



## 2021 - 22 Compliance Program

Submitted by:

**Wyndham Community & Education Centre  
Inc (ABN:19380206291)**

# #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( <i>Select all that apply</i> ) |
| ...Yes   | Policy<br>Strategy                  |
| ...Retention   | Yes( <i>Select all that apply</i> ) |
| ...Yes   | Policy<br>Strategy                  |
| ...Performance management processes                                    | Yes( <i>Select all that apply</i> ) |
| ...Yes   | Policy<br>Strategy                  |
| ...Promotions  | Yes( <i>Select all that apply</i> ) |
| ...Yes   | Policy<br>Strategy                  |
| ...Talent identification/identification of high potentials             | Yes( <i>Select all that apply</i> ) |
| ...Yes   | Policy<br>Strategy                  |
| ...Succession planning   | Yes( <i>Select all that apply</i> ) |
| ...Yes   | Policy<br>Strategy                  |
| ...Training and development  | Yes( <i>Select all that apply</i> ) |
| ...Yes   | Policy<br>Strategy                  |
| ...Key performance indicators for managers relating to gender equality | Yes( <i>Select all that apply</i> ) |
| ...Yes   | Policy<br>Strategy                  |

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

|                                     |                    |
|-------------------------------------|--------------------|
| Yes( <i>Select all that apply</i> ) |                    |
| ...Yes                              | Policy<br>Strategy |

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

### Wyndham Community & Education Centre Inc

|   |  |
|---|--|
| 1: Does this organisation have a governing body?  | Yes( <i>Provide further details on the governing body(ies) and its composition</i> ) |
| 1.1: What is the name of your governing body?   | Wyndham Community and Education Centre Inc Board of Governance                       |
| 1.2: What type of governing body does this organisation have?   | Board of directors   |
| 1.3: How many members are on the governing body and who holds the predominant Chair position?                               |  |
| ...Chairs   |  |
| ...Female   | 0  |
| ...Male   | 1  |
| ...Non-binary   | 0  |
| ...Members  |  |
| ...Female   | 4  |
| ...Male   | 4  |
| ...Non-binary   | 0  |
| 1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members? | Yes( <i>Select all that apply</i> )  |
|   | Policy<br>Strategy   |
| 1.5: Has a target been set to increase the representation of women on this governing body?                                  | No( <i>Select all that apply</i> )   |
|   | Governing body has gender balance (i.e. 40% women / 40% men / 20% either)            |
| 1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?          | No   |
|   | Other (provide details)  |
|   | No formal strategy but is considered when recruiting Board members.                  |
| 1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?                           |  |

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, 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(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements

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

28-Feb-2022

3: Does your organisation publish its organisation-wide gender pay gap?

No

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

5: 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 12 months

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

Yes(*Select all that apply*)

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

Reported pay equity metrics (including gender pay gaps) to the executive  
Corrected like-for-like gaps

.. Yes

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?

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?

Exit interviews

...Other (provide details)

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(*Select all that apply.*)

...Yes

Policy  
Strategy

3: On what date did your organisation share your previous year's public reports with employees?

18-Aug-2021

4: Does your organisation have shareholders?

No

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

Yes

6: 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(*Select all that apply*)

|   |   |
|---|---|
| ...Yes  | Policy<br>Strategy  |
| ...A business case for flexibility has been established and endorsed at the leadership level        | No( <i>Select all that apply</i> )  |
| ...No   | Currently under development( <i>Select the estimated completion date.</i> ) |
| ...Currently under development  | 31-Jul-2022   |
| ...Leaders are visible role models of flexible working  | Yes   |
| ...Flexible working is promoted throughout the organisation   | Yes   |
| ...Targets have been set for engagement in flexible work  | No( <i>Select all that apply</i> )  |
| ...No   | Other (provide details)   |
| ...Other (provide details)  | No limit  |
| ...Targets have been set for men's engagement in flexible work                                      | No( <i>Select all that apply</i> )  |
| ...No   | Other (provide details)   |
| ...Other (provide details)  | No limit  |
| ...Leaders are held accountable for improving workplace flexibility                                 | Yes   |
| ...Manager training on flexible working is provided throughout the organisation                     | Yes   |
| ...Employee training is provided throughout the organisation  | Yes   |
| ...Team-based training is provided throughout the organisation                                      | Yes   |
| ...Employees are surveyed on whether they have sufficient flexibility                               | Yes   |
| ...The organisation's approach to flexibility is integrated into client conversations               | Yes   |
| ...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement) | Yes   |
|   |   |

