





2013-14 public report form submitted by Charles Sturt University to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name ABN	Charles Sturt University 83878708551
Organisation	ANZSIC Trading name/s	8102 Higher Education
details	ASX code (if relevant)	
	Postal address	Panorama Avenue BATHURST NSW 2795 Australia
	Organisation phone number	(02) 6338 4000
Reporting structure	Number of employees covered in this report submission Other organisations reported on in this	2988



Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status		No. of employees			
			F	М	Total employees		
CEO/Head of Business in Australia	0	Full-time permanent	0	0	0		
		Full-time contract	0	1	1		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Key management personnel	-1	Full-time permanent	0	0	0		
		Full-time contract	1	4	5		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Other executives/General managers	-2	Full-time permanent	2	2	4		
		Full-time contract	11	6	17		
		Part-time permanent	0	0	0		
		Part-time contract	1	0	1		
		Casual	0	0	0		
Senior Managers	-3	Full-time permanent	2	2	4		
		Full-time contract	17	25	42		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Other managers	-4	Full-time permanent	64	63	127		
		Full-time contract	12	9	21		
		Part-time permanent	4	0	4		
		Part-time contract	4	1	5		
		Casual	0	0	0		
Grand total: all managers			118	113	231		



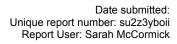
Non-manager

Non-manager occupational categories	Employment status	No. of employees (exclude apprentic		No. of grappi	aduates (if cable)	No. of application	Total employees	
		F	M	F	M	F	M	,
Professionals	Full-time	364	382	0	0	0	0	746
	permanent							
	Full-time contract	125	98	0	0	0	0	223
	Part-time permanent	79	24	0	0	0	0	103
	Part-time contract	64	43	0	0	0	0	107
	Casual	252	112	0	0	0	0	364
Technicians and trade	Full-time permanent	7	35	0	0	0	0	42
	Full-time contract	0	1	0	0	0	0	1
	Part-time permanent	4	2	0	0	0	0	6
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	290	55	0	0	0	0	345
	Full-time contract	55	9	0	0	0	0	64
	Part-time permanent	135	9	0	0	0	0	144
	Part-time contract	41	5	0	0	0	0	46
	Casual	335	139	0	0	0	0	474
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational categories	Employment status	No. of employees (exclu			aduates (if icable)	No. of appli	Total employees	
		F	М	F	M	F	M	
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Machinery operators and drivers	Full-time permanent	0	3	0	0	0	0	3
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	23	30	0	0	0	0	53
	Full-time contract	3	2	0	0	0	0	5
	Part-time permanent	21	7	0	0	0	0	28
	Part-time contract	3	0	0	0	0	0	3
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		1,801	956	0	0	0	0	2,757







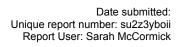
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Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 SUPPC	Do you have formal policies or formal strategies in place that SPECIFICALLY DRT GENDER EQUALITY in relation to:
1.1 ⊠ Yes	Recruitment? Standalone policy Policy is contained within another policy Standalone strategy
☐ No, ☐ No,	Strategy is contained within another strategy currently under development insufficient human resources staff don't have expertise not a priority
1.2 ⊠ Yes	Retention?
	 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☑ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.3 ⊠ Yes	Performance management processes?
	 Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.4 ⊠ Yes	Promotions?
	 Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority

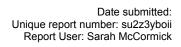
Talent identification/identification of high potentials?







Yes Yes ■	_
	 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.6 ⊠ Yes	Succession planning?
□ No	 Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ⊠ Yes	Training and development?
Z 100	 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☑ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8 ⊠ Yes	Resignations?
Z 103	 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☑ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.9 □ Yes	Key performance indicators for managers relating to gender equality?
_	 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.10	Gender equality overall?







☐ No,	□ Standalone policy □ Policy is contained within another policy □ Standalone strategy □ Strategy is contained within another strategy □ No □ No, currently under development □ No, insufficient human resources staff								
	don't have expertise not a priority								
Policy of Policy of Common Childca Allowar Family	1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place: Policy on Balancing Work and Family Responsibilities Policy on Breastfeeding Communicating without Bias Childcare on campus Allowance for Dependent Care Expenses while travelling on University Business Family related leave Leadership Development for Women								
Gende	r equality indicator 2: 0	Gender	compos	ition of (governing	bodies			
2 body/be applica ⊠ Yes □ No									
2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, also indicate the gender composition of that governing body/board; and where in place, include what gender composition target has been set and the year the target is to be reached. IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition numbers of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a future date in the format of YYYY in the 'Year to be reached' column.									
	Organisation name	Chair	person		ard nbers	% Target	Year to be reached		
	Object of a Object	F	M	F	M		0045		
1	Charles Sturt University		1	6	9	50	2015		
2									

