



Date Created: 23-05-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 23-05-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Scotch College Adelaide Incorporated 54570672877

#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

Strategy

Retention: No

Performance management processes: Yes

Policy

Promotions: No.

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: No

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

YesStrategy

3. Does your organisation have any of the following targets to address gender equality in your workplace?

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: Scotch College Adelaide Incorporated

1.Name of the governing body: Scotch College Council of Governors

2.Type of the governing body: Council

Number of governing body chair and member by gender:

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

2

4

0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

5. Does this organisation's governing body have limits on the terms of its Chair and/or Members: Yes

Enter maximum length of term [in years]:

For the Chair: 9

For the Members: 9

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 23/02/2024

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

8. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

Not aware of the need

9. Do you collect data on any of the following dimensions of the identities of members of this organisation's governing body?

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

#Action on gender equality

Gender Pay Gaps

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

No

Salaries set by awards/industrial or workplace agreements; Non-award employees paid market rate

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

31/03/2023

3. *Voluntary question:* Does your organisation publish its organisation-wide gender pay gap?

No

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)?

No

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)

2. For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners

and men partners in your organisation?.

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?

No/Not aware of the need

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

Not aware of the need

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

Employees:

Yes

Date:29/06/2022

Shareholder:

No

Organisation does not have shareholders

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

Strategy

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

No

Not aware of the need

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

No

Not aware of the need

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

No

Not a priority

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

No

Not a priority

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Not a priority

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

No

Not a priority

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

No

Not a priority

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Leaders are held accountable for improving workplace flexibility

Yes

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Not a priority

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

No

Not a priority

Team-based training is provided throughout the organisation

No

Not a priority

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; Informal 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

Formal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: Yes

SAME options for women and men Informal options are available

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes

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. **Voluntary question: Has your organisation implemented an 'all roles flex' approach to flexible work?**

No

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?**

No

6. **Voluntary question: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?**

Not applicable

7. **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 in addition to any government funded parental leave scheme?**

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

1. **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

Included in award/industrial or workplace agreement

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

2.1. Employer subsidised childcare

No

Not a priority

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

No

Not aware of the need

2.3. Breastfeeding facilities

No

Not a priority

2.4. Childcare referral services

No

Not aware of the need

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

No

Insufficient resources/expertise

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

No

Not a priority

2.7. Internal support networks for parents

No

Not aware of the need

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

No

Insufficient resources/expertise

2.9. Parenting workshops targeting fathers

No

Insufficient resources/expertise

2.10. Parenting workshops targeting mothers

No

Insufficient resources/expertise

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

No

Not a priority

2.12. Support in securing school holiday care

No

Not a priority

2.13. On-site childcare

Yes

Available at ALL 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.

Other leave measures

1. Voluntary question: Do you provide employees paid leave for any of the following (in addition to personal/sick leave)?

Sexual harassment, harassment on the grounds of sex and 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 and discrimination?

Yes

Policy

- 1.1 Voluntary question: Is this a standalone policy or strategy?

No

- 1.2 Voluntary question: How frequently is the policy and/or strategy reviewed and approved by the governing body or the CEO or equivalent?

Reviewed by the governing body

Never

Reviewed by the CEO

Every one-to-two years

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

1.4 Voluntary question: Does your policy and/or strategy include any of the following?

Leadership accountabilities and responsibilities for prevention and response to sexual harassment; Expectations of manager and non-manager training on respectful workplace conduct and sexual harassment; Process to disclose, investigate and manage any sexual harassment; Expectations and management of personal/intimate relationships; Guidelines for human resources or other designated responding staff on confidentiality and privacy

Provide Details:

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

Yes At induction Annually

Voluntary question: All Non-Managers

Yes

At induction Annually

Voluntary question: Governing Body

Voluntary question: Other people in the workplace (e.g. contractors, consultants, volunteers, interns)

Yes

At induction

2.1 Voluntary question: Does the training delivered to the above groups include any of the following?

Respectful workplace conduct; What sexual harassment, harassment on the grounds of sex and discrimination means; Roles and responsibilities of everyone in the workplace for prevention and response, including for bystanders; Internal processes and options for reporting occurrences of sexual harassment as well as the risk of sexual harassment occurring; Information on worker rights, external authorities and relevant legislation

3. Voluntary question: Does the governing body and CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

Members of the governing body

Chief Executive Officer or equivalent

4. Voluntary question: Does your workplace health and safety risk management process include any of the following?

4.1 Voluntary question: What actions/responses have been put in place as part of your risk management process?

5. Voluntary question: From the following list, what do you provide to support workers involved in and affected by sexual harassment?

Confidential external professional counselling available without referral from the organisation (E.g. EAP)

6. Voluntary question: From the following list, what options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?

Process for disclosure to human resources or other designated responding staff;
Option to provide the outcomes of an investigation, including any actions taken in response, to the affected worker/s

Provide Details:

7. Voluntary question: Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?

7.1 Voluntary question: Has your organisation reported prevalence data publicly during the reporting period?

8. Voluntary question: Does your organisation report on sexual harassment to the governing body and management (CEO, KMP, HOB) and how frequently?

Governing Body:

Management:

8.1 Voluntary question: Do your reports on sexual harassment to governing body and management include any of the following?

9. If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the grounds of sex or 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

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

Not aware of the need

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

No

Not aware of the need

Flexible working arrangements

Yes

Offer change of office location

No

Not aware of the need

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

Yes

Training of key personnel

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

Workplace safety planning

No

Not aware of the need

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

Yes

Is the leave period unlimited?

No

Number of Days:

10

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

Yes

Is the leave period unlimited?

No

Number of days:

10

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

No

Other

Provide Details:

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Leaves:

Provide Details:: No

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

#Diversity and Inclusion

Voluntary Section

1. Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?
2. Voluntary question : Does your organisation collect data on any of the following dimensions of employees' identities?

3. Voluntary question: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?



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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	Permanent	Managers	1		1
		Fixed-Term Contract	CEO, KMPs, and HOBs	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers		1	1
		Fixed-Term Contract	Managers	2		2
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	1	2
			Managers	1	2	3
			Non-managers	3	4	7
	Part-time	Fixed-Term Contract	Managers		1	1
			Non-managers	2		2
			Non-managers	7	4	11

* Total employees includes Non-binary

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	CEO, KMPs, and HOBs		3	3
			Managers	1	4	5
			Non-managers	6	4	10
	Part-time	Permanent	Non-managers	6		6
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1	1	2
			Non-managers	3	9	12
		Fixed-Term Contract	Non-managers	1		1

* Total employees includes Non-binary

Workforce Management Statistics Table

* Total employees includes Non-binary