|   |     |
|---|-----|
| ...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel | Yes |
| ...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body       | Yes |

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

|   |   |
|---|---|
| ...Flexible hours of work                 | Yes( <i>Select one option only</i> )  |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> )                        |
| ...SAME options for women and men         | Informal options are available<br>Formal options are available                        |
| ...Compressed working weeks               | Yes( <i>Select one option only</i> )  |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> )                        |
| ...SAME options for women and men         | Informal options are available  |
| ...Time-in-lieu                           | No( <i>You may specify why the above option is not available to your employees.</i> ) |
| ...No                                     | Other (provide details)   |
| ...Other (provide details)                | Above award remuneration covers additional hours of work                              |
| ...Telecommuting (e.g. working from home) | Yes( <i>Select one option only</i> )  |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> )                        |
| ...SAME options for women and men         | Informal options are available<br>Formal options are available                        |
| ...Part-time work                         | Yes( <i>Select one option only</i> )  |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> )                        |
| ...SAME options for women and men         | Formal options are available  |
| ...Job sharing                            | Yes( <i>Select one option only</i> )  |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> )                        |
| ...SAME options for women and men         | Formal options are available  |
| ...Carer's leave                          | Yes( <i>Select one option only</i> )  |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> )                        |
| ...SAME options for women and men         | Formal options are available<br>Informal options are available                        |
| ...Purchased leave                        | Yes( <i>Select one option only</i> )  |
| ...Yes                                    | SAME options for women and men( <i>Select all that apply</i> )                        |
| ...SAME options for women and men         | Formal options are available  |

|                                   |  |
|-----------------------------------|--|
| ...Unpaid leave                   | Yes( <i>Select one option only</i> )                           |
| ...Yes                            | SAME options for women and men( <i>Select all that apply</i> ) |
| ...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. | Yes( <i>Select one option only</i> )                           |
| .. Flexible hours of work  |  |
| ...Yes   | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men  | Formal options are available<br>Informal options are available |
| ...Compressed working weeks  | Yes( <i>Select one option only</i> )                           |
| ...Yes   | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men  | Formal options are available<br>Informal options are available |
| ...Time-in-lieu  | Yes( <i>Select one option only</i> )                           |
| ...Yes   | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men  | Formal options are available                                   |
| ...Telecommuting (e.g. working from home)  | Yes( <i>Select one option only</i> )                           |
| ...Yes   | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men  | Formal options are available<br>Informal options are available |
| ...Part-time work  | Yes( <i>Select one option only</i> )                           |
| ...Yes   | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men  | Formal options are available                                   |
| ...Job sharing   | Yes( <i>Select one option only</i> )                           |
| ...Yes   | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men  | Formal options are available                                   |
| ...Carer's leave   | Yes( <i>Select one option only</i> )                           |
| ...Yes   | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men  | Formal options are available<br>Informal options are available |
|  |  |



|                                   |  |
|-----------------------------------|--|
| ...Purchased leave                | Yes( <i>Select one option only</i> )                           |
| ...Yes                            | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men | Formal options are available                                   |
| ...Unpaid leave                   | Yes( <i>Select one option only</i> )                           |
| ...Yes                            | SAME options for women and men( <i>Select all that apply</i> ) |
| ...SAME options for women and men | Formal options are available                                   |

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

Yes

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: 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?

