



# Public report

2019-20

Submitted by

Legal Name:

Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office)





# Organisation and contact details

Submitting organisation details	Legal name	Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office)
	ABN	28519971998
	ANZSIC	S Other Services 9552 Labour Association Services
	Business/trading name/s	Aust Services Union ASU National Office
	ASX code (if applicable)	
	Postal address	Ground Floor 116 Queensberry Street CARLTON SOUTH VIC 3053 AUSTRALIA
	Organisation phone number	(03) 9342 1400
Reporting structure	Ultimate parent	Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office)
	Number of employees covered by this report	377





# All organisations covered by this report

Business/trading name/s
Aust Services Union ASU National Office
ASU - VIC Private Sector Branch





# Workplace profile

## Manager

Manager and the state of the st	Department level to OFO	Faranta and atakan		N	o. 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	4	7	11
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
May management nonconnol		Casual	0	0	0
Key management personnel	-2	Full-time permanent	2	4	6
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	4	4
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	4	4	8
		Full-time contract	0	1	1
Senior Managers	-2	Part-time permanent	4	0	4
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	4	1	5
		Full-time contract	0	0	0
	-3	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0





Managar acquinational actagorica	Paparting laval to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO Employment status		F	М	Total employees	
		Full-time permanent	1	1	2	
		Full-time contract	0	0	0	
	-2	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
Other managers		Casual	0	0	0	
Other managers	-3	Full-time permanent	11	9	20	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	1	0	1	
		Casual	0	0	0	
Grand total: all managers			32	32	64	

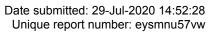




# Workplace profile

## Non-manager

Non-more constituted and actions	Considerate and adaptive	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Tatal amenia va aa
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	88	101	0	0	0	0	189
	Full-time contract	3	0	0	0	0	0	3
Professionals	Part-time permanent	18	11	0	0	0	0	29
	Part-time contract	2	2	0	0	0	0	4
	Casual	1	2	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
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
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	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	38	6	0	0	0	0	44
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	20	3	0	0	0	0	23
	Part-time contract	0	0	0	0	0	0	0
	Casual	10	7	0	0	0	0	17
	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







Non manager occupational estagerica	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyees
Non-manager occupational categories	Non-manager occupational categories   Employment status		M	F	М	F	М	Total employees
	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	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	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		181	132	0	0	0	0	313





## Reporting questionnaire

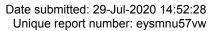
## Gender equality indicator 1: Gender composition of workforce

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







1.4	Promotions
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No. (yes, may procify why pe formal policy or formal strategy is in place)</li> </ul>
	<ul> <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
	☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy
	<ul> <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> </ul>
	☐ 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
1.7	Training and development
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	☐ 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
	<ul><li>☐ Yes (select all applicable answers)</li><li>☐ Policy</li><li>☐ Strategy</li></ul>
	<ul> <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></ul>
	<ul> <li>         ⊠ 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     </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	Female Male		Male
Permanent/ongoing full-time employees	1	2	3	4
Permanent/ongoing part-time employees	3	0	1	1
Fixed-term contract full-time employees	1	0	1	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)	4	4
Number of appointments made to NON-MANAGER roles (including promotions)	46	23

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

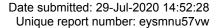
	Mana	Managers		nagers
	Female	Female Male		Male
Permanent/ongoing full-time employees	4	1	24	16
Permanent/ongoing part-time employees	1	0	6	1
Fixed-term contract full-time employees	0	0	4	3
Fixed-term contract part-time employees	0	0	2	0
Casual employees	0	0	7	2

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	4~4	Organi	aatian	nama?
Z.	. i a. i	Organii	sauon	name?

Australian Municipal, Administrative, Clerical and Services Union, trading as the Australian Services Union

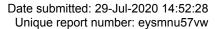
# 2.1b.1 What gender is the Chair on this governing body (if the role of the Chair rotates, enter the gender of the Chair at your last meeting)?

