



## Public report

2017-18

Submitted by

Legal Name: Regis Aged Care Pty Ltd







## Organisation and contact details

Submitting organisation details	Legal name	Regis Aged Care Pty Ltd		
	ABN	75125223645		
	ANZSIC	Q Health Care and Social Assistance 8601 Aged Care Residential Services		
	Business/trading name/s	Regis Aged Care		
	ASX code (if applicable)	REG		
	Postal address	PO Box 8373		
		ARMADALE VIC 3143		
		AUSTRALIA		
	Organisation phone number	(03) 8573 0444		
Reporting structure	Ultimate parent	Regis Healthcare Limited		
	Number of employees covered by this report	7,811		





## All organisations covered by this report

Legal name	Business/trading name/s
Regis Aged Care Pty Ltd	Regis Aged Care
Regis Shelf Pty Ltd	



# Workplace profile

## Manager

Manager occupational categories	Reporting level to CEO	Employment ctatus		No	No. of employees
		Employment status	Ь	M	Total employees
		Full-time permanent	0	1	
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	4	5
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	1	3
		Full-time contract	0	0	0
Otner executives/General managers	-2	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	13	21	34
		Full-time contract	0	0	0
Senior Managers	ဇှ	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	160	22	217
,		Full-time contract	0	0	0
Other managers	4	Part-time permanent	10	0	10
		Part-time contract	0	0	0
		Casual	0	1	1
Grand total: all managers			189	82	274



# Workplace profile

## Non-manager

		No. of employees (excluding	(excluding graduates and apprentices)	No. of graduates	(if applicable)	No. of apprentices	s (if applicable)	
Non-manager occupational categories	Employment status		M	STATE FOR STATE OF	M	1		l otal employees
	Full-time permanent	238	89	0	0	0	0	306
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	692	103	0	0	0	0	795
	Part-time contract	0	0	0	0	0	0	0
	Casual	77	13	0	0	0	0	06
	Full-time permanent	23	83	0	0	0	0	106
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	26	63	0	0	0	0	89
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	6	0	0	0	0	6
	Full-time permanent	156	31	0	0	0	0	187
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	4,287	1,004	0	0	0	0	5,291
	Part-time contract	0	0	0	0	0	0	0
	Casual	334	105	0	0	0	0	439
	Full-time permanent	116	14	0	0	0	0	130
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	83	5	0	0	0	0	88
	Part-time contract	0	0	0	0	0	0	0
	Casual	9	1	0	0	0	0	7
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	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	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	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

7	Workplace Gender Equality Agency
	>
	=

Non-manager occupational categories	Employment status	No. of employees (excluding	(excluding graduates and apprentices)	No. of graduates (if applicable)	e) No. of apprentices (if applicable)	(elheaple)	
	- in broduing it attack	F	Σ	2		T	Fotal employees
	Full-time permanent	0	0				
	Full-time contract	0	0				
Labourers	Part-time permanent	0	0				
	Part-time contract	0	0				
	Casual	0	0				0
	Full-time permanent	0	0				0
	Full-time contract	0	0				
Others	Part-time permanent	0	0				0
	Part-time contract	0	0	0			0
	Casual	0	0				0
Grand total: all non-managers		6.038	1 499				0
			00111			THE REAL PROPERTY AND ADDRESS OF THE PARTY AND	7 537





## Reporting questionnaire

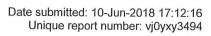
## Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

#### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.2	Retention
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.3	Performance management processes
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>







1.4	Promotions
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li></ul>
1.7	Training and development
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	igers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	30	8	10	0
Permanent/ongoing part-time employees	0	0	25	8
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

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/nonmanagers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	62	29
Number of appointments made to NON-MANAGER roles (including promotions)	1831	513

1.12 How many employees resigned during the reporting period against each category below?

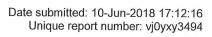
	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	27	16	93	42
Permanent/ongoing part-time employees	2	0	1142	242
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	1	106	21

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

## Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

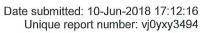
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.







