



Date Created: 14-06-2023



Australian Government



Workplace  
Gender Equality  
Agency





Date Created: 14-06-2023

## 2022 - 23 Gender Equality Reporting

### Submitted By:

The University Of Adelaide 61249878937

# REPORTING OVERVIEW

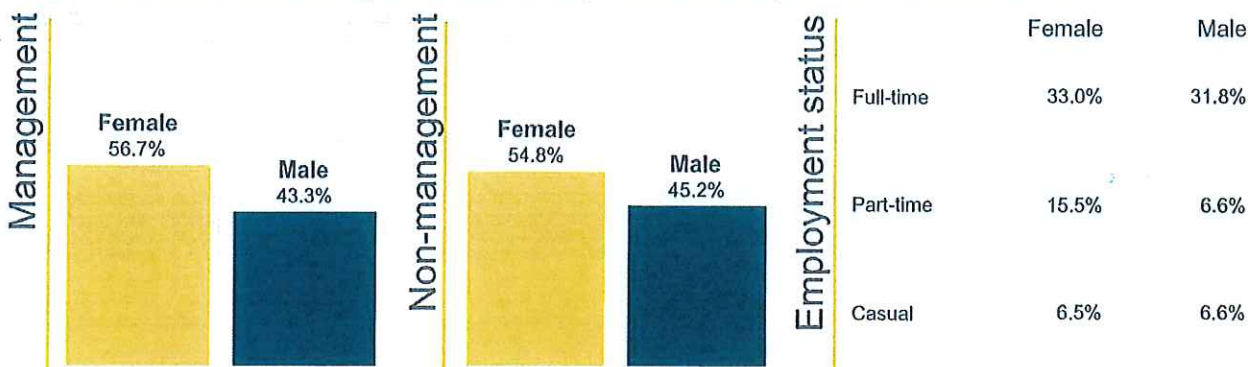
The University of Adelaide 22-23  
4,340 employees

This Reporting Overview summarises your organisation's responses in the 2022 - 2023 Gender Equality Report, submitted in accordance with the Workplace Gender Equality Act 2012, against key areas where workplace gender inequality persists. The Gender Strategy Toolkit ([www.wgea.gov.au/tools/gender-strategy-toolkit](http://www.wgea.gov.au/tools/gender-strategy-toolkit)) provides comprehensive guidance to support organisations to take action on workplace gender equality.



## Workforce composition

Women are often underrepresented in leadership roles and overrepresented in lower-level roles.



## Employee growth\* and promotion by gender



The University of Adelaide 22-23 reported an overall growth in employee numbers for the reporting period.

Growth

Female managers	⬇️	-14
Female non-managers	⬆️	586

Male managers	⬇️	-1
Male non-managers	⬆️	440

Promotion

Female managers	21
Female non-managers	60

Male managers	21
Male non-managers	18



## Top occupations by gender

Female

1	Clerical and administration	1,258
2	Professionals	857
3	Managers	264
4	Community and personal service	2

Male

1	Professionals	1,028
2	Clerical and administration	717
3	Managers	202
4	Community and personal service	3

\*Employee growth equals external appointments minus resignations

# QUESTIONNAIRE OVERVIEW

The University of Adelaide 22-23  
4,340 employees

This section summarises your organisation's gender equality policies and practices. More than 80% of employers have policies and practices in recruitment, training and development and performance management, as primary areas where unconscious biases might occur.



## Gender equality

**Yes**  
formal policy and/or strategy in place to support gender equality overall

**Yes**  
formal policy or strategy in key performance indicators for managers relating to gender equality

**Yes**  
formal policy or strategy in recruitment

**Yes**  
formal policy or strategy in promotions



## Gender pay equity

**Yes**  
specific pay equity objectives included in your formal policy and/or formal strategy

**Yes**  
formal policy and/or strategy on remuneration generally

**Yes**  
analysis of payroll to determine if there are any remuneration gaps between women and men



## Employee support

**Yes**  
formal policy and/or strategy to support employees experiencing family or domestic violence



## Flexible work

**Yes**  
formal policy and/or strategy on flexible working arrangements



## Governing body

**Yes**  
governing body for this organisation

**Yes**  
formal selection policy and/or strategy for governing body members

\* Some companies may not have a target for Board composition if the Board is currently gender balanced



# #Workplace Overview

## Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?  
**Recruitment:** Yes  
Policy; Strategy  
**Retention:** Yes  
Strategy  
**Performance management processes:** Yes  
Policy  
**Promotions:** Yes.  
Policy; Strategy  
**Talent identification/identification of high potentials:** YesStrategy  
**Succession planning:** Yes  
Strategy  
**Training and development:** Yes  
Strategy  
**Key performance indicators for managers relating to gender equality:** YesStrategy
2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?  
YesPolicy; Strategy
4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

## Governing Bodies

**Organisation:** The University Of Adelaide

**1.Name of the governing body:** University Council

**2.Type of the governing body:** Council

**Number of governing body chair and member by gender:**

Chair	Female (F)	Male (M)	Non-Binary
	1	0	0
Member	Female (F)	Male (M)	Non-Binary
	6	8	0

**4.Formal section policy and/or strategy:** Yes



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Selected value: Policy

6. Target set to increase the representation of women: No

Selected value: Governing body has gender balance (i.e. 40% women / 40%men / 20% any gender)

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Policy

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

<p>The Constitution of the Council identifies specific criteria determining the appointed members - 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.</p><p><br></p>

# #Action on gender equality

## Gender Pay Gaps

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

Yes

Policy

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

Yes

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 reviews); To be transparent about pay scales and/or salary bands; To implement and/or maintain a transparent and rigorous performance assessment process

2. What was the snapshot date used for your Workplace Profile?

31/03/2023

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

## Employer action on pay equality

1. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?
- Yes
- 1.1 When was the most recent gender remuneration gap analysis undertaken?
- Within the last 12 months
- 1.2 Did you take any actions as a result of your gender remuneration gap analysis?
- Yes
- Analysed commencement salaries by gender to ensure there are no pay 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
- 1.3 What type of gender remuneration gap analysis has been undertaken?
- A like-for-like gap analysis; A by-level gap analysis; An overall organisation-wide gender pay gap

3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

## Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?
- Yes
- 1.1 How did you consult employees?
- Survey
- 1.2 Who did you consult?
- ALL staff
2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?
- Yes



## Strategy

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Yes

Date:30/05/2022

Shareholder:

4. Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?

Yes

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

# #Flexible Work

## Flexible Working

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

Yes

Policy

- 1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

A business case for flexibility has been established and endorsed at the leadership level

Yes

The organisation's approach to flexibility is integrated into client conversations

No

Employees are surveyed on whether they have sufficient flexibility

Yes



**Employee training is provided throughout the organisation**

Yes

**The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)**

No

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

No

**Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body**

No

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

No

**Leaders are held accountable for improving workplace flexibility**

No

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

No

**Targets have been set for men's engagement in flexible work**

No

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**Team-based training is provided throughout the organisation**

No

**Other:** No

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

**Carer's leave:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Compressed working weeks:** Yes

SAME options for women and men Formal options are available

**Flexible hours of work:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Job sharing:** No

**Other:**

**Other:** Requests are considered on case by case basis.

**Part-time work:** Yes

SAME options for women and men Formal options are available

**Purchased leave:** Yes

SAME options for women and men Formal options are available

**Remote working/working from home:** Yes

SAME options for women and men

**Time-in-lieu:** No

**Unpaid leave:** Yes

SAME options for women and men Formal options are available

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

No

**3.1. You need to indicate which of the following flexible working options are available to NON-MANAGERS in your workplace.**

**Carer's leave:** Yes

SAME options for women and men

Formal options are available; Informal options are available

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**Compressed working weeks:** Yes  
SAME options for women and men

Formal options are available  
**Flexible hours of work:** Yes  
SAME options for women and men

Formal options are available; Informal options are available  
**Job sharing:** Yes  
SAME options for women and men

**Part-time work:** Yes  
SAME options for women and men

Formal options are available  
**Purchased leave:** Yes  
SAME options for women and men

Formal options are available  
**Telecommuting (e.g. working from home):** Yes  
SAME options for women and men

Formal options are available; Informal options are available  
**Time-in-lieu:** Yes  
SAME options for women and men

Formal options are available  
**Unpaid leave:** Yes  
SAME options for women and men

