



Public report

2016-17

Submitted by

Legal Name: FSS Trustee Corporation







Organisation and contact details

Submitting organisation details	Legal name	FSS Trustee Corporation
	ABN	11118202672
	ANZSIC	K Financial and Insurance Services 6330 Superannuation Funds
	Business/trading name/s	First State Super
	ASX code (if applicable)	
	Postal address	PO Box 16099 COLLINS STREET WEST VIC 8007 AUSTRALIA
	Organisation phone number	(03) 8613 9400
Reporting structure	Ultimate parent	FSS Trustee Corporation
	Number of employees covered by this report	472

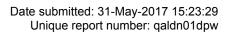




Workplace profile

Manager

Managan assumational astanavica	Demonting level to CEO	Complex we and address		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees		
		Full-time permanent	0	0	0		
	0	Full-time contract	0	1	1		
CEO/Head of Business in Australia		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	3	5	8		
		Full-time contract	0	0	0		
Other executives/General managers	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	1	1		
	-1	Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
Osaisa Managara		Casual	0	0	0		
Senior Managers		Full-time permanent	9	14	23		
		Full-time contract	0	0	0		
	-2	Part-time permanent	1	0	1		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	7	3	10		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
04		Casual	0	0	0		
Other managers		Full-time permanent	8	15	23		
		Full-time contract	0	0	0		
	-3	Part-time permanent	1	0	1		
		Part-time contract	0	0	0		
		Casual	0	0	0		







Manager occupational categories	Reporting level to CEO	Employment status		N	o. of employees
ivianagei occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	6	8	14
		Full-time contract	0	0	0
	-4	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	4	4	8
		Full-time contract	0	0	0
	-5	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	0	0
		Full-time contract	0	0	0
	-6	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			42	51	93

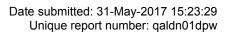




Workplace profile

Non-manager

Non manager equipational estagaries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	78	137	0	0	0	0	215
	Full-time contract	2	9	0	0	0	0	11
Professionals	Part-time permanent	13	3	0	0	0	0	16
	Part-time contract	1	0	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	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	71	48	0	0	0	0	119
	Full-time contract	3	2	0	0	0	0	5
Clerical and administrative	Part-time permanent	10	0	0	0	0	0	10
	Part-time contract	1	1	0	0	0	0	2
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0







Non manager equipational estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total omployoos
Non-manager occupational categories	Employment status	F	M	F	М	F	М	rotal 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
	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		179	200	0	0	0	0	379





Reporting questionnaire

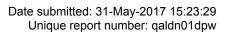
Gender equality indicator 1: Gender composition of workforce

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)
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 31.12.2017 □ 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)	15	8
Number of appointments made to NON-MANAGER roles (including promotions)	62	93

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	5	2	14	16
Permanent/ongoing part-time employees	1	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

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

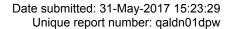
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	2	0	31	36
Permanent/ongoing part-time employees	0	1	4	0
Fixed-term contract full-time employees	0	0	4	5
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

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.



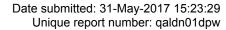




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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.

How many Chairs on this gov	erning body?	
	Female	Male
Number	0	1
How many other members are	e on this governing body (excluding the	Chair/s)?
	Female	Male
Number	6	6
Are you reporting on any othe ☐ Yes	er organisations in this report?	
⊠ No Do you have a formal selectio	on policy and/or formal selection strategy	<i>y</i> for governing body members
organisations covered in this	•	
Yes (select all applicable ans	sweis)	
	elopment, please enter date this is due to be s/expertise	•
☐ Currently under deve	over governing body appointments (provide	





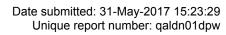


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

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.

⊠ Ye	s (select all applicable answers)
	☑ Policy ☑ Strategy
П Мс	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 (<u>you</u> 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 object (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):
Have	you analysed your payroll to determine if there are any remuneration gaps between women and men (
cond	ucted a gender pay gap analysis)?
⊠ Ye	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):
☐ IAC	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
	Samontry and or development, please enter date tills is due to be completed
	☐ Insufficient resources/expertise
nom.	







	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there im for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)
40000	□ 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).
	Organisation wide gender pay gap analysis was undertaken in February-April 2017. External independent consultants were used to ensure impartiality.
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)
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
	Analysis of First State Super's gender distributions against two market peer groups, General Industries and Financial Services market (Industry Super Funds), has revealed the following findings; Participation rates by seniority level reveal First State Super is performing above-market in regards to female representation rates at more senior levels First State Super is generally aligned to market in regards to participation rates in particular functions, however low participation levels within certain higher-paying functions (i.e. Financial Planning) should be investigated The relatively low representation of females in the 35-45 age category could be explored. This is typically a key demographic for future leadership talent and may present a potential risk for future years. The analysis of pay equity reveals First State Super is performing at or above market against most measures: Analysis of fixed remuneration rates relative to the General Market / banding structure suggests females are positioned slightly above (+1%) males for comparable roles (vs. market -3%) Analysis of fixed remuneration rates relative to the Financial Services marketplace suggests that females are slightly below (-4%) males for comparable roles (vs. market -4%) O Certain divisions and performance/tenure categories reveal gaps that could be explored internally by First State Super.

