



# Public report

2019-20

Submitted by

Legal Name: Resthaven Incorporated

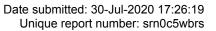






## Organisation and contact details

Submitting organisation details	Legal name	Resthaven Incorporated		
	ABN	79976580833		
	ANZSIC	Q Health Care and Social Assistance 8601 Aged Care Residential Services		
	Business/trading name/s	Resthaven Incorporated		
	ASX code (if applicable)			
	Postal address	PO Box 327 UNLEY SA 5061 AUSTRALIA		
	Organisation phone number	0883730211		
Reporting structure	Number of employees covered by this report	2,620		





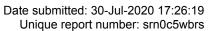


## Workplace profile

## Manager

Manager ecounglished estageries	Departing 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	
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	3	2	5	
		Full-time contract	0	0	0	
Key management personnel		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
	-2	Full-time permanent	5	2	7	
		Full-time contract	0	0	0	
Senior Managers		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	47	17	64	
		Full-time contract	0	0	0	
Other managers	-3	Part-time permanent	3	1	4	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			58	23	81	

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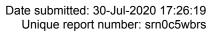


## Workplace profile

## Non-manager

Non manager accumptional estagerica	Employment status	No. of employees (excluding gra	duates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	43	15	0	0	0	0	58
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	236	31	0	0	0	0	267
	Part-time contract	0	0	0	0	0	0	0
	Casual	76	13	0	0	0	0	89
	Full-time permanent	5	21	0	0	0	0	26
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	6	5	0	0	0	0	11
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	Full-time permanent	106	19	0	0	0	0	125
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	857	106	0	0	0	0	963
	Part-time contract	0	0	0	0	0	0	0
	Casual	775	97	0	0	0	0	872
	Full-time permanent	51	4	0	0	0	0	55
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	59	0	0	0	0	0	59
	Part-time contract	0	0	0	0	0	0	0
	Casual	3	0	0	0	0	0	3
	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

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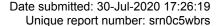






Non manager equipational estageries	ror acquinational actogories — Employment status		duates and apprentices)	No. of graduate	s (if applicable)	No. of apprentices (if applicable)		Total employees	
Non-manager occupational categories   Employment status		F	M	F	M	F	М	Total employees	
	Full-time permanent	0	4	0	0	0	0	4	
	Full-time contract	0	0	0	0	0	0	0	
Labourers	Part-time permanent	0	1	0	0	0	0	1	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	1	0	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	4	0	0	0	0	0	4	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
Grand total: all non-managers		2,222	317	0	0	0	0	2,539	

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## Reporting questionnaire

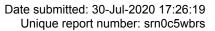
### Gender equality indicator 1: Gender composition of workforce

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 2019 to 31 March 2020. (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.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment   ☐ Yes (select all applicable answers) ☐ 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 ☐ Not a priority
1.2	Retention   ☐ Yes (select all applicable answers) ☐ 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 ☐ Not a priority
1.3	Performance management processes   ☐ Yes (select all applicable answers) ☐ 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 ☐ Not a priority



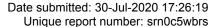


1.4

**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> <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>
1.7	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>
1.9	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	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	4	0	15	2
Permanent/ongoing part-time employees	0	0	16	2
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	7	2

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	16	6
Number of appointments made to NON-MANAGER roles (including promotions)	580	94

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

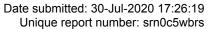
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	8	3	38	11
Permanent/ongoing part-time employees	1	0	159	20
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	2	295	54

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 questions relating to each governing body covered in this report.



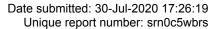




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1	Organisation name?		
	Resthaven Incorporated		
2.1b.1	What gender is the Chair on this gover Chair at your last meeting)?	rning body (if the role of the Chair rota	ates, enter the gender of the
		Female	Male
	Number	0	1
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?
		Female	Male
	Number	4	4
	<ul><li>Currently under development,</li><li>Insufficient resources/expertise</li></ul>	not been set) nder balance (e.g. 40% women/40% mer please enter date this is due to be comple rning body/board appointments (provide	n/20% either) leted
2.2	☐ In place for some governing bo☐ Currently under development,☐ Insufficient resources/expertise	election policy or formal selection strategy odies please enter date this is due to be compl	y is in place) leted
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or I  ☐ Yes ☐ No		our organisation is an







2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

## Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	s (select all applicable answers)
	П №	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 ☐ 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?
		Yes (provide details in question 3.2 below)
		No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)  ☐ Currently under development, please enter date this is due to be completed  ☐ Completed  ☐ Completed ☐ Comple
		⊠ Salaries set by awards/industrial or workplace agreements             □ Insufficient resources/expertise
		☐ Not a priority ☐ Other (provide details):
		☐ Other (provide details).
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	□ Ye:	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):
	⊠ No	(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
	qualifi	cations) ⊠ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there
	IS roo	m for discretion in pay changes (because pay increases can occur with some discretion such as performance
	assess	sments)
		☐ Non-award employees paid market rate ☐ Not a priority
		Other (provide details):
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3,
	7.2	please do so below:





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

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.

