Australian Government

Workplace Gender Equality Agency

Employer Public Report

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Public Reports

WGEA publishes your Public Report, excluding any personal information, on the Data Explorer. WGEA uses its contents for other purposes in electronic or other formats.

What makes up your Public Report?

Your Public Report consists of 2 documents, which you can generate and download after preparing your submission for lodgement:

- Public Report – Questionnaire
- Public Report – Employee Data Tables

Before lodgement

The Public Report must be:

- given to your CEO or equivalent for review, approval and sign off before lodgement.
- shared in accordance with the Notification and Access requirements under the *Workplace Gender Equality Act 2012*.

Reporting contacts will be asked to declare in the WGEA Employer Portal that all relevant CEOs or equivalents have signed the Public Report.

For detailed information on the requirements to share the Public Report with your employees, members or shareholders, refer to the online Reporting Guide under Notification and Access requirements.

Gender Equality Standards

If your organisation is a single entity employing 500 or more employees, you must have a policy or strategy in place against each of the 6 Gender Equality Indicators. More information can be found within the online Reporting Guide on Gender Equality Standards.

Gender Equality Targets

If your organisation is an employer that directly employs 500 or more employees, you must select and commit to achieve 3 gender equality targets from a menu of 19 options. At the end of 3 years, you must meet or demonstrate improvement against each selected target. More information can be found on Gender Equality Targets: Frequently Asked Questions.

Workplace overview

Policies and strategies

Employer policies or strategies on workplace gender equality and the composition of the workforce can be powerful levers for making progress and change. Policies or strategies are most effective when supported by evidence-informed action plans to address areas of imbalance and inequality. Similarly, targets are achievable, time-framed goals that create mechanisms for accountability and are effective when combined with dedicated actions to help achieve them.

1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

Yes

Policy

1.1a Do the formal policies and/or formal strategies include any of the following?

Recruitment; Retention; Promotions; Succession planning; Training and development

1.2 Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

Yes

Policy; Strategy

1.2a Do the formal policies and/or formal strategies include any of the following?

Cultural and/or language background; Disability and/or accessibility

1.3 Does your organisation have any targets to address gender equality in your workplace?

No

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

Workplace overview

Governing bodies

Gender balance on governing bodies or boards is good for business. It contributes to workplace gender equality outcomes and improved company performance more broadly. Measures to support gender balance on the governing body include analysing the gender representation of chairs and other members, considering gender in the selection of board members, and taking action to drive change through term limits, targets and policies.

1.5 Identify your organisation/s' governing body.

Organisation: St John'S Park Bowling Club Ltd

A. To your knowledge, is this governing body also reported in a different submission group for Gender Equality Reporting?

No

B. What is the name of your governing body?

Board of Directors

C. What type of governing body does this organisation have?

Board of Directors

D. How many members are in the governing body and who holds the predominant Chair position?

	Women	Men
Chair	1	1
Members (excluding chairs)	1	6

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

Do not have control over governing body/appointments

Members are elected or externally appointed, the organisation is family or owner-operator run, or the governing body is based overseas (private sector only)

F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?

Yes

Enter maximum length of term in years. If the term limit does not relate to a full year, record the part year as a decimal amount.

For the Chair: 2

For the Members: 2

G. Has a target been set to increase the representation of women on this governing body?

No

Selected value: Do not have control over governing body/appointments

Other value: NA

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

No

1.6 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

The gender pay gap is the difference in average or median earnings between women and men. It is a measure of how we value the contribution of women and men in the workforce. The gender pay gap is not to be confused with women and men being paid the same for the same, or comparable, job – this is equal pay. Equal pay for equal work is a legal requirement in Australia. However, illegal instances of unequal pay can still be one of the many drivers of the gender pay gap. Closing the gender pay gap is important for Australia's economic future and reflects our aspiration to be an equal and fair society for all.

2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?

Yes

Policy; Strategy

2.1a Do the formal policies and/or formal strategies include any of the following?

Transparency about pay scales and salary bands; Other (provide details)

Other: Salaries set by awards/industrial or workplace agreements

2.2 Have you conducted analysis to determine if there are remuneration gaps between women and men?

Yes

2.2a What type of gender remuneration gap analysis has been undertaken?

Overall gender pay gap analysis to identify the difference between women's and men's average pay and gender composition across the whole organisation

2.2b When was the most recent gender remuneration gap analysis undertaken?

Within the last 1-2 years

2.2c Did you take any actions as a result of your gender remuneration gap analysis?

No

2.3 If your organisation would like to provide additional information relating to employer action on pay equity and/or gender remuneration gaps in your workplace, please do so below.

Action on gender equality

Employee consultation

Engaging employees through consultation on gender equality issues helps employers to understand the employee experience and to take meaningful action. Employers can use the information they learn through the consultation process to generate solutions that are practical and relevant to their organisation.

2.4 Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

No

2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?