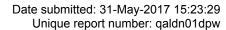




Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

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.

men,	ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
time of time of paid p	es. (Please indicate how employer funded paid parental leave is provided to the primary carer): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY) (e.g. maternity leave). (Please the how employer funded paid parental leave is provided to women ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme by paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funder 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 scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), not available (you may specify why this leave is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided:
	14
carer	ir organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	are required to have served 12 months continuous service to be eligible to access paid parental leave.
	rannuation is paid on all paid leave entitlements and on any unpaid portion of parental leave, for up to 38 s.
Supe	



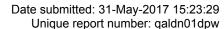




		☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☑ 100%
6.		CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ry carer.
	Do yo wome	u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and n, in addition to any government funded parental leave scheme for secondary carers?
	☐ No,	we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
	6.1	How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided:
		5
6a.		r organisation would like to provide additional information on your paid parental leave for SECONDARY RS e.g. eligibility period, other arrangements you may have in place etc, please do so below.
		eek paid secondary parental leave is to be taken within the first year of birth or adoption. Staff are ed to have served 12 months continuous service to be eligible to access paid secondary parental leave.
	6.2	What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? • In your calculation, you MUST INCLUDE CASUALS when working out the proportion. □ <10% □ 10-20% □ 21-30% □ 31-40% □ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 81-90% □ 91-99% □ 100%

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	3	0	0	3	







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

	Primary carer	's leave	Secondary carer's leave		
	Female	Male	Female	Male	
Non-managers	23	0	0	9	

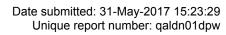
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid 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?
	 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 □ Don't offer flexible arrangements □ Not a priority □ Other (provide details):
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	 Yes (select all applicable answers) ☑ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
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 No (you may specify why non-leave based measures are not in place) ☐ Currently under development, please enter date this is due to be completed

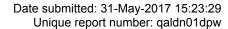






	☐ Insufficient resources/expertise
	☐ Not a priority
	Other (provide details):
11.1	Please select what support mechanisms are in place and if they are available at all worksites.
	 Where only one worksite exists, for example a head-office, select "Available at all worksites".
	□ Employer authoidiged children
	☐ Employer subsidised childcare ☐ Available at some worksites only
	Available at some worksites
	On-site childcare
	☐ Available at some worksites only ☐ Available at all worksites
	☐ Available at all worksites ☐ Breastfeeding facilities
	Childcare referral services
	Available at some worksites only
	☐ Available at some worksites
	☐ Internal support networks for parents
	Available at some worksites only
	☐ Available at some 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
_	
	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
violen	ce?
Yes	s (select all applicable answers)
	Ď 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):

12.







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)
☐ Access to unpaid leave
☑ Confidentiality of matters disclosed
Referral of employees to appropriate domestic violence support services for expert advice
☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence
⊠ Flexible working arrangements
☐ Provision of financial support (e.g. advance bonus payment or advanced pay)
☑ Offer change of office location
☐ Emergency accommodation assistance
☐ Access to medical services (e.g. doctor or nurse)
☐ Other (provide details):
☐ No (you may specify why no other support mechanisms are in place)
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Not aware of the need
☐ Not a priority
☐ Other (provide details):
Where any of the following options are available in your workplace, are those option/s available to both wo
AND men?
flexible hours of work
compressed working weeks
• time-in-lieu

14. men

- telecommuting
- part-time work
- job sharing carer's leave
- purchased leave
- unpaid leave.

Options may be offered both formally and/or informally.

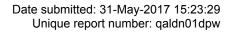
For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

\boxtimes	Yes,	the optio	n/s in p	lace a	re avail	able to	both	n women	and	men.
	No,	some/all o	options	are no	t availa	ble to	both	women .	AND	men.

Which options from the list below are available? Please tick the related checkboxes.

Unticked checkboxes mean this option is NOT available to your employees.

Mana Formal ⊠	agers Informal	Non-ma Formal	anagers Informal	
	Informal	Formal	Informal	
		Formal Informal		
	\boxtimes	\boxtimes	\boxtimes	
\boxtimes	\boxtimes	\boxtimes	\boxtimes	
\boxtimes	\boxtimes	\boxtimes	\boxtimes	
\boxtimes	\boxtimes	\boxtimes	\boxtimes	
\boxtimes	\boxtimes	\boxtimes	\boxtimes	
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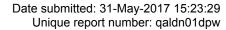






	14.3	You may specify why any of the above options are NOT available to your employees.
		☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
	14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:
		equality indicator 5: Consultation with employees on issues ing gender equality in the workplace
		quality indicator seeks information on what consultation occurs between employers and employees on issues ender equality in the workplace.
001100	iriiig ge	much equality in the workplace.
15.	Have	you consulted with employees on issues concerning gender equality in your workplace?
	⊠ Yes	(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?
		 □ 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.

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 yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
		s (select all applicable answers) Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise 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) 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 46.8% females and 53.2% males.

Promotions

- 2. 52.6% of employees awarded promotions were women and 47.4% were men
 - i. 75.0% of all manager promotions were awarded to women
 - ii. 46.7% of all non-manager promotions were awarded to women.
- 3. 7.2% of your workforce was part-time and 2.6% of promotions were awarded to part-time employees.

Resignations

- 4. 49.4% of employees who resigned were women and 50.6% were men
 - i. 66.7% of all managers who resigned were women
 - ii. 48.8% of all non-managers who resigned were women.
- 5. 7.2% of your workforce was part-time and 6.0% 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.

List of employee organisations:	
CEO sign off confirm	
CEO sign off confirm Name of CEO or equivalent: Michael Dwyer	Confirmation CEO has signed the reports