



Australian Government



Workplace
Gender Equality
Agency



2022 - 23 Gender Equality Reporting

Submitted By:

Hillbrook Anglican School Limited 15010668774

The Trustee For Hillbrook Foundation Trust 36168434913

#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

Strategy

Performance management processes: Yes

Policy

Promotions: No.

Other

Other: Majority of employees are engaged under the Enterprise Agreement which has pay point progressions

Talent identification/identification of high potentials: YesStrategy

Succession planning: Yes

Strategy

Training and development: Yes

Policy

Key performance indicators for managers relating to gender equality: NoOther

Other: More female than male staff

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

YesStrategy

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: Hillbrook Anglican School Limited

1.Name of the governing body: Hillbrook Anglican School Limited 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

5	5	0
---	---	---

4. Formal section policy and/or strategy: Yes

Selected value: Policy

Other value:

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

Selected value: Governing body has gender balance (i.e. 40% women / 40%men / 20% any gender)

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

Organisation: The Trustee For Hillbrook Foundation Trust

1. Name of the governing body: Hillbrook Foundation Pty Ltd Board

2. Type of the governing body: Management committee

Number of governing body chair and member by gender:

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

4. Formal section policy and/or strategy: No

Selected value: Other

Other value: Informal Policy

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

Date Created: 02-06-2023

Selected value: Governing body has gender balance (i.e. 40% women / 40%men / 20% any gender)

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?

2023-03-09

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?

Yes

Identified cause/s of the gaps; Conducted a gender-based job evaluation process

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:Majority of staff are female

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

No

Other

Other:No, majority of staff are female

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

Date Created: 02-06-2023

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

No

Other

Other: Included in enterprise agreement and on a case by case basis

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 Formal options are available

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: Yes

SAME options for women and men Informal options are available

Remote working/working from home: Yes

SAME options for women and men Formal 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

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

Yes

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?

Yes, we offer employer funded parental leave 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

Included in award/industrial or workplace agreement; Other

Other: Formal leave and flexible work hours subject to operational requirements

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

- 2.1. Employer subsidised childcare

No

Currently under development

Estimated Completion Date: 2023-07-01

- 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

Yes

Available at ALL worksites

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

No

Insufficient resources/expertise; Other

Other: Available through Access EAP

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

Insufficient resources/expertise; Other

Other: Available through Access EAP

2.9. Parenting workshops targeting fathers

No

Insufficient resources/expertise; Other

Other: Available through Access EAP

2.10. Parenting workshops targeting mothers

No

Insufficient resources/expertise; Other

Other: Available through Access EAP

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

Insufficient resources/expertise

2.13. On-site childcare

Yes

Available at ALL worksites

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

Date Created: 02-06-2023

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?

Yes

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

No

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?

No

Other

Provide Details: Included in enterprise agreement and National Employment Standards

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

Date Created: 02-06-2023

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)

Yes

Flexible working arrangements

Yes

Offer change of office location

No

Other

Provide Details: Not possible

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

No

Insufficient resources/expertise

Training of key personnel

Yes

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

Yes

Workplace safety planning

No

Other

Provide Details: If and as required

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:

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

Yes

Is the leave period unlimited?

No

Number of Days:

Access to unpaid leave

Yes

Is the leave period unlimited?

No

Number of days:

Provide Details: No

Date Created: 02-06-2023

2. 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: 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	29	22	0	0	51
	Full-time contract	1	1	0	0	2
	Part-time permanent	15	2	0	0	17
	Part-time contract	6	1	0	0	7
	Casual	22	8	0	0	30
Technicians And Trades Workers	Part-time permanent	1	2	0	0	3
	Casual	0	2	0	0	2
Community And Personal Service Workers	Part-time permanent	24	2	0	0	26
	Casual	6	0	0	0	6
Clerical And Administrative Workers	Full-time permanent	6	1	0	0	7
	Part-time permanent	7	2	0	0	9
	Part-time contract	1	0	0	0	1
Labourers	Full-time permanent	1	3	0	0	4
	Casual	1	2	0	0	3

* 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: All Industries

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

* 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	5	4	0	0	9
Professionals	Full-time permanent	29	22	0	0	51
	Full-time contract	1	1	0	0	2
	Part-time permanent	15	2	0	0	17
	Part-time contract	4	1	0	0	5
	Casual	22	8	0	0	30
Technicians And Trades Workers	Part-time permanent	1	2	0	0	3
	Casual	0	2	0	0	2
Community And Personal Service Workers	Part-time permanent	19	2	0	0	21
	Casual	4	0	0	0	4
Clerical And Administrative Workers	Full-time permanent	6	1	0	0	7
	Part-time permanent	7	2	0	0	9
	Part-time contract	1	0	0	0	1
Labourers	Full-time permanent	1	2	0	0	3
	Casual	1	2	0	0	3

* 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

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

* Total employees includes Non-binary

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	Part-time contract	2	0	0	0	2
Community And Personal Service Workers	Part-time permanent	5	0	0	0	5
	Casual	2	0	0	0	2
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 Non-binary

Workplace Profile Table

Industry: Social Assistance Services

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

* Total employees includes Non-binary

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
			Managers	1		1
			Non-managers	4		4
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	3	1	4
	Part-time	Permanent	Non-managers	1	1	2
		Fixed-Term Contract	Non-managers		2	2
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	1	1	2
			Non-managers	2	1	3
		Fixed-Term Contract	Non-managers	1	0	1
	Part-time	Permanent	Non-managers	9	4	13
		Fixed-Term Contract	Non-managers	5	2	7
	N/A	Casual	Non-managers	18	10	28

* Total employees includes Non-binary

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	Managers	1	1	2
			Non-managers	2	0	2
		Fixed-Term Contract	Non-managers	0	0	0
	Part-time	Permanent	Non-managers	4	1	5
		Fixed-Term Contract	Non-managers	1	0	1
	N/A	Casual	Non-managers	9	7	16
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	2		2
	Part-time	Permanent	Non-managers	3		3
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Part-time	Permanent	Non-managers		1	1

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Preschool and School Education

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?	Part-time	Permanent	Non-managers	1	1

* Total employees includes Non-binary

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
			Managers	1		1
			Non-managers	4		4
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	3	1	4
	Part-time	Permanent	Non-managers	1	1	2
		Fixed-Term Contract	Non-managers		2	2
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	1	1	2
			Non-managers	2	1	3
		Fixed-Term Contract	Non-managers	1	0	1
	Part-time	Permanent	Non-managers	9	4	13
		Fixed-Term Contract	Non-managers	3	2	5
	N/A	Casual	Non-managers	17	10	27

* 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	Managers	1	1	2
			Non-managers	2	0	2
		Fixed-Term Contract	Non-managers	0	0	0
	Part-time	Permanent	Non-managers	3	1	4
		Fixed-Term Contract	Non-managers	0	0	0
	N/A	Casual	Non-managers	9	7	16
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	3		3
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Part-time	Permanent	Non-managers		1	1

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Preschool and School Education

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?	Part-time	Permanent	Non-managers	1	1

* Total employees includes Non-binary

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?	Part-time	Fixed-Term Contract	Non-managers	2	2
	N/A	Casual	Non-managers	1	1

* Total employees includes Non-binary

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?	Part-time	Permanent	Non-managers	1	1
		Fixed-Term Contract	Non-managers	1	1
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	1	1

* Total employees includes Non-binary

Workforce Management Statistics Table

* Total employees includes Non-binary