



Date Created: 20-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 20-06-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Clayton Church Homes Inc 70138284252

#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

Retention: Yes
Policy

Performance management processes: No
Other
Other: Performance Management Procedure

Promotions: No.
Not a priority

Talent identification/identification of high potentials: No
Other: Under consideration

Succession planning: No
Other
Other: Under consideration

Training and development: No
Other
Other: Employee Education and Training Procedure

Key performance indicators for managers relating to gender equality: No
Not a priority
- 2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?**
No
Not a priority
- 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: Clayton Church Homes Inc

1.Name of the governing body: Clayton Church Homes Inc Board

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

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

Member	Female (F)	Male (M)	Non-Binary
	3	3	0

4. Formal section policy and/or strategy: No

Selected value: Not a priority

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

Selected value:

Other

Other value: Already have gender balance

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: Not aware of the need

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; Non-award employees paid market rate

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.

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)?

No

Salaries for SOME 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)

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?

No
Not aware of the need

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

No
Not aware of the need

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

Employees:

Yes

Date:07/12/2022

Shareholder:

4. Have you shared previous Executive Summary and Industry Benchmark 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.

#Flexible Work

Flexible Working

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

No

Not a priority

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: Yes

SAME options for women and men Informal options are available

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

Remote working/working from home: Yes

SAME options for women and men Informal options are available

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
Compressed working weeks: No
Not aware of the need

Flexible hours of work: Yes
SAME options for women and men

Formal 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: 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

Informal options are available
Unpaid leave: Yes
SAME options for women and men

Formal options are available; Informal 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

Government scheme is sufficient

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?

No

Insufficient resources/expertise

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

Insufficient resources/expertise

- 2.3. Breastfeeding facilities

Yes

Available at ALL worksites

- 2.4. Childcare referral services

No

Insufficient resources/expertise

- 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

No

2.12. Support in securing school holiday care

No

2.13. On-site childcare

No

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?**

No

- 1. 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

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

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

Date Created: 20-06-2023

Emergency accommodation assistance

No

Other

Provide Details: Each situation would be based on the individual circumstances
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)

No

Insufficient resources/expertise

Training of key personnel

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

Workplace safety planning

No

Currently under development

Estimated Completion Date:

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

Yes

Is the leave period unlimited?

No

How many days are provided?

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

Yes

Is the leave period unlimited?

No

How many days are provided? 10

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

Yes

Is the leave period unlimited?

No

How many days are provided?

Access to unpaid leave

Yes

Is the leave period unlimited?

No

How many days are provided?

Other: No

Provide Details:

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

Workplace Profile Table

Industry: Residential Care Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	9	6	0	0	15
Professionals	Full-time permanent	8	2	0	0	10
	Part-time permanent	27	7	0	0	34
	Casual	15	6	0	0	21
Technicians And Trades Workers	Full-time permanent	0	2	0	0	2
Community And Personal Service Workers	Full-time permanent	4	0	0	0	4
	Part-time permanent	141	33	0	0	174
	Casual	42	12	0	0	54
Clerical And Administrative Workers	Full-time permanent	11	1	0	0	12
	Part-time permanent	2	0	0	0	2
	Casual	5	0	0	0	5
Labourers	Full-time permanent	0	5	0	0	5

* 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: Residential Care Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	1	0	1
KMP	Full-time permanent	1	2	3
SM	Full-time permanent	4	2	6
OM	Full-time permanent	3	2	5

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Residential Care Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	1	1	2
			Non-managers	3	2	5
	Part-time	Permanent	Non-managers	6		6
	N/A	Casual	Non-managers	4		4
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	2	1	3
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	2	3
			Managers	9	5	14
			Non-managers	22	11	33
	Part-time	Permanent	Non-managers	73	13	86
	N/A	Casual	Non-managers	56	19	75

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Residential Care Services

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	CEO, KMPs, and HOBs	1	2	3
			Managers	4	2	6
			Non-managers	15	1	16
	Part-time	Permanent	Managers	1		1
			Non-managers	69	13	82
	N/A	Casual	Non-managers	27	4	31
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Part-time	Permanent	Non-managers	5		5
	N/A	Casual	Non-managers	1		1

* Total employees includes Non-binary

Workforce Management Statistics Table

* Total employees includes Non-binary