

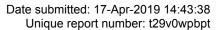


# Public report

2018-19

Submitted by

Legal Name: **Dixon Appointments Pty Ltd** 

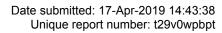






# Organisation and contact details

Submitting organisation details	Legal name	Dixon Appointments Pty Ltd			
	ABN	91161004646			
	ANZSIC	N Administrative and Support Services 7211 Employment Placement and Recruitment Services			
	Business/trading name/s	Dixon Appointments			
	ASX code (if applicable)				
	Postal address	Level 2, 303 Collins Street MELBOURNE VIC 3000 AUSTRALIA			
	Organisation phone number	(03) 9629 9999			
Reporting structure	Number of employees covered by this report	1,183			





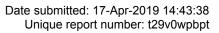


## Workplace profile

## Manager

Manager equipational estageries	Poparting level to CEO	CEO Employment status			No. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	0	0
	0	Full-time contract	0	0	0
CEO/Head of Business in Australia		Part-time permanent	3	0	3
		Part-time contract	0	0	0
		Casual	0	0	0
	-1	Full-time permanent	1	0	1
		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
Grand total: all managers			4	0	4

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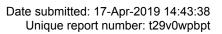


## Workplace profile

### Non-manager

Non manager accumational actorogica	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	0	0	0	0	0	0	0
Professionals	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	18	15	0	0	0	0	33
	Full-time permanent	0	0	0	0	0	0	0
Technicians and trade	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	6	0	0	0	0	0	6
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	813	317	0	0	0	0	1,130
	Full-time permanent	6	1	0	0	0	0	7
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	1	0	0	0	0	0	1
	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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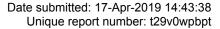






Non manager equipational estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	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
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		846	333	0	0	0	0	1,179

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## Reporting questionnaire

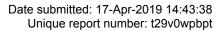
### Gender equality indicator 1: Gender composition of workforce

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 2018 to 31 March 2019. (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?

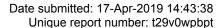
1.1	Recruitment  ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.2	Retention  ☐ Yes (select 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	0	0	0	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 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/non-managers)?

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)	0	0
Number of appointments made to NON-MANAGER roles (including promotions)	0	0

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	0	0	12	4
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.13 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.

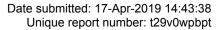
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity,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





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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 organisation's name BUT the numerical						
2.1a.1	Organisation name?						
	Dixon Appointments Pty Ltd						
2.1b.1	How many Chairs on this governing bo	ody?					
		Female	Male				
	Number	3	0				
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	Male				
	Number	0	0				
2.1g.1	☐ Insufficient resources/expertise	rning body/board appointments (provide					
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for g	overning body members for ALL				
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal se</li> </ul>	plaction policy or formal calcotion stratog	vis in place)				
	☐ In place for some governing bo	odies please enter date this is due to be comp					
		rning body appointments (provide details	why)				
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		our organisation is an				
	☐ Yes ⊠ No						





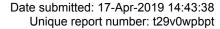


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

## 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.

⊠ Y	es (select all applicable answers)  ☑ Policy ☐ Strategy
□ N	<ul> <li>☐ Grategy</li> <li>o (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> </ul>
	<ul> <li>Non-award employees paid market rate</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
cond	□ Not a priority □ Other (provide details):  you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?
cond	□ Not a priority □ Other (provide details):  s you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken: □ Within last 12 months □ Within last 1-2 years
cond	□ Not a priority □ Other (provide details):  s you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  ses - 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
Cond ☐ Yo	Not a priority Other (provide details):  syou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  ses - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): (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
Cond  ☐ Y  ☐ N  room	Not a priority Other (provide details):  syou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  ses - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): (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
Cond  ☐ Yo  ☐ Yo  ☐ No  room qualit	Not a priority   Other (provide details):  seyou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  ses - the most recent gender remuneration gap analysis was undertaken:   Within last 12 months   Within last 12 years   More than 2 years ago but less than 4 years ago   Other (provide details):   O (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







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

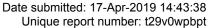
This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. 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.

)o vou provide EM	PLOYER FUNDED naid n	arental leave for PRIMAR	Y CARERS that is available for wor	nen AND
		parental leave scheme fo		Hell AND
By paying By paying By paying Me over which it is As a lump No, we offer paid ndicate how employ By paying By paying ime over which it is As a lump No, we offer paid paid parental leave i	the gap between the emp the employee's full salary paid. For example, full pay sum payment (paid pre-control leave for primary er funded paid parental leat the gap between the emp the employee's full salary paid. For example, full pay sum payment (paid pre-control leave for primary sor provided to men ONLY): the gap between the emp	(in addition to the government for 12 weeks or half pay for post-parental leave, or a carers that is available to vave is provided to women Coloyee's salary and the government for 12 weeks or half pay for post-parental leave, or a carers that is available to not loyee's salary and the government for salar	ernment's paid parental leave scheme ent's paid scheme), regardless of the ent's paid scheme), regardless of the ent's paid scheme), regardless of the ent's paid parental leave scheme ent's paid scheme), regardless of the ent's paid scheme ent's paid parental leave scheme	Please period of loyer funded
me over which it is ☐ As a lump ☐ No, not available ☐ Currently ☐ Insufficier	paid. For example, full pay sum payment (paid pre- o (you may specify why this under development, pleas It resources/expertise	for 12 weeks or half pay for post- parental leave, or a	combination)	period of
☐ Not a prio	ent scheme is sufficient rity ovide details):			
orimary carer. Do you provide EM	PLOYER FUNDED paid p		REGARDLESS OF GENDER, who is DARY CARERS that is available for for secondary carers?	
Yes No, we offer paid No, we offer paid No (you may spe Currently Insufficier	parental leave for SECON parental leave for SECON cify why employer funded under development, pleas it resources/expertise ent scheme is sufficient	•	ailable to men ONLY (e.g. paternity lea ailable to women ONLY andary carers is not paid)	ave)

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.

7.







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

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	1	0	0	0

- 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	0	0

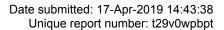
9.	Do you have a formal policy	and/or formal strategy	on flexible working	arrangements?

No. (--I--I -II ---II-----)

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
☐ Don't offer flexible arrangements
☐ Not a priority
Other (provide details):
_ ,

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

-				-
	all applicable answers)			
□ Police     □ Police	cy			
☐ Stra	itegy			
☐ No (you ma)	y specify why no formal po	licy or formal strat	tegy is in pl	ace)
☐ Curr	rently under development, p	please enter date	this is due	to be completed
☐ Insu	ifficient resources/expertise	)		•
☐ Inclu	uded in award/industrial or	workplace agreen	nent	
☐ Not	a priority	_		
☐ Othe	er (provide details):			





11.



11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	<ul> <li>Yes</li> <li>No (you may specify why non-leave based measures are not 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> <li>□ Other (provide details):</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> <li>□ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>□ Training of key personnel</li> <li>□ A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>□ Workplace safety planning</li> <li>□ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>□ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>□ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>□ Access to unpaid leave</li> <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>□ Provision of 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 (you may specify why no other support mechanisms are in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☑ Insufficient resources/expertise</li> <li>☐ Not aware of the need</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</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.





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☐ No	es, the option/s in place are available to both women and men. o, some/all options are not available to both women AND men.  Which options from the list below are available? Please tick the related checkboxes.  • Unticked checkboxes mean this option is NOT available to your employees.				
		Man	agers	Non-ma	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work				
	Compressed working weeks				
	Time-in-lieu				
	Telecommuting				
	Part-time work				
	Job sharing				
	Carer's leave				
	Purchased leave				
	Unpaid leave				
14.4	☐ Currently under development, please ente ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):  If your organisation would like to provide a		·		lity indicate
14.4	<ul><li>☐ Insufficient resources/expertise</li><li>☒ Not a priority</li><li>☐ Other (provide details):</li></ul>		·		lity indicat
nder Ceri ender e	☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):  If your organisation would like to provide a please do so below:  The equality indicator 5: Considering gender equality in the equality indicator seeks information on what corender equality in the workplace.	additional informulation wiltation willaction occurs insultation occurs in	ith emplo e between employ	yees on i	ssues
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		<ul><li>☑ Performance discussions</li><li>☐ Other (provide details):</li></ul>
	15.2	Who did you consult?
		<ul> <li>All staff</li> <li>Women only</li> <li>Men only</li> <li>Human resources managers</li> <li>Management</li> <li>Employee representative group(s)</li> <li>Diversity committee or equivalent</li> <li>Women and men who have resigned while on parental leave</li> <li>Other (provide details):</li> </ul>
	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	pation.	on of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy 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?
		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):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		<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>
17.	Do yo	ou 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  Every three years or more  Varies across business units
	□ No	Other (provide details): (you may specify why this training is not provided)





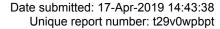
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	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.1	If your organisation would like to provide additional information relating to gender equality 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.)







#### 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 71.9% females and 28.1% males.

#### **Promotions**

- 2. 0.0% of employees awarded promotions were women and 0.0% were men
  - i. 0.0% of all manager promotions were awarded to women
  - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 0.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

#### Resignations

- 4. 75.0% of employees who resigned were women and 25.0% were men
  - i. 0.0% of all managers who resigned were women
  - ii. 75.0% of all non-managers who resigned were women.
- 5. 0.5% of your workforce was part-time and 0.0% of resignations were part-time employees.

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

- i. 0.0% of all women who utilised parental leave 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
- iv. N/A 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:	Confirmation CEO has signed the report:			
Lucy Ricanek				
CEO signature:	Date:			