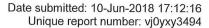
2.1	Please answer the following que	stions relating to	o each governing bo	odv covered in	this report.
	Note: If this report covers more to organisation before proceeding	than one organis			
	If your organisation's governing organisation's name BUT the nu	body is the sam merical details o	e as your parent en f your parent entity	tity's, you will r 's governing bo	need to add your ody.
2.1a.1	Organisation name?				
	Regis Aged Care Pty Ltd				
2.1b.1	How many Chairs on this govern	ing body?			
			Female		Male
	Number	0		1	6170
2.1c.1	How many other members are on	this governing	body (excluding the	Chair/s)?	
	u dand		Female		Male
	Number	2		5	
	in management positions representative managem	ment, please enter pertise governing body/b mally approved a s and on the board ment and leadersh bjectives with a vi	date this is due to be oard appointments (produced to appointment of diversity policy in ordinary and to actively facily programments of the structure. Whilst the	e completed  provide details w  er to address the  itate a more dive  is policy does no	hy): e representation of woman
2.1g.1	Are you reporting on any other or	ganisations in th	nis report?		
	☐ Yes ⊠ No				
2.2	Do you have a formal selection po organisations covered in this repo	olicy and/or form ort?	al selection strategy	y for governing	body members for ALL
	⊠ Yes (select all applicable answer ⊠ Policy ⊠ Strategy				
	No (you may specify why no form ☐ In place for some governing	nal selection policy	or formal selection s	strategy is in plac	ce)
	Currently under developm	nent, please enter	date this is due to be	completed	
	☐ Do not have control over o	governing body a	ppointments (provide	details why)	
	Other (provide details):				







	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
Gar	nder	equality indicator 3: Equal remuneration between women and men
Equal		eration between women and men is a key component of improving women's economic security and progressing
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	s (select all applicable answers)
	□ No	<ul> <li>☑ Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> </ul>
		☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		<ul> <li>✓ Yes (provide details in question 3.2 below)</li> <li>☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		<ul> <li>□ To achieve gender pay equity</li> <li>☑ 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 pay reviews)</li> <li>□ To be transparent about pay scales and/or salary bands</li> <li>□ To ensure managers are held accountable for pay equity outcomes</li> <li>□ To implement and/or maintain a transparent and rigorous performance assessment process</li> <li>□ Other (provide details):</li> </ul>
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e.
	⊠ Yes	s - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):







room f qualifid	(you may specify why you have not analysed your payroll for gender remuneration gaps)  Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there m for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)  Non-award employees paid market rate Not a priority Other (provide details):
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
	All roles have been job sized and an analysis of pay rates per band has been completed
4.1	Did you take any actions as a result of your gender remuneration gap analysis?
	<ul> <li>Yes – indicate what actions were taken (select all applicable answers)</li></ul>

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

If your organisation would like to provide additional information relating to gender equality indicator 3,

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

4.2

please do so below:





5.	A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.
	Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?
	☐ Not a priority ☐ Other (provide details):
	5.1 How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
	6
āa.	If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.
	Employees are eligible for the employer funded paid parental leave (for primary carers) after 12 months of service
	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.    <10%

A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the

primary carer.

6.



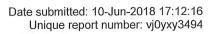
7.

8.

9.



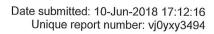
parental lea	taken parental ave, regardles	leave du s of wher	ring the repo า it commenc	rting period (p ed.	aid and/o	r unpaid)? Include
			2 1845 II			in the same
Г.	Primary carer's				ry carer's	
2	emale	Mal 0	e 0	Female	0	Male
12		J	U		0	
f when the I e where pa	g the reporting leave commen	period.				
other paid ployment' m	rental leave w	iced? as taken i ve is also	continuously taken at that	with any othe	r leave tyբ	to work from parel be. For example, wh reason, including
other paid ployment' m	rental leave w l or unpaid lea neans anyone	iced? as taken i ve is also	continuously taken at that	with any othe	r leave tyբ	oe. For example, wi
other paid ployment' m	rental leave w l or unpaid lea neans anyone	iced? as taken i ve is also	continuously taken at that exited the or	with any othe	r leave tyբ	oe. For example, wi
ON-MANAC re, regardled those what leave or a	GERS, during the parental leave with the parental leave with the parental leave with the parental leave with the parental leave yether paid.	as taken over is also who has  the reported leave content was or unpaid nyone who is taken to be a series of the content was or unpaid nyone who is taken to be a series or unpaid nyone who is taken to be a series or unpaid nyone who is taken to be a series or unpaid nyone who is taken to be a series or unpaid nyone who is taken to be a series or unpaid nyone who is taken to be a series or unpaid nyone who is taken to be a series or unpaid not be a series o	continuously taken at that exited the or Female ting period, commenced? taken contin	with any othe time. ganisation for eased employ uously with ar	r leave typ whatever  0 ment before time.	oe. For example, wi
l I	rs ERS, durin	loyees still on parental le Prir Fema	Primary carein Female  93	Primary carer's leave Female Male  93  0	Primary carer's leave Se Female Male Fer	Female Male Female







