



Date Created: 16-05-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 16-05-2023

2022 - 23 Gender Equality Reporting

Submitted By:

COMMUNITY LIVING & RESPITE SERVICES INC 44201747656

#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: No.
Not a priority

Talent identification/identification of high potentials: Yes
Strategy

Succession planning: Yes
Strategy

Training and development: Yes
Policy; Strategy

Key performance indicators for managers relating to gender equality: No
Other: NO KPIs currently in place
- 2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?**
Yes
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: COMMUNITY LIVING & RESPITE SERVICES INC

1.Name of the governing body: COMMUNITY LIVING & RESPITE SERVICES INC

2.Type of the governing body: Board / committee of partners

Number of governing body chair and member by gender:

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

4. Formal section policy and/or strategy: Yes

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?

No

Selected value: Currently under development

Estimated Completion Date: 2023-12-31

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

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

No Salaries set by awards/industrial or workplace agreements

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

2023-03-31

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

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- 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 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) Non-award employees paid market rate

- 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?**

No

Not a priority

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

Employees:

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

No

Not aware of the need

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

No

Not aware of the need; Not a priority

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

Yes

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

Yes

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

Yes

Leaders are held accountable for improving workplace flexibility

No

Other

Other: Not established in accountability framework

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

Not aware of the need; Not a priority

Team-based training is provided throughout the organisation

No

Not aware of the need; 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: No

Insufficient resources/expertise; Not a priority

Flexible hours of work: Yes

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

Job sharing: No

Other

Other: Not a workable model for workforce type

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Insufficient resources/expertise

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; Informal options are available

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

Yes

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?**

Don't know / 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?**

No

Insufficient resources/expertise; Not aware of the need; Not a priority

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

Other

Other: Built into the Leave Policy

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

- 2.1. Employer subsidised childcare

No

Insufficient resources/expertise; Not aware of the need; Not a priority

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

No

Insufficient resources/expertise; Not aware of the need

- 2.3. Breastfeeding facilities

Yes

Available at SOME worksites

- 2.4. Childcare referral services

No

Insufficient resources/expertise; Not aware of the need

- 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)

Yes

Available at ALL worksites

- 2.7. Internal support networks for parents

Yes

Available at ALL worksites

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

No

Insufficient resources/expertise; Not aware of the need; Not a priority

2.9. Parenting workshops targeting fathers

No

Insufficient resources/expertise; Not aware of the need; Not a priority

2.10. Parenting workshops targeting mothers

No

Insufficient resources/expertise; Not aware of the need; Not a priority

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

No

Insufficient resources/expertise; Not aware of the need; Not a priority

2.12. Support in securing school holiday care

No

Insufficient resources/expertise; Not aware of the need; Not a priority

2.13. On-site childcare

No

Insufficient resources/expertise; Not aware of the need; Not a priority

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.

<p>Majority of the workforce are of mature age and do not require support with a young family. </p>

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?

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

All Non-Managers

Yes

Voluntary question: All Non-Managers

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.

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?

No

Other

Provide Details: Within Leave 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

No

Other

Provide Details: NA

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

Other

Provide Details: Will assist staff as required

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

No

Flexible working arrangements

Yes

Offer change of office location

No

Other

Provide Details: NA

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

No

Other

Provide Details: Will assist staff as required

Training of key personnel

No

Not aware of the need

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

No

Other

Provide Details: Will assist staff as required

Workplace safety planning

No

Other

Provide Details: Will assist staff as required

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

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Insufficient resources/expertise; Not aware of the need

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

No

Other

Provide Details:NA

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

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**