



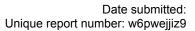
# Public report

2017-18

Submitted by

Legal Name: Cabcharge Australia Limited









# Organisation and contact details

Submitting organisation details	Legal name	Cabcharge Australia Limited
	ABN	99001958390
	ANZSIC	I Transport, Postal and Warehousing 5299 Other Transport Support Services n.e.c.
	Business/trading name/s	Cabcharge Australia Limited
	ASX code (if applicable)	CAB
	Postal address	PO Box 770
		PADDINGTON NSW 2021
		AUSTRALIA
	Organisation phone number	(02) 9332 9222
Reporting structure	Ultimate parent	Cabcharge Australia Limited
	Number of employees covered by this report	764





# All organisations covered by this report

Legal name	Business/trading name/s
Cabcharge Australia Limited	Cabcharge Australia Limited
Combined Communications Network Pty Ltd	
Taxis Combined Services Pty Ltd	
Black Cabs Combined Pty Ltd	
Newcastle Taxis Pty Ltd	
EFT Solutions Pty Ltd	
Yellow Cabs South Australia Pty Ltd	
Yellow Cabs Australia Pty Ltd	

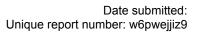




# Workplace profile

## Manager

M	Descrition level to OFO	Faranta and adaptive		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	4	4
		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
	-1	Full-time permanent	1	2	3
		Full-time contract	0	0	0
Other executives/General managers		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-1	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	7	9
		Full-time contract	0	1	1
Senior Managers	-2	Part-time permanent	0	0	0
-		Part-time contract	0	0	0
		Casual	0	0	0
	•	Full-time permanent	1	0	1
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0







Managar acquinational actagorica	Reporting level to CEO	Employment status		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	7	13	20
		Full-time contract	1	0	1
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	8	29	37
		Full-time contract	0	0	0
Other managers		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
	-4	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	1	1
Grand total: all managers					83

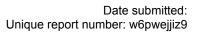




# Workplace profile

## Non-manager

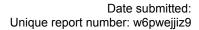
Non-manager occupational categories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	10	51	0	0	0	0	61
	Full-time contract	0	0	0	0	0	0	0
Professionals	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	1	43	0	0	0	1	45
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	8	0	0	0	0	8
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	187	99	0	0	0	0	286
	Full-time contract	2	2	0	0	0	0	4
Clerical and administrative	Part-time permanent	45	14	0	0	0	0	59
	Part-time contract	1	1	0	0	0	0	2
	Casual	85	59	0	0	0	0	144
	Full-time permanent	7	12	0	0	0	0	19
	Full-time contract	0	0	0	0	0	0	0
Sales	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	0	1	0	0	0	0	1
	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	2	17	0	0	0	0	19







Non manager assumptional estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	М	F	М	rotai employees
	Full-time permanent	0	16	0	0	0	0	16
	Full-time contract	0	1	0	0	0	0	1
Labourers	Part-time permanent	0	4	0	0	0	0	4
	Part-time contract	0	5	0	0	0	0	5
	Casual	0	2	0	0	0	0	2
	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		344	336	0	0	0	1	681







# Reporting questionnaire

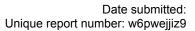
### Gender equality indicator 1: Gender composition of workforce

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.
- 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
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>☑ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>☑ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>☑ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>





1.10 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	3	10	9	6
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)	7	15
Number of appointments made to NON-MANAGER roles (including promotions)	114	95

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

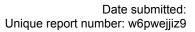
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	5	9	52	45
Permanent/ongoing part-time employees	0	0	19	6
Fixed-term contract full-time employees	0	0	3	0
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	33	42

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.



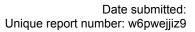




2.1	.1 Please answer the following questions relating to each governing body covered in this report.						
	Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.						
		g body is the same as your parent enti umerical details of your parent entity's					
2.1a.1	Organisation name?						
	Cabcharge Australia Ltd						
2.1b.1	How many Chairs on this gove	rning body?					
		Female	Male				
	Number	0	1				
2.1c.1	How many other members are	on this governing body (excluding the	Chair/s)?				
	Number	Female 2	Male 4				
	- Turnou	<u> </u>					
	<ul> <li>No (you may specify why a target has not been set)</li> <li>☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Do not have control over governing body/board appointments (provide details why):</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):</li> <li>Women currently represent 29% of the directors on the Board. This percentage will increase to 33% following the expected retirement of a long serving male director.</li> </ul>						
2.1g.1	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 organisations covered in this report?						
	☐ 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 be expertise er governing body appointments (provide	e completed				

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)?

2.3







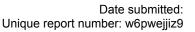
	Yes
$\boxtimes$	No

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.