	☐ Not a priority ☐ Other (provide details):
9.1	You may indicate which of the following are included in your flexible working arrangements strategy:
	<ul> <li>☑ A business case for flexibility has been established and endorsed at the leadership level</li> <li>☑ Leaders are visible role models of flexible working</li> <li>☑ Flexible working is promoted throughout the organisation</li> <li>☐ Targets have been set for engagement in flexible work</li> <li>☐ Leaders are held accountable for improving workplace flexibility</li> <li>☐ Manager training on flexible working is provided throughout the organisation</li> <li>☐ Employee training is provided throughout the organisation</li> <li>☐ Team-based training is provided throughout the organisation</li> <li>☑ Employees are surveyed on whether they have sufficient flexibility</li> <li>☐ The organisation's approach to flexibility is integrated into client conversations</li> <li>☑ The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)</li> <li>☐ Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel</li> <li>☐ Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body</li> </ul>
Do yo	u have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	s (select all applicable answers)  Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
Do yo (eg, ei	u offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	s (you may specify why non-leave based measures are not in place)  Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
11.1	Please select what support mechanisms are in place and if they are available at all worksites.  • Where only one worksite exists, for example a head-office, select "Available at all worksites".
	<ul> <li>□ Employer subsidised childcare</li> <li>□ Available at some worksites only</li> <li>□ Available at all worksites</li> <li>□ On-site childcare</li> <li>□ Available at some worksites only</li> <li>□ Available at all worksites</li> <li>☑ Breastfeeding facilities</li> <li>□ Available at some worksites only</li> <li>□ Available at all worksites</li> <li>□ Childcare referral services</li> <li>□ Available at some worksites only</li> <li>□ Available at some worksites</li> <li>□ Internal support networks for parents</li> <li>□ Available at some worksites only</li> <li>□ Available at all worksites</li> <li>□ 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)</li> </ul>
	Do yo  Yes  No  No  Yes







	☐ 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
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
	violence?
	The state of the s
	Policy
	⊠ Strategy
	☐ No (you may specify why no formal policy or formal strategy is in place)
	Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	☐ Included in award/industrial or workplace agreements
	☐ Not aware of the need
	☐ Not a priority
	☐ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support
	employees who are experiencing family or domestic violence?
	, , , and a province of the control
	☑ Yes (select all applicable answers)
	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)
	☐ 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
	☐ Provision of 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 (you may specify why no other support mechanisms are in place)
	☐ Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	☐ Not aware of the need





	<ul><li>☐ Not a priority</li><li>☐ Other (provide details):</li></ul>						
	The Branch Care at an						
Whe	re any of the following options are available in	your workplac	e, are those op	tion/s availabl	e to both won		
	men?						
•	flexible hours of work						
•	compressed working weeks						
•	time-in-lieu						
•	telecommuting						
•	part-time work						
•	job sharing						
•	carer's leave						
•	purchased leave						
•	unpaid leave.	nally.					
Optio	ons may be offered both formally and/or inforn example, if time-in-lieu is available to women fo	nany. ormally but to i	non informally	vou would se	lect NO		
ror e	example, if time-in-field is available to women to	officially but to	nen imormany,	you would so	icot ivo.		
M V	es, the option/s in place are available to both wom	nen and men.					
	o, some/all options are not available to both wome	en AND men.					
Ш.,	o, comorali optione are not available to bear mem						
14.1	Which options from the list below are available? Please tick the related checkboxes.						
	<ul> <li>Unticked checkboxes mean this option</li> </ul>	on is NOT avai	able to your en	ployees.			
		agers	Non-managers				
		IVICI	~go.c		anagers		
		Formal	Informal	Formal	Informal		
	Flexible hours of work			Formal	1		
	Flexible hours of work Compressed working weeks		Informal		1		

