

2022 – 23 Compliance Program



Australian Government



Workplace
Gender Equality
Agency



2022 - 23 Gender Equality Reporting

Submitted By:

Lifestyle Communities Ltd 11078675153

#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; Strategy

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: Our Head of People Experience is ultimately responsible for diversity and inclusion outcomes. The role is part of the Remuneration and Nomination Committee, provides reports and updates on targets to the Committee and Board.

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

Yes Policy; Strategy

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

Further to Q1 - Key performance indicators for managers relating to gender equality:

The role of Head of People Experience is measured on driving best practice HR Strategy (including Diversity and Inclusion) within our Executive Leadership team to support remuneration and organisational capability outcomes. In addition to this, the Executive Leadership team, including the Head of People Experience, lead by example and hold their team leaders accountable by:

- Addressing and recording any feedback following pulse and engagement surveys. Summary data is analysed and provided to the ELT to provide their feedback.
- Documenting all performance appraisals and recruitment activities (both internal and externally), enabling People Experience Team Members to review processes and ensure they were compliant with the 'Our Approach to Gender Equality' policy.
- Attendance for ELT members at the annual Executive Leadership Retreat is compulsory. Each member discusses team structures, gender diversity within teams and challenges with recruitment/succession planning. All these objectives are measured against company gender diversity and inclusion targets.
- Following this meeting, outcomes are presented to the

Date Created: 31-05-2023

Remuneration and Nomination Committee in June. Following this strategic meeting, each ELT members performance is assessed through the annual ROADMAP process by 31st July each year, measured by the Managing Director with assistance from the Head of People Experience. The performance outcome then defines the final remuneration for the ELT member.

Mandating performance appraisal training for all Team Leaders, facilitated and documented by the Head of People Experience to ensure consistency across all performance related discussions.

Governing Bodies

Organisation: Lifestyle Communities Ltd

1.Name of the governing body: Board of Directors

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F) 1	Male (M) 0	Non-Binary 0
Member	Female (F) 3	Male (M) 3	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy; Strategy

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?

Yes

Selected value: Policy; Strategy

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?

2022-06-30

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)?

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

Created a pay equity strategy or action plan; Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed commencement salaries by gender to ensure there are no pay gaps; Analysed performance pay to ensure there is no gender bias (including unconscious bias); Analysed performance ratings to ensure there is no gender bias (including unconscious bias); Set targets to reduce any organisation-wide gap; Reported pay equity

Date Created: 31-05-2023

metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the executive; Reported pay equity metrics (including gender pay gaps) to all employees; Reported pay equity metrics (including gender pay gaps) externally; Trained people-managers in addressing gender bias (including unconscious bias); Corrected like-for-like gaps; Conducted a gender-based job evaluation process

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

In addition to the above, as Lifestyle Communities continues to evolve we also consider the following external factors when completing our annual gender remuneration gap analysis:

- Applicable Awards
- Current state market analysis and benchmarking
- Consultation with trusted recruitment partners

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; 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 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.

#Flexible Work

Flexible Working

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

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

Other

Other: Whilst we have not set specific targets for men's engagement in flexible work, we have been actively advocating how important the roles of working dads are at home and at work.

Team-based training is provided throughout the organisation

Yes

Other: No

Date Created: 31-05-2023

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

Purchased leave: Yes

SAME options for women and men Formal options are available

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; 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.

Further to the question regarding targets for men engaging in flexible work:

Throughout our own evolution of parental leave policies to support flexible work options for dads (including extended secondary carer's leave, flexibility around start and finish times, school holiday support), we partnered with Circle In, our working parents support partner, to gain further insight and conduct an external survey to 400 Australian dads. The survey dived into how they view their roles and what stops

Date Created: 31-05-2023

them from taking parental leave/flexible working options. The research findings highlighted that workplace culture barriers play an important role in why they don't feel they can take parental leave or access flexible working in the same way women do. To raise awareness around how a supportive workplace can help, we invited our external business partners and suppliers to attend a panel discussion with our working parents to discuss the findings in the research. Our Managing Director also hosted a webinar with other working dads to share the insights from the survey and to spread awareness. We will continue to advocate the importance of supportive workplaces to encourage, empower, and normalise working dads taking parental leave or accessing flexible working arrangements.

#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 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.

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; Other

Other: Whilst we do not provide on-site childcare. If team members are not able to secure school holiday care, they are permitted to bring their child/ren to work or work from home to manage their caregiving responsibilities.

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.

<p>Despite our 'Preventing Harassment, Discrimination and Bullying policy' not requiring review or approval by our Governing body or CEO, it is important to note that this policy is reviewed by our People Experience Team bi-annually.</p>

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; Strategy

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

Date Created: 31-05-2023

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

Date Created: 31-05-2023

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)

Yes

Is the leave period unlimited?

No

Number of days:

10

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

No

Not aware of the need

Access to unpaid leave

Yes

Is the leave period unlimited?

No

Number of days:

182

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**

Date Created: 31-05-2023

<p>Reference: Access to paid/unpaid domestic violence leave is as per the National Employment Standards.</p><p>
</p>

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	10	15	0	0	25
	Part-time permanent	2	0	0	0	2
Professionals	Full-time permanent	10	1	0	0	11
	Part-time permanent	2	0	0	0	2
Clerical And Administrative Workers	Full-time permanent	35	21	0	0	56
	Part-time permanent	2	0	0	0	2
Sales Workers	Full-time permanent	18	2	0	0	20
	Part-time permanent	2	0	0	0	2
	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 Non-binary

Workplace Profile Table

Industry: Building Construction

		No. of employees		
Manager category	Employment status	F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	0	1	1
GM	Full-time permanent	2	4	6
SM	Full-time permanent	0	1	1
	Part-time permanent	1	0	1
OM	Full-time permanent	8	8	16
	Part-time permanent	1	0	1

* Total employees includes Non-binary

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	0	0
			Managers	0	2	2
			Non-managers	9	3	12
		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
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	2	1	3
		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
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	4	7	11
			Non-managers	48	15	63
		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	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

* Total employees includes Non-binary

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	0	0	0
			Managers	3	1	4
			Non-managers	18	4	22
		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
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-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
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	1	0	1
		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	1	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
	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 Non-binary

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

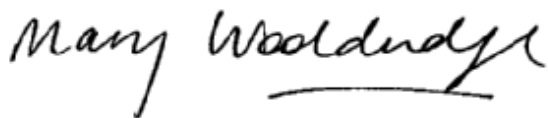
* Total employees includes Non-binary

11 August 2023

CERTIFICATE OF COMPLIANCE WITH THE WORKPLACE GENDER EQUALITY ACT 2012

I am pleased to advise that Lifestyle Communities Ltd (ABN: 11078675153) is **compliant** with the *Workplace Gender Equality Act 2012* (Act) for the 2022-23 reporting period.

This certificate forms your **notice of compliance with the Act** until replaced with a new certificate of compliance for the next reporting period.



Mary Wooldridge
Chief Executive Officer