



Australian Government



Workplace  
Gender Equality  
Agency

## 2021 - 22 Compliance Program

Submitted by:

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Date: 2022-06-01

# #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	Strategy Policy
...Promotions	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Talent identification/identification of high potentials	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Succession planning	No( <i>Select all that apply</i> )
...No	Other (please provide)
...Currently under development	31-Mar-2023
...Other (please provide)	Annual employee appraisal process used to identify high potential. Development of high performing staff occurs to prepare and train for leadership roles
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Key performance indicators for managers relating to gender equality	Yes( <i>Select all that apply</i> )
...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

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.

HSU's Remuneration Guidelines and Salary Review Procedures require salary reviews to:

Ø Ensure equity in remuneration for staff in same or similar roles.

Ø Ensure no gender bias occurs at any point in the remuneration review process.

Ø Guard against conscious or unconscious biases.

Ø Ensure the salary review process is accessible to all staff, including staff on parental leave.

Our Managers are required to promote diversity and inclusion, personally demonstrate appropriate behaviour and apply Diversity and Inclusion strategies in accordance with HSU policies. Strategies are in place for individual Managers to be actively involved in the removal of gender bias from pay and performance decisions.

HSU has policy requiring the regular review of pay and remuneration to identify gender or other pay equity gaps and to establish action plans to address any differences.

## Governing bodies

### Health Services Union NSW

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?	Union Council
1.2: What type of governing body does this organisation have?	Other governing body/authority (provide details)
	Union Council members elected from membership every four years
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	0
...Male	1
...Non-binary	0
...Members	
...Female	19
...Male	14
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes( <i>Select all that apply</i> )

	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either)
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)
	Governing body has gender balance and representative of membership
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	
2.1: What is the name of your governing body?	Union Committee of Management
2.2: What type of governing body does this organisation have?	Other governing body/authority (provide details)
	Union committee of Management members elected from membership every 4 years
2.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	1
...Non-binary	0
...Members	
...Female	6
...Male	4
...Non-binary	0
2.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes( <i>Select all that apply</i> )
	Policy Strategy
2.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either)
2.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No

	Other (provide details)
	Governing body has gender balance and representative of membership
2.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

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 Strategy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	Yes( <i>Select all that apply</i> )
...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?

2-Jul-2021

3: Does your organisation publish its organisation-wide gender pay gap?

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

5: 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	Currently under development( <i>Select the estimated completion date.</i> ) 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)
...Currently under development	31-Jul-2022

2: For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?

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

1.1: How did you consult employees?

Exit interviews  
Consultative committee or group  
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(*Select all that apply.*)

...Yes

Strategy  
Policy

3: On what date did your organisation share your previous year's public reports with employees?

18-Aug-2021

4: Does your organisation have shareholders?

No

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

Yes

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

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(*Select all that apply*)

...Yes	Policy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No( <i>Select all that apply</i> )
...No	Insufficient resources/expertise
...Targets have been set for men's engagement in flexible work	Yes
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No( <i>Select all that apply</i> )
...No	Insufficient resources/expertise
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No( <i>Select all that apply</i> )
...No	Currently under development( <i>Select the estimated completion date.</i> ) Insufficient resources/expertise
...Currently under development	31-Dec-2022

...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No( <i>Select all that apply</i> )
...No	Currently under development( <i>Select the estimated completion date.</i> ) Insufficient resources/expertise
...Currently under development	31-Dec-2022
2: Do you offer any of the following flexible working options to MANAGERS in your workplace?	
...Flexible hours of work	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 Informal options are available
...Compressed working weeks	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
...Time-in-lieu	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Other (provide details)
...Other (provide details)	Reasonable overtime is provided for in Enterprise Agreement for most classifications. Excessive overtime is monitored.
...Telecommuting (e.g. working from home)	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 Informal options are available
...Part-time work	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
...Job sharing	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	Informal options are available
...Carer's 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
...Purchased leave	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not aware of the need

...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	Informal options are available 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?

Yes

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

Yes, for both women and men

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.

# #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 ( <i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i> )
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%
1.1.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
1.1.g.1: How long is the qualifying period?	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
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?	Within 12 months
.. Yes	

1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes ( <i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i> )
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 Adoption 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?	4
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%
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
1.2.g.1: How long is the qualifying period?	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
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?	Within 6 months
.. Yes	

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.

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(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	Not aware of the need
...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 SOME worksites
...Childcare referral services	No(You may specify why the above support mechanism is not available to your employees.)
...Internal support networks for parents	No(You may specify why the above support mechanism is not available to your employees.)
...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	No(You may specify why the above support mechanism is not available to your employees.)
...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 paid parental leave	No(You may specify why the above support mechanism is not available to your employees.)
...Parenting workshops targeting mothers	No(You may specify why the above support mechanism is not available to your employees.)
...Parenting workshops targeting fathers	No(You may specify why the above support mechanism is not available to your employees.)
...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
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2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(Please indicate how often is this training provided (select all that apply):)
...Yes	At induction
...All employees	Yes(Please indicate how often is this training provided (select all that apply):)
...Yes	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

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	Yes
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(Is the leave period unlimited?)
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(Is the leave period unlimited?)
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes(Is the leave period unlimited?)
...Access to unpaid leave	Yes(Is the leave period unlimited?)
...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

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



# #Diversity and inclusion

## Voluntary section

1: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

Yes (*Select all that is covered.*)

...Yes	Aboriginal and/or Torres Strait Islander identity Cultural and/or language and/or race/ethnicity background Disability and/or accessibility Sexual orientation Gender identity Age Other ( <i>Provide details</i> )
...Other	physical or mental disability, marital status, family or carer's responsibilities, pregnancy and breastfeeding, religion, political opinion

2: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

No

...If this data can be shared and is not confidential, please complete the below table:

3: Do you currently collect data on any of the following dimensions of employees' identities?

Not applicable / Don't know

# 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	8	7	0	0	15
Professionals	Full-time permanent	20	32	0	0	52
	Full-time contract	2	0	0	0	2
	Part-time permanent	2	1	0	0	3
	Part-time contract	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	19	13	0	0	32
	Part-time permanent	7	2	0	0	9
	Casual	0	3	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: Personal and Other Services

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

\* Total employees includes Gender X

# 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	1	3	4
			Non-managers	3	3	6
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	1	2	3
			Non-managers	4	3	7
		Fixed-Term Contract	Non-managers		1	1
	Part-time	Permanent	Non-managers		1	1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	3	1	4
			Non-managers	22	18	40
		Fixed-Term Contract	Non-managers	6	3	9
	Part-time	Fixed-Term Contract	Non-managers	3	2	5

\* Total employees includes Gender X

# 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	3	1	4
			Non-managers	11	15	26
		Fixed-Term Contract	Non-managers	2		2
	Part-time	Permanent	Non-managers	1		1
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	2		2
			Non-managers	2	1	3
	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		2	2
			Non-managers	1		1

\* Total employees includes Gender X

# Workforce Management Statistics Table

\* Total employees includes Gender X