14.3	You may specify why any of the above options are NOT available to your employees.
	Currently under development, please enter date this is due to be completed

☐ Insufficient resources/expertise

☐ Not a priority

Telecommuting

Part-time work

Job sharing

Carer's leave

Unpaid leave

Purchased leave

Other (provide details):

A Purchased Leave initiative was considered under our employee engagement program, and after detailed analysis it was felt that due to the number of part time employees (81%) and the opportunity for employees to work flexibly, that this wasn't currently a priority for the organisation. We will continue to review for appropriate applicability.

 $\boxtimes$ 

 $\bowtie$ 

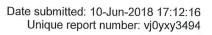
 $\boxtimes$ 

П

14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

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

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.







13.	Have	you consulted with employees on issues concerning gender equality in your w	orkplace?
	⊠ Y		
		o (you may specify why you have not consulted with employees on gender equality)	
		Not needed (provide details why):	
		☐ Insufficient resources/expertise	
		☐ Not a priority	
		Other (provide details):	
		ation (provide details).	
	15.1	How did you consult with employees on issues concerning gender equality in	
		now and you consult with employees on issues concerning gender equality if	i your workplace?
		Survey	
		Consultative committee or group	
		Focus groups	
		⊠ Exit interviews	
		Performance discussions	
		Other (provide details):	
		,	
	15.2	Who did you consult?	
		☐ 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	Marine amounts of the second o	
	15.5	If your organisation would like to provide additional information relating to ge please do so below.	nder equality indicator 5,
		please do so below.	
Gei	nder	equality indicator 6: Sex-based harassment and	discrimination
			aissiiiiiiatisii
The p	reventic	on of sex-based harassment and discrimination (SBH) has been identified as importan	t in improving workplace
partic	ipation.	Set by the Minister, this gender equality indicator seeks information on the existence	of a SBH policy and/or strategy
and w	hether t	raining of managers on SBH is in place.	or a obri policy anaror strategy
16.	Do vo	u have a formal policy and/or formal strategy on sex-based harassment and dis	crimination prevention?
		party and the control of the control	orimination prevention:
	M vo	s (select all applicable answers)	
	M 16	Solicy	
		☐ Strategy	
		(you may specify why no formal policy or formal strategy is in place)	
		Currently under development, places enter data this is due to be correlated	
		Currently under development, please enter date this is due to be completed Insufficient resources/expertise	
		☐ Included in award/industrial or workplace agreement	
		☐ Not a priority	
		Other (provide details):	
		_ Saisi (p. saido dotalio).	
	16.1	Do you include a grievance process in any sex-based harassment and discrim	ination prevention formal
		policy and/or formal strategy?	provention formal
		in the second se	





		<ul> <li>✓ Yes</li> <li>☐ No (you may specify why a grievance process is not included)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
7.	Do yo	ou provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  (you may specify why this training is not provided)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Not a priority  Other (provide details):
	17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

## Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)



Date submitted: 10-Jun-2018 17:12:16 Unique report number: vj0yxy3494

## Gender composition proportions in your workplace

### Important notes:

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 79.7% females and 20.3% males.

#### **Promotions**

- 2. 80.2% of employees awarded promotions were women and 19.8% were men
  - i. 78.9% of all manager promotions were awarded to women
  - 81.4% of all non-manager promotions were awarded to women.
- 80.3% of your workforce was part-time and 40.7% of promotions were awarded to part-time employees.

#### Resignations

- 4. 81.0% of employees who resigned were women and 19.0% were men
  - 63.0% of all managers who resigned were women
  - ii. 81.5% of all non-managers who resigned were women.
- 80.3% of your workforce was part-time and 81.9% of resignations were part-time employees.

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

- 2.1% of all women who utilised parental leave ceased employment before returning to work
- ii. N/A men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

## CEO sign off confirmation

N 40-0	
Name of CEO or equivalent:	Confirmation CEO has signed the report:
Ross James Johnston	the fill
CEO signature:	Date:
Afferta.	3/7/2018.
	/