

2020 - 21 Compliance Program

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(Select all that apply)
...Yes	Policy
...Retention	Yes(Select all that apply)
...Yes	Strategy
...Performance management processes	Yes(Select all that apply)
...Yes	Policy
...Promotions	Yes(Select all that apply)
...Yes	Strategy
...Talent identification/identification of high potentials	Yes(Select all that apply)
...Yes	Strategy
...Succession planning	Yes(Select all that apply)
...Yes	Strategy
...Training and development	Yes(Select all that apply)
...Yes	Policy
...Key performance indicators for managers relating to gender equality	Yes(Select all that apply)
...Yes	Strategy

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?
Yes(Select all that apply)

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

Governing bodies

Avila College

1: Does this organisation have a governing body?	Yes(Provide further details on the governing body(ies) and its composition)
1.1: What is the name of your governing body?	Melbourne Archdiocese Catholic Schools (MACS)
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 (F) 0

...Male (M) 1

...Gender X 0

...Members

...Female (F) 5

...Male (M) 6

...Gender X 0

1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?

No(*Select all that apply*)

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

No(*Select all that apply*)

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?

Yes(*Select all that apply*)

...Yes

Policy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

Yes(*Select all that apply*)

...Yes

To be transparent about pay scales and/or salary bands

To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews)

To achieve gender pay equity

2: Did your organisation receive JobKeeper payments?

No

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

26-Feb-2021

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 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 set by awards/industrial or workplace agreements

2: 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?

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?

Survey

1.2: Who did you consult?

ALL staff

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

#Employee work/life balance

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)

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

...Flexible hours of work

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

...Compressed working weeks

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

...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

Formal options are available

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

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

...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

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

...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.*)

...Unpaid 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
Informal 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.

Yes(*Select one option only*)

.. Flexible hours of work

...Yes

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

...SAME options for women and men

Formal options are available

...Compressed working weeks

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

...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

Formal options are available

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

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

...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.*)

...Unpaid 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
Informal options are available

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men

6: 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 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 (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme? *Yes(Please indicate how employer funded paid parental leave is provided to the primary carers.)*

1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to: All, regardless of gender

1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers: Birth
Adoption
Stillbirth

1.1.c: How do you pay employer funded paid parental leave to primary carers? Paying the employee's full salary

1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave? Yes, on employer funded parental leave

1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided? 14

1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals? 91-100%

1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme? *Yes(Please indicate how employer funded paid parental leave is provided to the secondary carers.)*

1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to: All, regardless of gender

1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers: Birth

1.2.c: How do you pay employer funded paid parental leave to secondary carers? Paying the employee's full salary

1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	1
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%

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.*)

...On-site childcare

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

...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.*)

...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.*)

...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.*)

...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)

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

...Support in securing school holiday care

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

...Coaching for employees on returning to work from parental leave	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...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 Strategy
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1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes
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2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
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...Yes	At induction At least annually
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...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
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...Yes	At induction At least annually
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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
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...Training of key personnel	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
...Access to unpaid leave	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	Yes
...Emergency accommodation assistance	Yes
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	No(<i>Select all that apply</i>)

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: 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	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
	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	1	0	1
			Managers	0	0	0
			Non-managers	1	0	1
	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	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
	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
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	3	0	3
	Part-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	1	0	1
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* 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	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	2	0	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Part-time	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	0	3
	N/A	Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	1	5
		Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
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	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	4	0	4
		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	2	2
			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	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 Gender X

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	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	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 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	24	8	0	0	32
Professionals	Full-time permanent	19	9	0	0	28
	Full-time contract	9	1	0	0	10
	Part-time permanent	36	5	0	0	41
	Part-time contract	1	0	0	0	1
	Part-time casual	1	0	0	0	1
Technicians And Trades Workers	Full-time permanent	0	3	0	0	3
	Part-time permanent	1	0	0	0	1
Community And Personal Service Workers	Part-time permanent	3	0	0	0	3
	Part-time contract	8	0	0	0	8
Clerical And Administrative Workers	Full-time permanent	4	0	0	0	4
	Full-time contract	3	0	0	0	3
	Part-time permanent	17	0	0	0	17
	Part-time contract	3	0	0	0	3

* Categorized 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

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	1	0	1
KMP	-1	Full-time permanent	3	0	3
SM	-2	Full-time permanent	6	1	7
OM	-3	Full-time permanent	12	5	17
	-4	Full-time permanent	2	2	4

* Total employees includes Gender X