Australian Government

Workplace
Gender Equality
Agency

2022 - 23 Gender Equality Reporting

Submitted By:

Christian Schools Tasmania 53009481485

#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: Yes

   Policy

   Promotions: Yes.

   Policy

   Talent identification/identification of high potentials: YesPolicy

   Succession planning: Yes

   Policy

   Training and development: Yes

   Policy

   Key performance indicators for managers relating to gender equality: YesPolicy

2. **Do you have a formal policy and/or formal strategy in place that supports gender equality overall?**

   YesPolicy

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: Christian Schools Tasmania

1.Name of the governing body: Christian Schools Tasmania 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**
2	7	0

4.Formal section policy and/or strategy: Yes

Selected value: Strategy

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

Selected value:

Do not have control over governing body/appointments

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: Other
Other value: People are asked and elected by members of the Association

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?
   Yes
   To be transparent about pay scales and/or salary bands

2. **What was the snapshot date used for your Workplace Profile?**
   2023-03-31
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?
   No
   No unexplained or unjustifiable gaps identified

   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?**
   NoOther
   Other Details: All staff regardless of gender are remunerated according to our Enterprise Agreement

2. **Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?**
   No
   Other
   Other: Not applicable as all staff are appointed regardless of gender

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?**

Don't know

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

   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
   No

   Employee training is provided throughout the organisation
   No

   The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)
   Yes

   Flexible working is promoted throughout the organisation
   Yes

Targets have been set for engagement in flexible work

No

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

Leaders are held accountable for improving workplace flexibility

Yes

Leaders are visible role models of flexible working

No

Manager training on flexible working is provided throughout the organisation

Yes

Targets have been set for men's engagement in flexible work

No

Team-based training is provided throughout the organisation

No

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 menFormal options are available

   Compressed working weeks: No
   Not a priority
   Flexible hours of work: Yes

SAME options for women and menFormal options are available
Job sharing: No

Not a priority

Part-time work: Yes
SAME options for women and men

Purchased leave: No
Not a priority
Remote working/working from home: Yes
SAME options for women and men
Time-in-lieu: Yes
SAME options for women and men

Informal options are available

Unpaid leave: Yes
SAME options for women and menFormal 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: Yes
           SAME options for women and men

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

           Job sharing: Yes
           SAME options for women and men

           Informal options are available
           Part-time work: Yes

           Purchased leave: No

Not a priority

Telecommuting (e.g. working from home): No

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

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?**
   No
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?**
   Yes, we offer employer funded parental leave to all genders without using the primary/secondary carer definition

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?**
   No

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

    2.3.   Breastfeeding facilities

       No

    2.4.   Childcare referral services

       No

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

       No

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

       Yes

       Available at ALL worksites

    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

    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

       Yes

       Available at ALL worksites

    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?**

    Yes

    Policy

1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

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

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

No

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

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

Yes

Flexible working arrangements

Yes

Offer change of office location

No

Access to medical services (e.g. doctor or nurse)

No

Training of key personnel

Yes

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

No

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:

5

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

No

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

No

Access to unpaid leave

No

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**

Workforce Management Statistics Table

Industry: Preschool and School Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	3	3	6
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	1	0	1
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Preschool and School Education

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	0	0	0
			Managers	3	0	3
			Non-managers	0	3	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	7	6	13
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	1	1
			Managers	0	0	0
			Non-managers	16	0	16
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Preschool and School Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Non-binary

Workplace Profile Table

Industry: Preschool and School Education

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	13	20	0	0	33
	Part-time permanent	4	2	0	0	6
	Part-time contract	0	1	0	0	1
Professionals	Full-time permanent	16	13	0	0	29
	Full-time contract	7	7	0	0	14
	Part-time permanent	27	10	0	0	37
	Part-time contract	22	11	0	0	33
	Casual	10	5	0	0	15
Technicians And Trades Workers	Full-time permanent	0	8	0	0	8
	Full-time contract	1	3	0	0	4
	Part-time permanent	2	1	0	0	3
	Part-time contract	3	4	0	0	7
	Casual	0	6	0	0	6
Community And Personal Service Workers	Part-time permanent	36	0	0	0	36
	Part-time contract	24	10	0	0	34
	Casual	17	4	0	0	21
Clerical And Administrative Workers	Full-time permanent	1	0	0	0	1
	Part-time permanent	12	1	0	0	13
	Part-time contract	7	0	0	0	7
	Casual	3	0	0	0	3
Labourers	Part-time permanent	1	0	0	0	1

* Categorised 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: Preschool and School Education

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	5	6	11
	Part-time permanent	2	0	2
	Part-time contract	0	1	1
SM	Full-time permanent	1	1	2
	Part-time permanent	1	0	1
OM	Full-time permanent	7	12	19
	Part-time permanent	1	2	3

* Total employees includes Non-binary