



Date Created: 03-07-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 03-07-2023

2022 - 23 Gender Equality Reporting

Submitted By:

National Disability Services Limited 52008445485

#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.

Currently under development

Estimated Completion Date: 2023-12-30

Talent identification/identification of high potentials: NoNot a priority

Succession planning: No

Not a priority

Training and development: Yes

Policy

Key performance indicators for managers relating to gender equality: NoNot a priority

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

YesPolicy

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

In the last year we have developed retention strategies, improved internal mobility and implemented online performance & development plans.

Governing Bodies

Organisation: National Disability Services Limited

1.Name of the governing body: National 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	6	0

4. Formal section policy and/or strategy: Yes

Selected value: Policy

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: Not a priority

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

As we currently have close to gender parity on the NDS Board, and have done so for many years, it is currently not a priority to set any strategy or targets in this area.

#Action on gender equality

Gender Pay Gaps

1. Do you have a formal policy and/or formal strategy on remuneration generally?

Yes

Policy

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

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?

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.

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We participate in annual salary benchmarking with Aon Hewitt and review salaries to ensure they are commensurate with industry standards taking into account specific experience and skills sets.

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?

No

No unexplained or unjustifiable gaps identified

- 1.3 What type of gender remuneration gap analysis has been undertaken?

A like-for-like gap analysis

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; Exit interviews; Survey; Other

Other: individual flexible working requests

- 1.2 Who did you consult?

ALL staff

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

No

Not a priority

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

Employees:

Yes

Date:05/07/2022

Shareholder:

Yes

Date:18/07/2022

4. **Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?**

No

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

Our annual employee engagement survey provides feedback on topics such as flexibility and staff well being. The exit survey provides feedback on discrimination and harassment. We have created an Inclusion and Diversity working group that we will consult.

#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

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Employee training is provided throughout the organisation

No

Not a priority

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

No

Not aware of the need

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

No

Not a priority

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Not a priority

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

No

Not aware of the need

Team-based training is provided throughout the organisation

No

Not a priority

Other: No

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; Informal 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: No

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; Informal 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?

No

7. If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

Flexible working is utilized widely across NDS and is a key benefit in our talent attraction and retention strategies. This includes part-time options, flexible start and finish times, unpaid leave, NDS paid parental and covid leave.

#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 to all genders without using the primary/secondary carer definition

1.1. Please indicate whether your employer-funded paid parental leave covers:

Birth; Adoption; Surrogacy; Stillbirth

1.2. How do you pay employer-funded paid parental leave to your carers, regardless of primary/secondary status?

Paying the employee's full salary

1.3. Do you pay superannuation contribution to your carers while they are on parental leave?

Yes, on employer funded parental leave

1.4. How many weeks of employer-funded paid parental leave for carers is provided?

6

1.5. What proportion of your total workforce has access to employer-funded paid parental leave, including casuals?

81-90%

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

Yes

1.6.1 How long is the qualifying period (in months)?

6

1.7. Do you require 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.

NDS provides employer funded parental leave to all employees (except casuals) regardless of primary or secondary carers.

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

2.3. Breastfeeding facilities

Yes

Available at SOME 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

Yes

Available at SOME worksites

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.

All our work sites are family friendly and supportive of carers and parents. The Wellbeing Centre and EAP program offer resources for families and parents. We also support carers with our flexible working practices.

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: Mandatory training is completed every 2 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.**

We have policies on Equal Employment, Anti-discrimination, Bullying & harassment and grievances. We have compulsory online training modules on these topics for all employees to complete at induction and every 2 years including a sexual harassment module.

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

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

No

Other

Provide Details: No enterprise agreement

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

Other

Date Created: 03-07-2023

Provide Details: A list of appropriate agencies with contract numbers is provided in the leave policy. We provide support via referrals to relevant agencies.

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

No

Other

Provide Details: Requests are assessed on a case by case basis.

Flexible working arrangements

Yes

Offer change of office location

No

Other

Provide Details: NDS has one office location in most states and none in one state. Some staff are regionally based and work from home. Some roles cannot be undertaken from another location. For all these reasons it may not be possible for the employee to transfer.

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

No

Other

Provide Details: Support can be provided by referring employees to medical services if required and a staff member can accompany them if needed and feasible. Our WHS specialist can provide additional support and assistance, especially from a return to work perspective.

Training of key personnel

Yes

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

Yes

Workplace safety planning

No

Insufficient resources/expertise

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

No

Other

Provide Details:no enterprise agreement

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? 10

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

No

Other

Provide Details:no enterprise agreement

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: No

Provide Details:

- 1. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below**

We have implemented mandatory on-line training on Family & Domestic Violence in the previous 12 months that must be completed by all staff as part of induction and every 2 years.