Formal options are available

5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?  
Yes, women only
7. If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.  
<p>The University has been reviewing its flexible work options to make it more available and accessible for all staff. A proposed revised policy will be provided to our staff shortly as part of our consultation process.</p>

# #Employee Support



## Paid Parental leave

- 1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

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

- 1.1. Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?**

Yes

- 1.1.a. Please indicate whether your employer-funded paid parental leave for primary carers is available to:**

Women only

- 1.1.b. Please indicate whether your employer-funded paid parental leave for primary carers covers:**

Birth; Adoption; Stillbirth

- 1.1.c. How do you pay employer funded paid parental leave to primary carers?**

Paying the employee's full salary

- 1.1.d. Do you pay superannuation contribution to your primary carers while they are on parental leave?**

Yes, on employer funded parental leave

- 1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?**

14

- 1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?**

91-100%

- 1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

Yes

How long is the qualifying period (in months)?

- 1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 6 months

- 1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?**

Yes

- 1.2.a. Please indicate whether your employer-funded paid parental leave for secondary carers is available to:**



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All, regardless of gender

**1.2.b. Please indicate whether your employer-funded paid parental leave for secondary carers covers:**

Birth; Adoption; Surrogacy

**1.2.c. How do you pay employer funded paid parental leave to Secondary carers?**

Paying the employee's full salary

**1.2.d. Do you pay superannuation contribution to your secondary carers while they are on parental leave?**

Yes, on employer funded parental leave

**1.2.e. How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?**

2

**1.2.f. What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?**

91-100%

**1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

Yes

How long is the qualifying period (in months)?

12

**1.2.h. Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 6 months

**2. If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**

<p>The University also provides paid parental leave for men in case of adoption.</p>

## Support for carers

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

Yes

Policy

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

**2.1. Employer subsidised childcare**

Yes

Available at SOME worksites

**2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

No

**2.3. Breastfeeding facilities**

Yes

Available at SOME worksites

**2.4. Childcare referral services**

No

**2.5. Coaching for employees on returning to work from parental leave**

No

**2.6. Targeted communication mechanisms (e.g. intranet/forums)**

Yes

Available at ALL worksites

**2.7. Internal support networks for parents**

No

**2.8. Information packs for new parents and/or those with elder care responsibilities**

Yes

Available at ALL worksites

**2.9. Parenting workshops targeting fathers**

No

**2.10. Parenting workshops targeting mothers**

No

**2.11. Referral services to support employees with family and/or caring responsibilities**

Yes

Available at ALL worksites

**2.12. Support in securing school holiday care**

No

**2.13. On-site childcare**

Yes

Available at SOME worksites

2.14. Other details: No

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

## Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Managers:

Yes

At induction

Other

Provide Details: promotes

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.
- <p>The University of Adelaide is committed to maintaining a work environment free from any form of unacceptable behaviour, including those that may present a risk to the health, safety or wellbeing of our staff, students, volunteers or contractors.</p><p><br></p><p>The Integrity Unit was established in NOV 2022 to



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oversee and manage concerns and reports in relation to any unacceptable behaviour including bullying, harassment, discrimination and sexual misconduct matters.</p>

## Family or domestic violence

1. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes

Policy

2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

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

Yes

Confidentiality of matters disclosed

Yes

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

Yes

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

Yes

Emergency accommodation assistance

No

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

No

Flexible working arrangements

Yes



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**Offer change of office location**

Yes

**Access to medical services (e.g. doctor or nurse)**

Yes

**Training of key personnel**

Yes

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

Yes

**Workplace safety planning**

No

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

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

10

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

No

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

No

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**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

730

Other: Yes

**Provide Details:** Leave without pay will not normally be granted for a period exceeding 2 years (730 days)

2. **If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below**

# Workplace Profile Table

Industry: Tertiary Education

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	143	119	0	0	262
	Full-time contract	78	69	0	0	147
	Part-time permanent	20	3	0	0	23
	Part-time contract	23	11	0	0	34
	Casual	0	0	0	0	0
Professionals	Full-time permanent	229	390	0	0	620
	Full-time contract	258	374	0	0	633
	Part-time permanent	63	41	0	0	104
	Part-time contract	190	162	0	0	352
	Casual	117	61	0	0	178
Community And Personal Service Workers	Full-time permanent	2	3	0	0	5
Clerical And Administrative Workers	Full-time permanent	555	318	0	0	876
	Full-time contract	163	106	0	0	269
	Part-time permanent	175	23	0	0	199
	Part-time contract	199	46	0	0	245
	Casual	166	224	0	0	393

