2020 - 21 Compliance Program

Submitted by:

Scotch College Adelaide Incorporated (ABN:54570672877)

#Workplace overview

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

…Recruitment	Yes(*Select all that apply*)
…Yes	Strategy
…Retention	No(*Select all that apply*)
…No	Not a priority
…Performance management processes	Yes(*Select all that apply*)
…Yes	Policy
…Promotions	No(*Select all that apply*)
…No	Not a priority
…Talent identification/identification of high potentials	Yes(*Select all that apply*)
…Yes	Strategy
…Succession planning	Yes(*Select all that apply*)
…Yes	Strategy
…Training and development	Yes(*Select all that apply*)
…Yes	Strategy
…Key performance indicators for managers relating to gender equality	No(*Select all that apply*)
…No	Not aware of the need Other (please specify)
…Currently under development	
…Other (please specify)	

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(*Select all that apply*)	
…Yes	Strategy

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

Governing bodies

Scotch College Adelaide Incorporated

1: Does this organisation have a governing body?	Yes(*Provide further details on the governing body(ies) and its composition*)
1.1: What is the name of your governing body?	Scotch College Council of Governors
1.2: What type of governing body does this	

organisation have?	Council
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female (F)	0
…Male (M)	1
…Gender X	0
…Members	
…Female (F)	3
…Male (M)	4
…Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(*Select all that apply*)
	Strategy Policy
1.5: Has a target been set to increase the representation of women on this governing body?	Yes(*Provide further details on your target*)
10.6: What is the percentage (%) target?	40.00%
10.7: What year is the target to be reached (select the last day of the target year)?	29-Sep-2023

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

NA

#Action on gender equality

Gender pay gaps

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

No(*Select all that apply*)

…No	Salaries set by awards/industrial or workplace agreements

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

6-May-2021

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 equity

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(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?	Within the last 1-2 years
1.2: Did you take any actions as a result of your gender remuneration gap analysis?	No(*Select all that apply*)
…No	No unexplained or unjustifiable gaps identified

2: 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?

No(*Select all that apply*)

…No	Not a priority

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

#Employee work/life balance

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

Yes(*Select all that apply*)	
…Yes	Strategy
…A business case for flexibility has been established and endorsed at the leadership level	No(*Select all that apply*)
…No	Not a priority
…Leaders are visible role models of flexible working	No(*Select all that apply*)
…No	Not a priority
…Currently under development	
…Flexible working is promoted throughout the organisation	Yes
…Targets have been set for engagement in flexible work	No(*Select all that apply*)
…No	Not a priority
…Targets have been set for men's engagement in flexible work	No(*Select all that apply*)
…No	Not a priority
…Leaders are held accountable for improving workplace flexibility	Yes
…Manager training on flexible working is provided throughout the organisation	No(*Select all that apply*)
…No	Not a priority
…Employee training is provided throughout the organisation	No(*Select all that apply*)
…No	Not a priority
…Team-based training is provided throughout the organisation	No(*Select all that apply*)
…No	Not a priority
…Employees are surveyed on whether they have sufficient flexibility	Yes
…The organisation's approach to flexibility is integrated into client conversations	No(*Select all that apply*)
…No	Not aware of the need

…The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No(*Select all that apply*)
…No	Not a priority
…Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No(*Select all that apply*)
…No	Not a priority
…Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No(*Select all that apply*)
…No	Not a priority
…Other (provide details)	No

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

…Flexible hours of work	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Compressed working weeks	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Time-in-lieu	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Telecommuting (e.g. working from home)	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Part-time work	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Job sharing	No(*You may specify why the above option is not available to your employees.*)
…No	Not aware of the need
…Carer's leave	Yes(*Select one option only*)

…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Purchased leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Informal options are available
…Unpaid leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available

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

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (without using the primary/secondary carer definition)

1.1: Please indicate whether your employer-funded paid parental leave is available to:	All, regardless of gender
1.2: Please indicate whether your employer-funded paid parental leave covers:	Birth Adoption Stillbirth Surrogacy
1.3: How do you pay employer funded paid parental leave?	Paying the employee's full salary
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	Yes, on employer funded parental leave
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	14
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	81-90%

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.

