



## 2015-16 public report form submitted by Mingara Recreation Club Ltd to the Workplace Gender Equality Agency

## Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	Mingara Recreation Club Ltd 81001662648 4530 Clubs (Hospitality)
Organisation details	Trading name/s ASX code (if relevant) Postal address	PO Box 8003
		TUMBI UMBI NSW 2261 Australia
	Organisation phone number	(02) 4349 7799
Reporting structure	Number of employees covered in this report submission Other organisations reported on in this	511





# Workplace profile Manager

Managar accumational actoroxica	Deporting level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
er executives/General managers ior Managers	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	2	3		
Manager occupational categories  CEO/Head of Business in Australia  Other executives/General managers  Senior Managers		Full-time contract	0	0	0		
	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	2	2	4		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	4	3	7		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	7	8	15		
		Full-time contract	0	0	0		
Senior Managers	-3	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
	-4	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	10	15	25		
		Full-time contract	0	0	0		
Other managers	-4	Part-time permanent	0	0	0		
-		Part-time contract	0	0	0		
		Casual	0	0	0		





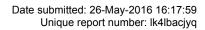
Managar accumptional actogorica	Benerting level to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	0	1	1	
	-5	Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers				33	57	





### Non-manager

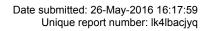
Non-manager occupational	Employment		cluding graduates and ntices)	No. of gr appli	aduates (if icable)	No. of ap	prentices (if icable)	Total
categories	status	F	М	F	М	F	М	employees
	Full-time permanent	4	6	0	0	0	0	10
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	4	27	0	0	2	4	37
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	5	7	0	0	0	0	12
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	5	0	0	0	0	5
	Full-time permanent	33	28	0	0	0	0	61
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	158	55	0	0	0	0	213
	Part-time contract	0	0	0	0	0	0	0
	Casual	50	23	0	0	0	0	73
	Full-time permanent	13	0	0	0	0	0	13
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	9	0	0	0	0	0	9
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	0	0	0	0	1
	Full-time permanent	1	2	0	0	0	0	3
Sales	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		cluding graduates and ntices)		aduates (if cable)	No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	М	employees
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	5	0	0	0	0	5
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	1	2	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	3	5	0	0	0	0	8
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	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		282	166	0	0	2	4	454



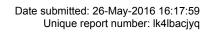




## Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

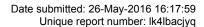
1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
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
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.5 Talent identification/identification of high potentials?  ☑ Yes (you can select policy and/or strategy options)







<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> </ul>
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
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
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
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
<ul><li>1.10 Gender equality overall?</li><li>✓ Yes (you can select policy and/or strategy options)</li></ul>







☐ 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:
- 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	3	114	90	

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-man	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	4	4	8	4
Permanent/ongoing part-time employees	0	0	4	1
Fixed-term contract full-time employees	0	0	1	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	





	Managers		Non-mar	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	4	17	17
Permanent/ongoing part-time employees	0	0	44	43
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	1
Casual employees	0	0	46	18

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

- 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	% target for representation of women on each governing	Year to be reached
	percentage)	percentage)	body/board	





		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	Mingara Recreation Club	0	1	0	5	0	
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
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27					
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20							
30							
	erning bodies lis Governing body. Currently under nsufficient huma Don't have expe Do not have con	sted above /board had developm an resourd ertise atrol over quation Club	e, you ma s gender lent ces staff governing	y specify v balance (e body/boa	why below: e.g. 40% wo	as not been set for omen/40% men/20 nents (provide det embers; they are	0% either) ails why):
	y/board membe /es (you can se   Standale   Policy is   Standale   Standale	ers for ALL lect policy one policy containe one strate	organisa and/or s d within a gy	tions cove	ered in this itions)	selection strategy report?	/ for governing
		der develonuman res control ovation Club expertise	opment sources st ver govern 's board is	aff ning body/	board appo	ointments (provide embers; they are	
		structure				ion if your organis tity (ie Pty Ltd, Ltd	
part	ner) in the follow	wing table	against t	he relevar	nt WGEA st	rtners (excluding t andardised mana vorkplace profile.	
Deta	ails of vour man	aning nar	tner shou	ld he inclu	ded senara	ately in the CEO ro	w of your

