



Australian Government



**Workplace
Gender Equality
Agency**

2021 - 22 Gender Equality Reporting

Submitted by:

**West Tamworth League Club Ltd
(ABN:26001037832)**

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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 | Policy |
| ...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

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.

Governing bodies

West Tamworth League Club Ltd

| | |
|---|---|
| 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? | Board of Directors |
| 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

...Male

...Non-binary

1

0

...Members

...Female

...Male

...Non-binary

1

3

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*)

Do not have control over governing body/appointments

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

No(*Select all that apply*)

Do not have control over governing body/appointments

Elected by members

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)

Female participation to nominate is encouraged

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?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements

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

31-Mar-2022

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

Salaries for ALL 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.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

No(*Select all that apply*)

...No

Not aware of the need

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

No

...No

Not aware of the need

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

19-Nov-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.

#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 | Strategy |
| ...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 | Not a priority |
| ...Targets have been set for men's engagement in flexible work | No (<i>Select all that apply</i>) |
| ...No | Not a priority |
| ...Leaders are held accountable for improving workplace flexibility | Yes |
| ...Manager training on flexible working is provided throughout the organisation | No (<i>Select all that apply</i>) |
| ...No | Insufficient resources/expertise |
| ...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) | Yes |
| ...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel | Yes |
| ...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 Not aware of the need
- 2: Do you offer any of the following flexible working options to MANAGERS in your workplace?
- ...Flexible hours of work Yes(*Select one option only*)
- ...Yes SAME options for women and men(*Select all that apply*)
- ...SAME options for women and men Informal options are available
- ...Compressed working weeks No(*You may specify why the above option is not available to your employees.*)
- ...No Other (provide details)
- ...Other (provide details) Hospitality industry requiring customer service needs, not purely administration roles.
- ...Time-in-lieu No(*You may specify why the above option is not available to your employees.*)
- ...No Other (provide details)
- ...Other (provide details) Overtime is paid as is occurs.
- ...Telecommuting (e.g. working from home) Yes(*Select one option only*)
- ...Yes SAME options for women and men(*Select all that apply*)
- ...SAME options for women and men Informal options are available
- ...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.*)
- ...No Not aware of the need
- ...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.*)
- ...No Other (provide details)
- ...Other (provide details) Not in the Registered & Licensed Clubs 2020 Award
- ...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
- 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?

No, we do not offer employer funded parental leave

...No, we do not offer employer funded parental leave

Other (provide details)

...Other (provide details)

Cannot offer due to financial impacts

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(Select all that apply)

...Yes

Strategy

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

Insufficient resources/expertise

...On-site childcare

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

...No

Insufficient resources/expertise
Not aware of the need

...Breastfeeding facilities

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

...No

Not aware of the need

...Childcare referral services

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

...No

Not aware of the need

...Internal support networks for parents

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

...No

Not aware of the need

...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.)

...No

Insufficient resources/expertise

| | |
|---|--|
| ... Information packs for new parents and/or those with elder care responsibilities | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise |
| ... Referral services to support employees with family and/or caring responsibilities | Yes(<i>Please indicate the availability of this support mechanism.</i>) |
| ...Yes | Available at ALL worksites |
| ... Targeted communication mechanisms (e.g. intranet/forums) | Yes(<i>Please indicate the availability of this support mechanism.</i>) |
| ...Yes | Available at ALL worksites |
| ... Support in securing school holiday care | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Not aware of the need |
| ... Coaching for employees on returning to work from paid parental leave | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise |
| ... Parenting workshops targeting mothers | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Not aware of the need Insufficient resources/expertise |
| ... Parenting workshops targeting fathers | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...No | Insufficient resources/expertise Not aware of the need |
| ... 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

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 least annually
At induction

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

...Yes

At least annually
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?*)

... Yes

No

: How many days of paid domestic violence leave (contained in an enterprise/workplace agreement) are provided? 10

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

Yes(*Is the leave period unlimited?*)

... Yes

No

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

No(*Select all that apply*)

...No

Insufficient resources/expertise

...Access to unpaid leave

Yes(*Is the leave period unlimited?*)

... Yes

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) | No(<i>Select all that apply</i>) |
| ...No | Other (provide details) |
| ...Other (provide details) | Employee Support Fund, contributed to by staff, approved by CEO. |
| ...Offer change of office location | Yes |
| ...Emergency accommodation assistance | No(<i>Select all that apply</i>) |
| ...No | Insufficient resources/expertise |
| ...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.