



Public report

2017-18

Submitted by

Legal Name:

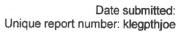
Royal Automobile Association Of SA Inc





Organisation and contact details

Submitting organisation details	Legal name	Royal Automobile Association Of SA Inc
	ABN	90020001807
	ANZSIC	S Other Services 9559 Other Interest Group Services n.e.c.
	Business/trading name/s	Royal Automobile Association of SA Inc.
	ASX code (if applicable)	
	Postal address	101 Richmond Road MILE END SA 5031 AUSTRALIA
	Organisation phone number	(08) 8202 4600
Reporting structure	Ultimate parent	Royal Automobile Association Of SA Inc
	Number of employees covered by this report	901







All organisations covered by this report

Legal name	Business/trading name/s
Royal Automobile Association Of SA Inc	Royal Automobile Association of SA Inc.
RAA Insurance Limited	





Workplace profile

Manager

				Z.	No. of employees
Manager occupational categories	Reporting level to CEO	Employment status	Н	Σ	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	0	-	
		Full-time contract	0	0	0
Key management personnel	7	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	4	9
		Full-time contract	0	0	0
Other executives/General managers	7	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	11	22	33
		Full-time contract	2	0	2
Senior Managers	-2	Part-time permanent	1	-	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	-	-
		Full-time contract	0	0	0
	-2	Part-time permanent	-	0	-
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers		Full-time permanent	56	39	65
		Full-time contract	0	2	2
	۳	Part-time permanent	8	1	6
		Part-time contract	0	0	0
		Casual	0	0	0

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Manager occupational categories	Reporting level to CEO	Create transmission	Marie May	No	. of employees
	OTO OI DAN BURINGON	Limpioyinen status	ŧL.	W	Total employees
		Full-time permanent	15	12	27
		Full-time contract	0	0	0
	4	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
i total: all managers			99	84	150





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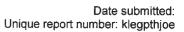
Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)	graduates and apprentices)	No. of graduates (if applicable)	(if applicable)	No. of apprentice	apprentices (if applicable)	ŀ
		-	M	4	Σ	Н	Σ	I oral employees
	Full-time permanent	62	98	0	0	0	0	148
	Full-time contract	4	9	0	0	0	0	10
Professionals	Part-time permanent	19	5	0	0	0	0	24
	Part-time contract	2	0	0	0	0	0	2
	Casual	9	1	0	0	0	0	7
	Full-time permanent	0	113	0	0	0	0	113
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	1	8	0	0	0	0	တ
	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	1	0	0	0	0	
Community and personal service	Part-time permanent	5	0	0	0	0	0	2
	Part-time contract	0	2	0	0	0	0	2
	Casual	3	0	0	0	0	0	က
	Full-time permanent	94	88	0	0	0	0	182
	Full-time contract	3	0	0	0	0	0	က
Clerical and administrative	Part-time permanent	61	5	0	0	0	0	99
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	3	0	0	0	0	4
	Full-time permanent	72	40	0	0	0	0	112
	Full-time contract	1	0	0	0	0	0	-
Sales	Part-time permanent	47	5	0	0	0	0	52
	Part-time contract	0	0	0	0	0	0	0
	Casual	9	0	0	0	0	0	9
	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 categories Employment status	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates	(if applicatie)	No. of apprentices	s (if applicable)	ål
		Land and the East of the Control of	Section of the Section of the Contraction of the Section of the Se	F	N	Щ	M	I otal employees
	Full-time permanent	0	1			0	0	-
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	o	0	0	0
Grand total: all non-managers		387				U.		754







Reporting questionnaire

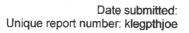
Gender equality indicator 1: Gender composition of workforce

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 2017 to 31 March 2018. (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.
- 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
	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy
	☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.9	Gender equality overall
	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	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	2	5	5	3
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)	16	12
Number of appointments made to NON-MANAGER roles (including promotions)	80	54

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

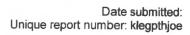
	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	8	11	25	20
Permanent/ongoing part-time employees	2	0	16	0
Fixed-term contract full-time employees	0	1	5	0
Fixed-term contract part-time employees	[1	0	4	0
Casual employees	0	0	1	1

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.

