

2014-15 **public** report form submitted by The University of Adelaide to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name	The University of Adelaide
	ABN	61249878937
	ANZSIC	8102 Higher Education
Organisation details	Trading name/s	
	ASX code (if relevant)	
	Postal address	The University of Adelaide North Terrace ADELAIDE UNIVERSITY SA 5005 AUSTRALIA (08) 8313 4455
Reporting structure	Organisation phone number	
	Number of employees covered in this report submission	4,636
	Other organisations reported on in this report	

Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	0	0
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	0	0	0
		Full-time contract	3	9	12
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	18	11	29
		Full-time contract	18	28	46
		Part-time permanent	0	1	1
		Part-time contract	1	3	4
		Casual	0	0	0
Senior Managers	-3	Full-time permanent	26	79	105
		Full-time contract	12	47	59
		Part-time permanent	0	2	2
		Part-time contract	1	3	4
		Casual	0	0	0
Other managers	-4	Full-time permanent	53	130	183
		Full-time contract	7	25	32
		Part-time permanent	8	8	16
		Part-time contract	1	8	9
		Casual	0	0	0
Grand total: all managers			148	355	503

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	212	326	0	0	0	0	538
	Full-time contract	324	475	0	0	0	0	799
	Part-time permanent	69	22	0	0	0	0	91
	Part-time contract	267	137	0	0	0	0	404
Technicians and trade	Casual	287	304	0	0	0	0	591
	Full-time permanent	14	57	0	0	0	0	71
	Full-time contract	26	34	0	0	0	0	60
	Part-time permanent	12	1	0	0	0	0	13
	Part-time contract	24	9	0	0	0	0	33
	Casual	0	0	0	0	0	0	0
	Full-time permanent	2	8	0	0	0	0	10
Community and personal service	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	379	130	0	0	0	0	509
Clerical and administrative	Full-time contract	217	82	0	0	0	0	299
	Part-time permanent	159	7	0	0	0	0	166
	Part-time contract	139	20	0	0	0	0	159
	Casual	246	128	0	0	0	0	374
	Full-time permanent	0	0	0	0	0	0	0
Sales	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 (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	1	0	0	0	0	1
Labourers	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	9	3	0	0	0	0	12
	Full-time contract	0	1	0	0	0	0	1
	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
Grand total: all non-managers	Casual	0	0	0	0	0	0	0
		2,388	1,745	0	0	0	0	4,133

Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

Note: Additional help can be accessed by hovering your cursor over question text.

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

1.1 Recruitment?

- ☒ Yes (you can select policy and/or strategy options)
- ☒ 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, don't have expertise
- ☐ No, not a priority

1.2 Retention?

- ☒ Yes (you can select policy and/or strategy options)
- ☐ 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, don't have expertise
- ☐ No, not a priority

1.3 Performance management processes?

- ☐ Yes (you can select policy and/or strategy options)
- ☐ 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, don't have expertise
- ☐ No, not a priority

1.4 Promotions?

- ☒ Yes (you can select policy and/or strategy options)
- ☐ 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, don't have expertise
- ☐ No, not a priority

1.5 Talent identification/identification of high potentials?

- ☐ Yes (you can select policy and/or strategy options)
- ☐ 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, don't have expertise
 - ☐ No, not a priority

1.6 Succession planning?

- ☒ Yes (you can select policy and/or strategy options)
- ☐ 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, don't have expertise
 - ☐ No, not a priority

1.7 Training and development?

- ☒ Yes (you can select policy and/or strategy options)
- ☐ 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, don't have expertise
 - ☐ No, not a priority

1.8 Resignations?

- ☒ Yes (you can select policy and/or strategy options)
- ☐ 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, don't have expertise
 - ☐ No, not a priority

1.9 Key performance indicators for managers relating to gender equality?

- ☒ Yes (you can select policy and/or strategy options)
- ☐ 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, don't have expertise
 - ☐ No, not a priority

