



# 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( <i>Select all that apply</i> )
...Yes	Policy
...Retention	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Promotions	No( <i>Select all that apply</i> )
...No	Not aware of the need
...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	Strategy
...Key performance indicators for managers relating to gender equality	No( <i>Select all that apply</i> )
...No	Not aware of the need

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(Select all that apply)	
...Yes	Strategy

3: Does your organisation have any of the following targets to address gender equality in your workplace?

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

## Governing bodies

*Hillbrook Anglican School Limited*

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?	Hillbrook Anglican School Board
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	0
...Male	1
...Non-binary	0
...Members	
...Female	4
...Male	6
...Non-binary	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> )
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either)
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Other (provide details)
	We are conscious of ensuring that we have a balance of skills, experience and gender in our governing body.

*The Trustee For Hillbrook Foundation Trust*

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?	Hillbrook Foundation Pty Ltd
1.2: What type of governing body does this organisation have?	Management committee
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	1
...Male	0
...Non-binary	0
...Members	
...Female	1

...Male	1
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No( <i>Select all that apply</i> )
	Other (provide details)
	Informal 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> )
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either)
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Not aware of the need

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?

No(Select all that apply)

...No

Non-award employees paid market rate

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

10-Mar-2022

## 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)?

No(Select all that apply)

...No

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)  
Non-award employees paid market rate  
Salaries set by awards/industrial or workplace agreements

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(Select all that apply)

...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

...No

Not aware of the need

3: On what date did your organisation share your previous year's public reports with employees?

4: Does your organisation have shareholders?

No

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

Don't know

6: 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(*Select all that apply*)

...No

Other (provide details)

...Other (provide details)

Included in enterprise agreement

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Compressed working weeks

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Time-in-lieu

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

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

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available  
Formal options are available

...Part-time work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Job sharing

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Carer's leave

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

No(*You may specify why the above option is not*

...Purchased leave	<i>available to your employees.)</i>
...No	Not aware of the need
...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	Informal options are available Formal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

Don't know / Not applicable

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: 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?

Not applicable

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on 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 that is gender equal (without using the primary/secondary carer definition)

1.1: Please indicate whether your employer-funded paid parental leave is available to:	All, regardless of gender
1.2: Please indicate whether your employer-funded paid parental leave covers:	Birth Adoption Stillbirth
1.3: How do you pay employer funded paid parental leave?	Paying the employee's full salary
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	No
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	12
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	71-80%
1.7: Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.7.1: How long is the qualifying period?	12
1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 12 months
.. Yes	

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(*Select all that apply*)

...No

Included in award/industrial or workplace agreement

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 aware of the need

...On-site childcare

Yes(*Please indicate the availability of this support mechanism.*)

...Yes

Available at ALL worksites

...Breastfeeding facilities

Yes(*Please indicate the availability of this support mechanism.*)

...Yes

Available at ALL 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

Yes(*Please indicate the availability of this support mechanism.*)

...Yes

Available at ALL worksites

...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 aware of the need

...Information packs for new parents and/or those with elder care responsibilities

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not aware of the need

...Referral services to support employees with family and/or caring responsibilities

Yes(*Please indicate the availability of this support mechanism.*)

...Yes

Available at ALL worksites

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

Yes(*Please indicate the availability of this support mechanism.*)

...Yes

Available at SOME worksites

...Support in securing school holiday care

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not aware of the need

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

No(*You may specify why the above support mechanism is not available to your employees.*)

...No

Not aware of the need

...Parenting workshops targeting mothers

No(*You may specify why the above support mechanism is not available to your employees.*)

...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
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	No( <i>You may specify why this training is not provided.</i> )
...No	Not aware of the need
...All employees	No( <i>You may specify why this training is not provided.</i> )
...No	Not aware of the need

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?

