



Australian Government



Workplace
Gender Equality
Agency

2021 - 22 Gender Equality Reporting

Submitted by:

**The Ethnic Communities Council Of
Queensland Limited (ABN:55010151256)**

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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	Policy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Promotions	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Talent identification/identification of high potentials	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Succession planning	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise

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	Policy

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.

ECCQ operates in a female dominated sector however, there is no formal gender equality strategy in place and a range of adhoc policies do exist. Over time and as resources permit, the intention would be to look at gender equality in both a strategic and operational context.

Governing bodies

The Ethnic Communities Council Of Queensland 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?	Voluntary 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	
...Male	1
...Non-binary	0
...Members	
...Female	1
...Male	7
...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>)
	Do not have control over governing body/appointments Other (provide details)
	Board Directors are elected annually by the membership
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Do not have control over governing body/appointments
	Board Directors are voluntary and elected by members
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)
	Board Directors are elected by members

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

There is no formal strategy, policy, or targets to increase female participation on the Board of Directors however, under the organisation's constitution, the Board has the power to co-opt Directors to the Board for a period of twelve months. The Board has informally but successfully targeted a couple of more women to join the Board using these powers and they will do so in the next reporting period lifting female Board Directors to three. The Board recognises that it needs to increase female participation on the Board but because the Board

cannot control member's votes at each AGM, they can only co-opt women to the Board and have chosen to do so as an informal strategy.

#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

Insufficient resources/expertise
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?

31-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

Other (provide details)

...Other (provide details)

There has been insufficient resources and time to do this however, ideally I would like to achieve this in the next reporting period.

3: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

I am new to the organisation so not sure but can't locate evidence of any gender pay gap analysis having been undertaken.

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

Others (Provide Details)

...Others (Provide Details)

High staff turnover through People & Culture and some key roles over the past 18 months thus no consultation has occurred in such matters.

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

No

...No

Insufficient resources/expertise

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.

Having only commenced with the organisation recently, I have no history available nor can I find evidence of consultation with employees or sharing of reports

#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

Insufficient resources/expertise

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

Formal 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

...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

Formal 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

Formal 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

...Purchased leave

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

...No

Insufficient resources/expertise

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

No

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

No

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.

Covid-19 has had the effect of a flexible approach to working from home for some employees. The majority of the workforce are front line care staff working in aged care which cannot be performed from home however, for employees where it is feasible to work from home from time to time, they may do this. This flexibility is not gender biased and applies equally regardless of gender.

#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?

No, we do not offer employer funded parental leave

...No, we do not offer employer funded parental leave

Insufficient resources/expertise

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?

Yes(Select all that apply)

...Yes

Policy

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

Insufficient resources/expertise

...On-site childcare

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

...No

Insufficient resources/expertise

...Breastfeeding facilities

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

...No

Insufficient resources/expertise

...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

Insufficient resources/expertise
Not aware of the need

...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

Insufficient resources/expertise

...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 a priority
...Referral services to support employees with family and/or caring responsibilities	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Targeted communication mechanisms (e.g. intranet/forums)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Coaching for employees on returning to work from paid parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...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	Other (provide details)
...Other (provide details)	Training may have been provided in the past but not aware of any training currently being conducted in this area other than perhaps at induction.
...All employees	No(<i>You may specify why this training is not provided.</i>)

...No	Other (provide details)
...Other (provide details)	Training may have been provided in the past but not aware of any training currently being conducted in this area other than perhaps at induction.

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?

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	Insufficient resources/expertise
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No (<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No (<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No (<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Access to unpaid leave	Yes (<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of unpaid domestic violence leave are provided?	5
...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	Insufficient resources/expertise
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Access to medical services (e.g. doctor or nurse)	Yes
...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.