



Date Created: 05-07-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





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# 2022 - 23 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

**Retention:** Yes

Policy

**Performance management processes:** Yes

Policy

**Promotions:** Yes.

Policy

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

**Succession planning:** Yes

Strategy

**Training and development:** Yes

Policy; Strategy

**Key performance indicators for managers relating to gender equality:** NoOther

**Other:** Female representation in our organisation is 83.5%. Aspect is not complacent with respect to female representation, but recognises we are operating in female dominated industries, such as Education and Allied Health.

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

YesPolicy

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

Aspect is reviewing strategies to increase the number of males in female dominated roles.

## Governing Bodies

**Organisation:** Autism Spectrum Australia (Aspect)

**1.Name of the governing body:** Autism Spectrum Australia (Aspect) Board of Directors

**2.Type of the governing body:** Board of Directors

**Number of governing body chair and member by gender:**

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

Female (F)	Male (M)	Non-Binary
5	3	0

**4. Formal section policy and/or strategy: Yes**

**Selected value:** Policy

**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?**

No

**Selected value:** Other

**Other value:** Whilst Aspect's formal policy does not specifically reference the gender composition of the governing body, Aspect is active in ensuring that the composition of the Board reflects gender balance.

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

Aspect is governed by a Board of Directors with 66% female representation. Aspect has a female CEO, who is supported by a leadership team with 75% female representation in KMP roles. The Aspect workforce has 83.5% female representation overall.

# #Action on gender equality

## Gender Pay Gaps

**1. Do you have a formal policy and/or formal strategy on remuneration generally?**

Yes

Policy

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

No Other

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

30/06/2022

**4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.**

Aspect is guided by AON remuneration data for our sector, to ensure roles are recognised and benchmarked against relevant market rates. A remuneration committee meets annually to review remuneration and address any gender inequity.

## 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 1-2 years

**1.2 Did you take any actions as a result of your gender remuneration gap analysis?**

Yes

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 ratings to ensure there is no gender bias (including unconscious bias); Reported pay equity metrics (including gender pay gaps) to the executive; Trained people-managers in addressing gender bias (including unconscious bias); Corrected like-for-like gaps

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

A like-for-like gap analysis

**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

**1.2 Who did you consult?**

Diversity committee or equivalent; Other

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**Other:** Aspect consults regularly with our LGBTQIA+ Staff Committee, with guidance from our LGBTQIA+ Advisory Committee. Aspect also gathers relevant information from all staff via biennial survey, which was not scheduled during this reporting period.

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

No

Other

**Other:** Under development as part of a broader Diversity, Equity, Inclusion and Belonging Strategy.

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

**Employees:**

Yes

**Date:** 22/06/2022

**Shareholder:**

No

**4. Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?**

Yes

**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

**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

Other

**Other:** Currently under review

**Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body**

No

Other

**Other:** Currently under review

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

No

Other

**Other:** Currently under review

**Leaders are held accountable for improving workplace flexibility**

No

Other

**Other:** Responsibility for workplace flexibility is covered by policy. Requests for flexibility are managed by operational managers, however flexibility options are limited for client facing roles such as education and community services staff.

**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:** Currently under review

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

Yes

**Other:** No

**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

**Compressed working weeks:** Yes

SAME options for women and men Formal options are available

**Flexible hours of work:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Job sharing:** Yes

SAME options for women and men

Formal options are available

**Part-time work:** Yes

SAME options for women and men Formal options are available

**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

Informal options are available

**Unpaid leave:** Yes

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

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?**

Don't know / Not applicable

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 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

- 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?**

No

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

9

**1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?**

71-80%

**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

**How long is the qualifying period (in months)?**

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

Within 12 months

**1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?**

No

Other

**Other:** Aspect employees are entitled to 15 days personal leave which is more generous than National Employment Standards allowing those with more than 12 months continuous services access to two weeks personal carers leave as secondary carer parental leave.

**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

**2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

**2.1. Employer subsidised childcare**

No

**2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

No

Not a priority

**2.3. Breastfeeding facilities**

Yes

Available at SOME worksites

**2.4. Childcare referral services**

No

Other

**Other:** Aspect is open to consideration of any support request however experience has been that staff make their own arrangements

**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)**

No

**2.7. Internal support networks for parents**

No

**Other:** Managers at Aspect encourage and support staff to return to the workplace whilst on parental leave to keep in touch and network with colleagues.

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

No

**2.9. Parenting workshops targeting fathers**

No

**2.10. Parenting workshops targeting mothers**

No

**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**

No

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**Other:** Front line education staff are either not required to work, or required to work minimal hours over school holidays.

**2.13. On-site childcare**

No

**Other:** Aspect staff are located at varying geographically located sites, an onsite childcare would not be feasible nor beneficial. A hybrid working arrangement is in place for national office staff, allowing them to work remotely up to 3 days per week.

**2.14. Other details:** Yes

Available at ALL worksites

**Provide Details:** Aspect provides 15 days of personal / carers leave (5 days above the requirements of the National Employment Standards). This leave can be used by employees in relation to their caring responsibilities.

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?

Yes

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

**All Managers:**

Yes

At induction

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.

## 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

Yes

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

No

Insufficient resources/expertise

**Provision of financial support (e.g. advance bonus payment or advanced pay)**

No

Insufficient resources/expertise

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

**Access to medical services (e.g. doctor or nurse)**

No

Insufficient resources/expertise

**Training of key personnel**

No

Other

**Provide Details:** Managers are able to provide support to staff who have disclosed domestic violence and assist with leave arrangements. EAP provides specialist independent and confidential advice and assistance to staff members and managers dealing with domestic violence.

**Referral of employees to appropriate domestic violence support services for expert advice**

No

Other

**Provide Details:** Currently under review

**Workplace safety planning**

No

Other

**Provide Details:** Currently under review

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

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

10

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

Yes

**Is the leave period unlimited?**

No

How many days are provided? 10

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

Yes

**Is the leave period unlimited?**

Yes

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Other:** No

**Provide Details:**

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