



Date Created: 28-04-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 28-04-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

Health Services Union NSW 85037751682

# #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

Policy; Strategy

**Performance management processes:** Yes

Policy; Strategy

**Promotions:** Yes.

Policy

**Talent identification/identification of high potentials:** Yes Policy; Strategy

**Succession planning:** No

Insufficient resources/expertise

**Training and development:** Yes

Policy

**Key performance indicators for managers relating to gender equality:** Yes Strategy

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

Yes Policy

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

<p><span style="font-size: 10pt;">HSU's Remuneration Guidelines and Salary Review Procedures require salary reviews to:</span></p><ul><li><span style="font-size: 10pt;">Ensure equity in remuneration for staff in same or similar roles.</span></li><li><span style="font-size: 10pt;">Ensure no gender bias occurs at any point in the remuneration review process.</span></li><li><span style="font-size: 10pt;">Guard against conscious or unconscious biases.</span></li><li><span style="font-size: 10pt;">Ensure the salary review process is accessible to all staff, including staff on parental</span></li><li><span style="font-size: 10pt;">leave.</span></li></ul><p><span style="font-size: 10pt;">Our Managers are required to promote diversity and inclusion, personally demonstrate</span></p><p><span style="font-size: 10pt;">appropriate behaviour and apply Diversity and Inclusion strategies in accordance with HSU</span></p><p><span style="font-size: 10pt;">policies. Strategies are in place for individual Managers to be actively involved in the</span></p><p><span style="font-size: 10pt;">removal of gender bias from pay and performance decisions.</span></p><p><span style="font-size: 10pt;">HSU has policy requiring the regular review of pay and remuneration to identify gender or</span></p><p><span style="font-size: 10pt;">other pay equity gaps and to establish action plans to address any differences.</span></p>

# Governing Bodies

**Organisation:** Health Services Union NSW

**1.Name of the governing body:** Union Council

**2.Type of the governing body:** Other governing body/authority

**3.Specified governing body type:** Union Council members elected from membership every four years

**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
	12	13	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:** Other

**Other value:** Governing body has gender balance and is representative of the membership.

**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 achieve gender pay equity; 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 be transparent about pay scales and/or salary bands; To ensure managers are held accountable for pay equity outcomes; To implement and/or maintain a transparent and rigorous performance assessment process

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

2022-07-01

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

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)

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

The HSU's Policy on Remuneration Guidelines and Salary Review Procedures requires the HSU

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to:

- Implement and maintain a transparent and rigorous salary review process.
- Ensure equity in remuneration for staff in same or similar roles.
- Ensure no gender bias occurs at any point in the remuneration review process.
- Guard against conscious or unconscious biases.
- Ensure the salary review process is accessible to all staff, including staff on parental leave.
- The HSU has strategies in place for individual Managers to be actively involved in the
- removal of gender bias from pay and performance issues

## 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; Performance discussions

- 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?

Yes

Policy; Strategy

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

Employees:

Shareholder:

4. Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?

Yes

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

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The HSU is required to consult with its employees on all matters relating to pay and remuneration and conditions of employment, including access to parental leave, study leave, flexible work practices, regrading processes, performance reviews.

# #Flexible Work

## Flexible Working

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

Yes

Policy

- 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)**

No

Insufficient resources/expertise

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

**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**

Yes

**Team-based training is provided throughout the organisation**

Yes

**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



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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

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

**Remote working/working from home:** Yes

SAME options for women and men

**Time-in-lieu:** No

Other

**Other:** Reasonable overtime is provided for in Enterprise Agreement for most classification. Excessive overtime in monitored.

**Unpaid leave:** Yes

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?

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?

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Yes, we offer employer funded parental leave using the primary/secondary carer definition

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

Under the HSU's Enterprise Agreement, if a secondary carer becomes the primary carer within the first 12 months, they are entitled to an additional 10 weeks paid leave.

## 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

Not aware of the need

**2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

No

**2.3. Breastfeeding facilities**

Yes

Available at ALL worksites

**2.4. Childcare referral services**

No

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

No

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

No

**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**

No

**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?**

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Non-Managers

Yes

Voluntary question: All Non-Managers

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

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

Yes

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

Yes

**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?**

Yes

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

Yes

**Is the leave period unlimited?**

Yes

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

Yes

**Is the leave period unlimited?**

Yes

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Provide Details:** No

- 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: Personal and Other Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	9	10	0	0	19
Professionals	Full-time permanent	24	26	0	0	50
	Part-time permanent	3	1	0	0	4
	Part-time contract	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	25	8	0	0	33
	Full-time contract	1	0	0	0	1
	Part-time permanent	3	1	0	0	4
	Part-time contract	1	0	0	0	1
Labourers	Full-time permanent	0	1	0	0	1

\* 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: Personal and Other Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	7	7	14
SM	Full-time permanent	2	2	4

\* Total employees includes Non-binary



# Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	3	2	5
			Non-managers	1	3	4
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	7	9	16
		Fixed-Term Contract	Non-managers	0	1	1
	Part-time	Permanent	Non-managers	1	0	1
		Fixed-Term Contract	Non-managers	4	0	4
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Non-managers	13	10	23
		Fixed-Term Contract	Non-managers	1	2	3
	Part-time	Fixed-Term Contract	Non-managers	2	4	6
	N/A	Casual	Non-managers	1		1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Personal and Other Services

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	Managers	1		1
			Non-managers	8	9	17
		Fixed-Term Contract	Non-managers		1	1
	Part-time	Fixed-Term Contract	Non-managers	1	4	5
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	1		1
	Part-time	Permanent	Non-managers	1		1
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

\* Total employees includes Non-binary