



Public report

2019-20

Submitted by

Legal Name: **Dixon Appointments Pty Ltd**

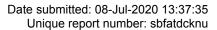






Organisation and contact details

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	956		





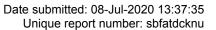


Workplace profile

Manager

Managar accupational actogorica	Poparting lovel to CEO	Employment status			No. of employees
Manager occupational categories	Reporting level to CEO			М	Total employees
		Full-time permanent	1	0	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	2	0	2
	1	Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	0	1
	-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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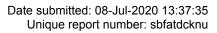


Workplace profile

Non-manager

Non manager equipational estagaries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	es (if applicable)	No. of apprentic	es (if applicable)	Total employees
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	16	7	0	0	0	0	23
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	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
Ciericai and administrative	Part-time contract	0	0	0	0	0	0	0
	Casual	651	252	0	0	0	0	903
	Full-time permanent	15	1	0	0	0	0	16
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	2	0	0	0	0	0	2
	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		F	M	F	M	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		692	260	0	0	0	0	952

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Reporting questionnaire

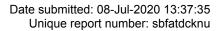
Gender equality indicator 1: Gender composition of workforce

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
	 ✓ 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
1.5	Talent identification/identification of high potentials
	 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
1.6	Succession planning
	 Yes (select all applicable answers)
1.7	Training and development
	 ✓ 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
1.8	Key performance indicators for managers relating to gender equality
	 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
1.9	Gender equality overall
	 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





1.10 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 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)	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?

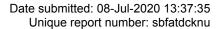
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	15	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.13 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.



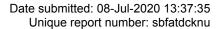




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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?							
	Dixon Appointments Pty Ltd							
2.1b.1	What gender is the Chair on this governing body (if the role of the Chair rotates, enter the gender of the Chair at your last meeting)?							
		Female	Male					
	Number	3	0					
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?					
		Female	Male					
	Number	0	0					
2.1d.1	Has a target been set to increase the re ☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ger	-						
	☐ Currently under development, ☐ Insufficient resources/expertise	please enter date this is due to be compl	eted					
2.1g.1	Are you reporting on any other organis ☐ Yes ☑ No	sations in this report?						
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for ALI					
	✓ Yes (select all applicable answers)✓ Policy✓ Strategy							
	No (you may specify why no formal se☐ In place for some governing both	dies						
	☐ Currently under development, ☐ Insufficient resources/expertise	please enter date this is due to be compl	eted					
	☐ Do not have control over gover☐ Not a priority☐ Other (provide details):	ning body appointments (provide details	why)					
2.3	Does your organisation operate as a pullincorporated" entity - Pty Ltd, Ltd or I		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.

⊠ Ye	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
	Salaries set by awards/industrial or workplace agreements
	☐ Non-award employees paid market rate
	☐ Not a priority ☐ Other (provide details):
	Utiler (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
	☐ Salaries set by awards/industrial or workplace agreements
	☐ Insufficient resources/expertise
	☐ Non-award employees paid market rate
	☐ Not a priority ☐ Other (provide details):
	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e.
cond:	☐ Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)?
ond	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)? s - the most recent gender remuneration gap analysis was undertaken:
ond	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)? s - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years
ond:	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)? 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
Cond≀	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)? 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):
ondi	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)? 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): (you may specify why you have not analysed your payroll for gender remuneration gaps)
ondi	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. icted a gender pay gap analysis)? 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): (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
ondu □ Ye ☑ No	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. icted a gender pay gap analysis)? 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): (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
Ye X	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. icted a gender pay gap analysis)? 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): (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
∵ Ye ⊠ No	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)? 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): (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 exations)
Ye Ye No oom	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. leted a gender pay gap analysis)? 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): (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 exations) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance
condu ☐ Ye ☑ No room qualifi	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. icted a gender pay gap analysis)? s - 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): (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 or 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 in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)
Ye No Toom	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. leted a gender pay gap analysis)? 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): (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 exations) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance





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.

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?
	☐ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer): ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination) ☐ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate 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 time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination) ☐ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental 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 scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination) ☑ No, not available (you may specify why this leave is not provided) ☐ Currently under development, please enter date this is du
6.	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.
	Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?
	 Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY No (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):

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	Secondary care	r's leave
	Female	Male	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 care	r'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.

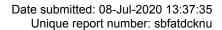
	Female	Male
Non-managers	0	0

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

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):	
<u> </u>	

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

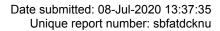
3,
□ Policy
☐ Strategy
☐ No (you may specify why no formal policy or formal strategy is in place)
Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Included in award/industrial or workplace agreement
☐ Not a priority
Other (provide details):







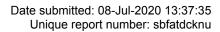
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	 Yes No (you may specify why non-leave based measures are not in place) □ Currently under development, please enter date this is due to be completed ☑ Insufficient resources/expertise □ Not a priority □ Other (provide details):
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	 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 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?
	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 (not contained in an enterprise/workplace agreement) Access to unpaid leave Confidentiality of matters disclosed Referral of employees to appropriate domestic violence support services for expert advice Protection from any adverse action or discrimination based on the disclosure of domestic violence Flexible working arrangements 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):
	 ○ 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 ○ Not a priority ○ Other (provide details):
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men? I flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave unpaid leave.







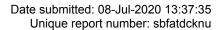
14.1	Which options from the list below are Unticked checkboxes mean the				
		Mar	nagers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work				
	Compressed working weeks				
	Time-in-lieu				
	Telecommuting				
	Part-time work				
	Job sharing				
	Carer's leave				
	Purchased leave				
	Unpaid leave				
14.4	If your organisation would like to prov	vide additional inforn	nation relating	to gender equa	llity indicato
14.4	If your organisation would like to proplease do so below:	vide additional inforn	nation relating t	to gender equa	lity indicator
Gendel Oncer		nsultation w	ith emplo e	yees on i	issues
ende oncer is gender ncerning (r equality indicator 5: Coning gender equality in tequality in the workplace.	nsultation when the workplace at consultation occurs	ith emplo e between employ	yees on i	issues rees on issues
ender oncer is gender ncerning (r equality indicator 5: Coning gender equality in tequality in the workplace.	nsultation when we have at consultation occurs at concerning gender	ith emplo e between employ er equality in yo	rers and employ	issues rees on issues
Gender Concer This gender oncerning of	r equality indicator 5: Coning gender equality in tequality indicator seeks information on what gender equality in the workplace. Expou consulted with employees on issues o (you may specify why you have not consumer in the provide details why): Insufficient resources/expertise Not a priority	nsultation when we have at consultation occurs at concerning gender	ith emplo e between employ er equality in yo	yed	es on i







		☑ Performance discussions☐ Other (provide details):
	15.2	Who did you consult?
		 All staff Women only Men only Human resources managers Management Employee representative group(s) Diversity committee or equivalent Women and men who have resigned while on parental leave Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Gen	ider	equality indicator 6: Sex-based harassment and discrimination
particip	oation.	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 raining 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?
		☐ 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 Every three years or more Varies across business units
	∏No	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.)





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 72.8% females and 27.2% 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. 0.6% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 100.0% of employees who resigned were women and 0.0% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 100.0% of all non-managers who resigned were women.
- 5. 0.6% 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.

List of employee organisations:	
CEO sign off confirm	
CEO sign off confirm Name of CEO or equivalent: Lucy Ricanek	Confirmation CEO has signed the report: