



Date Created: 03-07-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 03-07-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

Smartgroup Benefits Pty Ltd 88119344740

Smartgroup Corporation Ltd 48126266831

# #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

Strategy

**Performance management processes:** Yes

Policy; Strategy

**Promotions:** Yes.

Policy; Strategy

**Talent identification/identification of high potentials:** YesPolicy; Strategy

**Succession planning:** Yes

Strategy

**Training and development:** Yes

Policy; Strategy

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

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

YesPolicy; Strategy

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

As part of Smartgroup's Gender Equality Strategy 2021 – 2023 the following targets were set:

Gender Balance

Achieve a gender balance of 40% female 40% male at Board by 2023

Maintain gender balance (40F/40M) in Group Executive Team

Maintain gender balance (40F/40M) in Senior Leaders

Maintain gender balance (40F/40M) in People Leader and Team Member levels

Pay Equity

Reduce the overall, organisation wide gender pay gap to less than or equal to 6% in 2023 and review progress annually.

Recruitment

Where representation of one gender is less than 40%, a target of 40% of applicants from the under-represented group for internal and external shortlists should be applied.

## Governing Bodies

**Organisation:** Smartgroup Benefits Pty 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)	Male (M)	Non-Binary
	0	1	0

  

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

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

**Selected value:** Policy; Strategy

**6. Target set to increase the representation of women:** Yes

**6.1 Percentage (%) of target:** 40

**6.2 Year of target to be reached:** 31/12/2023

**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

**Organisation:** Smartgroup Corporation 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)	Male (M)	Non-Binary
	0	1	0

  

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

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

Selected value: Policy; Strategy

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 31/12/2023

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?

31/03/2023

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

Date Created: 03-07-2023

Smartgroup's current target is to reduce the overall, organisation wide gender pay-gap to less than or equal to 6% in 2023 and review the progress annually.

## 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

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 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; 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?

Survey

- 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  
Strategy
  
3. **On what date did your organisation share your last year's public reports with employees and shareholders?**  
**Employees:**  
Yes  
**Date:**01/06/2022  
  
**Shareholder:**  
Yes  
**Date:**01/06/2022
  
4. **Have you shared previous Executive Summary and IndustryBenchmark 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:** We have implemented an all roles flex approach to work, which incorporates a blended work from home and in the office arrangement to improve team members' work flexibility.

**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:** No targets set as we have implemented a flexible work arrangements approach for all team members.

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

No

Not a priority

**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

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, men only
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 to all genders without using the primary/secondary carer definition
  - 1.1. Please indicate whether your employer-funded paid parental leave covers:  
Birth; Adoption; Surrogacy; Stillbirth
  - 1.2. How do you pay employer-funded paid parental leave to your carers, regardless of primary/secondary status?  
Paying the employee's full salary
  - 1.3. Do you pay superannuation contribution to your carers while they are on parental leave?  
Yes, on employer funded parental leave; Yes, on government funded parental leave; Yes, on unpaid parental leave
  - 1.4. How many weeks of employer-funded paid parental leave for carers is provided?  
20
  - 1.5. What proportion of your total workforce has access to employer-funded paid parental leave, including casuals?  
91-100%
  - 1.6. Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded parental leave?  
No
  - 1.7. Do you require carers to take employer-funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?  
Yes  
within 24 months

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; 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 SOME worksites

- 2.4. Childcare referral services

No

Not a priority

- 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

**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 Managers:**

Yes

At induction

Annually

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

No

Other

**Provide Details:** Smartgroup does not have an enterprise agreement.  
**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

Other

**Provide Details:**Smartgroup does not have an enterprise agreement.

**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)**

No

Other

**Provide Details:** Smartgroup does not have an enterprise agreement.

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Other:** No

**Provide Details:**

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

# Workplace Profile Table

Industry: Auxiliary Finance and Insurance Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	47	66	0	0	113
	Full-time contract	0	1	0	0	1
	Part-time permanent	9	0	0	0	9
Professionals	Full-time permanent	79	78	0	0	157
	Full-time contract	3	5	0	0	8
	Part-time permanent	9	1	0	0	10
	Part-time contract	1	0	0	0	1
Clerical And Administrative Workers	Full-time permanent	145	112	0	0	259
	Full-time contract	21	15	0	0	36
	Part-time permanent	27	3	0	0	30
Sales Workers	Full-time permanent	38	78	0	0	116
	Full-time contract	1	1	0	0	2
	Part-time permanent	3	1	0	0	4

\* Categorized 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: Auxiliary Finance and Insurance Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	3	4	7
GM	Full-time permanent	5	6	11
SM	Full-time permanent	6	7	13
	Part-time permanent	2	0	2
OM	Full-time permanent	33	48	81
	Full-time contract	0	1	1
	Part-time permanent	7	0	7

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Auxiliary Finance and Insurance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	1	2	3
			Non-managers	17	14	31
	Part-time	Permanent	Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	3	7	10
			Non-managers	49	46	95
		Fixed-Term Contract	Non-managers	6	5	11
	Part-time	Permanent	Non-managers	7		7
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers	10	12	22
			Non-managers	95	103	198
		Fixed-Term Contract	Managers	1	1	2
			Non-managers	23	20	43
	Part-time	Permanent	Non-managers	2		2
		Fixed-Term Contract	Managers	1		1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Auxiliary Finance and Insurance 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	1		1
			Managers	7	10	17
			Non-managers	70	83	153
		Fixed-Term Contract	Managers	1	1	2
			Non-managers	15	7	22
	Part-time	Permanent	Managers		1	1
			Non-managers	10		10
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	5	5	10
			Non-managers	27	14	41
	Part-time	Permanent	Managers	2		2
			Non-managers	9		9

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Auxiliary Finance and Insurance 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	Non-managers	3	1	4

\* Total employees includes Non-binary

# 2022-23 Gender Equality Reporting Submission Approval

I, the CEO (or equivalent), confirm that the data provided in the 2022-23 Gender Equality Reporting submission is complete and correct, as reported in the full data appendices:

- Questionnaire – Public Report
- Workforce Management Statistics – Public Report
- Workplace Profile – Public Report
- Workplace Profile – Confidential

I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

**CEO (or equivalent) signature**



**Name of CEO (or equivalent)**

Tim Looi

**Date:** 31 May 2023

## Please Note:

The Workplace Gender Equality Amendment (Closing the Gender Pay Gap) Bill 2023 requires WGEA to publish employer gender pay gaps. Employer gender pay gap will be calculated from the data that you provide to WGEA. WGEA will communicate to employers in advance of publishing gender pay gaps explaining the process for calculating and publishing the employer gender pay gap.

## What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

- inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
- provide access to the public data to employees and members or shareholders
- inform employee organisations with members in your workplace that the report has been lodged
- inform your employees and those employee organisations with members in your workplace of the opportunity to comment on the report to the employer or the Agency.

For more information on the notification and access requirements, read [here](#).