No(*Select all that apply*)

...No	Included in award/industrial or workplace agreement
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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	No( <i>Select all that apply</i> )
...No	Not aware of the need
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes

...Workplace safety planning	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes( <i>Is the leave period unlimited?</i> )
...Yes	No
: How many days of paid domestic violence leave (contained in an enterprise/workplace agreement) are provided?	5
...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)	Informal arrangement, not specified in enterprise agreement
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Access to personal leave as needed
...Access to unpaid leave	Yes( <i>Is the leave period unlimited?</i> )
...Yes	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)	Yes
...Offer change of office location	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Not possible
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Other (provide details)	No

3: 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: All Industries

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
			Non-managers	1	3	4
	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	1		1
	Part-time	Permanent	Non-managers	2	1	3
		Fixed-Term Contract	Non-managers	1		1
	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
			Non-managers	6	5	11
		Fixed-Term Contract	Non-managers	2	1	3
	Part-time	Permanent	Non-managers	5	2	7
		Fixed-Term Contract	Non-managers	3		3
	N/A	Casual	Non-managers	17	6	23

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: All Industries

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	Non-managers	2	2	4
	Part-time	Permanent	Non-managers	3		3
	N/A	Casual	Non-managers	11	2	13
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	4		4
	Part-time	Permanent	Non-managers	1		1

\* Total employees includes Gender X

# Workforce Management Statistics Table

\* Total employees includes Gender X



# 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
			Non-managers	1	3	4
	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	1		1
	Part-time	Permanent	Non-managers	2	1	3
		Fixed-Term Contract	Non-managers	1		1
	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
			Non-managers	6	5	11
		Fixed-Term Contract	Non-managers	1	1	2
	Part-time	Permanent	Non-managers	5	2	7
		Fixed-Term Contract	Non-managers	3		3
	N/A	Casual	Non-managers	15	6	21

\* Total employees includes Gender X

# 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	Non-managers	2	2	4
	Part-time	Permanent	Non-managers	3		3
	N/A	Casual	Non-managers	9	2	11
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	3		3

\* Total employees includes Gender X

# Workforce Management Statistics Table

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Social Assistance Services

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

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	N/A	Casual	Non-managers	2	2
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	1	1
	Part-time	Permanent	Non-managers	1	1

\* Total employees includes Gender X

# Workforce Management Statistics Table

\* Total employees includes Gender X

# Workplace Profile Table

Industry: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	5	4	0	0	9
	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	30	23	0	0	53
	Full-time contract	3	2	0	0	5
	Part-time permanent	14	0	0	0	14
	Part-time contract	3	1	0	0	4
	Casual	17	5	0	0	22
Community And Personal Service Workers	Part-time permanent	20	5	0	0	25
	Part-time contract	2	0	0	0	2
	Casual	3	0	0	0	3
Clerical And Administrative Workers	Full-time permanent	9	1	0	0	10
	Part-time permanent	4	0	0	0	4
	Part-time contract	1	0	0	0	1
Labourers	Full-time permanent	2	3	0	0	5
	Casual	1	3	0	0	4

\* 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: All Industries

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

\* Total employees includes Gender X



# 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	5	4	0	0	9
Professionals	Full-time permanent	29	23	0	0	52
	Full-time contract	2	2	0	0	4
	Part-time permanent	14	0	0	0	14
	Part-time contract	3	1	0	0	4
	Casual	17	5	0	0	22
Community And Personal Service Workers	Part-time permanent	15	5	0	0	20
	Part-time contract	1	0	0	0	1
	Casual	3	0	0	0	3
Clerical And Administrative Workers	Full-time permanent	9	1	0	0	10
	Part-time permanent	4	0	0	0	4
	Part-time contract	1	0	0	0	1
Labourers	Full-time permanent	2	2	0	0	4
	Casual	1	3	0	0	4

\* 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:   Preschool and School Education

			No. of employees		
Manager category	Level to CEO	Employment status	F	M	Total*
CEO	0	Full-time permanent	1	0	1
KMP	-1	Full-time permanent	2	2	4
SM	-2	Full-time permanent	2	2	4

\* Total employees includes Gender X

# Workplace Profile Table

Industry: Social Assistance Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	1	0	0	0	1
	Full-time contract	1	0	0	0	1
Community And Personal Service Workers	Part-time permanent	5	0	0	0	5
	Part-time contract	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: Social Assistance Services

			No. of employees		
Manager category	Level to CEO	Employment status	F	M	Total*
OM	-2	Part-time permanent	1	0	1

\* Total employees includes Gender X