⊠ Yes	s (select all applicable answers) ⊠ Policy
☐ No	(you may specify why no formal policy or formal strategy is in place)  Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise ☐ Salaries set by awards/industrial or workplace agreements
	☐ Non-award employees paid market rate
	☐ Not a priority ☐ Other (provide details):
3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
	<ul> <li>✓ Yes (provide details in question 3.2 below)</li> <li>☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> </ul>
	☐ Salaries set by awards/industrial or workplace agreements
	<ul><li>☐ Insufficient resources/expertise</li><li>☐ Non-award employees paid market rate</li></ul>
	☐ Not a priority
	Other (provide details):
3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
	☐ To achieve gender pay equity
	☐ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews) ☐ To be transparent about pay scales and/or salary bands
	☐ To ensure managers are held accountable for pay equity outcomes
	☐ To implement and/or maintain a transparent and rigorous performance assessment process ☐ Other (provide details):
	Policies and strategies that articulate the development of female employees to all levels, increase participatio and retention rate and ensure pay equity.
	you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e.
condu	cted a gender pay gap analysis)?
⊠ Yes	s - the most recent gender remuneration gap analysis was undertaken: ☑ Within last 12 months
	☐ Within last 1-2 years
	☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
П №	(you may specify why you have not analysed your payroll for gender remuneration gaps)



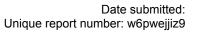




	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or eations)
	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) ☐ 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):  □ Nother (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.





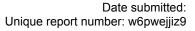


			or PRIMARY CARERS th scheme for primary care	at is available for women <i>l</i> ers?
By pay time over which i As a lu No, we offer pindicate how emplement by pay time over which i As a lu No, we offer paid parental lear By pay By pay By pay time over which i As a lu As a lu	ring the gap between the cring the employee's full sate is paid. For example, full imp sum payment (paid properties of paid parental leave for principle of paid parental leave for principle of paid parental tring the employee's full sate is paid. For example, full imp sum payment (paid principle is provided to men ONL tring the employee's full sate is paid. For example, full imp the employee's full sate is paid. For example, full imp sum payment (paid principle is paid. For example, full imp sum payment (paid principle is paid. For example, full imp sum payment (paid principle is paid. For example, full imp sum payment (paid principle is paid. For example, full imp sum payment (paid principle is paid. For example, full imp sum payment (paid principle is paid. For example, full imp sum payment (paid principle is paid.)	employee's salary a lary (in addition to the pay for 12 weeks on the pay for 1	r half pay for 24 weeks leave, or a combination) vailable to women ONLY ( to women ONLY): nd the government's paid he government's paid schor half pay for 24 weeks leave, or a combination) vailable to men ONLY. (Pl nd the government's paid he government's paid	parental leave scheme eme), regardless of the period (e.g. maternity leave). (Please parental leave scheme eme), regardless of the period ease indicate how employer for the period ease end ease indicate how employer for the period ease end eas
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☐ Insuffice ☐ Report ☐ Not a ☐ Other  A "SECONDAR" primary carer.	cient resources/expertise nment scheme is sufficien priority (provide details):  'CARER" is a member of	of a couple or a sin		S OF GENDER, who is not th
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☐ Insuffice ☐ Gover ☐ Not a ☐ Other  A "SECONDAR' primary carer.  Do you provide women, in addite ☐ Yes ☐ No, we offer point ☐ Currer ☐ Insuffice ☐ Gover ☐ Not a ☐ Not a	cient resources/expertise inment scheme is sufficient priority (provide details):  CARER" is a member of the control of the co	of a couple or a single did parental leave founded parental leave CONDARY CARERS CONDARY CARERS led paid parental leave ease enter date this	or SECONDARY CARER  IVE scheme for secondar  S that is available to ment S that is available to women  ave for secondary carers in	S that is available for men a ry carers? ONLY (e.g. paternity leave) en ONLY
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☐ Insuffice ☐ Gover ☐ Not a ☐ Other ☐ Other ☐ Other ☐ Other ☐ Other ☐ Do you provide women, in addit ☐ Yes ☐ No, we offer p☐ No, we offer p☐ No, we offer p☐ Insuffice ☐ Gover ☐ Not a ☐ Other ☐ Other ☐ Other ☐ How many MAN	cient resources/expertise ment scheme is sufficient priority (provide details):  CARER" is a member of the control of the cont	of a couple or a single id parental leave founded parental leave CONDARY CARES CONDARY CARES led paid parental leave as enter date this total leave during the solution of the	or SECONDARY CARER  ive scheme for secondar  S that is available to ment S that is available to wome ave for secondary carers is is due to be completed  the reporting period (pair mmenced.	S that is available for men any carers?  ONLY (e.g. paternity leave) en ONLY s not paid)

Primary carer'	s leave	Secondary care	r's leave
Female	Male	Female	Male

Public	report	www.wgea.gov.au

Non-managers







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.