1.10 Gender equality overall?

- ☒ Yes (you can select policy and/or strategy options)
- ☐ 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, don't have expertise
 - ☐ No, not a priority

1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:

1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below:

- The University of Adelaide's Enterprise Agreement provides for a fair and equitable process for performance management.
- The University has targets in its Strategic Plan for the number of women in leadership positions by the end of 2015.
- The University has launched a gender equity best practice framework, "The Dornwell Framework", which provides an operational plan for improving gender equity through new policies, supportive programs and strategies and organisational practices.
- As part of the academic promotions process at the University of Adelaide, staff are eligible to apply for special consideration if their career has been interrupted or impeded due to maternity/parental leave or caring responsibilities (as per the University's Enterprise Agreement).
- As part of the University's Strategic and Operational Plan, one strategy to help address gender equity is the implementation of the "Adelaide Women" Leadership Development Program which was run for the second year in 2014. The program was designed to develop women leaders with the potential and willingness to move into senior leadership roles and provides targeted development activities for senior women who have been identified as having the aspirations and ability to progress into more senior leadership positions.

Gender equality indicator 2: Gender composition of governing bodies

2 Does your organisation, or any organisation you are reporting on, have a governing body/board?

- ☒ 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, enter the gender composition (in numbers, not percentages) of that governing body/board; and where in place, include what percentage target has been set relating to the representation of women, 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 date in the format of YYYY in the 'Year to be reached' column.

	Organisation name	Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
		F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
1	University Council	0	1	8	11	0	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

	Organisation name	Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
		F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
25							
26							
27							
28							
29							
30							

2.1a If you have reported a large number of governing body/board members (over 17) for any organisation listed as having a governing body/board in the table in question 2.1, please tick the box confirming this is an accurate NUMBER, and NOT a PERCENTAGE.

☐ Yes, the data provided in question 2.1 reflect numbers not percentages.

2.2 For any governing bodies/boards where a target relating to the representation of women has 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

☐ Do not have control over board appointments (provide details why):

☐ Not a priority

☒ Other (provide details):

Section 12(2) of the University of Adelaide Act provides that:

(2) Where a person is appointed to the Council, the appointing authority must recognise that the Council is, as far as practicable, to be constituted of equal numbers of men and women who—

(a) have a commitment to education and, in particular, to higher education; and

(b) have an understanding of, and commitment to, the principles of equal opportunity and social justice and, in particular, to access and equity in education.

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

☐ Yes

☐ Standalone policy

☐ Policy is contained within another policy

☐ Standalone strategy

☐ Strategy is contained within another strategy

☐ No

☐ No, in place for some governing bodies

☐ No, currently under development

☐ No, insufficient human resources staff

☐ No, do not have control over board appointments (provide details why):

☐ No, don't have expertise

- ☐ No, not a priority
- ☒ No, other (provide details):
We have the Independent Council Selection Committee for Appointed Council members, plus 10 Elected members that the Council Secretariat runs and managers.

2.4 Partnership structures only: (do NOT answer this question if your organisation is an incorporated entity (i.e. Pty Ltd, Ltd or Inc)). For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Details of your managing partner should be included separately in the CEO row of your workplace profile. If you have a separate governing body/board of directors, please enter its composition in question 2.1.

	Full-time females	Part-time females	Full-time males	Part-time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are NOT key management personnel (KMPs)				

2.5 Should you wish to provide additional information on any of your responses under Gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men

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

- ☒ 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 rate
 - ☐ No, not a priority
 - ☐ No, other (provide details):

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

- ☐ Yes (provide details in questions 3.2 and/or 3.3 below)
- ☐ 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 are paid market rate
- ☐ No, not a priority
- ☐ No, other (provide details):

4 Has a gender remuneration gap analysis been undertaken?

- ☐ Yes. When was the most recent gender remuneration gap analysis 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
- ☐ No, currently under development
- ☐ No, insufficient human resources staff
- ☐ No, don't have expertise
- ☐ No, 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)
- ☒ No, 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)
- ☐ No, non-award employees are paid market rate
- ☐ No, not a priority
- ☐ No, other (provide details):

4.2 Should you wish to provide additional information on any of your responses under Gender equality indicator 3, please do so below:

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

5 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 parental leave that are provided for primary carers.

