

# 2020 - 21 Compliance Program

Submitted by:

**Victorian Chamber Of Commerce And  
Industry (ABN:37650959904)**



# Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Managers	1	1
			Non-managers	2	2

\* Total employees includes Gender X

# Workplace Profile Table

Industry: Personal and Other Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	12	13	0	0	25
	Full-time contract	4	1	0	0	5
	Part-time permanent	3	0	0	0	3
Professionals	Full-time permanent	17	15	2	0	34
	Full-time contract	12	7	0	0	19
	Part-time permanent	5	2	0	0	7
	Part-time contract	3	0	0	0	3
	Casual	2	1	0	0	3
	Full-time casual	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	15	4	0	0	19
	Full-time contract	11	2	0	0	13
	Part-time permanent	5	1	0	0	6
	Part-time contract	13	1	0	0	14
	Casual	1	1	0	0	2
Sales Workers	Full-time permanent	5	12	0	0	17
	Casual	1	0	0	0	1
Labourers	Full-time permanent	0	1	0	0	1

\* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Gender X

# Workplace Profile Table

Industry: Personal and Other Services

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	1	3	4
GM	-2	Full-time permanent	5	6	11
		Full-time contract	1	0	1
		Part-time permanent	2	0	2
OM	-3	Full-time permanent	6	3	9
		Full-time contract	3	1	4
		Part-time permanent	1	0	1

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Personal and Other 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
			Non-managers	1	1	2
	Part-time	Permanent	Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	2		2
	Part-time	Permanent	Non-managers	1	1	2
	N/A	Casual	Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	1	2
			Managers	3	4	7
			Non-managers	12	4	16
		Fixed-Term Contract	Managers	1		1
			Non-managers	2	4	6
	Part-time	Permanent	Managers	1		1
	N/A	Casual	Non-managers	3	2	5

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Personal and Other 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		1
			Non-managers	9	2	11
		Fixed-Term Contract	Non-managers	4	1	5
	Part-time	Permanent	Non-managers		1	1
		Fixed-Term Contract	Non-managers	2		2
	N/A	Casual	Non-managers		1	1
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	2		2
			Non-managers	7		7
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Managers	2		2
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers		1	1

\* Total employees includes Gender X

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

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

## Governing bodies

*Victorian Chamber Of Commerce And Industry*

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?	Board of Directors

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 (F)	1
...Male (M)	0
...Gender X	0
...Members	
...Female (F)	3
...Male (M)	5
...Gender X	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
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
	Other (provide details)
	The Board are elected from the Executive Council who are elected from our membership base, which we are unable to influence

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?

Yes(*Select all that apply*)

...Yes	Strategy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	No( <i>Select all that apply</i> )
...No	Non-award employees paid market rate

2: Did your organisation receive JobKeeper payments?

Yes

2.1: Please indicate which months in the reporting period your organisation received JobKeeper payments:	Yes
.. April 2020	
...May 2020	Yes
...June 2020	Yes
...July 2020	Yes
...August 2020	Yes
...September 2020	Yes
...October 2020	No
...November 2020	No
...December 2020	No
...January 2021	No
...February 2021	No
...March 2021	No

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

31-Mar-2021

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Using the WGEA tool, we completed a gender pay gap analysis comparing like for like positions, and found the majority of our workplace fits within the "professional, non-manager" category. However, we found this classification does not account for the complexity and diversity of skills, qualifications and experience required to perform different professional roles across the organisation, and could not find any unacceptable/unexplained gender base remuneration gaps throughout the organisation. Similarly the WEGA

manager classifications incorporate a cross section of differing management levels across the organisation (including varying levels of responsibility and portfolios) and we did not find any unacceptable/unexplained gender base remuneration gaps

## 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?

No(*Select all that apply*)

...No

No unexplained or unjustifiable gaps identified

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)

Using the WGEA tool, we completed a gender pay gap analysis comparing like for like positions, and found the majority of our workplace fits within the "professional, non-manager" category. However, we found this classification does not account for the complexity and diversity of skills, qualifications and experience required to perform different professional roles across the organisation, and could not find any unacceptable/unexplained gender base remuneration gaps throughout the organisation. Similarly the WEGA manager classifications incorporate a cross section of differing management levels across the organisation (including varying levels of responsibility and portfolios) and we did not find any unacceptable/unexplained gender base remuneration gaps

2: 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(*Select all that apply*)

...No

Others (Provide Details)

...Others (Provide Details)

During the reporting period our staff were consulted on a number of factors important to the workplace and also indirectly related to gender equality including; culture and engagement, internal communications, and numerous reviews of policy, that did not explicitly address gender equality.

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

This will be considered as part of our engagement surveys being implemented over the next reporting period

# #Employee work/life balance

## Flexible working

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

Yes(*Select all that apply*)

...Yes	Policy Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...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	Not a priority
...Targets have been set for men's engagement in flexible work	No( <i>Select all that apply</i> )
...No	Not a priority
...Leaders are held accountable for improving workplace flexibility	No( <i>Select all that apply</i> )
...No	Not aware of the need
...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	No( <i>Select all that apply</i> )
...No	Currently under development( <i>Select the estimated completion date.</i> )
...Currently under development	30-Jan-2022
...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	No( <i>Select all that apply</i> )

...No	Currently under development( <i>Select the estimated completion date.</i> )
...Currently under development	31-Jan-2022
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No( <i>Select all that apply</i> )
...No	Not aware of the need

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	Formal options are available 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	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 Informal 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 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	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not aware of the need
...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 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?

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, SOME managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men

6: 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(*Please indicate how employer funded paid parental leave is provided to the primary carers.*)

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  
Surrogacy

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?

No

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

6

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

91-100%

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

Yes(*Please indicate how employer funded paid parental leave is provided to the secondary carers.*)

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  
Surrogacy

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?	No
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?	90-100%

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.

We offer 6-12 weeks paid parental leave for primary carers and 1-2 weeks paid leave for secondary carers (depending on tenure)

### 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
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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	Not a priority
...On-site childcare	No( You may specify why the above support mechanism is not available to your employees.)
...No	Insufficient resources/expertise
...Breastfeeding facilities	Yes(Please indicate the availability of this support mechanism.)
...Yes	Available at SOME worksites
...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	No( You may specify why the above support mechanism is not available to your employees.)
...No	Currently under development(Select the estimated completion date.)
...Currently under development	30-Jun-2022
...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	Not a priority
...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)	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Coaching for employees on returning to work from 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	Not aware of the need
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...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(*Select all that apply*)

...Yes	Policy 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 Every one-to-two years
	Yes( <i>Please indicate how often is this training</i>

...All employees	<i>provided (select all that apply):</i>
...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.

In addition to a compulsory induction session, we conduct equal employment opportunity refresher training (including training on our own EEO policy and broader anti-discrimination and occupational health and safety legislation) every 12-18 months which is mandatory for all staff members (managers and non-managers) to attend. Training is run by a specialist Workplace Relations/EO Consultant with extensive experience in this area. We have also developed on line modules to use for refresher training purposes or those working remotely.

## 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
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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	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Specific policy contained in our HR policy and procedure manual
...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)	Discretionary provisions
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	It is contained within our policies

...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
...Access to unpaid leave	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)	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Offer change of office location	Yes
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Discretionary. No formal policy but have offered similar assistance in the past
...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	No formal policy but would of course support employees if there was a need
...Other (provide details)	Yes
...Yes	Access to Personal leave, Annual leave in advance (if required) and potential access to additional Discretionary leave

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