



Public report

2016-17

Submitted by

Legal Name: Cabcharge Australia Limited







Organisation and contact details

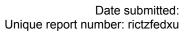
Submitting organisation details	Legal name	Cabcharge Australia Limited
	ABN	99001958390
	ANZSIC	I Transport, Postal and Warehousing 5299 Other Transport Support Services n.e.c.
	Business/trading name/s	Cabcharge Australia Limited
	ASX code (if applicable)	CAB
	Postal address	PO Box 770 PADDINGTON NSW 2021 AUSTRALIA
	Organisation phone number	(02) 9332 9222
Reporting structure	Ultimate parent	Cabcharge Australia Limited
	Number of employees covered by this report	572





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		





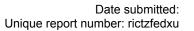


Workplace profile

Manager

Management and actomotics	Demonstrate level to CEO	Franks, was and status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	4	5		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-2	Full-time permanent	2	12	14		
		Full-time contract	0	0	0		
Senior Managers		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	3	6	9		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
Other managers		Casual	0	0	0		
		Full-time permanent	6	15	21		
		Full-time contract	0	0	0		
	-3	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers			12	38	50		

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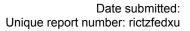


Workplace profile

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	2	33	0	0	0	0	35
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	0	0	0	0	1
	Full-time permanent	2	36	0	0	0	0	38
	Full-time contract	0	3	0	0	0	0	3
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	29	0	0	0	0	29
	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	160	113	0	0	0	0	273
	Full-time contract	0	1	0	0	0	0	1
Clerical and administrative	Part-time permanent	55	16	0	0	0	0	71
	Part-time contract	0	1	0	0	0	0	1
	Casual	38	30	0	0	0	0	68
	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	1	0	0	0	0	1
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
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

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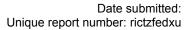






Non manager equipational extensions. Employment state		No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentices (if applicable)		Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	0	0	0	0	0	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
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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		258	264	0	0	0	0	522

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Reporting questionnaire

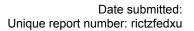
Gender equality indicator 1: Gender composition of workforce

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

NB. IMPORTANT:

- References to the Act means the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2016 to 31 March 2017. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	 ✓ 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 new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	4	7
Number of appointments made to NON-MANAGER roles (including promotions)	93	64

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

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	4	3	5
Permanent/ongoing part-time employees	0	0	2	1
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

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

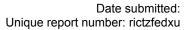
	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	5	2	69	38
Permanent/ongoing part-time employees	0	0	15	12
Fixed-term contract full-time employees	0	0	0	6
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	24	21

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.

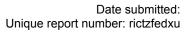






If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

	Cabcharge Australia Ltd							
2.1b.1	How many Chairs on this governing body?							
		Female		Male				
	Number	0	1					
.1c.1	How many other members are o	n this governing body (excludi	ng the Chair/s)?					
		Female		Male				
	Number	1	2					
?.1g.1	☐ Currently under develop Awaiting Board Approv☐ Insufficient resources/ex	nas gender balance (e.g. 40% wo oment, please enter date this is do al expected to occur by end of Se expertise er governing body/board appointm	ue to be completed eptember 2017					
2.2	☐ Insufficient resources/ex	port? ers) rmal selection policy or formal sel ning bodies brant, please enter date this is di	ection strategy is in ue to be completed					
2.3	Does your organisation operate "incorporated" entity - Pty Ltd, I ☐ Yes ☐ No			organisation is an				





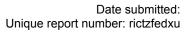


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

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.

⊠ \	res (select all applicable answers) ☐ Policy ☑ Strategy
<u> </u>	lo (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?
	 Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) □ Currently under development, please enter date this is due to be completed □ Salaries set by awards/industrial or workplace agreements □ Insufficient resources/expertise □ Non-award employees paid market rate □ 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):
	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?
	res - 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): Io (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
roor	☐ Insufficient resources/expertise ☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no in for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or







10	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there
	n for discretion in pay changes (because pay increases can occur with some discretion such as performance
assess	sments)
	☑ Non-award employees paid market rate
	☐ Not a priority
	Other (provide details):
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

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

*****	Training and caring responsionates
emplo suppo to con	ndicator will enable the collection and use of information from relevant employers about the availability and utility of syment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements or this indicator is to improve the capacity of women and men abine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental or 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 employee's full salary (in addition to 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, not available (you may specify why this leave is not provided) Currently under development, please enter date this is due to be completed linsufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
6.	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer. Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and
	women, in addition to any government funded parental leave scheme for secondary carers?
	 No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY No (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
\boxtimes	Government scheme is sufficient
	Not a priority
	Other (provide details):

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 care	r's leave	
	Female	Male	Female	Male	
Non-managers	7	0	0	2	

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

	Females	Males
Managers	0	0

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

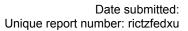
	Female	Male
Non-managers	0	0

9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	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

☐ Currently under development, please enter date this is due to be co
 ☐ Insufficient resources/expertise
 ☐ Don't offer flexible arrangements
 ☐ Not a priority

Other (provide details):

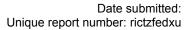
10. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?







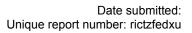
	□No	 ☐ Policy ☐ Strategy I (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye	
		(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
		☐ 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 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







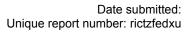
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?				
	 ✓ Yes (select all applicable answers) ☐ Policy ✓ Strategy 				
	□ No (you may specify why no formal policy or formal strategy is in place)				
	☐ Currently under development, 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?				
	Employee assistance program (including access to a psychologist, chaplain or counsellor)				
	☐ Training of key personnel				
	 ☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☐ Workplace safety planning 				
	Access to paid domestic violence leave (contained in an enterprise/workplace agreement)				
	Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)				
	Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)				
	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				
	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.				
	14.1 Which options from the list below are available? Please tick the related checkboxes.				
	 Unticked checkboxes mean this option is NOT available to your employees. 				







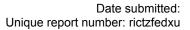
			Man	agers	Non-ma	anagers
			Formal	Informal	Formal	Informal
		Flexible hours of work			\boxtimes	
		Compressed working weeks				
		Time-in-lieu				
		Telecommuting				
		Part-time work	\boxtimes		\boxtimes	
		Job sharing				
		Carer's leave	\boxtimes		\boxtimes	
		Purchased leave				
		Unpaid leave	\boxtimes		\boxtimes	
	14.3	You may specify why any of the above optio Currently under development, please enter of Insufficient resources/expertise Not a priority Other (provide details):		-	employees.	
	14.4	If your organisation would like to provide ad please do so below:	ditional inform	nation relating to	gender equa	lity indicator 4,
CON This g	cerr	equality indicator 5: Consultance gender equality in the ward equality in the ward equality in the workplace.	vorkplace	9		
15.	Have	you consulted with employees on issues cond	cerning gende	r equality in you	r workplace?	
	⊠ Ye □ No	s (you may specify why you have not consulted wi Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):	th employees c	on gender equalit <u>y</u>	y)	
	15.1	How did you consult with employees on issu	ies concernin	g gender equalit	y in your worl	kplace?
		☐ Survey ☐ Consultative committee or group ☐ Focus groups ☑ Exit interviews ☐ Performance discussions ☐ Other (provide details):				
	15.2	Who did you consult?				
		☐ All staff ☐ Women only ☐ Men only ☑ Human resources managers				







		 ✓ Management ☐ Employee representative group(s) ✓ Diversity committee or equivalent ☐ Women and men who have resigned while on parental leave ☐ Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Gen	der	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?
	⊠ Yes	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):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 ✓ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided: At induction At least annually Every one-to-two years Every three years or more Varies across business units Other (provide details): (you may specify why this training is not provided)
	17.1	Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details): 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 47.2% females and 52.8% males.

Promotions

- 2. 37.5% of employees awarded promotions were women and 62.5% were men
 - i. 20.0% of all manager promotions were awarded to women
 - ii. 45.5% of all non-manager promotions were awarded to women.
- 3. 12.8% of your workforce was part-time and 18.8% of promotions were awarded to part-time employees.

Resignations

- 4. 58.9% of employees who resigned were women and 41.1% were men
 - i. 71.4% of all managers who resigned were women
 - ii. 58.4% of all non-managers who resigned were women.
- 5. 12.8% of your workforce was part-time and 14.1% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

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

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
Andrew Skelton	
CEO signature:	Date: