2015-16 public report form submitted by Energetics Pty Ltd to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	**Legal name** **ABN** **ANZSIC**	**Energetics Pty Ltd** **67001204039** **6962 Management Advice and Related Consulting Services**
Organisation details	**Trading name/s** **ASX code (if relevant)** **Postal address** **Organisation phone number**	 **PO Box 294** **NORTH SYDNEY NSW 2059** **Australia** **(02) 9929 3911**
Reporting structure	**Ultimate parent** **Number of employees covered in this report submission** **Other organisations reported on in this report**	**Energetics Group Holdings Pty Limited** **62**

Workplace profile
Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	0	2	2
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-2	Full-time permanent	0	3	3
		Full-time contract	0	0	0
		Part-time permanent	1	1	2
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	0	4	4
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers	-2	Full-time permanent	1	1	2
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	1	2	3
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			6	14	20

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	11	15	0	0	0	0	26
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	1	4	0	0	0	0	5
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	2	0	0	0	0	4
Technicians and trade	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	0	1	0	0	0	0	1
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	5	0	0	0	0	0	5
	Part-time contract	1	0	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		20	22	0	0	0	0	42

Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

1.1 Recruitment?
☒ Yes (you can select policy and/or strategy options)
- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.2 Retention?
☒ Yes (you can select policy and/or strategy options)
- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.3 Performance management processes?
☒ Yes (you can select policy and/or strategy options)
- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.4 Promotions?
☒ Yes (you can select policy and/or strategy options)
- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.5 Talent identification/identification of high potentials?
☒ Yes (you can select policy and/or strategy options)

- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.6 Succession planning?

☒ Yes (you can select policy and/or strategy options)

- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.7 Training and development?

☒ Yes (you can select policy and/or strategy options)

- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.8 Resignations?

☐ Yes (you can select policy and/or strategy options)

- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☐ Strategy is contained within another strategy

☒ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.9 Key performance indicators for managers relating to gender equality?

☐ Yes (you can select policy and/or strategy options)

- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☐ Strategy is contained within another strategy

☒ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.10 Gender equality overall?

☒ Yes (you can select policy and/or strategy options)

- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
One of the four themes of our strategy is People and Culture and within this is an initiative that specifically addresses gender equality

1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Managers		Non-managers	
	Female	Male	Female	Male
NUMBER of appointments made	2	6	4	7

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

No cell should be left blank, please enter '0' (zero) where there is no data.

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	2	3	5
Permanent/ongoing part-time employees	0	0	2	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)

No cell should be left blank, please enter '0' (zero) where there is no data.

	Managers	Non-managers

	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	2	2	7
Permanent/ongoing part-time employees	2	1	1	1
Fixed-term contract full-time employees	0	0	0	1
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

2 Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.

o For private or publicly listed companies, you will have one or more directors or a board of directors.

o For trusts, the trustee is the governing body/board.

o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.

o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.

o For religious structures, you may have a canonical advisor, bishop or archbishop.

o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.

2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.

	Organisation name	Gender and NUMBER of chairperson/s (NOT percentage)	Gender and NUMBER of other governing body/board members (NOT percentage)	% target for representation of women on each governing body/board	Year to be reached

		F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1-100)	(in YYYY format; if no target has been set, leave blank)
01	Energetics Pty Ltd	0	1	1	2	0	
02							
03							
04							
05							
06							
07							
08							
09							
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27							
28							
29							
30							

2.2 If a target relating to the representation of women has not been set for any of the governing bodies listed above, you may specify why below:

☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
☐ Currently under development
☐ Insufficient human resources staff
☐ Don't have expertise
☒ Do not have control over governing body/board appointments (provide details why):
Board appointments are made by our major shareholders
☐ Not a priority
☒ Other (provide details):
Executive Directors within board the split is 50:50

2.3 Do you have a formal selection policy and/or formal selection strategy for governing body/board members for ALL organisations covered in this report?