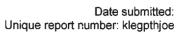
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity,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







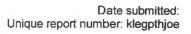
2.1	Please answer the following	questions relating to each	governing boo	dy covered in this report.		
	Note: If this report covers morganisation before proceed	ore than one organisation, ling to question 2.2.	the questions	below will be repeated for each		
	If your organisation's gover organisation's name BUT th	ning body is the same as yo e numerical details of your	our parent enti parent entity's	ity's, you will need to add your s governing body.		
2.1a.1	Organisation name?					
	RAA					
2.1b.1	How many Chairs on this go	verning body?				
		Fe	emale	Male		
	Number	1		0		
2.1c.1	How many other members a	re on this governing body (excluding the	Chair/s)?		
	Ml.		emale	Male		
	umber 4 7					
2404	 ☐ Insufficient resources/expertise ☑ Do not have control over governing body/board appointments (provide details why): Board voted in by members, excluding the Managing Director who is appointed by the Board. ☐ Not a priority ☐ Other (provide details): 					
2.1g.1	.1 Are you reporting on any other organisations in this report? ☐ Yes ☐ No 2 Organisation name?					
2.1a.2						
	RAA Insurance					
2.1b.2	How many Chairs on this gov	verning body?				
		Fe	male	Male		
	Number	1		0		
2.1c.2	How many other members ar	e on this governing body (e	excluding the C	Chair/s)?		
		Fe	male	Male		
	Number	1		5		







	2.1d.2	Has a target been set to increase the representation of women on this governing body?
		☐ Yes ☐ No (you may specify why a target has not been set) ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Do not have control over governing body/board appointments (provide details why): ☐ Not a priority ☐ Other (provide details): Appointed by the Board of RAA to ensure APRA requirements are met
	2.1g.2	Are you reporting on any other organisations in this report?
		☐ Yes ☑ No
	2.2	Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report? ☐ Yes (select all applicable answers)
		☐ Policy ☐ Strategy ☐ No (you may specify why no formal selection policy or formal selection strategy is in place) ☐ In place for some governing bodies ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Do not have control over governing body appointments (provide details why)
	2.3	RAA voted by Members Not a priority Other (provide details): Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ☐ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
		In response to 2.2. 'In place for some governing bodies' This relates to RAA Insurance to ensure compliance is maintained inline with APRA requirements.
Ger	ıder	equality indicator 3: Equal remuneration between women and men
	remune r equali	ration between women and men is a key component of improving women's economic security and progressing ty.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
æ		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







	☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate ☐ Not a priority
	Other (provide details): Currently undertaking analysis to determine remuneration/total reward strategy to be completed by 31 July 18
	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	es - 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
□ No	☐ 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
room	☐ 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
qualif	ications) 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 isments) Non-award employees paid market rate
	☐ Not a priority ☐ Other (provide details):
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
4.1	Did you take any actions as a result of your gender remuneration gap analysis?
	 ✓ Yes – indicate what actions were taken (select all applicable answers) ☐ Created a pay equity strategy or action plan ☐ Identified cause/s of the gaps ☐ Reviewed remuneration decision-making processes ☐ Analysed commencement salaries by gender to ensure there are no pay gaps
	 ☐ Analysed performance ratings to ensure there is no gender bias (including unconscious bias) ☐ Analysed performance pay to ensure there is no gender bias (including unconscious bias) ☐ Trained people-managers in addressing gender bias (including unconscious bias) ☑ Set targets to reduce any like-for-like gaps
	 ☐ Set targets to reduce any organisation-wide gaps ☐ Reported pay equity metrics (including gender pay gaps) to the governing body ☐ Reported pay equity metrics (including gender pay gaps) to the executive ☐ Reported pay equity metrics (including gender pay gaps) to all employees
	 ☐ Reported pay equity metrics (including gender pay gaps) externally ☐ Corrected like-for-like gaps ☐ Conducted a gender-based job evaluation process
	 ☐ Implemented other changes (provide details): ☐ No (you may specify why no actions were taken resulting from your remuneration gap analysis) ☐ No unexplainable or unjustifiable gaps identified
	 ☐ 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 are paid market rate Unable to address cause/s of gaps (provide details why):
	☐ Not a priority ☐ Other (provide details):

If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below: $\frac{1}{2}$





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

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5.	A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.
	Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?
	 ☑ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer): ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks ☑ As a lump sum payment (paid pre- or post- parental leave, or a combination) ☐ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY): ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination) ☐ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY): ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme ☐ By paying the gap between the employee's salary and the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination) ☐ No, not available (you may specify why this leave is not provided) ☐ Currently under development, please enter date this is due to be completed
	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:
	4
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.
	Eligibility - Permanent RAA employees with 12 months continuous employment are entitled to 2-4 weeks pay at the commencement of their parental leave and a further 2-4 weeks pay if they return from parental leave.
	1 weeks paid leave is also available to the secondary carer in addition to the Governments Dad and Partner Pay Scheme.