		Organisation name	Chairperson		Board members		% Target	Year to be reached
L			F	М	F	М		
	1	Charles Sturt University		1	6	9	50	2015
	2							
	3							
	4							
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	6							
	7							





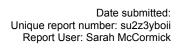
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	2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below: Governing body has gender balance (e.g 40% women/40% men/20% either) Currently under development Insufficient human resources staff Don't have expertise							

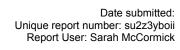
73									
50									
	2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below: Governing body has gender balance (e.g 40% women/40% men/20% either) Currently under development Insufficient human resources staff Don't have expertise Don't have control over board appointments (provide details why): Not a priority Other (provide details):								
2.3 body ⊠ Y		. organi	•	•		_	y for governing		
	☐ Standalone policy☐ Policy is containe☐ Standalone strate☒ Strategy is contain	d within gy			eav				
□ N		erning I opment sources	oodies staff			details why	/):		
	lo, don't have expertise lo, not a priority								







☐ No, other (provide details):		
2.4 If your organisation, or any organisation you are reporting enter the total number of male and female EQUITY PARTNERS in managing partner is also an equity partner enter those details sepabelow). If you have a separate governing body/board of directors, pin 2.1	the followin arately in the olease enter	g table (if your relevant row its composition
Managing partner	F	M
Managing partite		
Other equity partners		
Gender equality indicator 3: Equal remuneration between women a Do you have a formal policy or strategy on remuneration g Yes Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements		
No non-award employees paid market rateNo, not a priorityNo, other (provide details):		
3.1 Are specific gender pay equity objectives included in your strategy? Yes No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details): Remuneration is set by the Enterprise Agreement based on a system. Job evaluation processes are non-discriminatory (apprincumbent). Salary progression through increments is automa unsatisfactory (managed by a specifed process). Academic proviewed regularly for gender bias. Analysis of gender salary of annually and strategies introduced to address the pay equity go development programs for women, search strategy aimed at a apply for vacant senior positions).	specific classolied to the petic unless peromotion prodifferentials in ap (such as	sification osition, not erformance is cedures are s undertaken leadership
4 Has a gender remuneration gap analysis been undertaken ☐ Yes - please indicate when this analysis was most recently und ☐ Within last 12 months ☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago		

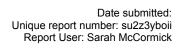






Other (provide details):
No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details):
Were any actions taken as a result of your gender remuneration gap analysis? Yes - please indicate what actions were taken: ☐ Identified cause/s of the gaps ☐ Created an action plan to address causes ☐ Reviewed remuneration decision-making processes ☐ Reviewed individual remuneration outcomes ☐ Conducted a gender-based job evaluation process ☐ Implemented other changes (provide details): Set targets in key University plans. Continued to implement strategies such as the Leadership Development for Women Program, other career and management development programs, and strategies to increase the proportion of women in the applicant pool for senior management positions. Assessed purchased leave impact on superannuation and designed a scheme that maintains superannuation contributions at substantive salary level (purchased leave is part of the suite of options that can support staff with carer responsibilities).
No No gaps identified No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, unable to address cause/s of gaps (provide details why):
☐ No, not a priority ☐ No, other (provide details):
Gender equality indicator 4: 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
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers? Yes No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details):

5.1 Please indicate the number of weeks of employer funded paid parental leave that are provided for primary carers.

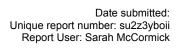






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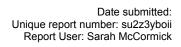
5.2 How is employer funded paid parental leave provided to the primary carer? By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme) (regardless of the period of time over which 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)						
Do you provide employer funded parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers? Yes, one week or greater Yes, less than one week No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details)						
6.1 Please indicate the number of weeks of employer funded parental leave that are provided for secondary carers.						
7 utilised				nale and male non-mast reporting period?	anagers, have	
	p	Primary care	r's leave	Secondary car		
N	Managers	Female 5	Male 0	Female 0	Male 2	
Non-managers		67	0	0	17	
8 leave?						
%	Primar 	y carer's leave 72		Secondary carer's 72	leave	
9 Do you have a formal policy or formal strategy on flexible working arrangements? Yes						







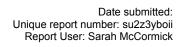
10 Do you have a formal policy or formal strategy to support employees with family and caring responsibilities? ☐ Yes
 Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):
11 Do you have any non-leave based measures to support employees with family and caring responsibilities? ☑ Yes ☐ No
 No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
11.1 To understand where these measures are available, do you have other worksites in addition to your head office? ☑ Yes ☐ No
11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select 'Head office only'): Employer subsidised childcare Head office only Other worksites only Head office and some other worksites
☐ All worksites including head office ☐ On-site childcare ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
☐ All worksites including flead office ☐ Breastfeeding facilities ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
☐ Childcare referral services ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
☐ Internal support network for parents ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
Return to work bonus