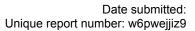
	Female	Male
Managers	0	0

- 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

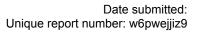
		Non-managers	2	U
9.	Do yo	ou have a formal policy and/or formal st	rategy on flexible working arra	ngements?
		s (select all applicable answers) Policy Strategy O (you may specify why no formal policy or Currently under development, please Insufficient resources/expertise Don't offer flexible arrangements Not a priority Other (provide details):		pleted
10.	Do yo	ou have a formal policy and/or formal st	rategy to support employees v	vith family or caring responsibilities?
		s (select all applicable answers) Policy Strategy O (you may specify why no formal policy or Currently under development, please Insufficient resources/expertise Included in award/industrial or workplation Not a priority Other (provide details):	enter date this is due to be comp	pleted
11.		ou offer any other support mechanisms, mployer-subsidised childcare, breastfe		es with family or caring responsibilities
	⊠ Ye	cyou may specify why non-leave based m  Currently under development, please Insufficient resources/expertise Not a priority Other (provide details):		pleted
	11.1	Please select what support mechanism • Where only one worksite exists		available at all worksites. elect "Available at all worksites".
		☐ Employer subsidised childcare		







	Available at some worksites only   Available at all worksites   Breastfeeding facilities   Available at all 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 all worksites   Internal support networks for parents   Available at all worksites   Available at all worksites   Internal support networks for parents   Available at all worksites   Internal support networksites only   Available at some worksites only   Available at all worksites   Information packs to support new parents and/or those with elder care responsibilities   Available at all worksites   Referral services to support employees with family and/or caring responsibilities   Available at all worksites   Available at all worksites   Available at some worksites only   Available at all worksites   Coaching for employees on returning to work from parental leave   Available at all worksites   Available at some worksites only   Available at some worksites only   Available at some worksites o
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
13.	<ul> <li>□ Not a priority</li> <li>□ Other (please provide details):</li> <li>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?</li> <li>☑ Yes (select all applicable answers)</li> <li>☑ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>□ Training of key personnel</li> <li>□ A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>□ Workplace safety planning</li> </ul>
	☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

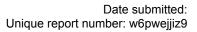




14.



□No	□ Access to unpaid domestic violence leave (coc       □ Access to paid domestic violence leave (not coc       □ Access to unpaid leave       □ Confidentiality of matters disclosed       □ Referral of employees to appropriate domestic       □ Protection from any adverse action or discrim       □ Provision of financial support (e.g. advance bocomestic       □ Offer change of office location       □ Emergency accommodation assistance       □ Access to medical services (e.g. doctor or numerous office (provide details):     □ (you may specify why no other support mechanistic       □ Insufficient resources/expertise       □ Not aware of the need       □ Not a priority       □ Other (provide details):	c violence sup ination based onus payment rse)	n enterprise/work  port services for on the disclosure or advanced pay	place agreeme expert advice of domestic vi	nt)
AND I	flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave unpaid leave. ns may be offered both formally and/or informate ample, if time-in-lieu is available to women for s, the option/s in place are available to both women, some/all options are not available to both women.	ally. mally but to r n and men. n AND men. le? Please tic	men informally, k the related ch	you would se	
	Unticked checkboxes mean this option	1 IS NOT avail	able to your em	pioyees.	
		Man	agers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work				
	Compressed working weeks	<u> </u>	Ц		Ш
	Time-in-lieu		Ц		
	Telecommuting				
	Part-time work				
	Job sharing		Ц		
	Carer's leave		Ц		Ц
	Purchased leave	<u> </u>		Ш	
14.3	Unpaid leave  You may specify why any of the above option	S are NOT av	ailable to your 6	omnlovees.	
17.0	☐ Currently under development, please enter da ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):		_	pi0,003.	







14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

# Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

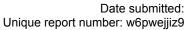
This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

⊠ Ye □ No	s (you may specify why you have not consulted with employees on gender equality)  Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
15.1	How did you consult with employees on issues concerning gender equality in your workplace?
	□ Survey □ Consultative committee or group □ Focus groups □ Exit interviews □ Performance discussions □ Other (provide details):
15.2	Who did you consult?
	<ul> <li>All staff</li> <li>Women only</li> <li>Men only</li> <li>Human resources managers</li> <li>Management</li> <li>Employee representative group(s)</li> <li>Diversity committee or equivalent</li> <li>Women and men who have resigned while on parental leave</li> <li>Other (provide details):</li> </ul>
15.3	If your organisation would like to provide additional information relating to gender equality indicat please do so below.

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

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

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





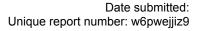


	□ No	<ul> <li>☑ Policy</li> <li>☐ Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Included in award/industrial or workplace agreement</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		<ul> <li>Yes</li> <li>No (you may specify why a grievance process is not included)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  (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 47.9% females and 52.1% males.

### **Promotions**

- 2. 42.9% of employees awarded promotions were women and 57.1% were men
  - i. 23.1% of all manager promotions were awarded to women
  - ii. 60.0% of all non-manager promotions were awarded to women.
- 3. 9.8% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

### Resignations

- 4. 52.6% of employees who resigned were women and 47.4% were men
  - i. 35.7% of all managers who resigned were women
  - ii. 53.7% of all non-managers who resigned were women.
- 5. 9.8% of your workforce was part-time and 12.1% of resignations were part-time employees.

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

- i. 22.2% 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

List of employee organisations:				
CEO sign off confirm  Name of CEO or equivalent:  Andrew Skelton	Confirmation CEO has signed the report:			