



Public report

2018-19

Submitted by

Legal Name: Christian Brothers' College St Kilda





Organisation and contact details

| Submitting organisation details | Legal name | Christian Brothers' College St Kilda |
|---------------------------------|--------------------------------------------|------------------------------------------------------|
| | ABN | 93859535917 |
| | ANZSIC | P Education and Training 8022 Secondary Education |
| | Business/trading name/s | CBC St Kilda |
| | ASX code (if applicable) | |
| | Postal address | PO Box 258 |
| | | ST KILDA VIC 3182 |
| | | AUSTRALIA |
| | Organisation phone number | (03) 9529 6611 |
| Reporting structure | Ultimate parent | Trustees Of Edmund Rice Education Australia |
| | Number of employees covered by this report | 74 |





Workplace profile

Manager

| Managar acquisitional actagarias | Departing level to CEO | Employment status | | No. of employees | | | |
|-----------------------------------|------------------------|---------------------|----|------------------|-----------------|--|--|
| Manager occupational categories | Reporting level to CEO | Employment status | F | М | Total employees | | |
| | | Full-time permanent | 0 | 1 | 1 | | |
| | | Full-time contract | 0 | 0 | 0 | | |
| CEO/Head of Business in Australia | 0 | Part-time permanent | 0 | 0 | 0 | | |
| | | Part-time contract | 0 | 0 | 0 | | |
| | | Casual | 0 | 0 | 0 | | |
| | | Full-time permanent | 2 | 5 | 7 | | |
| | | Full-time contract | 0 | 0 | 0 | | |
| Key management personnel | -1 | Part-time permanent | 0 | 0 | 0 | | |
| | | Part-time contract | 0 | 0 | 0 | | |
| | | Casual | 0 | 0 | 0 | | |
| | -2 | Full-time permanent | 4 | 2 | 6 | | |
| | | Full-time contract | 0 | 0 | 0 | | |
| Senior Managers | | Part-time permanent | 1 | 0 | 1 | | |
| | | Part-time contract | 0 | 0 | 0 | | |
| | | Casual | 0 | 0 | 0 | | |
| | | Full-time permanent | 3 | 7 | 10 | | |
| | | Full-time contract | 0 | 0 | 0 | | |
| | -2 | Part-time permanent | 1 | 0 | 1 | | |
| | | Part-time contract | 0 | 0 | 0 | | |
| Other managers | | Casual | 0 | 0 | 0 | | |
| Other managers | | Full-time permanent | 0 | 1 | 1 | | |
| | | Full-time contract | 0 | 0 | 0 | | |
| | -3 | Part-time permanent | 0 | 0 | 0 | | |
| | | Part-time contract | 0 | 0 | 0 | | |
| | | Casual | 0 | 0 | 0 | | |
| Grand total: all managers | | | 11 | 16 | 27 | | |

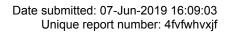




Workplace profile

Non-manager

| Non manager equipational estagaries | s Employment status | No. of employees (excluding | graduates and apprentices) | No. of graduate | No. of graduates (if applicable) | | No. of apprentices (if applicable) | |
|-------------------------------------|---------------------|-----------------------------|----------------------------|-----------------|----------------------------------|---|------------------------------------|-----------------|
| Non-manager occupational categories | | F | M | F | М | F | M | Total employees |
| | Full-time permanent | 4 | 12 | 0 | 0 | 0 | 0 | 16 |
| | Full-time contract | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Professionals | Part-time permanent | 4 | 3 | 0 | 0 | 0 | 0 | 7 |
| | Part-time contract | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| | 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 |
| Technicians and trade | 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 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| | Full-time contract | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| Community and personal service | Part-time permanent | 1 | 4 | 0 | 0 | 0 | 0 | 5 |
| | Part-time contract | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| | Casual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Full-time permanent | 5 | 0 | 0 | 0 | 0 | 0 | 5 |
| | Full-time contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Clerical and administrative | Part-time permanent | 3 | 0 | 0 | 0 | 0 | 0 | 3 |
| | 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 |
| 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 equipational estageries | Employment status | No. of employees (excluding | graduates and apprentices) | No. of graduates (if applicable) | | No. of apprentices (if applicable) | | Total ampleyees |
|-------------------------------------|---------------------|-----------------------------|----------------------------|----------------------------------|---|------------------------------------|---|-----------------|
| Non-manager occupational categories | Employment status | F | M | F | M | F | М | Total employees |
| | Full-time permanent | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| | 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 | | 24 | 23 | 0 | 0 | 0 | 0 | 47 |





