



# Public report

2016-17

Submitted by

Legal Name:
Abacus Group Holdings Limited







# Organisation and contact details

31080604619  L Rental, Hiring and Real Estate Services 6712 Non-Residential Property Operators  ABP
6712 Non-Residential Property Operators
ABP
ABP
Level 34 Australia Square264-278 George Street
Sydney NSW 2000
AUSTRALIA
02 9253 8600
95



# Workplace profile

Manager

						1
Manager legislation accorde	OED of level politicood	Emoloument efettie		z	No. of employees	
mairager companying caregories	Caponing level to Caponing	Linployment status	F		Total employees	
		Full-time permanent	0	-		
		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	0	4	4	
		Full-time contract	0	0	0	
Key management personnel	ī	Part-time permanent	0	0	0	100
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	1	3	4	
		Full-time contract	0	0	0	
Other executives/General managers	-2	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	1 1	9	7	
		Full-time contract	0	0	0	
Senior Managers	ကု	Part-time permanent	0	1		
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	4	9	10	
		Full-time contract	0	0	0	
Other managers	4-	Part-time permanent	1	0		
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			* 77 ×	24Z	28	
						i





Non-manager

	1	No. of employees (excluding of	uding graduates and apprentices)	No. of graduates (if applicable)	55	No. of apprentices (if applicable)	is (if applicable)	
Non-manager occupational categories	Employment status		Σ	F		H	Σ	l otal employees
	Full-time permanent	12	13	0	0	0	0	25
	Full-time contract	0	0	0	0	0	0	0
Professionals	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	5	0	0	0	0	2
	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	1	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
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	15	2	0	0	0	0	17
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	4	0	0	0	0	0	4
	Part-time contract	0	0	0	0	0	0	0
	Casual		2	0	0	0	0	3
	Full-time permanent	2	1	0	0	0	0	3
	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	
	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	3	0	0	0	0	33
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	5	0	0	0	0	5



	Cutofo to come alone	No. of employees (excluding	graduates and apprentices)	NoFofgraduates	s (iff applicable)*	No of apprentice	es (ifapplicable) 🌡	3
Non-manager occupational categories	Employment status	3	W	$oxed{\mathbb{E}}$	. M	Ē,	1.0	i otal employees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
-abourers	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		35	32	0	0	0 < 0	0	





# Reporting questionnaire

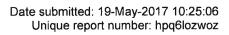
## Gender equality indicator 1: Gender composition of workforce

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 means 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 2016 to 31 March 2017. (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?

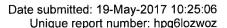
1.1	Recruitment
	<ul> <li>Yes (select all applicable answers)</li> <li>☑ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</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 (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> </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>
1.6	Succession planning
	☐ 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
1.7	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
	✓ Yes (select all applicable answers)  □ Policy
	<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>
	☐ 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 new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	1	3
Number of appointments made to NON-MANAGER roles (including promotions)	10	5

1.11 How many employees were promoted during the reporting period against each category below? IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	1	4	1
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

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

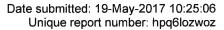
	Mana	gers	Non-ma	managers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	0	1	3	2	
Permanent/ongoing part-time employees	0	0	0	0	
Fixed-term contract full-time employees	0	0	0	0	
Fixed-term contract part-time employees	0	0	0	0	
Casual employees	0	0	0	1	

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.

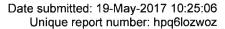






If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

	Abacus Group Holdings		
2.1b.1	How many Chairs on this gove	erning body?	
		Female	Male
	Number	0	1
2.1c.1	How many other members are	on this governing body (excluding the	Chair/s)?
		Female	Male
	Number	1	4
2.1g.1	☐ Currently under deve ☐ Insufficient resources ☐ Do not have control o ☐ Not a priority ☐ Other (provide details  Are you reporting on any othe) ☐ Yes	d has gender balance (e.g. 40% women/40 lopment, please enter date this is due to be /expertise over governing body/board appointments (p. 3):	e completed
2.2	organisations covered in this   ☐ Yes (select all applicable ans ☐ Policy ☐ Strategy ☐ No (you may specify why no ☐ In place for some gov ☐ Currently under deve ☐ Insufficient resources	formal selection policy or formal selection verning bodies lopment, please enter date this is due to be lexpertise over governing body appointments (provide	strategy is in place) e completed
2.3	Does your organisation opera "incorporated" entity - Pty Ltd	te as a partnership structure (i.e. select I, Ltd or Inc; or an "unincorporated" ent	: NO if your organisation is an tity)?





