



Date Created: 19-07-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 19-07-2023

2022 - 23 Gender Equality Reporting

Submitted By:

University Of South Australia 37191313308

#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

Policy; Strategy

Performance management processes: Yes

Policy; Strategy

Promotions: Yes.

Policy; Strategy

Talent identification/identification of high potentials: Yes Strategy

Succession planning: Yes

Strategy

Training and development: Yes

Strategy

Key performance indicators for managers relating to gender equality: Yes Strategy

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

Yes Policy; Strategy

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

The University of South Australia is committed to fostering an environment that prevents and eliminates discrimination and harassment. The University holds a strong commitment to gender equity through our strategic intent and policy settings. We value diversity and social justice, and we work to ensure this is reflected in all that we do.

The University holds Bronze SAGE Athena Swan Accreditation achieving this involved extensive consultation and rigorous analysis of workforce data, practice, and policy to identify barriers and improve gender equity.

In 2021, our University-wide Culture Survey was undertaken. Qualitative questions were included relating to safety and inclusion (including staff perception and experience of gender equity). In 2022, University-wide focus groups were conducted to explore insights, identify common themes, and invite suggestions on how we enhance and evolve our culture. The Survey results and Focus Group information will help inform our staff development offerings to create a more inclusive workplace.

Governing Bodies

Organisation: University Of South Australia

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) 1	Male (M) 0	Non-Binary 0
Member	Female (F) 5	Male (M) 9	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Strategy

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

Selected value:

Other

Other value: The University's governing act identifies that the Council is, as far as practical, to be constituted of equal numbers of men and women.

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.

#Action on gender equality

Gender Pay Gaps

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

Yes

Policy; Strategy

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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.

UniSA has undertaken a gender pay gap analysis since 2007, as part of our Workplace Gender Equality Act reporting requirements. We compare our results to the national average and the higher education sector to understand how to improve. UniSA's gender pay gap is currently below the national average and below the Higher Education Sector average.

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 1-2 years

1.2 Did you take any actions as a result of your gender remuneration gap analysis?

Yes

Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed commencement salaries by gender to ensure there are no pay gaps; Analysed performance pay to ensure there is no gender bias (including unconscious bias); Reported pay equity metrics (including gender pay gaps) to the executive; Reported pay equity metrics (including gender pay gaps) externally; Trained people-managers in addressing gender bias (including unconscious bias)

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.

UniSA's Gender Pay Gap has shown significant improvement across the past 10 years. UniSA specifically considered gender impact on pay when introducing and appointing to a new academic organisational structure in 2020. Gender equity was deliberately assessed in determining remuneration of management positions and this explicit commitment and other strategies implemented has resulted in the gender pay gap continuing to improve.

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?

Consultative committee or group; Focus groups

1.2 Who did you consult?

Employee representative group(s)

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

Yes

Policy; Strategy

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

Employees:

Yes

Date:13/06/2022

Shareholder:

No

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

No

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

In November 2021, UniSA established a Gender Equity Employee Advisory Network (EAN) with a specific purpose to:

Provide advice on issues that impact negatively on the participation and advancement of

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women within the University and recommend solutions to proactively address them,
Oversee the progress of the Athena SWAN bronze accreditation gender equity action plan
and provide recommendations on the pathway to Silver accreditation,
Act as a role model and advocate for gender equity and promote gender equity across the
University.

UniSA undertook a Culture Survey in June 2021 with specific dedicated questions on staff
perception and experience of gender equity at UniSA and these results have been socialised
across the organisation within work areas and teams.

#Flexible Work

Flexible Working

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

Yes

Policy; 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

Yes

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

Yes

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

Other

Other: This is not currently evaluated, however maybe be considered in the future.

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Other

Other: Setting targets is not part of UniSA's strategy to address flexible work.

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

No

Other

Other: HR Systems are being updated to allow improved reporting in the future.

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

No

Other

Other: HR Systems are being updated to allow improved reporting in the future.

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

Yes

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

No

Other

Other: Setting Targets is not part of UniSA's strategy to address flexible work.

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 Formal 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

Informal options are available

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

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

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; Informal 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 and men

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

UniSA recognises that the world of work has changed due to the pandemic. Our work from home arrangements enable staff to work from home up to 40% of their time (subject to the requirements of their role). The University continues to review our policy settings, supports, and enablers of flexible work to provide progress towards gender equality.

#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; Surrogacy; 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?

22

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

61-70%

- 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?

No

- 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 12 months

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

Yes

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- 1.2.a. Please indicate whether your employer-funded paid parental leave for secondary carers is available to:**
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?**
3
- 1.2.f. What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?**
61-70%
- 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?**
No
- 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 12 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.

UniSA has a range of parental leave arrangements that are not identified in the questionnaire, including:

Paid pre-natal leave of up to 1 working day per month in the final 6 months of pregnancy.

Shared paid parental leave is available where both parents are employed by the University,

Paid Adoption Leave and Partner Leave is available to all gender,

Unpaid Parental Leave is available where paid parental leave may not apply (for all genders),

Unpaid Parental Leave is offered in addition to paid parental leave for an initial period of up to 52 weeks which may be extended by a further 52 weeks.