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

\*\* Total employees includes Non-binary

## Workplace Profile Table

Industry: Tertiary Education

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time contract	0	1	1
KMP	Full-time permanent	0	1	1
	Full-time contract	3	6	9
GM	Full-time permanent	0	1	1
	Full-time contract	9	6	15
	Part-time contract	1	1	2
SM	Full-time permanent	11	16	27
	Full-time contract	13	12	25
	Part-time permanent	2	0	2
	Part-time contract	1	3	4
OM	Full-time permanent	132	101	233
	Full-time contract	53	44	97
	Part-time permanent	18	3	21
	Part-time contract	21	7	28

\* Total employees includes Non-binary



## Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*	
1. How many employees were promoted?	Full-time	Permanent	Managers	16	18	34	
			Non-managers	43	12	55	
		Fixed-Term Contract	Managers	4		4	
			Non-managers	11	5	16	
	Part-time	Permanent	Managers	1	1	2	
			Non-managers	1	1	2	
		Fixed-Term Contract	Managers		2	2	
			Non-managers	5		5	
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	42	23	65	
			Non-managers	112	61	173	
		Fixed-Term Contract	CEO, KMPs, and HOBs		1	1	
			Managers	29	15	44	
			Non-managers	96	90	186	
	Part-time	Permanent	Managers	2	3	5	
			Non-managers	7	1	8	
		Fixed-Term Contract	Managers	10	6	16	
			Non-managers	47	17	64	
	N/A	Casual	Non-managers	1,053	804	1,857	
	3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	6	6	12
				Non-managers	37	16	53
Fixed-Term Contract			Managers	4	7	11	
			Non-managers	81	77	158	
Part-time		Permanent	Managers	0	0	0	
			Non-managers	11	4	15	
		Fixed-Term Contract	Managers	17	24	41	
			Non-managers	113	66	180	
N/A		Casual	Non-managers	505	382	887	

\* Total employees includes Non-binary

## Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	22	24	46
			Non-managers	64	33	97
		Fixed-Term Contract	CEO, KMPs, and HOBs	1	1	2
			Managers	4	11	15
			Non-managers	45	58	103
	Part-time	Permanent	Managers	7		7
			Non-managers	15	3	18
		Fixed-Term Contract	Managers	7	2	9
			Non-managers	37	11	48
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	4		4
			Non-managers	62	4	66
		Fixed-Term Contract	Managers	2		2
			Non-managers	25	7	32
	Part-time	Permanent	Non-managers	5		5
		Fixed-Term Contract	Non-managers	19	4	23
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		3	3
			Non-managers	2	10	12
		Fixed-Term Contract	Non-managers		5	5
	Part-time	Permanent	Non-managers	1	1	2
		Fixed-Term Contract	Non-managers	2	3	5

\* Total employees includes Non-binary

## Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	4	4
		Fixed-Term Contract	Non-managers	2	2

\* Total employees includes Non-binary

# 2022-23 Gender Equality Reporting Submission Approval

I, the CEO (or equivalent), confirm that the data provided in the 2022-23 Gender Equality Reporting submission is complete and correct, as reported in the full data appendices:

- Questionnaire – Public Report
- Workforce Management Statistics – Public Report
- Workplace Profile – Public Report
- Workplace Profile – Confidential

I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

CEO (or equivalent) signature

Name of CEO (or equivalent)



Professor Peter Høj AC  
Vice-Chancellor and President

Date: 15 June 2023

## Please Note:

The Workplace Gender Equality Amendment (Closing the Gender Pay Gap) Bill 2023 requires WGEA to publish employer gender pay gaps. Employer gender pay gap will be calculated from the data that you provide to WGEA. WGEA will communicate to employers in advance of publishing gender pay gaps explaining the process for calculating and publishing the employer gender pay gap.

## What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

- inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
- provide access to the public data to employees and members or shareholders
- inform employee organisations with members in your workplace that the report has been lodged
- inform your employees and those employee organisations with members in your workplace of the opportunity to comment on the report to the employer or the Agency.

For more information on the notification and access requirements, read [here](#).