



Date Created: 29-05-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 29-05-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Police Credit Union Limited 30087651205

#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: All position appointments within Police Credit Union are based on merit - in particular the persons skills, experience, and alignment of values and behavioural attributes.

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.

All position appointments within the Police Credit Union are based on merit.

Remuneration across the organisation is reviewed annually ensuring equity of pay in accordance with the salary ranges within the Enterprise Agreement. Pay levels for those above the level 5 salary range is determined by level of experience, education, performance and responsibility as per the McGuirk Mutuals Salary Survey data.

PCU have policies and leave entitlements that support flexible working arrangements whether that be part-time, working from home or adjusted hours to attract and retain a diverse and inclusive workforce whilst meeting the needs of our customers.

Governing Bodies

Organisation: Police Credit Union Limited

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) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 3	Male (M) 4	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:

Do not have control over governing body/appointments

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: Board Members are elected by the members of Police Credit Union with the exception of three Board Appointed Directors. All Board Appointed positions are undertaken by women.

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.

All employees are covered by the Police Credit Union Enterprise Agreement and pay levels are determined by level of skill, experience, education, performance and role responsibilities in accordance with the McGuirk Mutuals Salary Survey Data.

Any variable remuneration provided to employees is consistent across roles and is based on meeting key performance criteria. All remuneration is oversighted by their departmental Executive, the CEO and Head of People & Culture.

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?

No

Non-award employees paid market rate

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

Remuneration is based on level 1-5 pay ranges within the Police Credit Union Enterprise Agreement which are above the modern award.

Pay levels for those above level 5 of the Enterprise Agreement are determined by level of skills, experience, education, performance as well as the responsibilities of the position in accordance with the McGuirk Mutuals Industry Salary Survey data.

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?

Human resources managers; Management; Diversity committee or equivalent

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 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; 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

Other

Other:

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:

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; Informal 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

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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

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.**

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

No

Other

Other:

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.**

The Police Credit Union Enterprise Agreement includes a Family Leave entitlement for any staff member with two or more years service returning from maternity leave.

Employees are provided with an additional ten days paid personal / carers leave upon return to the workplace. Three months after their return to the workplace, employees

are credited with an additional two weeks of annual leave and six months after their

return, they are credited with another two weeks of annual leave. The 20 days of annual leave can be cashed in part or in full to support the employee financially.

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

- 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 ALL worksites

- 2.4. Childcare referral services**

No

- 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**

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

Insufficient resources/expertise

2.13. On-site childcare

No

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; Strategy

- 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 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.

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

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

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

Currently under development

Estimated Completion Date: 2023-11-14

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

Currently under development

Estimated Completion Date: 2023-11-14

Access to unpaid leave

Yes

Is the leave period unlimited?

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

Our Leave Policy provides staff with access to 10 days paid Family and Domestic Violence Leave per year. When this is exhausted, staff may use their Paid Personal Leave. Where Paid Personal Leave is also exhausted, additional Paid Personal Leave may be approved by the CEO. Alternately the employee can access unpaid leave. In addition, the organisation has free confidential counselling services for its employees and their direct relatives. With the victims consent, the People & Culture department will contact local relevant housing bodies to seek temporary accommodation and support for victims. The People and Culture department will also contact direct medical services if required for intervention and medical support. Additional security in office locations is considered where there is a risk to employee safety or wellbeing. Where an Employee needs access to their pay in advance, this is considered in line with the needs of the individual (on a case by case basis)