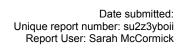
	office only			
	worksites only office and some other	r worksites		
	rksites including head			
	cks to support new pa	arents and/or those w	ith elder care respons	sibilities
	office only			
	worksites only office and some other	r workeitae		
	rksites including head			
□ Referral service	es to support employ	ees with family and/or	r caring responsibilitie	·S
	office only			
	worksites only office and some other	r workeitoe		
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		ms, for example intrar	net/forums	
	office only			
	worksites only office and some other	r workeitee		
—	rksites including head			
		e question 11.3 below		
	ave a formal policy or ly or domestic violend	formal strategy to sup	oport employees who	are
Yes	ly of doffiestic violetic	J C !		
	alone policy			
	is contained within a	nother policy		
	alone strategy gy is contained within	another strategy		
□ No	gy is contained within	another strategy		
	nder development			
	t human resources st			
No, included in No, not aware	n workplace agreeme	nt		
☐ No, don't have				
No, not a prior	ity			
☐ No, other (prov	vide details):			
13 Other tha	n a policy or strategy	, do you have any me	asures to support em	plovees who
are experiencing f	amily or domestic vic	olence?		
	ndicate the type of me			
	yee assistance progr s to leave	am		
	ng of human resource	es (or other) staff		
	(provide details):	,		
	place flexibility; meas	sures for protection at	work	
☐ No currently u	nder development			
	t human resources st	aff		
☐ No, not aware				
No, don't have				
No, not a prior				
☐ No, other (prov	nuc ucialis).			
		the table below to indi		
		your employees (pleaterm, condition or pra-		ig a box
maicales that a pa		agers		anagers
	Female	Male	Female	Male







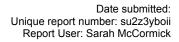
1	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work								
Compressed working weeks								
Time-in-lieu			\boxtimes					
Telecommuting						\boxtimes		
Part-time work			\boxtimes				\boxtimes	
Job sharing				\boxtimes		\boxtimes		
Carer's leave			\boxtimes		\boxtimes		\boxtimes	
Purchased leave			\boxtimes		\boxtimes		\boxtimes	
Unpaid leave			\boxtimes		\boxtimes		\boxtimes	
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: paid lactation breaks; salary sacrifice for purchased leave and on campus childcare; procedures for bringing children to work when child care is not available; dependent care allowance for staff travelling on University business; central funding of parental leave; maintenance of superannuation payments at full salary level applied to purchased leave. 14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below? Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details):								
	Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace							
Have you consulted with employees on issues concerning gender equality in your workplace? Yes No No, not needed (provide details why): No, insufficient human resources staff No, don't have expertise No, not a priority No, 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 What categories of employees did you consult? All staff Women only Men only Human resources managers Management Employee representative group(s) Diversity committee or equivalent Other (provide details):
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention? ☐ Yes
 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy? ☑ Yes ☐ No
No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? ☑ Yes - please indicate how often this training is provided: ☑ At induction ☐ At least annually ☐ Every one-to-two years ☐ Every three years ☐ Varies across business units ☐ Other (provide details):
NoNo, currently under development







☐ No, insufficient human resources s	staff
☐ No, don't have expertise	
☐ No, not a priority	
☐ No, other (provide details):	

Other

Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (Please note that any information you provide here will appear in your public report)

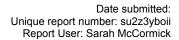
Comprehensive parenting support - employees have the right to up to 2 years leave to care for a newborn or adopted child and the flexibility to work part-time during that period (negotiable thereafter).

Very generous leave provisions and flexibility for family responsibilities.

The issue of leave affecting superannuation outcomes, which particularly impacts on women as carers, is taken into account in the Purchased Leave provision.

Leadership Development for Women Program since 2006 and a focus on increasing women in leadership positions has changed the profile of the workforce significantly in the last 8 years.

You may provide additional details on any information provided in the report below. The University acknowledges leave for giving birth, in addition to primary carers leave after the birth of a child. The University provides 6 weeks paid maternity leave and 20 weeks paid primary carer leave to eligible staff. In effect this means that a birth mother is able to access 26 weeks paid parental leave at the time of the birth of her child. The response to question 5.1 reflects this.







Notification and access

List of employee organisations

National Tertiary Education Union
Community and Public Sector Union
United Voice

CEO sign off confirmation

Name of CEO or equivalent

Confirmation CEO has signed the report

Yes