☐ Yes (you can select policy and/or strategy options)
- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☐ Strategy is contained within another strategy

☐ No
☐ No, in place for some governing bodies/boards
☐ No, currently under development
☐ No, insufficient human resources staff
☒ No, do not have control over governing body/board appointments (provide details why):
Board appointments are made by our major shareholders
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

2.4 Partnership structures only: (only answer this question if your organisation operates under a partnership structure, ie is NOT an incorporated entity (ie Pty Ltd, Ltd or Inc), or an unincorporated entity).

Please enter the total number of female and male equity partners (excluding the managing partner) in the following table against the relevant WGEA standardised manager definitions. Non-equity (salaried) partners need to be included in your workplace profile.

Details of your managing partner should be included separately in the CEO row of your workplace profile.

NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

	Full-time females	Part-time females	Full-time males	Part-time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are "Other executives/General managers"				

	Full-time females	Part-time females	Full-time males	Part-time males
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men

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

☒ Yes (you can select policy and/or strategy options)
- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☒ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, don't have expertise
☐ No, salaries set by awards or industrial agreements
☐ No, non-award employees paid market rate
☐ No, not a priority
☐ No, other (provide details):

3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?

☐ Yes (provide details in questions 3.2 and/or 3.3 below)
☐ No
☐ No, currently under development
☒ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, salaries set by awards or industrial agreements
☐ No, non-award employees are paid market rate
☐ No, not a priority
☐ No, other (provide details):

4 Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.)

☒ Yes. When was the most recent gender remuneration gap analysis undertaken?
- ☐ Within last 12 months
- ☐ Within last 1-2 years
- ☒ More than 2 years ago but less than 4 years ago
- ☐ Other (provide details):

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise

☐ No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)
☐ No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)
☐ No, non-award employees are paid market rate
☐ No, not a priority
☐ No, other (provide details):

4.01 Should you wish to provide details on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like, organisation-wide), please do so below:

4.1 Were any actions taken as a result of your gender remuneration gap analysis?
☐ Yes - please indicate what actions were taken (more than one option can be selected):
- ☐ 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
- ☐ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
- ☐ Analysed performance pay to ensure there is no gender bias (including unconscious bias)
- ☐ Trained people-managers in addressing gender bias (including unconscious bias)
- ☐ Set targets to reduce any like-for-like gaps
- ☐ Set targets to reduce any organisation-wide gaps
- ☐ Reported pay equity metrics (including gender pay gaps) to the governing body/board
- ☐ Reported pay equity metrics (including gender pay gaps) to the executive
- ☐ Reported pay equity metrics (including gender pay gaps) to all employees
- ☐ Reported pay equity metrics (including gender pay gaps) externally
- ☐ Corrected like-for-like gaps
- ☐ Conducted a gender-based job evaluation process
- ☐ Implemented other changes (provide details):

☐ No
☒ No unexplainable or unjustifiable gaps identified
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, salaries set by awards or industrial agreements
☐ No, non-award employees are paid market rate
☐ No, unable to address cause/s of gaps (provide details why):

☐ No, not a priority
☐ No, other (provide details):

4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Whilst we haven't done a gender pay equity analysis for two years our interim pay reviews have taken account pay equity across gender and performance.

Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?
☒ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
☒ As a lump sum payment (paid pre- or post- parental leave, or a combination)
☐ No
☐ No, currently being considered
☐ No, insufficient human resources staff
☐ No, government scheme is sufficient
☐ No, don't know how to implement
☐ No, not a priority
☐ No, other (provide details):

5.1 Please indicate the MINIMUM number of weeks of EMPLOYER FUNDED paid parental leave that is provided for primary carers.
2

Optional: If you wish to provide additional details on the eligibility period/s and the maximum number of paid parental leave offered to primary carers, please do so below:

5.1a What is the eligibility period for employees to access the MINIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MINIMUM amount - in months)?
12

5.1b If you offer different amounts of employer funded paid parental leave, what is the MAXIMUM number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)?
12

5.1c What is the eligibility period for employees to access the MAXIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MAXIMUM amount – in months)?
84

5.2 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

You may enter a number that represents the actual percentage of employees, or round the number to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50).