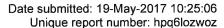


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

# 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.

$\boxtimes$	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
	☐ 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> </ul>
	☐ Insufficient resources/expertise ☑ Non-award employees paid market rate ☐ Not a priority
	Other (provide details):
Ha co	☐ Other (provide details):  ave you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. enducted a gender pay gap analysis)?
CO	ave you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. enducted a gender pay gap analysis)?  Yes - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months
CO	ve you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. anducted a gender pay gap analysis)?  Yes - 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
	Ave you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. anducted a gender pay gap analysis)?  Yes - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):  No (you may specify why you have not analysed your payroll for gender remuneration gaps)  Currently under development, please enter date this is due to be completed
roc	Ave you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. anducted a gender pay gap analysis)?  Yes - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):  No (you may specify why you have not analysed your payroll for gender remuneration gaps)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no om for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
roc qu	Ave you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. anducted a gender pay gap analysis)?  Yes - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):  No (you may specify why you have not analysed your payroll for gender remuneration gaps)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no







# 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?
	<ul> <li>Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):</li> <li>By paying the gap between the employee's salary and the government's paid parental leave scheme</li> <li>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</li> <li>As a lump sum payment (paid pre- or post- parental leave, or a combination)</li> <li>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):</li> </ul>
	☐ 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)
	<ul> <li>No, not available (you may specify why this leave is not provided)         <ul> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Government scheme is sufficient</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul> </li> </ul>
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?
	<ul> <li>Yes</li> <li>No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)</li> <li>No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY</li> <li>No (you may specify why employer funded paid parental leave for secondary carers is not paid)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Government scheme is sufficient</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>

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	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 ca	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.

	Females	Males
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.

7	Female	Male
Non-managers	0	0

€.	Do you have a formal policy and/or formal strategy on flexible 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 is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Don't offer flexible arrangements</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
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 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 agreement</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>





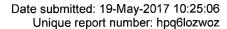
11,	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	<ul> <li>Yes</li> <li>No (you may specify why non-leave based measures are not in place)</li> <li>□ Currently under development, 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> </ul>
42	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 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):  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?  If lexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.





14.1	<ul> <li>Which options from the list below are available? Please tick the related checkboxes.</li> <li>Unticked checkboxes mean this option is NOT available to your employees.</li> </ul>					
		Man	agers	Non-m	anagers	
		Formal	Informal	Formal	Informal	
	Flexible hours of work		$\boxtimes$		$\boxtimes$	
	Compressed working weeks		$\boxtimes$		×	
	Time-in-lieu		$\boxtimes$		⋈	
	Telecommuting		$\boxtimes$		$\boxtimes$	
	Part-time work			$\boxtimes$		
	Job sharing					
	Carer's leave			$\boxtimes$		
	Purchased leave					
	Unpaid leave		$\boxtimes$		$\boxtimes$	
14.4	☐ Currently under development, please ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):  If your organisation would like to provide details in the control of the control o		·		ality indicator	
14.4	☐ Insufficient resources/expertise☐ Not a priority☐ Other (provide details):		·		lity indicator	
nder nceri	☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):  If your organisation would like to provide to provide the	vide additional inform nsultation wi he workplace	nation relating to	o gender equa	issues	
ender nceri gender e erning g	☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):  If your organisation would like to proplease do so below:  equality indicator 5: Coning gender equality in tequality indicator on what	vide additional inform Insultation wi The workplace	th emplo	o gender equa	<b>issues</b> rees on issues	
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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.







## 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 yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Ye	s (select all applicable answers)
	□ No	<ul> <li>Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		⊠ Yes
		<ul> <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?
	⊠ 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	<ul> <li>Other (provide details):</li> <li>(you may specify why this training is not provided)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:
Otł	.or	
Uti	ıer	
18.	-	r organisation has introduced any outstanding initiatives that have resulted in improved gender equality in 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 44.2% females and 55.8% males.

## **Promotions**

- 2. 66.7% of employees awarded promotions were women and 33.3% were men
  - i. 0.0% of all manager promotions were awarded to women
  - ii. 80.0% of all non-manager promotions were awarded to women.
- 3. 9.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

## Resignations

- 4. 42.9% of employees who resigned were women and 57.1% were men
  - 0.0% of all managers who resigned were women
  - ii. 50.0% of all non-managers who resigned were women.
- 5. 9.5% 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

- . 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:				
List of employee organisations:				
CEO sign off confirmation				
Name of CEO or equivalent:	Confirmation CEO has signed the report:			
Frank Wolf				
CEO signature:	Date: 19/5/2017			