	Female	Male
Number	0	1

## 2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	11	13

	Number	11	13
2 1d	1 Has a target been set to	increase the representation of wor	men on this governing hody?
u.	_	morease the representation of wor	men on this governing body:
	☐ Yes ⊠ No (you may specify w	hy a target has not been set)	
	Governing bod	y/board has gender balance (e.g. 40%	% women/40% men/20% either)
		r development, please enter date this	is due to be completed
	☐ Insufficient res	ources/expertise introl over governing body/board appo	ointments (provide details why):
	☐ Not a priority		contained (provide detaile original)
	☐ Other (provide		that at least one of the National Floated value is to b
	a woman.	onal rules were amended to stipulate	that at least one of the National Elected roles is to b
	- · · · · · · · · · · · · · · · · · · ·		
.1g.	1 Are you reporting on an	y other organisations in this repor	1?
	☐ Yes		
	⊠ No		
2.2	Do you have a formal se organisations covered i		ion strategy for governing body members for Al
	Yes (select all applical	ole answers)	
	☐ Policy ☐ Strategy		
	☑ No (you may specify w	hy no formal selection policy or forma	al selection strategy is in place)
		ne governing bodies	is due to be completed
	☐ Currently unde	r development, please enter date this ources/expertise	as due to be completed
	Do not have co	ontrol over governing body appointme	nts (provide details why)
	☐ Not a priority	dataila).	
	☐ Other (provide	uetalis).	
.3	Does your organisation	operate as a partnership structure	(i.e. select NO if your organisation is an
	"incorporated" entity - F	Pty Ltd, Ltd or Inc; or an "unincorp	orated" entity)?
	☐ Yes		







☑ No

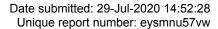
2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

The ASU National rules were amended to stipulate that at least one of the National Elected roles is to be a woman

## 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)  Note: Select all applicable answers is selected as the selected answers is selected as the
		☐ 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):
	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>
		☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		☐ To achieve gender pay equity
		<ul> <li>☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)</li> <li>☑ To be transparent about pay scales and/or salary bands</li> </ul>
		<ul> <li>☑ To ensure managers are held accountable for pay equity outcomes</li> <li>☑ To implement and/or maintain a transparent and rigorous performance assessment process</li> <li>☐ Other (provide details):</li> </ul>
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. 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	y (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







quaiiiic	ations) ☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there
	n for discretion in pay changes (because pay increases can occur with some discretion such as performance
assess	ments)
	☐ 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:
	piodes de 56 beloit.

# 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 of time of paid p	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) by we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please the 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 or 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) by paying the gap between the employee's salary and the government's paid parental leave may be paying the gap between the employee's salary and the government's paid parental leave scheme 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 or 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) by containing the employee's full salary (in addition to the government's paid scheme), regardless of the period or over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks Covernment's paid parental 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):

12



6.



5a.	If your organisation would like to provide additional information on your paid parental leave for primary
	carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other
	arrangements you may have in place, please do so below.

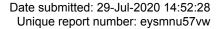
	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?  In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
	☐ <10% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☑ 81-90% ☐ 91-99% ☐ 100%
5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
	ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ary carer.
Do y	ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and en, in addition to any government funded parental leave scheme for secondary carers?
□ Y	es o, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)

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	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	10	0	0	2







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.

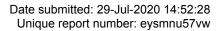
	Female	Male
Managers	0	0

- 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	2	0

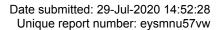
		Female	Male		
	Non-managers	2	0		
9.	Do you have a formal policy and/or formal strategy on flex	ible working arrangements?			
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy</li> <li>□ Currently under development, please enter date this</li> <li>□ Insufficient resources/expertise</li> <li>□ Don't offer flexible arrangements</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>	r is in place) is due to be completed			
	9.1 You may indicate which of the following are include	ed in your flexible working arra	ngements strategy:		
	☐ A business case for flexibility has been established ☐ Leaders are visible role models of flexible working ☐ Flexible working is promoted throughout the organis ☐ Targets have been set for engagement in flexible working ☐ Targets have been set for men's engagement in flex ☐ Leaders are held accountable for improving workpla ☐ Manager training on flexible working is provided throughout the organi ☐ Team-based training is provided throughout the organi ☐ Team-based training is provided throughout the organi ☐ The organisation's approach to flexibility is integrate ☐ The impact of flexibility is evaluated (eg reduced about the organisation of the use of, and/or the impact of, flexibility ☐ Metrics on the use of, and/or the impact of, flexibility	ation ork cible work ce flexibility oughout the organisation sation anisation cient flexibility d into client conversations senteeism, increased employee or measures are reported to key m	engagement) nanagement personnel		
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?				
	<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</li> <li>☐ Currently under development, please enter date this</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Included in award/industrial or workplace agreemen</li> <li>☐ Not a priority</li> </ul>	is due to be completed			







		☐ 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)?
	⊠ Yes	(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   Available at some worksites only   Available at all worksites   Available at all worksites   Available at all worksites   Available at some worksites only   Available at some worksites only   Available at some worksites only   Available at all worksites   Available at some worksites only   Available at all worksites   Available at some worksites only   Available at all worksites   Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave)   Available at all worksites   Available at all worksites   Available at all worksites   Available at all worksites   Available at some worksites only   Available at some worksites only   Available at all worksites   Available at some worksites only   Available at all worksites   Available at some worksites only   Available at all worksites   Available at some worksites only   Available at all worksites   Available at all worksites
12.	Do yo	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
		s (select all applicable answers)  ⊠ Policy  □ Strategy







	<ul> <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> </ul>
	<ul> <li>Not aware of the need</li> <li>Not a priority</li> <li>Other (please provide details):</li> </ul>
3.	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> <li>Staff representatives identified in local Staff Agreements.</li> <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> </ul>
	☐ Not a priority ☐ Other (provide details):
<b> 4</b> .	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
	<ul> <li>compressed working weeks</li> <li>time-in-lieu</li> </ul>
	• telecommuting
	part-time work
	• job sharing
	<ul> <li>carer's leave</li> <li>purchased leave</li> </ul>
	unpaid leave.
	Options may be offered both formally and/or informally.
	For example, if time-in-lieu is available to women formally but to men informally, you would select NO.
	<ul><li>☑ Yes, the option/s in place are available to both women and men.</li><li>☑ No, some/all options are not available to both women AND men.</li></ul>
	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		Non-managers	
	Formal	Informal	Formal	Informal	
Flexible hours of work	$\boxtimes$		$\boxtimes$		
Compressed working weeks		$\boxtimes$		$\boxtimes$	
Time-in-lieu					
Telecommuting		$\boxtimes$		$\boxtimes$	
Part-time work			$\boxtimes$		
Job sharing				$\boxtimes$	
Carer's leave	$\boxtimes$		$\boxtimes$		
Purchased leave	$\boxtimes$		$\boxtimes$		
Unpaid leave		$\boxtimes$		$\boxtimes$	

	Carer's leave			$\boxtimes$	
	Purchased leave	$\boxtimes$		$\boxtimes$	
	Unpaid leave		$\boxtimes$		$\boxtimes$
14.3	You may specify why any of the above option	ns are NOT av	ailable to your e	employees.	
	☐ Currently under development, please enter de ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):	ate this is due	to be completed		
14.4 If your organisation would like to provide additional information relating to gender explease do so below:			gender equa	ılity indicator 4,	
	equality indicator 5: Consuling gender equality in the w		• •	ees on	issues
	quality indicator seeks information on what consuender equality in the workplace.	Itation occurs t	oetween employe	ers and employ	ees on issues

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15.	Have y	you consulted with employees on issues concerning gender equality in your workplace?
	☐ Yes	(you may specify why you have not consulted with employees on gender equality)  Not needed (provide details why):  Insufficient resources/expertise  Not a priority  Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

## Gender equality indicator 6: Sex-based harassment and discrimination

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 you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?





		S (select all applicable ariswers)
	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	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):
	⊠ No	(you may specify why this training is not provided)  ☐ Currently under development, please enter date this is due to be completed  ☐ 1st group to be trained before 30 June 2017.  ☐ 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 56.5% females and 43.5% males.

## **Promotions**

- 2. 58.8% of employees awarded promotions were women and 41.2% were men
  - i. 71.4% of all manager promotions were awarded to women
  - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 16.4% of your workforce was part-time and 29.4% of promotions were awarded to part-time employees.

#### Resignations

- 4. 67.6% of employees who resigned were women and 32.4% were men
  - i. 83.3% of all managers who resigned were women
  - ii. 66.2% of all non-managers who resigned were women.
- 16.4% of your workforce was part-time and 14.1% of resignations were part-time employees.

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

- i. 20.0% 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
- 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

# Notification and access List of employee organisations: Professionals Australia. CEO sign off confirmation Name of CEO or equivalent: Robert Potter Dani Brooks CEO signature: Date: 29 July 2020