26

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)

6 Do you provide employer funded paid 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.

2

7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period?

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	3	0	1	3
Non-managers	187	1	2	76

8 What proportion of your total workforce has access to employer funded paid parental leave?

	Primary carer's leave	Secondary carer's leave
%	100	100

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

- ☒ 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, don't offer flexible arrangements
 - ☐ No, not a priority
 - ☐ No, other (provide details):

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, don't offer flexible arrangements
 - ☐ 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
- ☒ 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
 - ☐ Head office only
 - ☐ Other worksites only
 - ☐ Head office and some other worksites
 - ☒ All worksites including head office
- ☐ Information packs to support new parents and/or those with elder care responsibilities
 - ☐ Head office only
 - ☐ Other worksites only
 - ☐ Head office and some other worksites
 - ☐ All worksites including head office
- ☒ Referral services to support employees with family and/or caring responsibilities
 - ☐ Head office only
 - ☐ Other worksites only
 - ☐ Head office and some other worksites
 - ☒ All worksites including head office
- ☐ Targeted communication mechanisms, for example intranet/forums
 - ☐ Head office only

- ☐ Other worksites only
☐ Head office and some other worksites
☐ All worksites including head office
☐ None of the above, please complete question 11.3 below

11.3 Please provide details of any other non-leave based measures that are in place and at which worksites they are available:

12 Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?

- ☒ 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, not aware of the need
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

13 Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?

☒ Yes - please indicate the type of measures in place (more than one option can be selected):

- ☒ Employee assistance program
☒ Access to leave
☐ Training of human resources (or other) staff
☐ Referral to support services
☒ Other (provide details):

Both staff training & referral to support services available if required.

- ☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, not aware of the need
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

14 Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compressed working weeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time-in-lieu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telecommuting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-time work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Job sharing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carer's leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchased leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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:

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):

14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below:

- Staff are eligible (as per the Enterprise Agreement) to convert up to 12 weeks of their paid maternity/adoption leave entitlement to a return-to-work bonus which can be used to access conference leave; to convert to part-time while being paid full-time; access to leave for relevant seminars, study, training courses; or to employ a research assistant (for academic staff).
- Staff are also eligible to apply to work reduced hours to care for a child or children for up to 10 years duration (as per the EA).
- Please note that the response to Q8 refers to 100% of all eligible staff – i.e. all staff other than casuals who have been employed for a continuous period of not less than 1 year (for both primary and secondary carer's leave).

Gender equality indicator 5: Consultation with 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
- ☐ 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 (more than one option can be selected)?

- ☐ 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
- ☐ Women and men who have resigned while on parental leave
- ☐ Other (provide details):

15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:

- Local level consultation occurs by the Human Resources Branch.
- There is a University-wide Committee for Gender, Equity and Diversity matters, which undertake employee consultation.
- There are local committees and working groups for Gender, Equity and Diversity with local senior representation (Associate Deans).
- All employees have the option of having an exit interview and are welcome to discuss and report on all issues, including those relating to gender equity.
- Employees take part in regular performance discussions at which they can discuss issues concerning gender equality in the workplace where necessary.
- There will be an all-staff survey conducted in 2016 and will include questions for staff on issues concerning gender equality in the workplace.