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Staff with less than 12 months continuous service can access 1.5 weeks of pay at 100% of the staff member's ordinary weekly rate of pay for each completed month of service. Phased in return to work is available when returning from parental leave, the staff member may work a reduced fraction (0.6 for a full-time staff member) and be paid the full-time salary for a period of 8 weeks.

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

No

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

No

Other

Other: UniSA offers phased in return to work, staff can return 0.6 FTE and receive full time pay for the first 8 weeks of their return to work post parental leave.

2.3. Breastfeeding facilities

Yes

Available at ALL worksites

2.4. Childcare referral services

Yes

Available at ALL worksites

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

Yes

Available at ALL worksites

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

No

2.7. Internal support networks for parents

No

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

No

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.

UniSA provides 9 days Family Responsibility Leave per service year in addition to 12 days Personal Leave per annum. If a staff member uses all their Family Responsibility Leave in a service year, staff can use their Personal Leave entitlements for caring responsibilities. Staff workshops and training are scheduled post 9:30am in recognition that parents often have primary caring responsibility and may have school or childcare drop off responsibilities.

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; Strategy

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

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: Training for all staff implemented in 2021

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.

UniSA has a Sexual Assault Sexual Harassment (SASH) Steering Group provides a platform for coordinating student and staff-related SASH strategy, guiding policy, procedure and support service improvements. Identifying and responding to new developments internally and across the Higher Education sector. UniSA has a Sexual Assault and Sexual Harassment policy and procedure, website information, online incident reporting system and further guidance resources are available to management and provided at staff induction, detailing the University's expectations with respect to behaviour and culture. In 2021, our mandatory training program was implemented 'Sexual Assault and Sexual Harassment – What are the drivers and how can we respond'. This is in addition to our existing First Responder training and resources. This package was reviewed in 2022. UniSA is an active supporter of Universities Australia's Respect. Now. Always. (RNA) initiative to prevent sexual harassment and sexual assault at our universities and improve support for those who have experienced it.

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

Yes

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

No

Other

Provide Details: this does not form part of our domestic violence support strategy

Flexible working arrangements

Yes

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

Yes

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

Yes

Is the leave period unlimited?

Yes

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

No

Other

Provide Details: Provided in Enterprise agreement - not required

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

Yes

Is the leave period unlimited?

Yes

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: No

Provide Details:

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

Domestic Violence leave is formally provided for in the Enterprise Agreement.

Employee Assistance Program sessions are available to staff and their family.

Additional EAP sessions are available in the case of domestic violence.

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	37	39	0	0	76
	Full-time contract	19	25	0	0	44
	Part-time permanent	2	0	0	0	2
	Part-time contract	1	0	0	0	1
Professionals	Full-time permanent	666	565	0	0	1,233
	Full-time contract	214	203	0	0	419
	Part-time permanent	184	31	0	0	215
	Part-time contract	177	65	0	0	242
	Casual	578	318	0	0	896
Clerical And Administrative Workers	Full-time permanent	305	142	0	0	447
	Full-time contract	56	20	0	0	76
	Part-time permanent	137	13	0	0	150
	Part-time contract	34	7	0	0	41
	Casual	281	110	0	0	394

* Categorized 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 permanent	0	1	1
KMP	Full-time permanent	2	0	2
	Full-time contract	1	2	3
GM	Full-time permanent	20	19	39
	Full-time contract	6	10	16
	Part-time permanent	1	0	1
	Part-time contract	1	0	1
OM	Full-time permanent	15	19	34
	Full-time contract	12	13	25
	Part-time permanent	1	0	1

* 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	1		1	
			Non-managers	78	45	123	
		Fixed-Term Contract	Non-managers	18	10	28	
	Part-time	Permanent	Non-managers	15		15	
			Fixed-Term Contract	Managers	2	1	3
		Fixed-Term Contract	Non-managers	9	2	11	
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	28	18	46	
			Non-managers	217	97	314	
		Fixed-Term Contract	Managers	13	10	23	
			Non-managers	56	30	87	
	Part-time	Permanent	Managers	1		1	
			Non-managers	31	1	32	
		Fixed-Term Contract	Non-managers	17	3	20	
	N/A	Casual	Non-managers	5,314	3,275	8,606	
	3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Non-managers	84	37	122
				Fixed-Term Contract	Managers	5	6
Fixed-Term Contract			Non-managers	120	56	178	
Part-time		Permanent	Non-managers	15	2	17	
		Fixed-Term Contract	Non-managers	73	28	101	
N/A		Casual	Non-managers	979	540	1,523	

* 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	2		2
			Non-managers	65	33	98
		Fixed-Term Contract	Managers	3		3
			Non-managers	40	36	76
	Part-time	Permanent	Non-managers	33	3	36
		Fixed-Term Contract	Non-managers	14	7	21
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	63		63
		Fixed-Term Contract	Non-managers	22		22
	Part-time	Permanent	Non-managers	27		27
		Fixed-Term Contract	Non-managers	20		20
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers		16	16
		Fixed-Term Contract	Managers		1	1
			Non-managers		9	9
	Part-time	Permanent	Non-managers	1		1
		Fixed-Term Contract	Non-managers	1	1	2

* 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	1	1
		Fixed-Term Contract	Non-managers	2	2
	Part-time	Fixed-Term Contract	Non-managers	3	3

* Total employees includes Non-binary