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				





	Full- time females	Part- time females	Full- time males	Part- time males
partner)				
Equity partners who are "Other executives/General managers"				
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
<ul> <li>Do you have a formal policy and/or formal strategy on remuneration generally?</li> <li>✓ Yes (you can select policy and/or strategy options)</li> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> </ul>
<ul><li>☑ Strategy is contained within another strategy</li><li>☑ No</li></ul>
No, currently under development  No, insufficient human resources staff  No, included in workplace agreement  No, don't have expertise
<ul><li>No, salaries set by awards or industrial agreements</li><li>No, non-award employees paid market rate</li></ul>
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)
<ul> <li>No</li> <li>No, currently under development</li> </ul>
No, insufficient human resources staff
<ul><li>No, don't have expertise</li><li>No, salaries set by awards or industrial agreements</li></ul>
<ul> <li>No, non-award employees are paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
4 Has a gender remuneration gap analysis been undertaken? (This is a navroll analysis
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





<ul> <li>No, don't have expertise</li> <li>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)</li> <li>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)</li> <li>No, non-award employees are paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
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):
<ul> <li>No</li> <li>No unexplainable or unjustifiable gaps identified</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees are paid market rate</li> <li>No, unable to address cause/s of gaps (provide details why):</li> </ul>
<ul><li>☐ No, not a priority</li><li>☐ No, other (provide details):</li></ul>
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities





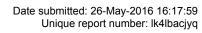
addition to any government funded Yes. (Please indicate how emp	funded paid parental leave for PRIMARY CARERS, in I parental leave scheme for primary carers? loyer funded paid parental leave is provided to the primary
carer):  By paying the gap betw	veen the employee's salary and the government's paid
parental leave scheme	e'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	nt (paid pre- or post- parental leave, or a combination)
□ No	it (paid pro-or post-parental leave, or a combination)
<ul><li>No, currently being considered</li><li>No, insufficient human resource</li></ul>	oc staff
☐ No, government scheme is suff	
☐ No, don't know how to impleme	
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>	
5.1 Please indicate the MINIM parental leave that is provided for p	UM number of weeks of EMPLOYER FUNDED paid primary carers.
	ide additional details on the eligibility period/s and the leave offered to primary carers, please do so below:
	d for employees to access the MINIMUM amount of ve (ie how long do employees need to be employed to months)?
	nts of employer funded paid parental leave, what is the apployer funded paid parental leave that is provided for
	d for employees to access the MAXIMUM amount of ve (ie how long do employees need to be employed to n months)?
leave for PRIMARY CARERS? In yout the proportion. For example, if parental leave for PRIMARY CARE	tal workforce has access to employer funded paid parental your calculation, you must include casuals when working ALL employees have access to employer funded paid ERS, including casuals, you would enter 100%. If casuals your figure would always be less than 100%.
	esents the actual percentage of employees, or round the tile, e.g. if 23.4% enter 20; if 45.7% enter 50).
	Primary carer's leave 100
Percentage:	100
addition to any government funded Yes, one week or greater (pleased Yes, less than one week (pleased No	
<ul><li>No, currently being considered</li><li>No, insufficient human resource</li></ul>	es staff





☐ No

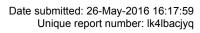
· · · · · · · · · · · · · · · · · · ·					
No, government scl No, don't know how No, not a priority No, other (provide of	to implement				
6.1 Please indicate provided for secondary		eks of employ	ver funded paid p	arental leave that is	
6.3 What proportion leave for SECONDAR's working out the proportion paid parental leave for casuals do not have acceptable.	Y CARERS? In you tion. For example, i SECONDARY CAI	ir calculation, if ALL employ RERS, includi	you must include ees have access ng casuals, you v	to employer funded would enter 100%. If	
Please enter a whole named 10th percentile, (e.g. if		45.7% enter 5	50).		
Percentage:		Secoi	ndary carer's leav 100	/e	
7 How many femutilised parental leave employees still on pare	(paid and/or unpaid	d) during the p	ast reporting per		
No cell should be left b					
	Primary care	r's leave Male	Secondary Female	carer's leave Male	
Managers	1	0	0	2	
Non-managers	10	0	3	0	
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 b	lank, please enter				
FemaleMaleManagers00					
Non-managers 2 0					
Yes (you can select Standalone Policy is co Standalone	t policy and/or strat policy ntained within anot	egy options) her policy		orking arrangements	