Support for carers

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

No(*Select all that apply*)

…No	Included in award/industrial or workplace agreement

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

…Employer subsidised childcare	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at SOME worksites
…On-site childcare	Yes(*Please indicate the availability of this support mechanism.*)

…Yes	Available at SOME worksites
…Breastfeeding facilities	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Other (provide details)
…Other (provide details)	Not a specific location however, very flexible in offering private suitable spaces should the employee request tthis
…Childcare referral services	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Internal support networks for parents	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Other (provide details)
…Other (provide details)	
…Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not aware of the need
…Information packs for new parents and/or those with elder care responsibilities	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Referral services to support employees with family and/or caring responsibilities	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not a priority
…Targeted communication mechanisms (e.g. intranet/forums)	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not a priority
…Other (provide details)	We attempted to implement this and the update was
…Support in securing school holiday care	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Not a priority
…Coaching for employees on returning to work from parental leave	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Currently under development(*Select the estimated completion date.*)
…Currently under development	
…Parenting workshops targeting mothers	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Parenting workshops targeting fathers	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise

…Other (provide details)	No

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

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)	
…Yes	Policy
1.1: Do you provide a grievance process in any sex-based harasssment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

…All managers	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	Every one-to-two years At induction
…All employees	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	Every one-to-two years At induction

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

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(*Select all that apply*)	
…Yes	Strategy

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?

…Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
…Training of key personnel	Yes
…A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
…Workplace safety planning	No(*Select all that apply*)
…No	Not aware of the need

…Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
…Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
…Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
…Access to unpaid leave	Yes
…Confidentiality of matters disclosed	Yes
…Referral of employees to appropriate domestic violence support services for expert advice	No(*Select all that apply*)
…No	Not aware of the need
…Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
…Flexible working arrangements	Yes
…Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
…Offer change of office location	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	One location site
…Emergency accommodation assistance	No(*Select all that apply*)
…No	Insufficient resources/expertise
…Access to medical services (e.g. doctor or nurse)	Yes
…Other (provide details)	No(*Select all that apply*)

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

Workforce Management Statistics Table

Industry: Preschool and School Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Fixed-Term Contract	Managers	1	3	4
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Non-managers	2	3	5
		Fixed-Term Contract	Non-managers	8	1	9
	Part-time	Fixed-Term Contract	Non-managers	3	1	4
	N/A	Casual	Non-managers	80	52	132

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Preschool and School 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		1	1
			Non-managers		4	4
		Fixed-Term Contract	Non-managers	3	2	5
	Part-time	Permanent	Non-managers	5		5
		Fixed-Term Contract	Non-managers	4	2	6
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	3		3
	Part-time	Permanent	Non-managers	1		1
		Fixed-Term Contract	Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers		1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Preschool and School 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?	Part-time	Fixed-Term Contract	Non-managers	1	1

* Total employees includes Gender X

Workplace Profile Table

Industry: Preschool and School Education

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	4	6	0	0	10
	Full-time contract	0	2	0	0	2
	Part-time permanent	2	2	0	0	4
Professionals	Full-time permanent	42	32	0	0	74
	Full-time contract	12	7	0	0	19
	Part-time permanent	28	3	0	0	31
	Part-time contract	12	1	0	0	13
Technicians And Trades Workers	Full-time permanent	0	8	0	0	8
	Part-time permanent	0	2	0	0	2
	Part-time contract	0	1	0	0	1
Community And Personal Service Workers	Part-time permanent	13	2	0	0	15
	Part-time contract	2	2	0	0	4
Clerical And Administrative Workers	Full-time permanent	5	0	0	0	5
	Full-time contract	1	0	0	0	1
	Part-time permanent	17	0	0	0	17
	Part-time contract	3	1	0	0	4
Sales Workers	Part-time permanent	1	0	0	0	1
Labourers	Full-time permanent	0	1	0	0	1
	Part-time permanent	4	3	0	0	7
	Part-time contract	1	0	0	0	1

* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)
** Total employees includes Gender X

Workplace Profile Table

Industry: Preschool and School Education

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time contract	0	1	1
KMP	-1	Full-time permanent	4	3	7
		Full-time contract	0	3	3
		Part-time permanent	1	0	1
OM	-1	Full-time permanent	2	0	2
	-2	Full-time permanent	8	14	22
		Full-time contract	1	0	1
		Part-time permanent	4	3	7
		Part-time contract	2	1	3
	-3	Full-time permanent	4	1	5
		Part-time permanent	2	1	3
		Part-time contract	0	1	1

* Total employees includes Gender X