

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

### 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):
  - Gender and Sexuality Action Plan - Conduct a formal jobs evaluation to ensure jobs are fully and fairly described without gender or sexuality bias

### 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).

- Like for like gap analysis
- Organisation-wide gap analysis

### 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:

14

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.

A Birth Mother is entitled to up to 26 weeks of paid parental leave in association with the birth of her child. A Staff Member is entitled to up to 26 weeks of paid parental leave in association with the placement for adoption with the Staff Member of a child, aged 5 years or younger.

Partner or immediate family or member of the householder is a primary career on a pt basis they can access 14 weeks of parental leave on separate days, rather than as a continuous period.

5.2 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?
  • In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

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

6. A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.

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

☐ Yes
No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY
No (you may specify why employer funded paid parental leave for secondary carers is not paid)

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

6.1 How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:

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.

A Staff Member is entitled to request up to 5 weeks unpaid parental leave which, if approved, is to be taken concurrently with any paid parental leave granted in accordance with other clause conditions within the Curtin University Academic, Professional and General Staff Agreement 2017–2021 (41.4.1 or 41.4.2)

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

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>Primary carer's leave</th>
<th>Secondary carer's leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Managers</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-managers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-managers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
☐ 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 (e.g., 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 all worksites

☒ Breastfeeding facilities
   ☑ Available at all worksites

☒ Childcare referral services
   ☑ 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
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):
  Access to use paid leave (personal, annual, carers, compassionate and long service leave) to deal with matters arising from or as a result of experiencing the effects of family and domestic violence - for themselves or to care or support a member of their immediate family or household

☐ No (you may specify why no other support mechanisms are in place)
  ☐ Currently under development, please enter date this is due to be completed
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.

<table>
<thead>
<tr>
<th></th>
<th>Managers</th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Formal</td>
<td>Informal</td>
</tr>
<tr>
<td>Flexible hours of work</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Compressed working weeks</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Time-in-lieu</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Telecommuting</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Part-time work</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Job sharing</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Carer’s leave</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Purchased leave</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Unpaid leave</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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:

Early Childhood Centre provide list of alternative centres in the locality to refer people to.

Curtin Stadium provides school holiday programs to support people in securing school holiday care.
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.

Curtin University conducts consultation on gender equality as a continual process through a variety of methods including but not limited to surveys, focus groups and self-assessment teams. Gender equality surveys conducted during the reported period include YourVoice, Athena Swan SAGE pilot (women in STEMM), White Ribbon (prevention of violence against women) and Pride in Diversity (LGBTIQ workplace equality).

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)
YES: Policy
YES: 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:
YES: At induction
YES: At least annually
YES: Every one-to-two years
YES: Every three years or more
YES: Varies across business units
YES: 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:**

Curtin University is committed to the prevention of sex-based harassment and discrimination and demonstrates this through a number of policies and procedures and strategies, as well as significant and active support from the Senior Executive Team.

This includes: fully supporting the national campaign, Respect. Now. Always to ensure our campuses are safe and respectful. Working closely with key organisations, such as Police and emergency services in our planning and preparedness in responding to incidents.

Additionally, since 2017 Curtin is an Accredited White Ribbon Workplace.

**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.)

Curtin University is a member of the Athena SWAN charter, and is an inaugural participant in the SAGE Athena SWAN institutional bronze award project, which aims to improve gender equality for all women in STEMM. The application was submitted in March 2018.
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 58.9% females and 41.1% males.

Promotions

2. 60.6% of employees awarded promotions were women and 39.4% were men
   i. 61.5% of all manager promotions were awarded to women
   ii. 60.5% of all non-manager promotions were awarded to women.

3. 11.6% of your workforce was part-time and 10.0% of promotions were awarded to part-time employees.

Resignations

4. 58.3% of employees who resigned were women and 41.7% were men
   i. 36.8% of all managers who resigned were women
   ii. 62.8% of all non-managers who resigned were women.

5. 11.6% of your workforce was part-time and 19.7% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

1. 13.1% of all women who utilised parental leave ceased employment before returning to work
2. 18.2% of all men who utilised parental leave ceased employment before returning to work
3. 0.0% of all managers who utilised parental leave and ceased employment before returning to work were women
4. 69.6% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations:

1. Australian Manufacturing Workers’ Union (AMWU)
2. Communications Electrical Plumbing Union (CEPU) ETU WA (CEPU)
3. Construction, Forestry, Mining and Energy Union (CFMEU)
4. CPSU/CSA– The Community and Public Sector Union
5. National Tertiary Education Industry Union (NTEU)
6. United Voice

CEO sign off confirmation

Name of CEO or equivalent: ____________________________
Confirmation CEO has signed the report: ____________________________
Deborah Terry

CEO signature: ____________________________ Date: ____________________________