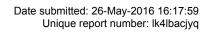
<ul> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> </ul>	
☐ No, don't have expertise ☐ No, don't offer flexible arrangements	
☐ No, not a priority ☑ No, other (provide details):	
We handle every request for flexibility seriously and on a case by case basis. To date w have been successful in accommodating all requests.	/e
Do you have a formal policy and/or formal strategy to support employees with famil or caring responsibilities?	y
<ul> <li>✓ Yes (you can select policy and/or strategy options)</li> <li>✓ Standalone policy</li> </ul>	
Policy is contained within another policy	
<ul><li>☐ Standalone strategy</li><li>☐ Strategy is contained within another strategy</li></ul>	
□ No	
<ul><li>No, currently under development</li><li>No, insufficient human resources staff</li></ul>	
☐ No, included in workplace agreement	
No, don't have expertise	
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>	
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	
<ul><li>No, don't have expertise</li><li>No, not a priority</li></ul>	
☐ No, other (provide details):	
11.1 Diagon indicate what macoures are in place and if they are evallable at all worksites	_
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	5
worksites"):	
☐ Employer subsidised childcare ☐ Available at some worksites only	
Available at all worksites	
On-site childcare	
<ul><li>☐ Available at some worksites only</li><li>☐ Available at all worksites</li></ul>	
☐ Breastfeeding facilities	
<ul> <li>☐ Available at some worksites only</li> <li>☒ Available at all worksites</li> </ul>	
☐ Childcare referral services	
Available at some worksites only	
☐ Available at all worksites ☐ Internal support networks for parents	
Available at some worksites only	
<ul> <li>☐ Available at all worksites</li> <li>☒ Return to work bonus (only select this option if the return to work bonus is NOT the</li> </ul>	
balance of paid parental leave when an employee returns from leave).	
Available at some worksites only	







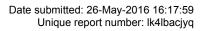
☐ Information packs to support new parents and/or those with elder care responsibilities
Available at some worksites only
Available at all worksites
Referral services to support employees with family and/or caring responsibilities  Available at some worksites only
Available at some worksites only  Available 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
<ul><li>☐ Available at some worksites only</li><li>☐ Available at all worksites</li></ul>
☐ Available at all worksites ☐ None of the above, please complete question 11.2 below
I Notice 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.
whether they are available at all worksites.
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
<ul> <li>No, included in workplace agreement</li> <li>No, not aware of the pood</li> </ul>
<ul><li>No, not aware of the need</li><li>No, don't have expertise</li></ul>
☐ No, not a priority
☐ No, other (please provide details):
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)
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)







<ul> <li>☐ Confidentiality of matters disclosed</li> <li>☐ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>☐ Flexible working arrangements</li> <li>☐ Provide financial support (e.g. advance bonus payment or advanced pay)</li> <li>☐ Offer change of office location</li> <li>☐ Emergency accommodation assistance</li> <li>☐ Access to medical services (e.g. doctor or nurse)</li> <li>☐ Other (provide details):</li> </ul>									
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, not aware of the need</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>									
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):									
	Fer	Mana male	agers Male		Non-ma Female		anagers Male		
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal	
Flexible hours of work					$\boxtimes$				
Compressed working weeks					$\boxtimes$				
Time-in-lieu									
Telecommuting					$\boxtimes$				
Part-time work	$\boxtimes$				$\boxtimes$		$\boxtimes$		
Job sharing									
Carer's leave					$\boxtimes$		$\boxtimes$		
Purchased leave									
Unpaid leave									
<ul> <li>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:</li> <li>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):  Purchased leave is not part of our industrial instrument</li> </ul>									



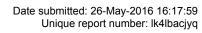




14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:

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):
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)?  Survey  Consultative committee or group  Focus groups  Exit interviews  Performance discussions  Other (provide details):  There were questions on this topic within our overall cultural survey which occurs biannually.
15.2 Please indicate what categories of employees you consulted.  All staff  Women only  Men only  Human resources managers  Management  Employee representative group(s)  Diversity committee or equivalent  Women and men who have resigned while on parental leave  Other (provide details):
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







<ul> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
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):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:
Other
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.
- 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.
- 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 60.3% females and 39.7% males.

#### **Promotions**

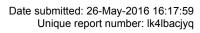
- 2. 65.4% of employees awarded promotions were women and 34.6% were men
  - . 50.0% of all manager promotions were awarded to women
  - ii. 72.2% of all non-manager promotions were awarded to women.
- 3. 47.9% of your workforce was part-time and 19.2% of promotions were awarded to part-time employees.

#### Resignations

- 4. 56.5% of employees who resigned were women and 43.5% were men
  - . 20.0% of all managers who resigned were women
  - . 57.5% of all non-managers who resigned were women.
- 47.9% of your workforce was part-time and 46.1% of resignations were part-time employees.

#### Employees who ceased employment before returning to work from parental leave

- 14.3% of all women who utilised parental leave and ceased employment before returning to work
- ii. 0.0% 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. 15.4% 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	Paul Barnett
Confirmation CEO has signed the report	Yes
CEO Signature:	Date: