

Public Report 2018-19

Submitted by Legal Name: VisAbility Limited

Transcriber's note

Please note that the original document contain tables which have been modified for this version. Some portion of the text has also been omitted from this version. If required, please seek the assistance of a sighted guide for further information about the original printed tables.

This document has been formatted using word processing document styles for semantic mark-up and in accordance with the “Guidelines for the Accessible E-text 2018” by Round Table on Information Access for People with Print Disabilities.

Please also note that the original page numbers of the sections have changed in this version due to the mark-up process.

This transcription was made on June 2019 by VisAbility Limited on behalf of the Workplace Gender Equality for the sole use of readers with print disabilities.

Organisation and contact details

Submitting organisations details

Legal name	VisAbility Limited
ABN	11157291960
ANZSIC	Q Health Care and Social Assistance, 8790 Other Social Assistance Services
Business/Trading name/s	N/A.
ASX code (if applicable)	N/A.
Postal address	PO Box 101 Victoria Park WA 9679 Australia.
Organisation Phone Number	N/A.

Reporting Structure

Number of employees covered in this report	130.
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Workplace profile

Manager

Manager occupational categories.	CEO/Head of Business in Australia.
Reporting Level to CEO.	0.
Employment status for Full-time permanent.	Female, 1. Male, 0.
Total Employees for Full-time permanent.	1.
Employment status for Full-time contract, Part-time permanent, Part-time contract, Casual.	Female, 0. Male, 0.
Total Employees for Full-time contract, Part time-permanent, Part-time contract, Casual.	0.

Manager occupational categories.	Key management personnel.
Reporting Level to CEO.	-1.
Employment status for Full-time permanent.	Female, 5. Male, 0.
Total Employees for Full-time permanent.	5.
Employment status for Full-time contract, Part time-permanent, Part-time contract, Casual.	Female, 0. Male, 0.
Total Employees for Full-time contract, Part-time permanent, Part-time contract, Casual.	0.

Manager occupational categories.	Other executives/General manager.
Reporting Level to CEO.	-2.
Employment status for Full-time permanent.	Female, 1. Male, 0.
Total Employees for Full-time permanent.	1.
Employment status for Full-time contract, Part time-permanent, Part-time contract, Casual.	Female, 0. Male, 0.
Total Employees for Full-time contract, Part-time permanent, Part-time contract, Casual.	0.

Manager occupational categories.	Senior Managers.
Reporting Level to CEO.	-2.
Employment status for Full-time permanent.	Female, 0. Male, 4.
Total Employees for Full-time permanent.	4.
Employment status for Full-time contract.	Female, 0. Male, 1.
Total Employees for Full-time contract.	1.
Part time-permanent, Part-time contract, Casual.	Female, 0. Male, 0.
Total Employees for Full-time contract, Part time-permanent, Part-time contract, Casual.	0.

Manager occupational categories.	Other managers.
Reporting Level to CEO.	-3.
Employment status for Full-time permanent.	Female, 1. Male, 0.
Total Employees for Full-time permanent.	1.
Employment status for Full-time contract, Part time-permanent, Part-time contract, Casual.	Female, 0. Male, 0.
Total Employees for Full-time contract, Part-time permanent, Part-time contract, Casual.	0.

Grand Total – All managers.	Female, 8. Male, 5.
Total employees.	13.

Non Manager

Non-manager occupational categories.	Professionals.
Employment status.	Full-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 16. Male, 4.
Number of graduates, Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	20.
Employment status.	Full-time contract.
Number of employees (excluding graduates and apprentices).	Female, 4. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	4.
Employment status.	Part-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 24. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	25.
Employment status.	Part-time contract
Number of employees (excluding graduates and apprentices).	Female, 4. Male, 0.
Number of employees of Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	4.
Employment status.	Casual.
Number of employees (excluding graduates and apprentices).	Female, 1. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	2.

Non-manager occupational categories.	Technicians and trade.
Employment status.	Full-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 4. Male, 2.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	6.
Employment status.	Full-time contract.
Number of employees (excluding graduates and apprentices).	Female, 3. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	4.
Employment status.	Part-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 2. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	3.
Employment status.	Part-time contract
Number of employees (excluding graduates and apprentices).	Female, 2. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	2.
Employment status.	Casual.
Number of employees (excluding graduates and apprentices).	Female, 2. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	3.

Non-manager occupational categories.	Community and personal service.
Employment status.	Full-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 0. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Full-time contract.
Number of employees (excluding graduates and apprentices).	Female, 0. Male, 0.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Part-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 2. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	3.
Employment status.	Part-time contract
Number of employees (excluding graduates and apprentices).	Female, 0. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Casual.
Number of employees (excluding graduates and apprentices).	Female, 2. Male, 2.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	4.

