

2020 - 21 Compliance Program

Submitted by:

**Apunipima Cape York Health Council
Limited (ABN:26089437717)**



#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	No(<i>Select all that apply</i>)
...No	Not a priority
...Retention	No(<i>Select all that apply</i>)
...No	Not a priority
...Performance management processes	No(<i>Select all that apply</i>)
...No	Not a priority
...Promotions	No(<i>Select all that apply</i>)
...No	Not a priority
...Talent identification/identification of high potentials	No(<i>Select all that apply</i>)
...No	Not a priority
...Succession planning	No(<i>Select all that apply</i>)
...No	Not a priority
...Training and development	No(<i>Select all that apply</i>)
...No	Not a priority
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Not a priority

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

No(<i>Select all that apply</i>)	
...No	Not a priority

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

Due to the existing gender balance this is not a priority.

Governing bodies

Apunipima Cape York Health Council Limited

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?	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 (F)	1
...Male (M)	0
...Gender X	0
...Members	
...Female (F)	5
...Male (M)	4
...Gender X	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)

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

Employees are paid at the rates set by the Enterprise Agreement for the position they have been appointed to.

#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

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements

2: Did your organisation receive JobKeeper payments?

No

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

30-Jun-2020

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 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 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)

2: 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?

No(*Select all that apply*)

...No

Not a priority

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

#Employee work/life balance

Flexible working

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

No(*Select all that apply*)

...No

Not a priority

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

Formal options are available
Informal options are available

...Compressed working weeks

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
Informal options are available

...Time-in-lieu

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
Informal options are available

...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

Formal options are available
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
Informal options are available

...Job sharing

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

...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 Informal 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	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: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

6: 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(<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
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?	6
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	91-100%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	No(<i>You may specify why employer funded paid parental leave for secondary carers is not available.</i>)
...No	Government scheme is sufficient

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.

6 Weeks for biological child

3 Weeks for adoption

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 a priority
...On-site childcare	No(You may specify why the above support mechanism is not available to your employees.)
...No	Not a priority
...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.)
...No	Not a priority
...Internal support networks for parents	No(You may specify why the above support mechanism is not available to your employees.)
...No	Not a priority
...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	Not a priority
...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.)
...No	Not a priority
...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.)
...No	Not a priority
...Targeted communication mechanisms (e.g. intranet/forums)	No(You may specify why the above support mechanism is not available to your employees.)
...No	Not a priority
...Support in securing school holiday care	No(You may specify why the above support mechanism is not available to your employees.)
...No	Not a priority
...Coaching for employees on returning to work from parental leave	No(You may specify why the above support mechanism is not available to your employees.)
...No	Not a priority
...Parenting workshops targeting mothers	No(You may specify why the above support mechanism is not available to your employees.)
...No	Not a priority

...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...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(<i>Select all that apply</i>)	
...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(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...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?

No(<i>Select all that apply</i>)	
...No	Other (provide details)
...Other (provide details)	Under consideration

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	No(<i>Select all that apply</i>)
...No	Not a priority
...A domestic violence clause is in an enterprise agreement or workplace agreement	No(<i>Select all that apply</i>)
...No	Other (provide details)

...Other (provide details)	Under consideration
...Workplace safety planning	No(<i>Select all that apply</i>)
...No	Not a priority
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Under consideration
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Under consideration
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Under consideration
...Access to unpaid leave	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)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Not a priority
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	No(<i>Select all that apply</i>)

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

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	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	1	0	1
			Managers	1	0	1
			Non-managers	2	0	2
	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	2	0	2
			Managers	20	2	22
			Non-managers	18	3	21
	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	1	0	1
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	1	2
			Non-managers	13	6	19
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	5	1	6
			Non-managers	20	6	26
	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	1	1	2
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	11	3	14

* 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	CEO, KMPs, and HOBs	0	1	1
			Managers	8	0	8
			Non-managers	14	3	17
		Fixed-Term Contract	CEO, KMPs, and HOBs	1	0	1
			Managers	7	0	7
			Non-managers	9	4	13
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	5	2	7
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	5	4	9
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	9	0	9
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	3	0	3
		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	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
	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: Personal and Other Services

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	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

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	16	6	0	0	22
	Full-time contract	12	4	0	0	16
	Part-time contract	2	0	0	0	2
	Casual	1	0	0	0	1
Professionals	Full-time permanent	40	10	0	0	50
	Full-time contract	15	9	0	0	24
	Part-time permanent	12	2	0	0	14
	Part-time contract	7	3	0	0	10
	Casual	7	1	0	0	8
Technicians And Trades Workers	Full-time permanent	2	4	0	0	6
Community And Personal Service Workers	Full-time permanent	14	8	0	0	22
	Full-time contract	10	12	0	0	22
	Part-time permanent	9	1	0	0	10
	Part-time contract	11	6	0	0	17
	Casual	2	2	0	0	4
Clerical And Administrative Workers	Full-time permanent	24	1	0	0	25
	Full-time contract	9	2	0	0	11
	Part-time permanent	5	0	0	0	5
	Part-time contract	2	0	0	0	2
	Casual	4	1	0	0	5
Machinery Operators And Drivers	Full-time permanent	0	1	0	0	1
	Full-time contract	0	1	0	0	1
	Casual	1	4	0	0	5
Labourers	Part-time permanent	0	1	0	0	1
	Casual	11	2	0	0	13

* 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
		Full-time contract	1	0	1
KMP	-1	Full-time permanent	1	0	1
		Full-time contract	1	2	3
		Casual	1	0	1
SM	-2	Full-time permanent	7	2	9
		Full-time contract	4	2	6
OM	-2	Full-time contract	1	0	1
	-3	Full-time permanent	8	3	11
		Full-time contract	2	0	2
		Part-time contract	2	0	2
	-4	Full-time contract	3	0	3

* Total employees includes Gender X