

# 2021 – 22 Compliance Program



**Australian Government**



Workplace  
Gender Equality  
Agency



# 2021 - 22 Gender Equality Reporting

## Submitted By:

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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

Policy; Strategy

**Retention:** Yes

Policy; Strategy

**Performance management processes:** Yes

Policy; Strategy

**Promotions:** Yes.

Policy

**Talent identification/identification of high potentials:** Yes

Policy; Strategy

**Succession planning:** Yes

Policy; Strategy

**Training and development:** Yes

Policy; Strategy

**Key performance indicators for managers relating to gender equality:** No

Other

**Other:** The People Experience Team tracks and measures gender equality metrics and guides Managers accordingly.

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

Yes

Policy

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

Reduce the gender pay gap; Increase the number of women in leadership positions; Increase the number of women in male-dominated roles; Increase the number of men in female-dominated roles; Increase the number of men taking parental leave; Increase the number of men using flexible work arrangements

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

## Governing Bodies

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

Strategy

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

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

2021-06-30

3. **Voluntary question:** Does your organisation publish its organisation-wide gender pay gap?

Yes

Shared internally with governing body members; Other

Other:

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

No

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 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?

Yes

Identified cause/s of the gaps; Analysed commencement salaries by gender to ensure there are no pay gaps; Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay

gaps) to the executive; Reviewed remuneration decision-making processes

**1.3 You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide)**

- 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.**

## Employee Consultation

- 1. Have you consulted with employees on issues concerning gender equality in your workplace?**

Yes

**1.1 How did you consult employees?**

Survey; Focus groups; 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

Strategy

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

2022-04-28

- 4. Voluntary question: Have you shared previous Executive Summary and Benchmark reports with the governing body?**

Yes

Date Created: 10-01-2023

**4.1 On what date did your organisation share your previous year's public reports with shareholders?**

2022-03-01

**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 gender pay gaps 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; 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)**

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**

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

Currently under development

**Estimated Completion Date:** 2023-02-28

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

Yes

**Other:** No



Date Created: 10-01-2023

**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:** No

Not aware of the need

**Flexible hours of work:** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Job sharing:** No

Not aware of the need

**Part-time work:** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Purchased leave:** Yes

SAME options for women and men

Formal options are available

**Telecommuting (e.g. working from home):** Yes

SAME options for women and men

Formal options are available; Informal options are available

**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; Informal options are available

**3. Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**

Yes

**4. Voluntary question: 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 compared to pre-COVID-19?

Yes, women and men

6. Voluntary question: 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?

Training for managers on how to work with flexible and remote/hybrid teams;

Training for non-managers on how to work with flexible and remote/hybrid teams;

Training for all employees on how to work with flexible and remote/hybrid teams;

Employee performance is measured by performance and not presenteeism; Other

**Other:** As part of our annual engagement survey, we review and analyse the results to identify any trends or areas of focus.

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 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

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; Yes, on government funded parental leave

Date Created: 10-01-2023

**1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?**

18

**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?**

**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 24 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

**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; Yes, on government funded parental leave

**1.2.e. How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?**

2

**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?**

### **How long is the qualifying period?**

- 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 24 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; Strategy

- 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)**

Yes

Available at ALL worksites

- 2.3. Breastfeeding facilities**

Yes

Available at SOME worksites

- 2.4. Childcare referral services**

Yes

Available at ALL worksites

- 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**

Yes

Available at ALL worksites

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

Yes

Available at ALL worksites

**2.9. Parenting workshops targeting fathers**

Yes

Available at ALL worksites

**2.10. Parenting workshops targeting mothers**

Yes

Available at ALL worksites

**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**

Yes

Available at ALL worksites

**2.13. On-site childcare**

No

Insufficient resources/expertise

**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.**

## Sex-based harassment and discrimination

**1. Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?**

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 employees:** Yes

At least annually At induction

**All managers:** Yes

At induction At least annually

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

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

Not aware of the need

**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

**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)**

No

Not aware of the need

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

No

Not aware of the need

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

Yes

**Is the leave period unlimited?**

No

**Number of Days:**

5

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Other:** 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

Other

**Other:** Our policy covers many areas including, but not limited to, any of the above and also persons with different religions, marital/family status, perspectives, experiences, socio-economic backgrounds or any other area of potential difference.

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

Yes



Date Created: 10-01-2023

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

	Female	Male	Non-binary
<b>Aboriginal and/or Torres Strait Islander Managers</b>			
<b>Aboriginal and/or Torres Strait Islander Non-managers</b>			

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

Cultural and/or language and/or race/ethnicity background; Gender identity

# Workplace Profile Table

Industry: Building Construction

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	7	9	0	0	16
	Part-time permanent	2	0	0	0	2
Professionals	Full-time permanent	11	6	0	0	17
	Part-time permanent	2	0	0	0	2
Clerical And Administrative Workers	Full-time permanent	34	20	0	0	54
	Part-time permanent	3	0	0	0	3
Sales Workers	Full-time permanent	18	1	0	0	19
	Part-time permanent	3	0	0	0	3
	Casual	1	0	0	0	1

\* Categorised 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: Building Construction

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	1	4	5
GM	-1	Full-time permanent	3	0	3
SM	-2	Full-time permanent	0	1	1
		Part-time permanent	1	0	1
OM	-2	Full-time permanent	3	3	6
		Part-time permanent	1	0	1

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Building Construction

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	2	2	4
			Non-managers	4	0	4
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	0	1
			Managers	0	0	0
			Non-managers	4	2	6
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
	Part-time	Permanent	CEO, KMPs, and HOBs	1	0	1
			Managers	1	0	1
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	3	3	6
			Non-managers	24	5	29
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	0	3
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	1	3
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	1	2

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Building Construction

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	2
			Managers	3	3	6
			Non-managers	14	5	19
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	2	0	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	2	0	2
			Managers	2	0	2
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Building Construction

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

\* Total employees includes Gender X