Non-manager occupational categories.	Clerical and administrative
Employment status.	Full-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 11. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	12.
Employment status.	Full-time contract.
Number of employees (excluding graduates and apprentices).	Female, 2. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	2.
Employment status.	Part-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 11. Male, 3.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	14.
Employment status.	Part-time contract.
Number of employees (excluding graduates and apprentices).	Female, 1. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	2.
Employment status.	Casual.
Number of employees (excluding graduates and apprentices).	Female, 0. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	1.

Non-manager occupational categories.	Sales.
Employment status.	Full time permanent.
Number of employees (excluding graduates and apprentices).	Female, 0. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Full-time contract.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Part-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 0. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Part-time contract.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Casual.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.

Non-manager occupational categories.	Machinery operators and drivers.
Employment status.	Full-time permanent.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Full-time contract.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Part-time permanent.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Part-time contract.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Casual.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.

Non-manager occupational categories.	Labourers.
Employment status.	Full-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 0. Male, 1.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	1.
Employment status.	Full-time contract.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Part-time permanent.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Part-time contract.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Casual.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.

Non-manager occupational categories.	Others.
Employment status.	Full-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 4. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	4.
Employment status.	Full-time contract.
Number of employees (excluding graduates and apprentices), Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Part-time permanent.
Number of employees (excluding graduates and apprentices).	Female, 1. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	1.
Employment status.	Part-time contract
Number of employees (excluding graduates and apprentices).	Female, 0. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Employment status.	Casual.
Number of employees (excluding graduates and apprentices).	Female, 0. Male, 0.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	0.
Grand total.	All non-managers.
Number of employees (excluding graduates and apprentices).	Female, 96. Male, 21.
Number of graduates (if applicable) and Number of apprentices (if applicable).	Female, 0. Male, 0.
Total employees.	117.

Reporting questionnaire

Gender equality indicator 1:

Gender composition of workforce

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

NB. Important:

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

1. Do you have formal policies and/or formal strategies in place that specifically support gender equality relating to the following?

1.1. Recruitment?

- 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 31.12.2019.

1.2. Retention?

- 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 31.12.2019.

1.3. Performance management processes?

- 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 31.12.2019.

1.4. Promotions?

- 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 31.12.2019.

1.5. Talent identification/identification of high potentials?

- 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 31.12.2019.

1.6. Succession planning?

- 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 31.12.2019.

1.7. Training and development?

- 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 31.12.2019.

1.8. Key performance indicators for managers relating to gender equality?

- No (you may specify why no formal policy or formal strategy is in place).
 - Insufficient resources/expertise.

1.9. Gender equality overall?

- 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 31.12.2019.

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 Question 1.11, the number of promotions should never exceed appointments.

Managers	Permanent/ongoing full-time employees.	Female, 1. Male, 0.
	Permanent/ongoing part-time employees.	Female, 0. Male, 0.
	Fixed-term contract full-time employees.	Female, 0. Male, 0.
	Fixed-term contract part-time employees.	Female, 1. Male, 0.
	Casual employees	Female, 0. Male, 0.
Non-Managers	Permanent/ongoing full-time employees.	Female, 0. Male, 1.
	Permanent/ongoing part-time employees.	Female, 1. Male, 0.
	Fixed-term contract full-time employees.	Female, 1. Male, 0.
	Fixed-term contract part-time employees.	Female, 0. Male, 0.
	Casual employees	Female, 0. Male, 0.

1.11. How many appointments in total (including the number of promotions above in Question 1.10), 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.

Number of appointments made to MANAGER roles (including promotions)	Female, 3. Male, 1.
Number of appointments made to NON-MANAGER roles (including promotions)	Female, 36. Male, 7.

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

Managers.	Permanent/ongoing full-time employees	Female, 0. Male, 0.
	Permanent/ongoing part-time employees	Female, 0. Male, 0.
	Fixed-term contract full-time employees.	Female, 0. Male, 0.
	Fixed-term contract part-time employees	Female, 0. Male, 0.
	Casual employees	Female, 0. Male, 0.
Non-Managers.	Permanent/ongoing full-time employees	Female, 2. Male, 3.
	Permanent/ongoing part-time employees	Female, 6. Male, 1.
	Fixed-term contract full-time employees.	Female, 0. Male, 0.
	Fixed-term contract part-time employees	Female, 0. Male, 0.
	Casual employees	Female, 2. Male, 1.

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

N/A.

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.

VisAbility Ltd.

2.1b.1. How many Chairs on this governing body?

Female: 1, Male: 0.

2.1c.1. How many other members are on this governing body (excluding the Chair/s)?

Female: 5, Male: 5.

2.1d.1. Has a target been set to increase the representation of women on this governing body?

- 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)

2.1e.1. Are you reporting on any other organisations in this report?

- 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

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)?

- No.

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

- N/A.

Gender equality indicator 3:**Equal remuneration between women and men**

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

3. Do you have a formal policy and/or formal strategy on remuneration generally?

- No (you may specify why no formal policy or formal strategy is in place)
 - Salaries set by awards/industrial or workplace agreements.
 - Non-award employees paid market rate

4. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. conducted a gender pay gap analysis)?

- No (you may specify why you have not analysed your payroll for gender remuneration gaps).
 - Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments).

4.1. If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

- N/A

Gender equality indicator 4:

Flexible working and support for employees with family and caring responsibilities

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

5. A "Primary Carer" is the member of a couple or a single carer, Regardless of Gender, identified as having greater responsibility for the day-to-day care of a child.

Do you provide EMPLOYER FUNDED paid parental leave for Primary Carers that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?

- 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 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

5.1.1. How many weeks of Employer Funded paid parental leave is provided for PRIMARY CARERS that is available for WOMEN ONLY (e.g. maternity leave)? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:

6.

5a. If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.

N/A.

5.2.1 What proportion of your total workforce has access to employer funded paid parental leave for Primary Carers that is available for WOMEN ONLY?

In your calculation, you **must include casuals** when working out the proportion.

- 81 to 90%

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

- Adoption

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 (you may specify why employer funded paid parental leave for secondary carers is not paid).
 - Insufficient resources/expertise.

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.

Managers:

Primary carer's leave and Secondary carer's leave: Female, 0. Male, 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.

Non- manager:

Primary carer's leave: Female, 4. Male, 0.

Secondary carer's leave: Female, 0. Male, 1.

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

Managers: Females, 0. Males, 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.

Non – Managers: Female, 1. Male: 0.

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

- 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 31.12.2019.

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

- No (you may specify why no formal policy or formal strategy is in place)
 - Included in award/industrial or workplace agreement

11. Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?

Yes.

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”.**
- Breastfeeding facilities.
 - Available at some worksites only.

12. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

- No (you may specify why no formal policy or formal strategy is in place).
 - Included in award/industrial or workplace agreements.

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)
 - A domestic violence clause is in an enterprise agreement or workplace agreement.
 - 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
 - Flexible working arrangements.

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.

14.1. Which options from the list below are available? Please indicate on the related table below.

- **Not indicating an item means, this option is Not available to your employees.**

Managers

- **Flexible hours of work:** Formal.
- **Compressed working weeks:** N/A.
- **Time-in-lieu.:** Formal.
- **Telecommuting:** Formal.
- **Part-time work:** Formal.
- **Job sharing:** N/A.
- **Carer's Leave:** Formal.
- **Purchased Leave:** Formal.
- **Unpaid leave:** Formal.

Non-managers

- **Flexible hours of work:** Formal.
- **Compressed working weeks:** N/A.
- **Time-in-lieu:** Formal.
- **Telecommuting:** Formal.
- **Part-time work:** Formal.
- **Job sharing:** Formal.
- **Carer's Leave:** Formal.
- **Purchased Leave:** Formal.
- **Unpaid leave:** Formal.

14.2. You may specify why any of the above options are NOT available to your employees.

- Other (provide details):
 - We have not had a request for a compressed working week yet. If a request was made we would be open to looking at how this would apply in relation the Enterprise Agreement in place. We have also never been approached by

a manager for a job share option. Should this happen, we would be open to explore and consider how it would work to successfully achieve business goals.

14.3. If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below: N/A.

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.

15. Have you consulted with employees on issues concerning gender equality in your workplace?

- No (you may specify why you have not consulted with employees on gender equality).
 - Other (provide details): We haven't yet but we hope to survey them sometime in the next twelve months.

15.1. If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below: N/A.

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?

- Yes.
 - Policy.

16.1. Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?

- Yes

17. Do you provide training for all managers on sex-based harassment and discrimination prevention?

- No (you may specify why this training is not provided).
 - Other (provide details): We are looking to compliance training for this.

17.1. If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below: N/A.

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.) N/A.

Gender composition proportions in your workplace

Important notes:

1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
2. 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 80.0% females and 20.0% males.

Promotions

2. 80.0% of employees awarded promotions were women and 20.0% were men
 - a. 100.0% of all manager promotions were awarded to women
 - b. 66.7% of all non-manager promotions were awarded to women.
3. 41.5% of your workforce was part-time and 40.0% of promotions were awarded to part-time employees.

Resignations

4. 66.7% of employees who resigned were women and 33.3% were men
 - a. 100.0% of all managers who resigned were women
 - b. 66.7% of all non-managers who resigned were women.
5. 41.5% of your workforce was part-time and 46.7% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- a. 25.0% of all women who utilised parental leave ceased employment before returning to work
- b. 0.0% - men who utilised parental leave ceased employment before returning to work
- c. N/A - managers who utilised parental leave and ceased employment before returning to work were women
- d. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

CEO sign off confirmation

Name of CEO or equivalent: Debra Barnes

Signature:



Confirmation CEO has signed the report:



Date: 5 June 2019