What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY

In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

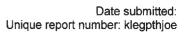




Date submitted: Unique report number: klegpthjoe

	☐ <10% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50%
	☐ 51-60% ☐ 61-70% ☐ 71-80% ☑ 81-90% ☐ 91-99% ☐ 100%
A "Si prima	ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the arry carer.
Do yo	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?
	o, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) o, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY o (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
If you CARE	r 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.
1 wee Scher	ks paid leave is available to the secondary carer in addition to the Governments Dad and Partner Pay ne.
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% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☑ 81-90% ☐ 91-99% ☐ 100%

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	8	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	24	1	0	0	

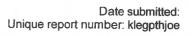
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	0	0

- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	2	0

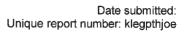
9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	☐ Strategy
	☐ No (you may specify why no formal policy or formal strategy is in place)
	Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	Don't offer 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 Po
	☐ 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):







(eg, e	u offer any other support mechanisms, other than leave, for em <mark>ployees wi</mark> th family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
⊠ Ye	S
□ 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):
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
	On-site childcare
	Available at some worksites only
	Available at all worksites
	☐ Breastfeeding facilities
	Available at some worksites only
	☐ Available at all worksites ☐ Childcare referral services
	Available at some worksites only
	Available at all worksites
	☐ Internal support networks for parents
	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 some worksites only
	Available at all worksites
	☐ Information packs to support new parents and/or those with elder care responsibilities
	Available at some worksites only
	Referral services to support employees with family and/or caring responsibilities
	Available at some worksites only
	☐ Available at all worksites
	Targeted communication mechanisms, for example intranet/ forums
	Available at some worksites only
	Available at all worksites
	Support in securing school holiday care
	☐ Available at some worksites only ☐ Available at all worksites
	☐ Coaching for employees on returning to work from parental leave ☐ Available at some worksites only
	Available at all worksites
	Parenting workshops targeting mothers
	Available at some worksites only
	Available at all worksites
	Parenting workshops targeting fathers
	Available at some worksites only
	Available at all worksites
	None of the above, please complete question 11.2 below
Do you	have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
·OIGIR	~.
] Yes	(select all applicable answers)
	☐ Policy
7 NA	Strategy
⊿ 140 (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
	Ex carrormy and a revelopment, prease enter date this is due to be completed







	 ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority
	Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	 Xes (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 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. 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.
	 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	nagers	Non-m	Non-managers	
	Formal	Informal	Formal	Informa	
Flexible hours of work		×		\boxtimes	
Compressed working weeks			\boxtimes		
Time-in-lieu		×		×	
Telecommuting		×			
Part-time work					
Job sharing					
Carer's leave					
Purchased leave					
Unpaid leave	×				

	Carol Cicaro						
	Purchased leave						
	Unpaid leave	×					
			1				
14.3	You may specify why any of the above options are NOT available to your employees.						
	 ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☑ Other (provide details): Implementation of Workplace Flexibility is underway after the success of the 'Work from Home' pilot as part of a broader workplace flexibility strategy. 						
14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:						
	equality indicator 5: 0		-	yees on i	ssues		
	equality indicator seeks information on ender equality in the workplace.	what consultation occurs t	oetween employ	ers and employ	ees on issues		

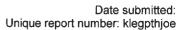
This ge concen

15.	Have you consulted with employees on issues concerning gender equality in your workplace?
	☐ Yes
	No (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):
	Currently working on broader strategy around Diversity and Inclusion. Not currently at a stage to consult specifically with employees.

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.	5. Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prev				
	⊠ Ye	s (select all applicable answers) Policy Strategy			
	□ No	☐ Country ☐ (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	ou provide training for all managers on sex-based harassment and discrimination prevention?			
	⊠ Ye	s - please indicate how often this training is provided: At induction At least annually Every one-to-two years Every three years or more Varies across business units			
	□No	☐ Other (provide details): (you may specify why this training is not provided) ☐ 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.)





Date submitted: Unique report number: klegpthjoe

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.
- 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 50.3% females and 49.7% males.

Promotions

- 46.7% of employees awarded promotions were women and 53.3% were men
 - 28.6% of all manager promotions were awarded to women
 - ii. 62.5% of all non-manager promotions were awarded to women.
- 19.1% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 65.3% of employees who resigned were women and 34.7% were men
 - i. 47.8% of all managers who resigned were women
 - ii. 70.8% of all non-managers who resigned were women.
- 19.1% of your workforce was part-time and 24.2% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- 6.2% 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. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women

24.5.18

CEO sign off confirmation

Name of	CEO or	equivalent:	

Confirmation CEO has signed the report:

CEO signature:

Date: