



Date Created: 16-02-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 16-02-2023

2021 - 22 Gender Equality Reporting

Submitted By:

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#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: Yes

Strategy

Performance management processes: Yes

Policy

Promotions: Yes.

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 formal policy and/or formal strategy in place that support gender equality overall?

Yes

Policy; Strategy

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

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

Governing Bodies

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?

Paid as per the Victorian Catholic Education Multi-Enterprise Agreement 2018

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

2022-02-28

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

No

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

No

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 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?

No

1.3 You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide)

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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?**
No

Not needed (provide details why)
Other Details:Staff are paid as per the award.
2. **Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?**
Yes
Policy
3. **On what date did your organisation share your previous year's public reports with employees and shareholders?**
2021-05-07
4. **Voluntary question: Have you shared previous Executive Summary and Benchmark reports with the governing body?**
No
5. **Have you shared previous Executive Summary and Benchmark reports with the governing body?**
No
6. **If your organisation would like to provide additional information relating to gender pay gaps 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?

No

Not a priority; Not aware of the need

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

Compressed working weeks: No

Not aware of the need; Not a priority

Flexible hours of work: Yes

SAME options for women and men

Informal options are available

Job sharing: Yes

SAME options for women and men

Informal options are available

Part-time work: Yes

SAME options for women and men

Informal options are available

Purchased leave: No

Not a priority

Telecommuting (e.g. working from home): Yes

SAME options for women and men

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

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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?**
5. **Did you see an increase, overall, in the approval of formal flexible working arrangements for your workforce compared to pre-COVID-19?**
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?**
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 regardless of carer's status (i.e. primary/secondary) 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:**
All, regardless of gender
 - 1.1.b. **Please indicate whether your employer-funded paid parental leave for primary carers covers:**
Birth; Adoption
 - 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

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1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?

14

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

<10%

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?

12

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 6 months

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

Yes

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

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?

1

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

<10%

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?

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 6 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.

Support for carers

1. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes

Strategy

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

2.1. Employer subsidised childcare

No

Not aware of the need

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

Yes

Available at ALL worksites

2.4. Childcare referral services

No

Not aware of the need

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

No

Other

Other:

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

No

Not aware of the need

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

Not aware of the need

2.9. Parenting workshops targeting fathers

No

Not aware of the need

2.10. Parenting workshops targeting mothers

No

Not aware of the need

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

Other

Other:

2.13. On-site childcare

No

Not aware of the need

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.

Sex-based harassment and discrimination

1. Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes

Policy

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 employees: Yes

Every one-to-two years
At induction

All managers: Yes

At induction
Every one-to-two years

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

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

No

Insufficient resources/expertise

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

No

Other

Other: Entitlements are paid as per the Victorian Catholic Education Multi-Enterprise Agreement

Flexible working arrangements

Yes

Offer change of office location

No

Currently under development

Estimated Completion Date: 2023-01-27

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

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)

Yes

Is the leave period unlimited?

Yes

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: 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

Date Created: 16-02-2023

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