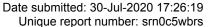
	ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
time of indications o	s. (Please indicate how employer funded paid parental leave is provided to the primary carer):  By paying 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 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), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please to how employer funded paid parental leave is provided to women ONLY):  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 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), we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funder arental leave is provided to men ONLY):  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 parental leave scheme  By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of 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), not available (you may specify why this leave is not provided)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Government scheme is sufficient  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
carer	r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
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%   10-20%   21-30%   31-40%   41-50%





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		☐ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☑ 100%
	5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:  Adoption Surrogacy
6.		Stillbirth     CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ry carer.
		u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and n, in addition to any government funded parental leave scheme for secondary carers?
	☐ No	s, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave), we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (you may specify why employer funded paid parental leave for secondary carers is not paid)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Government scheme is sufficient  Not a priority  Other (provide details):
	6.1	How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:
6a.		r organisation would like to provide additional information on your paid parental leave for SECONDARY RS e.g. eligibility period, other arrangements you may have in place etc, please do so below.
		so provide 3 days of paid partner leave to permanent employees whose partner has given birth or ed a child.
	6.2	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.    10%
	6.3	Please indicate whether your employer funded paid parental leave for secondary carers covers:  ☐ Adoption ☐ Surrogacy ☐ Stillbirth







7. How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	0	0	0	1

7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	102	0	0	8

- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

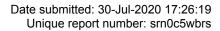
	Female	Male
Managers	0	0

- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	7	0

9. Do you have a formal policy and/or formal strategy on flexible working arrangements?

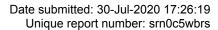
⊠ Yes	s (select all applicable answers) ☐ Policy ☑ Strategy
□ No	you may specify why no formal policy or formal strategy is in place)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Don't offer flexible arrangements  Not a priority  Other (provide details):
9.1	You may indicate which of the following are included in your flexible working arrangements strategy:
	☐ A business case for flexibility has been established and endorsed at the leadership level ☐ Leaders are visible role models of flexible working ☐ Flexible working is promoted throughout the organisation ☐ Targets have been set for engagement in flexible work ☐ Targets have been set for men's engagement in flexible work ☐ Leaders are held accountable for improving workplace flexibility







		<ul> <li>□ Employee training 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>
10.	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):
11.		u offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye □ No	(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".
		Employer subsidised childcare
		<ul> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> <li>☐ Targeted communication mechanisms, for example intranet/ forums</li> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> <li>☐ Support in securing school holiday care</li> </ul>

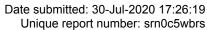






	<ul> <li>□ Available at all worksites</li> <li>□ Coaching for employees on returning to work from parental leave</li> <li>□ Available at some worksites only</li> <li>□ Available at all worksites</li> <li>□ Parenting workshops targeting mothers</li> <li>□ Available at some worksites only</li> <li>□ Available at all worksites</li> <li>□ Parenting workshops targeting fathers</li> <li>□ Available at some worksites only</li> <li>□ Available at some worksites only</li> <li>□ Available at all worksites</li> <li>□ None of the above, please complete question 11.2 below</li> </ul>
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	<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>☐ Included in award/industrial or workplace agreements</li> <li>☐ Not aware of the need</li> <li>☐ Not a priority</li> <li>☐ Other (please provide details):</li> </ul>
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?
	<ul> <li>         ∑ Yes (select all applicable answers)</li></ul>
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men?

- flexible hours of work
- compressed working weeks
- time-in-lieu
- telecommuting
- part-time work







•	job sharing
•	carer's leave
•	purchased leave

unpaid leave.

Options may be offered both formally and/or informally.	
For example, if time-in-lieu is available to women formall	y but to men informally, you would select NO

☐ No, some/all options are not available to both women AND men.	

- 14.1 Which options from the list below are available? Please tick the related checkboxes.
  - Unticked checkboxes mean this option is NOT available to your employees.

Mar	Managers		anagers
Formal	Informal	Formal	Informal
$\boxtimes$		$\boxtimes$	
	$\boxtimes$	$\boxtimes$	
$\boxtimes$		$\boxtimes$	
	$\boxtimes$		$\boxtimes$
$\boxtimes$		$\boxtimes$	
	$\boxtimes$		
$\boxtimes$		$\boxtimes$	
	Formal	Formal Informal	Formal Informal Formal

14.3	You may specify why any of the above options are NOT available to your employees.
	<ul> <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>
14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

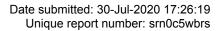
## Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

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

Have you consulted with employees on issues concerning gender equality in your workplace?	,
<ul> <li>Yes</li> <li>No (you may specify why you have not consulted with employees on gender equality)</li> <li>Not needed (provide details why):</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>	

15.1 How did you consult with employees on issues concerning gender equality in your workplace?

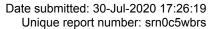
15.







		Survey     Consultative committee or group     Focus groups     Exit interviews     Performance discussions     Other (provide details):				
	15.2	Who did you consult?				
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.				
Ger	nder	equality indicator 6: Sex-based harassment and discrimination				
partici	The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.					
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?				
	⊠ Ye	s (select all applicable answers)  Notice  Not				
	□ No	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):				
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?				
		Yes  No (you may specify why a grievance process is not included)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Not a priority  Other (provide details):				
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?				
	⊠ Ye	s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years				





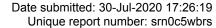


	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:
□ No (	<ul> <li>□ Every three years or more</li> <li>□ Varies across business units</li> <li>□ Other (provide details):</li> <li>(you may specify why this training is not provided)</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>

### 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.)







### 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.
- 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 87.0% females and 13.0% males.

### **Promotions**

- 2. 87.5% of employees awarded promotions were women and 12.5% were men
  - 100.0% of all manager promotions were awarded to women
  - ii. 86.4% of all non-manager promotions were awarded to women.
- 3. 50.0% of your workforce was part-time and 37.5% of promotions were awarded to part-time employees.

### Resignations

- 4. 84.8% of employees who resigned were women and 15.2% were men
  - i. 64.3% of all managers who resigned were women
  - ii. 85.3% of all non-managers who resigned were women.
- 5. 50.0% of your workforce was part-time and 30.5% of resignations were part-time employees.

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

- i. 6.9% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all 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
- iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

## CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:	
Darren Birbeck		
CEO signature:	Date:	