



Date Created: 28-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 28-06-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Adelaide Community Healthcare Alliance Incorporated 99367793956

#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; Strategy

Retention: Yes
Strategy

Performance management processes: Yes
Policy; Strategy

Promotions: Yes.
Strategy

Talent identification/identification of high potentials: YesStrategy

Succession planning: Yes
Strategy

Training and development: Yes
Policy; Strategy

Key performance indicators for managers relating to gender equality: YesPolicy
- 2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?**
YesPolicy; Strategy
- 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: Adelaide Community Healthcare Alliance Incorporated

1.Name of the governing body: Adelaide Community Healthcare Alliance Incorporated

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
	2	3	0

4.Formal section policy and/or strategy: Yes

Selected value: Policy; Strategy

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

Selected value:

Other

Other value: The ACHA Board sets the parameters for composition, succession planning & management of Board positions. With a focus on gender & background diversity, as positions become vacant, the Board identifies key attribute gaps and agrees priority gaps.

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

Other value: The ACHA Board sets the parameters for composition, succession planning & management of Board positions. With a focus on gender & background diversity, as positions become vacant, the Board identifies key attribute gaps and agrees priority gaps.

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?

Yes

Policy; Strategy

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

Yes

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)

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

31/03/2023

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)?

No

Other

Other: None undertaken, as majority of workforce are women and this is deemed a low risk area

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?

Yes

- 1.1 How did you consult employees?

Consultative committee or group

- 1.2 Who did you consult?

Management; Employee representative group(s)

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

Yes

Strategy

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Yes

Date:08/07/2022

Shareholder:

Yes

Date:21/07/2022

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

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

Yes

Strategy

- 1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

A business case for flexibility has been established and endorsed at the leadership level

Yes

The organisation's approach to flexibility is integrated into client conversations

Yes

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

Yes

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

Yes

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

Yes

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

Yes

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

Yes

Leaders are held accountable for improving workplace flexibility

Yes

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

Yes

Targets have been set for men's engagement in flexible work

No

Other

Other: Flexible arrangements available for employees regardless of gender
Team-based training is provided throughout the organisation

Yes

Other: No

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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; Informal options are available

Compressed working weeks: Yes

SAME options for women and men Informal options are available

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: Yes

SAME options for women and men

Formal options are available; Informal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Not aware of the need; Not a priority

Remote working/working from home: Yes

SAME options for women and men

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

1.1. Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?

Yes

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; Surrogacy; 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?

8

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

81-90%

1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?

Yes

How long is the qualifying period (in months)?

12

1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?

Yes

Within 6 months

1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?

Yes

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

All, regardless of gender

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- 1.2.b. Please indicate whether your employer-funded paid parental leave for secondary carers covers:**
Birth; Adoption; Surrogacy; Stillbirth
- 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?**
3
- 1.2.f. What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?**
71-80%
- 1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**
Yes
How long is the qualifying period (in months)?
12
- 1.2.h. Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**
Yes
Within 6 months

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
Policy
2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?
 - 2.1. Employer subsidised childcare

No

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; Not a priority

2.3. Breastfeeding facilities

Yes

Available at ALL worksites

2.4. Childcare referral services

No

Not a priority

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

Yes

Available at ALL worksites

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

Yes

Available at ALL worksites

2.7. Internal support networks for parents

No

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

No

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

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

2.13. On-site childcare

No

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

- 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 Managers:

Yes

At induction

Other

Provide Details: training every one to two years

- 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

Date Created: 28-06-2023

- 1. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**

Yes

Policy

- 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

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

Not aware of the need; Not a priority

Provision of financial support (e.g. advance bonus payment or advanced pay)

No

Not aware of the need; Not a priority

Flexible working arrangements

Yes

Offer change of office location

Yes

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

Yes

Training of key personnel

Yes

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

Yes

Workplace safety planning

Yes

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

Yes

Is the leave period unlimited?

No

How many days are provided?

20

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

How many days are provided? 20

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

Yes

Is the leave period unlimited?

Yes

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Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: Yes

Provide Details: LWOP available

- 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: Hospitals

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	25	15	0	0	40
	Part-time permanent	25	1	0	0	26
	Casual	1	0	0	0	1
Professionals	Full-time permanent	168	55	17	5	245
	Part-time permanent	772	92	67	8	939
	Casual	374	99	10	3	486
Technicians And Trades Workers	Full-time permanent	31	20	0	0	51
	Part-time permanent	26	10	0	0	36
	Casual	15	14	0	0	29
Community And Personal Service Workers	Full-time permanent	14	13	0	0	27
	Part-time permanent	117	21	0	0	138
	Casual	79	33	0	0	112
Clerical And Administrative Workers	Full-time permanent	51	18	0	0	69
	Part-time permanent	54	5	0	0	59
	Casual	40	10	0	0	50
Labourers	Part-time permanent	21	8	0	0	29
	Casual	35	20	0	0	55

* Categorized 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: Hospitals

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	0	2	2
GM	Full-time permanent	3	0	3
SM	Full-time permanent	5	0	5
	Part-time permanent	1	0	1
OM	Full-time permanent	17	12	29
	Part-time permanent	24	1	25
	Casual	1	0	1

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Hospitals

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	2		2
			Non-managers	4	5	9
	Part-time	Permanent	Managers	7		7
			Non-managers	7		7
	N/A	Casual	Non-managers	3		3
	2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	
Managers				1		1
Non-managers				26	12	38
Part-time		Permanent	Managers	1		1
			Non-managers	91	15	106
N/A		Casual	Non-managers	25	3	28
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers	2		2
			Non-managers	43	26	69
	Part-time	Permanent	Managers	2		2
			Non-managers	111	18	129
	N/A	Casual	Non-managers	193	81	274

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Hospitals

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	1		1
			Managers	3	1	4
			Non-managers	15	9	24
	Part-time	Permanent	Managers	2	1	3
			Non-managers	77	16	93
	N/A	Casual	Non-managers	149	56	205
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	14		14
	Part-time	Permanent	Managers	2		2
			Non-managers	88		88
	N/A	Casual	Non-managers	8		8
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		6	6
	Part-time	Permanent	Non-managers		2	2

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Hospitals

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?	Full-time	Permanent	Non-managers	1	1
	Part-time	Permanent	Non-managers	3	3

* Total employees includes Non-binary