Reporting questionnaire

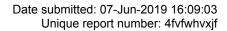
Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2018 to 31 March 2019. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

| 1.1 | Recruitment ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2 | Retention ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority |
| 1.3 | Performance management processes ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority |







| 1.4 | Promotions |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | ✓ 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) ☐ 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 |
| | ✓ 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 |
| | 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 | 4 | 2 | 0 | 0 |
| Permanent/ongoing part-time employees | 0 | 0 | 0 | 0 |
| Fixed-term contract full-time employees | 0 | 0 | 0 | 0 |
| Fixed-term contract part-time employees | 0 | 0 | 0 | 0 |
| Casual employees | 0 | 0 | 0 | 0 |

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

| | Female | Male |
|-------------------------------------------------------------------------|--------|------|
| Number of appointments made to MANAGER roles (including promotions) | 6 | 3 |
| Number of appointments made to NON-MANAGER roles (including promotions) | 4 | 2 |

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

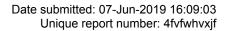
| | Mana | Managers | | nagers |
|-----------------------------------------|--------|----------|--------|--------|
| | Female | Male | Female | Male |
| Permanent/ongoing full-time employees | 4 | 7 | 2 | 0 |
| Permanent/ongoing part-time employees | 0 | 0 | 1 | 2 |
| Fixed-term contract full-time employees | 0 | 0 | 2 | 0 |
| Fixed-term contract part-time employees | 0 | 0 | 0 | 2 |
| 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



| | Note: If this report covers more organisation before proceeding | than one organisation, the question to question 2.2. | ons below will be repeated for each |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| | | g body is the same as your parent on the same as your parent enti | |
| 2.1a.1 | Organisation name? | | |
| | CBC Board | | |
| 2.1b.1 | How many Chairs on this gover | rning body? | |
| | | Female | Male |
| | Number | 0 | 1 |
| 2.1c.1 | How many other members are o | on this governing body (excluding t | the Chair/s)? |
| | | Female | Male |
| | Number | 2 | 6 |
| | Currently under develo Insufficient resources/e Do not have control over Not a priority Other (provide details): Are you reporting on any other Yes No | has gender balance (e.g. 40% women pment, please enter date this is due to expertise er governing body/board appointment corganisations in this report? | o be completed s (provide details why): |
| 2.2 | organisations covered in this re | eport? | tegy for governing body members for ALL |
| | ☐ In place for some gove ☐ Currently under develo ☐ Insufficient resources/e | ormal selection policy or formal selection erning bodies opment, please enter date this is due to expertise er governing body appointments (prov | o be completed |
| 2.3 | | e as a partnership structure (i.e. sel Ltd or Inc; or an "unincorporated" | |
| | ☐ Yes ☑ No | | |

Please answer the following questions relating to each governing body covered in this report.





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

Gender equality indicator 3: Equal remuneration between women and men

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

| 3. | Do yo | ou have a formal policy and/or formal strategy on remuneration generally? |
|----|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | es (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 Salaries set by awards/industrial or workplace agreements Non-award employees paid market rate Not a priority Other (provide details): |
| 4. | | you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? |
| | ⊠ No room qualif IS roo | ss - 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): O (you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or icitations) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there om for discretion in pay changes (because pay increases can occur with some discretion such as performance issments) 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, please do so below: |
| | | |

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

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





to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

| - | A "DD | IMADY CARERS in the member of a completor of a comp |
|-----|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | | IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having r responsibility for the day-to-day care of a child. |
| | | u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND n addition to any government funded parental leave scheme for primary carers? |
| | time or No, indicate time or No, paid paid time or | General Republic Repu |
| | 5.1 | How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees: |
| | | 14 |
| 5a. | carers | organisation would like to provide additional information on your paid parental leave for primary e.g. eligibility period, where applicable the maximum number of weeks provided, and other pements you may have in place, please do so below. |
| | | |
| | 5.2 | What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? In your calculation, you MUST INCLUDE CASUALS when working out the proportion. <10% |
| | | ☐ 91-99% ☑ 100% |

Please indicate whether your employer funded paid parental leave for primary carers covers:

