



Date Created: 31-05-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 31-05-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Wyndham Community & Education Centre Inc 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
Policy; Strategy
 - Retention:** Yes
Policy; Strategy
 - Performance management processes:** Yes
Policy; Strategy
 - Promotions:** Yes.
Policy; Strategy
 - Talent identification/identification of high potentials:** Yes
Policy; Strategy
 - Succession planning:** Yes
Policy; Strategy
 - Training and development:** Yes
Policy; Strategy
 - Key performance indicators for managers relating to gender equality:** Yes
Policy; 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.

Governing Bodies

Organisation: Wyndham Community & Education Centre Inc

1.Name of the governing body: Wyndham Community and Education Centre Inc Board of Governance

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 4	Male (M) 5	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Policy; Strategy

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?

Yes

Selected value: Policy; Strategy

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

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

2023-02-28

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)?

Yes

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

Reviewed remuneration decision-making processes; Corrected like-for-like gaps

1.3 What type of gender remuneration gap analysis has been undertaken?

- 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?

Consultative committee or group

1.2 Who did you consult?

Human resources managers; Management; 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:

Shareholder:

- 4. Have you shared previous Executive Summary and IndustryBenchmark 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; 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)

Yes

Flexible working is promoted throughout the organisation

Yes

Date Created: 31-05-2023

Targets have been set for engagement in flexible work

No

Other

Other: No limits

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

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: No limits

Team-based training is provided throughout the organisation

Yes

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

Date Created: 31-05-2023

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 Formal options are available; Informal options are available

Time-in-lieu: No

Other

Other: Above award remuneration covers additional hours of work

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

Date Created: 31-05-2023

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
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
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.

#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

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?**

Yes

Policy; Strategy

- 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

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

No

Insufficient resources/expertise

- 2.3. Breastfeeding facilities**

Yes

Available at SOME worksites

- 2.4. Childcare referral services**

No

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)**

No

Insufficient resources/expertise

- 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**

Yes

Available at ALL worksites

- 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

Yes

Available at ALL worksites

2.12. Support in securing school holiday care

No

Insufficient resources/expertise

2.13. On-site childcare

No

Insufficient resources/expertise

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.

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?

Yes

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?

Yes

Policy; 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?

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)

Yes

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?

No

Number of Days:

10

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

No

Insufficient resources/expertise

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

No

Other

Provide Details:Not in the award

Date Created: 31-05-2023

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**