



Date Created: 20-06-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 20-06-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

The Trustee For Australian Registry Services Trust 60488993202

Australian Registry Investments Pty Ltd 79617926020

# #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:** No

**Performance management processes:** Yes

Strategy

**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:** YesStrategy

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

YesStrategy

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

NSW Land Registry Services has a stand-alone Board-approved policy for Diversity, Inclusion, Belonging and Equity (DIBE). The policy's purpose is to outline the commitments, procedures, and responsibilities of NSW LRS, ensuring the adequate and successful creation of an environment with strong consideration for DIBE. It outlines clear definitions for DIBE, and highlights the clear consideration to gender equality within our procedures and frameworks. Additionally, the policy states the 11 commitments of NSW LRS, including those for the recognition and reduction of equality based issues and a zero tolerance approach to any forms of discrimination, intimidation, bullying, harassment or victimisation (inclusive for reasons of gender).

NSW LRS also has in place a dedicated DIBE Strategy (2022 - 2024). The strategy outlines the context and current state of DIBE at NSW LRS and defines the core focus areas and actions the organisation will undertake in order to address specific and material issues - including issues specific to gender equality. In 2023, as a result of these commitments, our internal recruitment processes have been reviewed and altered to incorporate improved considerations of gender equality i.e., initiating shortlisting requirements where necessary to achieve gender equal representation.

Additionally, NSW LRS has established a nationally recognised Sustainability Linked

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Loan (SLL), jointly coordinated by Commonwealth Bank and Westpac, with specific targets relating to achieving gender equality in senior management level representation. Financial benefits or penalties are contingent on these targets and ensure that the organisation is making strong considerations to gender equality.

## Governing Bodies

**Organisation:** The Trustee For Australian Registry Services Trust

**1.Name of the governing body:** ARI Board

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

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

<b>Chair</b>	<b>Female (F)</b> 0	<b>Male (M)</b> 1	<b>Non-Binary</b> 0
<b>Member</b>	<b>Female (F)</b> 2	<b>Male (M)</b> 7	<b>Non-Binary</b> 0

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

**Selected value:** Policy

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

**6.1 Percentage (%) of target:** 50

**6.2 Year of target to be reached:** 30/06/2026

**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:** Strategy

**Organisation:** Australian Registry Investments Pty Ltd

**1.Name of the governing body:** ARI Board

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

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

<b>Chair</b>	<b>Female (F)</b>	<b>Male (M)</b>	<b>Non-Binary</b>
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	0	1	0
<b>Member</b>			
	<b>Female (F)</b>	<b>Male (M)</b>	<b>Non-Binary</b>
	2	7	0

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

Selected value: Policy

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

6.1 Percentage (%) of target: 50

6.2 Year of target to be reached: 30/06/2026

**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: Strategy

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

NSW LRS has a number of governing committees in place that ensure oversight of key decisions and performance in relation to gender equality issues in the workplace. The NSW LRS Audit Risk Committee and NSW LRS Remuneration Committee are both established governing bodies with oversight and considerations to gender equality.

NSW LRS commitments to gender equality has resulted in our internal recruitment processes incorporating improved considerations of gender equality for our senior management personnel (i.e., initiating shortlisting requirements where necessary to achieve gender equal representation).

In addition, NSW LRS has established a nationally recognised Sustainability Linked Loan (SLL), jointly coordinated by Commonwealth Bank and Westpac, with specific targets relating to achieving gender equality in our senior management level representation - specifically it includes a target to reach equal gender representation amongst our Board of Directors (NSW LRS highest governing body). Financial benefits or penalties are contingent on these targets and ensure that the organisation is making strong considerations to gender equality issues amongst our governing body and in the workplace.

# #Action on gender equality

# Gender Pay Gaps

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

Yes

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 implement and/or maintain a transparent and rigorous performance assessment process

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

01/04/2022

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

NSW LRS adopts the gender pay gap calculation methodology of the Workplace Gender Equality Agency (WGEA) for its workforce. Analysis of gender pay gap is conducted bi-annually to report to the NSW LRS Remuneration Committee.

Due to the niche nature of the organisation and its largely award-based roles, there are relatively few directly comparable roles. However an analysis of these roles has indicated that the previous Award roles have roles directly based on the work undertaken rather than any characteristics of the person in the role, and that amongst a few limited groupings where there are comparable roles there is no gender pay gap identified.

NSW LRS gender pay gap is understood to be a direct result of inequity and under-representation in the positions held by men and women in the business. Particularly management roles and those within the top layers of the organisation.

NSW LRS is committed to addressing issues of gendered imbalance and pay inequity through the implementation of policy positions on recruitment and internal promotions.

## 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

Created a pay equity strategy or action plan; Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed commencement salaries by gender to ensure there are no pay gaps; 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; A by-level gap analysis; An overall organisation-wide gender pay gap

**3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.**

NSW LRS analyses and reports gender pay equity measures to the Board bi-annually and has initiated a number of actions to address pay equity in the workplace, including:

Proactive recruitment of females into key roles, particularly in senior management, ensuring remuneration is equitable.

Review of all remuneration changes as part of the annual remuneration review, assessing their impact on gender equality prior to decisions being actioned.