All team meetings are held online

Other(*Provide details*)

...Other

As staff return to the workplace after COVID work from home orders, hybrid teams are being introduced. Planning and required training for staff and managers is being developed.

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on 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?

No, we do not offer employer funded parental leave

...No, we do not offer employer funded parental leave

Insufficient resources/expertise

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?

Yes(Select all that apply)

...Yes

Policy  
Strategy

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

...Employer subsidised childcare

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...On-site childcare

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...Breastfeeding facilities

No(You may specify why the above support mechanism is not available to your employees.)

...No

Other (provide details)

...Other (provide details)

Currently not required but would accomodated

...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

Yes(Please indicate the availability of this support mechanism.)

...Yes

Available at ALL worksites

...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

Insufficient resources/expertise

|  |  |
|--|--|
| ...Information packs for new parents and/or those with elder care responsibilities   | No( <i>You may specify why the above support mechanism is not available to your employees.</i> ) |
| ...No  | Not aware of the need  |
| ...Referral services to support employees with family and/or caring responsibilities | Yes( <i>Please indicate the availability of this support mechanism.</i> )                        |
| ...Yes   | Available at ALL worksites   |
| ...Targeted communication mechanisms (e.g. intranet/forums)                          | No( <i>You may specify why the above support mechanism is not available to your employees.</i> ) |
| ...No  | Insufficient resources/expertise   |
| ...Support in securing school holiday care   | No( <i>You may specify why the above support mechanism is not available to your employees.</i> ) |
| ...No  | Insufficient resources/expertise   |
| ...Coaching for employees on returning to work from paid parental leave              | Yes( <i>Please indicate the availability of this support mechanism.</i> )                        |
| ...Yes   | Available at ALL worksites   |
| ...Parenting workshops targeting mothers   | No( <i>You may specify why the above support mechanism is not available to your employees.</i> ) |
| ...No  | Insufficient resources/expertise   |
| ...Parenting workshops targeting fathers   | No( <i>You may specify why the above support mechanism is not available to your employees.</i> ) |
| ...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( <i>Select all that apply</i> )   |                    |
| ...Yes  | Policy<br>Strategy |
| 1.1: Do you provide a grievance process in any sex-based harassment 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( <i>Please indicate how often is this training provided (select all that apply):</i> ) |
| ...Yes                     | At induction<br>Every three years or more<br>Other (provide details)                       |
| ...Other (provide details) | Addressing this area but planning to improve approach and training                         |

|                            |  |
|----------------------------|--|
| ...All employees           | Yes( <i>Please indicate how often is this training provided (select all that apply):</i> ) |
| ...Yes                     | At induction<br>Varies across business units<br>Other (provide details)                    |
| ...Other (provide details) | Addressing this area but planning to improve approach and training across organisation     |

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 | Policy<br>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   | Yes   |
| ...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)     | No( <i>Select all that apply</i> )  |
| ...No  | Other (provide details)   |
| ...Other (provide details)   | Not provided for in the award   |
| ...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)   | Yes( <i>Is the leave period unlimited?</i> )                                |
| ...Yes   | No  |
| ...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement) | No( <i>Select all that apply</i> )  |
| ...No  | Currently under development( <i>Select the estimated completion date.</i> ) |
| ...Currently under development   | 8-Jul-2022  |
| ...Access to unpaid leave  | Yes( <i>Is the leave period unlimited?</i> )                                |
| ...Yes   | Yes   |
| ...Confidentiality of matters disclosed  | Yes   |

|  |     |
|--|-----|
| ...Referral of employees to appropriate domestic violence support services for expert advice         | Yes |
| ...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   | Yes |
| ...Emergency accommodation assistance  | Yes |
| ...Access to medical services (e.g. doctor or nurse)   | Yes |
| ...Other (provide details)   | No  |

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

...If this data can be shared and is not confidential, please complete the below table:

3: Do you currently collect data on any of the following dimensions of employees' identities?