Gender equality indicator 6: Sex-based harassment and discrimination

16 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' AND one of the other options can be selected):

- ☒ At induction
☐ At least annually
☐ Every one-to-two years
☐ Every three years or more
☒ Varies across business units
☐ Other (provide details):

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

17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:

Other

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

- Adelaide Women Leadership Development Program: to support the University's strategic direction, the Adelaide Women Leadership Development Program was designed to develop women leaders with the potential and willingness to move into senior leadership roles. The "Adelaide Women" Program ran for the second year in 2014 for high potential professional and academic women. It provides targeted development activities for senior women identified as having the aspirations and ability to progress into more senior leadership positions at the University of Adelaide. Program evaluation data indicates the program has been impactful at the individual and organisational level in helping to develop leadership confidence, capability and aspirations for the female participants.
- The Dornwell Framework: introduced by the Vice-Chancellor in 2015, the Dornwell Framework aims to help find the right balance and address gender inequity and promote a family friendly environment through a range of targeted policies and practices. In addition to targets for increasing the number of women in leadership at the University in the Strategic and Operational Plans, this Framework provides an operational plan for achieving greater gender equity through new policies, supportive programs and strategies and improved organisational practices.
- The Gender, Equity and Diversity (GED) Committee reports regularly to the Vice-Chancellor's Executive Committee. The GED Committee has four key University-wide priorities: improving the representation of women in the University (particularly in senior positions), improving access, retention, participation and success for Indigenous staff and students, improving all aspects of the University's capacity for working well with staff and students with a disability, and improving cultural awareness and support for international students.

- Associate Deans for Gender, Equity & Diversity/Diversity & Inclusion: the University of Adelaide has appointed local leaders, based in the Faculties to work with the Executive Deans to promote diversity and inclusion. All Faculties have an Associate/Deputy Dean or Director for Gender, Equity & Diversity or Diversity & Inclusion. The Associate/Deputy Deans and Directors are members of the University's GED Committee, as well as their Faculty-based local Committees for gender, equity, diversity related issues.
- Greater Diversity Forum: a forum was held in September 2014, developed with the aim of growing the University of Adelaide's share of women, Aboriginal and Torres Strait Islander peoples and others of diverse backgrounds. It acknowledged that to be a stronger University there is a need to recruit from the widest possible pool of talent so that outstanding individuals apply, remain and succeed here. This forum provided new ideas and concrete strategies to help meet this aim and the targets set in the University's Strategic Plan for greater representation of women in senior leadership. The Greater Diversity Forum included invited speakers with outstanding track records in promoting and fostering gender, equity and diversity who shared the reasons behind their commitment to equity, their strategies for success, models of best practice and aspirations for the future.
- Barbara Kidman Fellowships: the University of Adelaide Barbara Kidman Women's Fellowship Scheme is designed to support female academics to enhance and promote their career. The Fellowships are named after Dr Barbara Kidman who, in the 1900s, defied society's expectations of women in scientific roles. The Scheme is open to female academic staff whose research momentum has been affected by caring responsibilities, resulting in a break in their career or reduced working hours.
- The Academic Women's Forum (AWF): AWF is a group of academic women who meet to share information, ideas, and make contacts across the University. The AWF hold workshops and other forums on special themes (such as promotion and building track records) and pursue action through official channels on topics of concern to academic women. They also discuss issues of interest or concern to academic women, including conditions of service, workloads, research, representation within the University, how to manage interrupted careers, and how gender influences university culture.
- Women's Professional Development Network (WPDN): WPDN is a network designed to support the professional and personal development of women employed by the University of Adelaide through activities that have been shown to promote leadership, personal job satisfaction, positive work attitude and career advancement. WPDN run a program of events and connect members to a variety of professional development opportunities, including networking events, a book club, meditation courses, mentoring scheme, and professional development workshops.
- The Vice-Chancellor's Women in Research Excellence Awards: the inaugural Vice-Chancellor's Women's Research Excellence Awards have been established to recognise, celebrate and promote women's research excellence at the University of Adelaide by providing funding to be used to further research productivity for female early and mid-career researchers.

CEO sign off confirmation

Name of CEO or equivalent

Confirmation CEO has signed the report

Yes

CEO Signature:



Date: 22/6/15