Setting internal targets to reduce and improve gender equality in our workplace - utilising focused actions such as providing above average salary increases to female employees and targeting the promotion of females during our FY23 restructure process.

These actions will be complemented by our ongoing efforts and focus on retention of female employees through our DIBE strategy implementation and Learning & Development framework.

## Employee Consultation

Date Created: 20-06-2023

- 1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?**

No  
Not a priority

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

No

Not aware of the need

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

**Employees:**

Yes

**Date:**30/06/2022

**Shareholder:**

Yes

**Date:**30/06/2022

- 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**

No

Not aware of the need

**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

Not a priority

**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

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**Manager training on flexible working is provided throughout the organisation**

Yes

**Targets have been set for men's engagement in flexible work**

No

Not a priority

**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:** No

Not a priority

**Flexible hours of work:** Yes

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

**Job sharing:** No

Not aware of the need

**Part-time work:** Yes

SAME options for women and men

**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 Formal options are available; Informal options are available

**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?**

No

7. **If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

NSW Land Registry Services has an established flexible working policy, enabling work from home capability for all employees (with the exception of certain direct customer facing roles).

Our work from home enablement is designed to offer greatest flexibility options for our staff, ensuring no issues of gender equality are created or exacerbated. Currently, our embedded home/office attendance requirements are structured around a fortnightly schedule, with 50% of days able to be worked from home - this allows staff to determine their most suitable days spent at home and in the office and seeks to alleviate embedded socio-cultural gender equality issues specifically relating to female parental responsibilities, ensuring flexibility for employees with young children.

# #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

- 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%

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**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?**

Yes

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

10

**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 12 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.**

NSW Land Registry Services offers a generous and considered Paid Parental Leave entitlements for both primary and secondary carers. Employees are entitled to:

Paid leave entitlements for primary carers of 20 weeks full-rate equivalent

Paid leave entitlements for secondary carers of 4 weeks full-rate equivalent

Inclusion of superannuation contributions for primary and secondary carers while on paid parental leave

NSW LRS recognise that issues of inequality can be reduced through design of progressive and equitable paid parental leave offerings that supports employees when they become parents. We are committed to tackling long standing gender equality levers in the Australian employment market.

In addition, NSW LRS employees are also entitled to an additional 5 days of leave in the instances of miscarriage.

## 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 ALL worksites

**2.4. Childcare referral services**

No

Not a priority

**2.5. Coaching for employees on returning to work from parental leave**

No

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

No

**2.7. Internal support networks for parents**

No

**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**

No

**2.12. Support in securing school holiday care**

No

**2.13. On-site childcare**

No

**2.14. Other details: No**

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**3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**

NSW Land Registry Services provides support for carers through dedicated paid leave options - all full-time and part-time employees are entitled to 5 days within a two year period of Family and Community Service (FACS) Leave to attend to caring responsibilities.

In support of primary carers, NSW LRS also provides employment status transition to employees, where employees can transition to part-time work arrangements, generally this is provided until the youngest child is of school age, however part-time arrangements can be continued indefinitely at NSW LRS discretion.

## 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

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.**

NSW Land Registry Services has a stand-alone Board-approved policy for Diversity, Inclusion, Belonging & Equity (DIBE). The policy purpose is to outline the commitments, procedures, and responsibilities of NSW LRS, ensuring the adequate and successful creation of an environment with strong consideration for DEIB. The policy states the 11 clear commitments of NSW LRS, including specific commitments to a zero tolerance approach to any forms of discriminations, intimidation, bullying, harassment or victimisation.

NSW LRS Code of Conduct explicitly provides a commitment to providing a workplace free from discriminations and harassment, noting that Unlawful discrimination, harassment of any kind, bullying or victimization or other unacceptable or offensive conduct will not be tolerated.

NSW LRS conducts mandatory annual compliance training for all employees, including a specific Code of Conduct and Workplace Bullying module, specifically addressing issues of workplace harassment and discriminations.

## 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

Not aware of the need

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

Not aware of the need

**Confidentiality of matters disclosed**

No

Not aware of the need

**Protection from any adverse action or discrimination based on the disclosure of domestic violence**

Yes

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**Employee assistance program (including access to psychologist, chaplain or counsellor)**

Yes

**Emergency accommodation assistance**

No

Not aware of the need

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

No

Not aware of the need

**Flexible working arrangements**

Yes

**Offer change of office location**

No

Not aware of the need

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

No

Not aware of the need

**Training of key personnel**

Yes

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

No

Not aware of the need

**Workplace safety planning**

No

Not aware of the need

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

No

Not aware of the need



**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?** 5

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

No

Not aware of the need

**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**

NSW Land Registry Services provides support for employees experiencing family and domestic violence through dedicated paid leave options. All full-time and part-time employees are entitled to Special Leave for matters arising from family or domestic violence (5 days per annum). This option is available if and when they have exhausted their Family and Community Service and Sick/Carers Leave. Where appropriate flexible working arrangements may also be initiated in order to mitigate risk to the employees safety as a result of family or domestic violence.

To accommodate NSW LRS flexible working options, staff are required to assess their home working environments in order to gather insight and feedback on current arrangements. A specific survey question is included, designed to allow staff an opportunity to express their overall feeling of safety while working from home.