	Primary carer's leave
Percentage:	93.3

6 Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?
☒ Yes, one week or greater (please go to 6.1)
☐ Yes, less than one week (please go to 6.2)
☐ No
☐ No, currently being considered
☐ No, insufficient human resources staff

☐ No, government scheme is sufficient
☐ No, don't know how to implement
☐ No, not a priority
☐ No, other (provide details):

6.1 Please indicate the number of weeks of employer funded paid parental leave that is provided for secondary carers.
1

6.3 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

Please enter a whole number that represents the percentage of employees to the nearest 10th percentile, (e.g. if 23.4% enter 20; if 45.7% enter 50).

	Secondary carer's leave
Percentage:	93.3

7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?

No cell should be left blank, please enter '0' (zero) where there is no data.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	2	0	0	1
Non-managers	1	0	0	1

8 Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

No cell should be left blank, please enter '0' (zero) where there is no data.

	Female	Male
Managers	0	0
Non-managers	0	1

9 Do you have a formal policy and/or formal strategy on flexible working arrangements?
☐ Yes (you can select policy and/or strategy options)
  ☐ Standalone policy
  ☐ Policy is contained within another policy
  ☐ Standalone strategy
  ☐ Strategy is contained within another strategy
☐ No

☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, don't have expertise
☐ No, don't offer flexible arrangements
☐ No, not a priority
☒ No, other (provide details):
we have a flexible work policy by precedence in that we encourage flexible working arrangements to help employees meet their work and personal commitments.

10 Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

☐ Yes (you can select policy and/or strategy options)
- ☐ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☐ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, don't have expertise
☐ No, not a priority
☒ No, other (provide details):
we have a flexible work policy by precedence in that we encourage flexible working arrangements to help employees meet their work and personal commitments.

11 Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)?

☒ Yes
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

11.1 Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please select "Available at all worksites"):

☐ Employer subsidised childcare
- ☐ Available at some worksites only
- ☐ Available at all worksites

☐ On-site childcare
- ☐ Available at some worksites only
- ☐ Available at all worksites

☐ Breastfeeding facilities
- ☐ Available at some worksites only
- ☐ Available at all worksites

☐ Childcare referral services
- ☐ Available at some worksites only
- ☐ Available at all worksites

☐ Internal support networks for parents
- ☐ Available at some worksites only
- ☐ Available at all worksites

☐ Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave).
- ☐ Available at some worksites only

☐ Available at all worksites
☐ Information packs to support new parents and/or those with elder care responsibilities
☐ Available at some worksites only
☐ Available at all worksites
☐ Referral services to support employees with family and/or caring responsibilities
☐ Available at some worksites only
☐ Available at all worksites
☐ Targeted communication mechanisms, for example intranet/ forums
☐ Available at some worksites only
☐ Available at all worksites
☐ Support in securing school holiday care
☐ Available at some worksites only
☐ Available at all worksites
☐ Coaching for employees on returning to work from parental leave
☐ Available at some worksites only
☐ Available at all worksites
☐ Parenting workshops targeting mothers
☐ Available at some worksites only
☐ Available at all worksites
☐ Parenting workshops targeting fathers
☐ Available at some worksites only
☐ Available at all worksites
☒ None of the above, please complete question 11.2 below

11.2 Please provide details of any other non-leave based measures that are in place and whether they are available at all worksites.
Staff are mostly able to manage their own work such that they can fit their work around family and caring responsibilities and commitments.

