



Australian Government



Workplace  
Gender Equality  
Agency

## 2020 - 21 Compliance Program

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	No( <i>Select all that apply</i> )
...Retention	No( <i>Select all that apply</i> )
...Performance management processes	No( <i>Select all that apply</i> )
...Promotions	No( <i>Select all that apply</i> )
...Talent identification/identification of high potentials	No( <i>Select all that apply</i> )
...Succession planning	No( <i>Select all that apply</i> )
...Training and development	No( <i>Select all that apply</i> )
...Key performance indicators for managers relating to gender equality	No( <i>Select all that apply</i> )

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

Yes( <i>Select all that apply</i> )	
...Yes	Policy

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

## Governing bodies

### VILLAGE NATIONAL HOLDINGS 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
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )

### OICS CATERING PTY LTD

Village National Pty Ltd

Village National Operations Pty Ltd

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

# #Action on gender equality

## Gender pay gaps

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

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements  
Non-award employees paid market rate  
Other (provide details)

2: Did your organisation receive JobKeeper payments?

Yes

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

31-Mar-2021

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

Insufficient resources/expertise  
Other (provide details)

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

Insufficient resources/expertise  
Others (Provide Details)

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

Other (provide details)  
Not a priority

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work

No(*You may specify why the above option is not available to your employees.*)

...Compressed working weeks

No(*You may specify why the above option is not available to your employees.*)

...Time-in-lieu

No(*You may specify why the above option is not available to your employees.*)

...Telecommuting (e.g. working from home)

No(*You may specify why the above option is not available to your employees.*)

...Part-time work

No(*You may specify why the above option is not available to your employees.*)

...Job sharing

No(*You may specify why the above option is not available to your employees.*)

...Carer's leave

Yes(*Select one option only*)

...Purchased leave

No(*You may specify why the above option is not available to your employees.*)

...Unpaid leave

No(*You may specify why the above option is not available to your employees.*)

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.

Flexible working arrangement options for NON-MANAGERS are the same however the workforce predominately work under rostering arrangements in a catering services and accommodation setting which may mean flexible working arrangements are not viable.



# #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?

No, we do not offer employer funded parental leave

...No, we do not offer employer funded parental leave

Insufficient resources/expertise

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?

No(*Select all that apply*)

...No

Insufficient resources/expertise

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.*)

...On-site childcare

No(*You may specify why the above support mechanism is not available to your employees.*)

...Breastfeeding facilities

No(*You may specify why the above support mechanism is not available to your employees.*)

...Childcare referral services

No(*You may specify why the above support mechanism is not available to your employees.*)

...Internal support networks for parents

No(*You may specify why the above support mechanism is not available to your employees.*)

...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.*)

...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.*)

...Referral services to support employees with family and/or caring responsibilities

Yes(*Please indicate the availability of this support mechanism.*)

...Targeted communication mechanisms (e.g. intranet/forums)

No(*You may specify why the above support mechanism is not available to your employees.*)

...Support in securing school holiday care

No(*You may specify why the above support mechanism is not available to your employees.*)

...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.*)

...Parenting workshops targeting mothers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...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(*Select all that apply*)

...Yes

Policy

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers

Yes(*Please indicate how often is this training provided (select all that apply):*)

...All employees

Yes(*Please indicate how often is this training provided (select all that apply):*)

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(*Select all that apply*)

...No

Included in award/industrial or workplace agreement

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(*Select all that apply*)

...A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

...Workplace safety planning

No(*Select all that apply*)

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

No(*Select all that apply*)

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

Yes

...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...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	No( <i>Select all that apply</i> )
...Provision of financial support (e.g. advance bonus payment or advanced pay)	No( <i>Select all that apply</i> )
...Offer change of office location	No( <i>Select all that apply</i> )
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...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: Accommodation

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	2	2	4
			Non-managers	5	3	8
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	2	2	4
			Non-managers	5	3	8
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	2	3
			Managers		3	3
			Non-managers	6	6	12
	N/A	Casual	Non-managers	45	6	51

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Accommodation

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	2	3
			Managers	1	12	13
			Non-managers	14	12	26
	Part-time	Permanent	Non-managers	1		1
	N/A	Casual	Non-managers	3		3
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	5		5

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Accommodation

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	1	1

\* Total employees includes Gender X

# Workplace Profile Table

Industry: Accommodation

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	6	49	0	0	55
Professionals	Part-time permanent	2	0	0	0	2
Technicians And Trades Workers	Full-time permanent	23	42	0	0	65
Clerical And Administrative Workers	Full-time permanent	3	0	0	0	3
	Casual	5	0	0	0	5
Labourers	Full-time permanent	47	25	0	0	72
	Casual	47	9	0	0	56

\* 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: Accommodation

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	4	4
KMP/HOB	-1	Full-time permanent	0	1	1
HOB	-1	Full-time permanent	0	1	1
	-2	Full-time permanent	0	1	1
GM	-3	Full-time permanent	1	1	2
SM	-3	Full-time permanent	0	5	5
OM	-4	Full-time permanent	5	36	41
		Part-time permanent	1	0	1
	-5	Full-time permanent	0	2	2

\* Total employees includes Gender X