



Public report

2019-20

Submitted by

Legal Name:

Hillbrook Anglican School Limited





Organisation and contact details

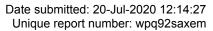
Submitting organisation details	Legal name	Hillbrook Anglican School Limited			
	ABN	15010668774			
	ANZSIC	P Education and Training 8022 Secondary Education			
	Business/trading name/s	Hillbrook Anglican School			
	ASX code (if applicable)				
	Postal address	PO Box 469			
		EVERTON PARK QLD 4053			
		AUSTRALIA			
	Organisation phone number	(07) 3354 3422			
Reporting structure	Ultimate parent	Hillbrook Anglican School Limited			
	Number of employees covered by this report	146			





All organisations covered by this report

Legal name	Business/trading name/s
Hillbrook Anglican School Limited	Hillbrook Anglican School
The Trustee For Hillbrook Foundation Trust	Hillbrook Foundation







Workplace profile

Manager

Manager occupational categories	Paparting layed to CEO	Reporting level to CEO Employment status			No. of employees
Manager occupational categories	Reporting level to CEO			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	2	4
	Full-time contract		0	0	0
Key management personnel		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	2	4
		Full-time contract	0	0	0
Senior Managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers	_	_	4	5	9

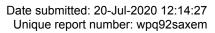




Workplace profile

Non-manager

Non manager appunational estagarias	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	28	20	0	0	0	0	48
	Full-time contract	1	0	0	0	0	0	1
Professionals	Part-time permanent	12	0	0	0	0	0	12
	Part-time contract	7	1	0	0	0	0	8
	Casual	19	5	0	0	0	0	24
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	15	1	0	0	0	0	16
	Part-time contract	1	1	0	0	0	0	2
	Casual	5	2	0	0	0	0	7
	Full-time permanent	5	2	0	0	0	0	7
	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	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 estagerica	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates	s (if applicable)	No. of apprentice	Total employees	
Non-manager occupational categories	Employment status	F	M	F	M	F	М	Total employees
	Full-time permanent	0	4	0	0	0	0	4
	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	4	0	0	0	0	4
	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		97	40	0	0	0	0	137





Reporting questionnaire

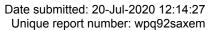
Gender equality indicator 1: Gender composition of workforce

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

NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2019 to 31 March 2020. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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





1.4

Promotions



	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority
1.5	Talent identification/identification of high potentials
	 ✓ Yes (select all applicable answers) ☐ Policy ✓ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.6	Succession planning
	 ✓ Yes (select all applicable answers) ☐ 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 ☑ 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	1	0	2	0
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	1	0
Number of appointments made to NON-MANAGER roles (including promotions)	34	15

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

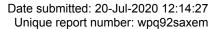
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	1	1
Permanent/ongoing part-time employees	0	0	5	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	9	6

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

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







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

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

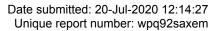
2.1a.1	Organisation name?		
	Hillbrook Anglican School		
2.1b.1	What gender is the Chair on this gover Chair at your last meeting)?	ning body (if the role of the Chair rota	ites, enter the gender of the
		Female	Male
	Number	0	1
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?
		Female	Male
	Number	3	7
2.1g.1	 ☐ Currently under development, September 2020 ☐ Insufficient resources/expertise 	nder balance (e.g. 40% women/40% men please enter date this is due to be compl e rning body/board appointments (provide	eted
2.1a.2	Organisation name?		
	Hillbrook Foundation Limited		
2.1b.2	How many Chairs on this governing bo	ody?	
		Female	Male
	Number	0	1
2.1c.2	How many other members are on this		•
		Female	Male

1

2.1d.2 Has a target been set to increase the representation of women on this governing body?

Number

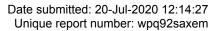
1







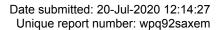
		 Yes No (you may specify why a target has not been set) ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Do not have control over governing body/board appointments (provide details why): ☐ Not a priority ☐ Other (provide details):
	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) ☐ Not a priority ☐ Other (provide details):
	2.3	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.
Gen	der	equality indicator 3: Equal remuneration between women and men
	remune equalit	ration between women and men is a key component of improving women's economic security and progressing y.
3.	Do you	u have a formal policy and/or formal strategy on remuneration generally?
	☐ Yes	s (select all applicable answers) ☐ Policy
	⊠ No	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)?
	☐ Ye	s - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12-years
		☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
	⊠ No	Use the details). (you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed Insufficient resources/expertise
		Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations)
	IS roo	⊠ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there im for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)
	a3363	
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
witl This in	h fan	equality indicator 4: Flexible working and support for employees nily and caring responsibilities will enable the collection and use of information from relevant employers about the availability and utility of terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements
suppo to con	orting en	nployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men aid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental uality and to maximising Australia's skilled workforce.
5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
		ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	time o	s. (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 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)
		we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please te 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
	_	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) wherever we will be a combination with the combination of the
		parental leave is provided to men ONLY):
	time o	☐ By paying the gap between the employee's salary and the government's paid parental leave scheme ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
	☐ No	o, not available (you may specify why this leave is not provided) Currently under development, please enter date this is due to be completed
		Insufficient resources/expertise





5a.