12 Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
☐ Yes (you can select policy and/or strategy options)
☐ Standalone policy
☐ Policy is contained within another policy
☐ Standalone strategy
☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☒ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, not aware of the need
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (please provide details):

13 Other than a policy and/or strategy, do you have any measures to support employees who are experiencing family or domestic violence?
☐ Yes - please indicate the type of measures in place (more than one option can be selected):
☐ Employee assistance program (including access to a psychologist, chaplain or counsellor)
☐ Training of key personnel
☐ A domestic violence clause is in an enterprise agreement or workplace agreement
☐ Workplace safety planning
☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
☐ Access to unpaid leave
☐ Confidentiality of matters disclosed
☐ Referral of employees to appropriate domestic violence support services for expert advice
☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence
☐ Flexible working arrangements
☐ Provide financial support (e.g. advance bonus payment or advanced pay)
☐ Offer change of office location
☐ Emergency accommodation assistance
☐ Access to medical services (e.g. doctor or nurse)
☐ Other (provide details):

☐ No
☐ No, currently under development
☒ No, insufficient human resources staff
☐ No, not aware of the need
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

14 Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work	☐	☒	☐	☒	☐	☒	☐	☒
Compressed working weeks	☐	☒	☐	☒	☐	☒	☐	☒
Time-in-lieu	☒	☒	☒	☒	☒	☒	☒	☒
Telecommuting	☐	☒	☐	☒	☐	☒	☐	☒
Part-time work	☐	☒	☐	☒	☐	☒	☐	☒
Job sharing	☐	☒	☐	☒	☐	☒	☐	☒
Carer's leave	☒	☒	☒	☒	☒	☒	☒	☒
Purchased leave	☐	☐	☐	☐	☐	☐	☐	☐
Unpaid leave	☒	☒	☒	☒	☒	☒	☒	☒

14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:

14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below:
☒ Currently under development
☐ Insufficient human resources staff
☐ Don't have expertise
☐ Not a priority
☐ Other (provide details):

14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:
6.1 for secondary carers in most instances the amount provided is one week but this can be as much as six weeks if the secondary carer is the birth mother

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

15 Have you consulted with employees on issues concerning gender equality in your workplace?
☐ Yes
☐ No
☐ No, not needed (provide details why):

☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
☒ No, other (provide details):
A full staff survey, including issues concerning gender equality, was done in the previous reporting period. It is likely to be done again in the next reporting period.

15.3 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:

Gender equality indicator 6: Sex-based harassment and discrimination

16 Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention?
☒ Yes (you can select policy and/or strategy options)
- ☒ Standalone policy
- ☐ Policy is contained within another policy
- ☐ Standalone strategy
- ☐ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy?
☒ Yes
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

☐ No, other (provide details):

17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?
☒ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):
- ☒ At induction
- ☐ At least annually
- ☒ Every one-to-two years
- ☐ Every three years or more
- ☐ Varies across business units
- ☐ Other (provide details):

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:

Other

18 Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)

Gender composition proportions in your workplace

Important notes:

1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
2. Some proportion calculations will not display until you press **Submit at** step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes **after** you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce

1. the gender composition of your workforce overall is 41.9% females and 58.1% males.

Promotions

2. 41.7% of employees awarded promotions were women and 58.3% were men
    i. 0.0% of all manager promotions were awarded to women
    ii. 50.0% of all non-manager promotions were awarded to women.
3. 25.8% of your workforce was part-time and 16.7% of promotions were awarded to part-time employees.

Resignations

4. 29.4% of employees who resigned were women and 70.6% were men
    i. 40.0% of all managers who resigned were women
    ii. 25.0% of all non-managers who resigned were women.
5. 25.8% of your workforce was part-time and 29.4% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

i. 0.0% of all women who utilised parental leave and ceased employment before returning to work
ii. 50.0% of all men who utilised parental leave and ceased employment before returning to work
iii. 0.0% of all managers who utilised parental leave and ceased employment before returning to work were women
iv. 0.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations

CEO sign off confirmation

Name of CEO or equivalent	**Anthony Cooper**
Confirmation CEO has signed the report	**Yes**
CEO Signature:	**Date:** 2/06/16