5.3





| | | ☐ Surrogacy ☑ Stillbirth |
|-----|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | | ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ary carer. |
| | | 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? |
| | ☐ No | by, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) on, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY to (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details): |
| | 6.1 | How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees: |
| | | 5 |
| 6a. | | rr organisation would like to provide additional information on your paid parental leave for SECONDARY ERS e.g. eligibility period, other arrangements you may have in place etc, please do so below. |
| | 6.2 | What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? In your calculation, you MUST INCLUDE CASUALS when working out the proportion. <10% |
| | 6.3 | Please indicate whether your employer funded paid parental leave for secondary carers covers: ☐ Adoption ☐ Surrogacy ☐ Stillbirth |
| 7. | How i | many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include oyees still on parental leave, regardless of when it commenced. |

| | Primary carer's leave | | Secondary care | '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 | 2 | 0 | 0 | 1 |

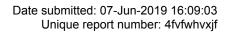
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid 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): |
| 10. | Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? |
| | ✓ 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 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 □ 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 (contained in an enterprise/workplace agreement) ☐ Access to paid 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? |
| | flexible hours of work compressed working weeks |
| | time-in-lieu telecommuting |
| | part-time work |
| | job sharing carer's leave |
| | purchased leave |
| | unpaid leave. Options may be offered both formally and/or informally. The state of the sta |
| | For example, if time-in-lieu is available to women formally but to men informally, you would select NO. |
| | ☑ Yes, the option/s in place are available to both women and men. ☐ No. some/all options are not available to both women AND men. |



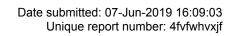


| 14.1 | Which options | from the lis | t below are ava | ailable? Please | tick the related | checkboxes |
|------|---------------|--------------|-----------------|-----------------|------------------|------------|
|------|---------------|--------------|-----------------|-----------------|------------------|------------|

Unticked checkboxes mean this option is NOT available to your employees.

| | Mar | Managers | | anagers |
|--------------------------|--------|-------------|-------------|-------------|
| | Formal | Informal | Formal | Informal |
| Flexible hours of work | | \boxtimes | \boxtimes | \boxtimes |
| Compressed working weeks | | \boxtimes | \boxtimes | \boxtimes |
| Time-in-lieu | | \boxtimes | \boxtimes | \boxtimes |
| Telecommuting | | \boxtimes | | \boxtimes |
| Part-time work | | \boxtimes | \boxtimes | \boxtimes |
| Job sharing | | \boxtimes | | \boxtimes |
| Carer's leave | | \boxtimes | | \boxtimes |
| Purchased leave | | | | |
| Unpaid leave | | \boxtimes | | \boxtimes |

| | Part-time work | | | | \boxtimes | | |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------|-------------|--|--|
| | Job sharing | | | | \boxtimes | | |
| | Carer's leave | | \boxtimes | \boxtimes | \boxtimes | | |
| | Purchased leave | | | | | | |
| | Unpaid leave | | | | \boxtimes | | |
| 14 | .3 You may specify why any of the above op Currently under development, please enter Insufficient resources/expertise Not a priority Other (provide details): | | _ | | | | |
| 14 | .4 If your organisation would like to provide please do so below: | If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below: | | | | | |
| | | | | | | | |
| CONCE This gendeconcerning | er equality indicator 5: Conserning gender equality in the er equality indicator seeks information on what congregated gender equality in the workplace. | e workplace | e between employe | ers and employ | | | |
| | Yes No (you may specify why you have not consulted Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details): | d with employees o | on gender equalit | ty) | | | |
| 15. | How did you consult with employees on i Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details): | ssues concernin | g gender equali | ty in your work | splace? | | |
| 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): exit interviewees |
|-------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 15.3 | If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below. |
| The popular | reventio | equality indicator 6: Sex-based harassment and discrimination n 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? |
| | | 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): (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 47.3% females and 52.7% males.

Promotions

- 2. 66.7% of employees awarded promotions were women and 33.3% were men
 - i. 66.7% of all manager promotions were awarded to women
 - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 29.7% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 45.0% of employees who resigned were women and 55.0% were men
 - i. 36.4% of all managers who resigned were women
 - ii. 55.6% of all non-managers who resigned were women.
- 29.7% of your workforce was part-time and 25.0% 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. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

CEO sign off confirmation

| Name of CEO or equivalent: | Confirmation CEO has signed the report: | | |
|----------------------------|-----------------------------------------|--|--|
| Gerald Bain-King | | | |
| CEO signature: | Date: | | |
| | | | |