6.

6a.



	☐ Not a priority ☐ Other (provide details):
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:
	12
carers	r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements 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% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☑ 61-70% ☐ 71-80%
	□ 81-90% □ 91-99%
	100%
5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
	CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ry carer.
	u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and n, in addition to any government funded parental leave scheme for secondary carers?
☐ No,	we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave), we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (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:

If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS 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?

CARE	CARERS?		
•	In your calculation, you MUST INCLUDE CASUALS when working out the proportion.		
	<u></u> <10%		
	☐ 10-20%		
	<u>21-30%</u>		
	☐ 31-40%		
	41-50%		
	☐ 51-60%		
	71-80%		

6.3	Please indicate whether v			fl	
n .s	Please indicate whether t	/NIIR EMNINVER TIINNEN	nain narentai leave	tor secondary	carers covers.

\boxtimes	Adoption
\boxtimes	Surrogacy
	Stillbirth

☐ 81-90% ☐ 91-99% ☐ 100%

7. How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	0	0	0	0

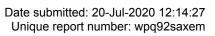
7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	5	0	0	0

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

	Female	Male
Managers	0	0

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

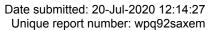






	Female	Male
Non-managers	0	0

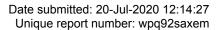
9.	Do yo	ou have a formal policy and/or formal strategy on flexible working arrangements?
	☐ Ye	es (select all applicable answers) Policy Strategy
	⊠ No	□ Strategy (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Don't offer flexible arrangements □ Not a priority □ Other (provide details): Included in workplace agreement
10.	Do yo	ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	☐ Ye	s (select all applicable answers)
	⊠ No	☐ 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):
11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities imployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye □ No	es o (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 ☐ 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







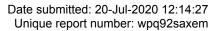
	Available at some worksites only Available at all worksites Referral services to support employees with family and/or caring responsibilities Available at some worksites only Available at all worksites Targeted communication mechanisms, for example intranet/ forums Available at some worksites only Available 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 some worksites Parenting workshops targeting mothers Available at some worksites only Available at some worksites Parenting workshops targeting fathers 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
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Included in award/industrial or workplace agreements □ Not aware of the need □ Not a priority □ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	 Yes (select all applicable answers) □ Employee assistance program (including access to a psychologist, chaplain or counsellor) □ Training of key personnel □ A domestic violence clause is in an enterprise agreement or workplace agreement □ Workplace safety planning □ Access to paid domestic violence leave (contained in an enterprise/workplace agreement) □ Access to unpaid domestic violence leave (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 a ware of the need □ Not a priority □ Other (provide details):







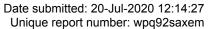
•	men? flexible hours of work					
•	compressed working weeks time-in-lieu telecommuting					
•						
•	part-time work					
•	job sharing carer's leave purchased leave					
•						
•	unpaid leave.					
	ons may be offered both formally and/or info xample, if time-in-lieu is available to wome		men informally	, you would sel	lect NO.	
	es, the option/s in place are available to both woo, some/all options are not available to both wo					
14.1	Which options from the list below are ava Unticked checkboxes mean this o					
		Man	agers	Non-m	anagers	
		Formal	Informal	Formal	Informa	
	Flexible hours of work					
	Compressed working weeks			\boxtimes		
	Time-in-lieu		\boxtimes			
	Telecommuting					
	Part-time work	\boxtimes				
	Job sharing	\boxtimes				
	Carer's leave					
	Purchased leave					
	Unpaid leave					
14.3	You may specify why any of the above or Currently under development, please ent Insufficient resources/expertise Not a priority		_	-		
14.4	Other (provide details): If your organisation would like to provide please do so below:	additional inform	nation relating t	to gender equa	ility indica	
	equality indicator 5: Cons		-	yees on i	issues	
	ning gender equality in the	workplace				
ceri ender e	ning gender equality in the equality indicator seeks information on what conder equality in the workplace.	-		ers and employ	ees on issu	







		 Not needed (provide details why): Majority of employees under an EBA with remuneration structure defined on merit and years of experience. Insufficient resources/expertise Not a priority Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Gen	nder	equality indicator 6: Sex-based harassment and discrimination
particip	oation. S	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
	∐ 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):
	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?
	☐ Yes	s - please indicate how often this training is provided: At induction At least annually Every one-to-two years Every three years or more Varies across business units Other (provide details):
	⊠ No	(you may specify why this training is not provided) ☐ Currently under development, please enter date this is due to be completed ☐ 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 69.2% females and 30.8% males.

Promotions

- 2. 100.0% of employees awarded promotions were women and 0.0% were men
 - i. 100.0% of all manager promotions were awarded to women
 - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 28.8% of your workforce was part-time and 25.0% of promotions were awarded to part-time employees.

Resignations

- 4. 68.2% of employees who resigned were women and 31.8% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 68.2% of all non-managers who resigned were women.
- 5. 28.8% of your workforce was part-time and 22.7% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 0.0% of all women who utilised parental leave ceased employment before returning to work
- ii. N/A men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access						
Confirmation CEO has signed the report:						
Date:						