Yes

Policy

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

Flexible working arrangements

Flexible working

A flexible working arrangement is an agreement between an employer and an employee to change the standard working arrangement, often through a change to the hours, pattern or location of work. Flexible work is a key enabler of gender equality, helps accommodate an employee's commitments out of work and has become increasingly important for employers in attracting and retaining diverse and talented employees.

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

Yes

Strategy

3.1a Do the formal policies and/or formal strategies include any of the following?

A business case for flexibility has been established and endorsed at the leadership level; Leaders are visible role models of flexible working; Flexible working is promoted throughout the organisation; Flexible work arrangements are available to all employees, with a default bias towards approval (all roles flex approach); Reduced hours with full-time pay (e.g. Full time pay but work 4-day week or 9-day fortnight)

3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON MANAGERS in your workplace?

Flexible working option	MANAGERS	NON-MANAGERS
Flexible hours of work (start and finish times)	Yes	Yes
Compressed working weeks	Yes	Yes
Time-in-lieu	No	No
Hybrid working (regular days worked from home and in office)	Yes	Yes
Working fully remote (no regular days worked in office)	No	No
Reduced hours or part-time work	No	Yes
Job sharing arrangements	No	No
Purchased leave	No	No
Unpaid leave	Yes	Yes
Flexible scheduling, rostering or switching of shifts	Yes	Yes

3.3 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 for parents and carers

Paid parental leave

Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. Some employers offer universally available parental leave policies, offering equal parental leave for all parents, others offer with a distinction between 'primary' and 'secondary' carers. It's important that the policy is available to all parents, irrespective of gender, recognising the equally important role of all parents in caregiving. Gender equal policies help to de-gender the ideal worker and carer norms, which pervade the workplace and reduce opportunities for women to remain in, or re-enter the workforce.

4.1 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 distinction

Do you provide employer-funded paid parental leave for:

Primary: Yes **Secondary:** Yes

4.1a Please indicate whether your employer-funded paid parental leave is available to:

Primary: Women only

Secondary: Men only

4.1b Please indicate whether your employer-funded paid parental carers leave covers:

Primary: Birth; Adoption

Secondary: Birth; Adoption

4.1c How do you pay employer-funded paid parental leave?

Primary: Paying the employee's full salary

Secondary: Paying the employee's full salary

4.1d Are all employees that receive employer-funded paid parental leave entitled

to the same number of weeks?

Primary:

No

4.1d(i) How many weeks of employer-funded paid parental leave is available to eligible employees?

Lowest entitlement: 2
Highest entitlement: 8

Secondary:

No

4.1d(i) How many weeks of employer-funded paid parental leave is available to eligible employees?

Lowest entitlement: 1
Highest entitlement: 2

4.1e Who has access to this type of employer-funded paid parental leave?

Primary: Permanent employees; Casual employees

Secondary: Permanent employees; Casual employees

4.1f Do you require carers to work for the organisation for a certain amount of time (a minimum service period period) before they can access employer-funded paid parental leave?

Primary: Yes a minimum service period is required

How long is the minimum service period (in months)?

60

Is the minimum service period the same as the probation period for new employees?

No

Secondary: Yes a minimum service period is required

How long is the minimum service period (in months)?

60

Is the minimum service period the same as the probation period for new employees?

No

4.1g Do you require carers to take employer-funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?

Primary: Anytime within 12 months

Secondary: Anytime within 12 months

4.1h Does your organisation have an opt out approach to parental leave? (Employees who do not wish to take their full parental leave entitlement must discuss this with their manager)

Primary: No

Secondary: No

4.1i Do you pay superannuation contributions to your employees while they are on parental leave?

Primary: No

Secondary: No

4.2 If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Employee support for parents and carers

Support for carers

Employers can contribute to workplace gender equality by providing support for employees with caring responsibilities. A carer refers to, but is not limited to, an employee's role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, or other dependent. Employer support for employees with caring responsibilities allows them to

better accommodate their out-of-work responsibilities.

4.3 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?

Yes

Strategy

4.3a Do the formal policies and/or formal strategies include any of the following?

Paid Parental leave; Flexible working arrangements and adjustments to work hours and/or location to support family or caring responsibilities; Extended carers leave and/or compassionate leave

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

Support mechanism	Answer
Breastfeeding facilities	No
Information packs for those with family and/or caring responsibilities	No
Referral services to support employees with family and/ or caring responsibilities	No
Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks	No
Internal support networks for parents and/or carers	No
Targeted communication mechanisms (e.g. intranet forums)	No
Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No
Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres)	No
Referral services for care facilities (could include for childcare, eldercare and/or adult day centres)	No

Support mechanism	Answer
On-site childcare	No
Employer subsidised childcare	No
Parenting workshop	No
Keep-in-touch programs for carers on extended leave and/or parental leave	No
Access to counselling and external support for carers (e.g. EAP)	Yes

4.5 If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Harm prevention

Sexual harassment, harassment on the ground of sex or discrimination

Workplace sexual harassment and sex discrimination is a gender equality issue that predominantly impacts women. To increase women's workforce participation and well-being, it is essential employers take action to prioritise and protect all employees from sexual harassment, harassment on the ground of sex or discrimination and ensure that every employee feels safe in the workplace.

5.1 Do you have formal policies and/or formal strategies on the prevention and response to sexual harassment, harassment on the ground of sex or discrimination?

Yes

Policy

5.1a Do the formal policies and/or formal strategies include any of the following?

A grievance process; Definitions and examples of sexual harassment, harassment on the grounds of sex and discrimination and consequences of engaging in this behaviour; The legal responsibilities of the employer to eliminate, so far as possible, sexual harassment and how it is demonstrated in the organisation; Leadership accountabilities and responsibilities for prevention and response to sexual harassment ; Disclosure options (internal and external) and process to investigate and manage any sexual harassment; Expected standard of behaviour is clearly outlined and included in recruitment and performance management processes; Guidelines for human resources or other designated responding staff on confidentiality and privacy; Protection from adverse action based on disclosure of sexual harassment and discrimination; A system for monitoring outcomes of sexual harassment and discrimination disclosure, including employment outcomes for those impacted by sexual harassment and the respondent; Training for managers and non-managers on respectful workplace conduct and preventing and responding to sexual harassment

5.1b If yes, have the policies and/or strategies been reviewed and approved in the reporting period by the Governing Body and CEO (or equivalent)?

	Answer
By the Governing Body	No
By the CEO (or equivalent)	No

5.2 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to managers, non-managers or the governing body?

Yes

Cohort	At induction	At promotion	Annually	Multiple times per year

All managers	Yes	No	Yes	No
All non-managers	Yes	No	Yes	No
The governing body	Yes		Yes	No

5.2a Does the training program delivered to the above groups include any of the following?

The respectful workplace conduct and behaviours expected of workers and leaders; Different forms of inappropriate workplace behaviour (e.g. sexual harassment, harassment on the grounds of sex and discrimination) and its impact; Options for reporting occurrences of sexual harassment as well as the risk of sexual harassment occurring

5.3 Does the governing body and/or CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

Members of the governing body

No

Chief Executive Officer or equivalent

Yes

; Ahead of big events (e.g. functions, conferences) or at internal launches (e.g. at the launch of a new strategy)

5.4 Do you have a risk management process in place to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination?

Yes

5.4a Does your risk management process include any of the following?

Control measures to eliminate or minimise the identified drivers and risks for sexual harassment so far as reasonably practicable; Reporting to leadership on workplace sexual harassment risks, prevention and response, incident management effectiveness and outcomes, trend analysis and actions

5.4b What actions/responses have been put in place as part of your workplace

sexual harassment risk management process?

Train people managers in prevention of sexual harassment; Train staff on mitigation and control measures

5.5 What supports are available to support employees involved in and affected by sexual harassment?

Confidential external counselling (e.g. EAP); Information provided to all employees on external support services available; Reasonable adjustments to work conditions

5.6 What options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?

Process for disclosure to human resources or other designated responding staff; Process to disclose anonymously; Special procedures for disclosures about organisational leaders and board members

5.7 Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?

No

5.8 Does your organisation report on sexual harassment to the governing body and executive (CEO & KMP) and how frequently?

Governing body

Yes

As required

CEO or equivalent

Yes

As required

Key Management Personnel (for Commonwealth public sector: Senior Executive Bands)

Yes

As required

5.8a Do your reports on sexual harassment to governing body, KMP and CEO include any of the following?

Nature of workplace sexual harassment; Organisational action to prevent and respond to sexual harassment; Outcome of reports of sexual harassment; Consequences for perpetrators of sexual harassment; Effectiveness of response to reports of sexual harassment

5.9 If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.

Harm prevention

Family or domestic violence

5.10 Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?

Yes

Policy

5.11 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

Type of support (select all that apply)	
Protection from any adverse action or discrimination based on the disclosure of family and domestic violence	Yes
Confidentiality of matters disclosed	Yes
Training for key personnel in supporting employees experiencing family and domestic violence	No
Flexible working arrangements	Yes
Workplace safety planning	no
Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
Procedures for referring employees experiencing family and domestic violence support services	No
Provision of financial support (e.g. advance bonus payment or advanced pay)	No
A family and domestic violence clause is in an enterprise agreement or workplace agreement	Yes
Access to medical services (e.g. doctor or nurse)	No
Mechanisms for employees experiencing family and domestic violence to request to move to a different workplace location	No
Emergency accommodation assistance	No

5.12 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?

Access to paid family and domestic violence leave?

Yes

Is it unlimited?

No

Do you offer paid family and domestic violence leave by negotiation or as needed?

Yes

How many days of paid family and domestic violence leave?

10

Access to unpaid family and domestic violence leave?

Yes

Is it unlimited?

No

Do you offer unpaid family and domestic violence leave by negotiation or as needed?

Yes

How many days of unpaid family and domestic violence leave?

5

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