



Public report

2017-18

Submitted by

Legal Name:

The Pharmacy Guild of Australia (Queensland Branch)





Organisation and contact details

Submitting organisation details	Legal name	The Pharmacy Guild of Australia (Queensland Branch)				
	ABN	87076197623				
		S Other Services				
	ANZSIC	9551 Business and Professional Association Services				
	Business/trading name/s					
	ASX code (if applicable)					
	Postal address	PO Box 457				
		SPRING HILL QLD 4004				
		AUSTRALIA				
	Organisation phone number	(07) 3831 3788				
Reporting structure	Ultimate parent	The Pharmacy Guild of Australia				
	Number of employees covered by this report	47				





Workplace profile

Manager

Manager occupational categories	Reporting level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	1	0	1		
		Full-time contract	0	0	0		
CEO/Head of Business in Australia	0	0 Part-time permanent 0 1 1 Part-time contract 0 0 0 Casual 0 0 0 Full-time permanent 2 0 2 Full-time contract 0 0 0					
		0					
		Casual	0	0	0		
		Full-time permanent	2	0	2		
		Full-time contract 0 0					
Senior Managers	-1	-1 Part-time permanent 2 0 2					
		Part-time contract	0 0 0				
		Casual	0	0	0		
		Full-time permanent	3	2	5		
			0	2			
Other managers	-2	Part-time permanent	1	0	1		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers	-		11	3	14		

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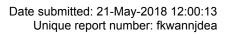


Workplace profile

Non-manager

Non manager accumptional estagerica	Employment status	No. of employees (excluding gra	duates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	6	1	0	0	0	0	7
	Full-time contract	7	2	0	0	0	0	9
Professionals	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	5	1	0	0	0	0	6
	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	9	0	0	0	0	0	9
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	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
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

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Non manager equipational estageries	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	M	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
	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		29	4	0	0	0	0	33

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Reporting questionnaire

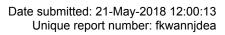
Gender equality indicator 1: Gender composition of workforce

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 mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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







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





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

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

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	0	0
Number of appointments made to NON-MANAGER roles (including promotions)	16	0

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

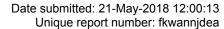
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	0	15	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	2	1
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	1	0

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 quest	tions 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.

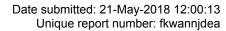
If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1	Organisation name?						
	The Pharmacy Guild of Australia, Queensland Branch						
2.1b.1	How many Chairs on this governing bo	ody?					
		Female	Male				
	Number	0	1				
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?				
		Female	Male				
	Number	4	7				
2.1d.1	1 Has a target been set to increase the representation of women on this governing body? Yes No (you may specify why a target has not been set) Governing body/board has gender balance (e.g. 40% women/40% men/20% either) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Do not have control over governing body/board appointments (provide details why): Not a priority Other (provide details): The Pharmacy Guild continues to implement a gender equity and diversity strategy. The plan includes a action plan to identify and support female owners to participipate in leadership positions within the Guild. During the reporting period, the Queensland branch engaged with a number of potential female branch committee candidates, invited them to observe meetings, and supported interested members to participate. Due to these strategies female representation has increased from 2 to 4.						
2.1g.1	Are you reporting on any other organis ☐ Yes ☐ No	sations in this report?					
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for ALL				
	☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy						
	No (you may specify why no formal se ☐ In place for some governing bo	odies					
	☐ Insufficient resources/expertise						
	□ Do not have control over gover	rning body appointments (provide details and strategy are subject to the Guilds Co	why) onstitution, they do not relate to				

gender equality.

Not a priority

Other (provide details):







	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
		Whilst a strategy has been implemented to increase the number of females in the governing body, appointments to the governing body are subject to member nomination and an election process through the Australian Electoral Commission.
•		
Ger	ıaer	equality indicator 3: Equal remuneration between women and men
	remune r equali	eration between women and men is a key component of improving women's economic security and progressing ity.
3.	Do yo	ou have a formal policy and/or formal strategy on remuneration generally?
	☐ Ye	s (select all applicable answers)
		☐ Policy ☐ Strategy
	⊠ No	(you may specify why no formal policy or formal strategy is in place)
		☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
		Salaries set by awards/industrial or workplace agreements
		☐ Non-award employees paid market rate ☐ Not a priority
		Other (provide details):
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	⊠ Ye	s - the most recent gender remuneration gap analysis was undertaken: Within last 12 months
		☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago
		Other (provide details):
	□ No	(you may specify why you have not analysed your payroll for gender remuneration gaps) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
		☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations)
	IS roo	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there m for discretion in pay changes (because pay increases can occur with some discretion such as performance
	asses	sments) □ Non-award employees paid market rate
		☐ Not a priority ☐ Other (provide details):
	4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).



4.1



		Yes – indicate what actions were taken (select all applicable answers) Created a pay equity strategy or action plan Identified cause/s of the gaps Reviewed remuneration decision-making processes Analysed commencement salaries by gender to ensure there are no pay gaps Analysed performance ratings to ensure there is no gender bias (including unconscious bias) Analysed performance pay to ensure there is no gender bias (including unconscious bias) Trained people-managers in addressing gender bias (including unconscious bias) Set targets to reduce any like-for-like gaps Set targets to reduce any organisation-wide gaps Reported pay equity metrics (including gender pay gaps) to the governing body Reported pay equity metrics (including gender pay gaps) to the executive Reported pay equity metrics (including gender pay gaps) to all employees Reported pay equity metrics (including gender pay gaps) externally Corrected like-for-like gaps Conducted a gender-based job evaluation process Implemented other changes (provide details): No (you may specify why no actions were taken resulting from your remuneration gap analysis) No unexplainable or unjustifiable gaps identified Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries set by awards/industrial or workplace agreements Non-award employees are paid market rate Unable to address cause/s of gaps (provide details why): 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:
This in employ support to com	dicator ment to ting em bine pa	equality indicator 4: Flexible working and support for employees nily and caring responsibilities will enable the collection and use of information from relevant employers about the availability and utility of erms, conditions and practices relating to flexible working arrangements for employees and to working arrangements apployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men uid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental ality and to maximising Australia's skilled workforce.
5.	greate Do yo men, i Yes	IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having a responsibility for the day-to-day care of a child. In 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? In the second of the primary carer is paid parental leave is provided to the primary carer): In the second of the primary carer is paid parental leave scheme. In the second of the primary carer is paid parental leave scheme, regardless of the period of the primary carer is paid scheme. In the second of the primary carer is paid scheme, regardless of the period of the primary carer is paid. For example, full pay for 12 weeks or half pay for 24 weeks. In the second of the paid scheme is paid parental leave. It is paid to women on the parental leave. It is available to women on the parental leave. It is a paid parental leave. It is available to women on the parental leave. It is a paid parental leave. It is available to women on the parental leave. It is a paid parental leave. It is available to women on the parental leave. It is a paid parental leave. It is available to women on the parental leave. It is a paid parental leave. It is available to women on the parental leave. It is a paid parental leave. It is available to women on the parental leave. It is available to women on the parental leave.

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

No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded

indicate how employer funded paid parental leave is provided to women ONLY):

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)

Did you take any actions as a result of your gender remuneration gap analysis?

paid parental leave is provided to men ONLY):





	☐ Governme☐ Not a prior☒ Other (proverse)	t resources/exp nt scheme is s ity						
							ıtal leave	would be restrictive of
	CONDARY CA y carer.	ιRER" is a me	mber of a	couple or a	single care	r, REGARDLESS (OF GEND	ER, who is not the
						ONDARY CARERS me for secondary		ailable for men and
□ No, □ No (we offer paid you may spec Currently L Insufficient Governme Not a prior We have I our ability any MANAGE	parental leave bify why employ under developr the resources/expect scheme is sity wide details): imited income to employ a research leave the parental leave the Prince of the resource of the	for SECON yer funded pent, please pertise sufficient , to make ac eplacement en parental , regardles	IDARY CARE paid parental e enter date i dditional payr employee for I leave durin s of when it	ERS that is a leave for set this is due to ments to an rethe period	of the leave. rting period (paid aed. Secondary ca	ONLY not paid) ntal leave	would be restrictive of paid)? Include
		Fema	ile	Male		Female		Male
	How many N		parental le	eave, regard	less of whe	en it commenced.	-	aid and/or unpaid)?
				mary carer's			dary care	
			Fem		Male	Female		Male

Managers 0 0

annual leave or any other paid or unpaid leave is also taken at that time.

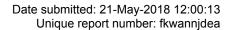
resignations, redundancies and dismissals.

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?

'Ceased employment' means anyone who has exited the organisation for whatever reason, including

Female

Male



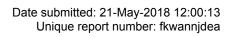




- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	0	0

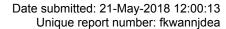
9.	Do yo	ou have a formal policy and/or formal strategy on flexible working arrangements?
	⊠ Ye	s (select all applicable answers) Policy Strategy
	□ No	(you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise
		☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):
10.	Do yo	ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	⊠ Ye	s (select all applicable answers) Policy Strategy
	□ No	Usual Grantegy (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	s (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
	 ☐ 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 ☐ Coophing for ampleyood on returning to work from parental looks
	 ☐ 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?
	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreements
	☐ Not aware of the need☐ Not a priority☐ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	 ✓ Yes (select all applicable answers) ✓ Employee assistance program (including access to a psychologist, chaplain or counsellor) ✓ Training of key personnel
	 ☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☐ Workplace safety planning ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
	 ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to 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 provide when a other current method in place)
	☐ No (you may specify why no other support mechanisms are in place)☐ Currently under development, please enter date this is due to be completed





14.

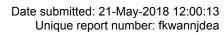


☐ Insufficient resources/expertise ☐ Not aware of the need

AND	e any of the following options are available in men? flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave unpaid leave. ns may be offered both formally and/or inform xample, if time-in-lieu is available to women form	nally.			
⊠ Ye □ No	s, the option/s in place are available to both wom , some/all options are not available to both wome	en and men. n AND men.			
14.1	Which options from the list below are availal Unticked checkboxes mean this option	ble? Please tic on is NOT avail	k the related ch able to your em	eckboxes. iployees.	
		Managers		Non-managers	
		Formal	Informal	Formal	Informal
	Flexible hours of work	\boxtimes		\boxtimes	
	Compressed working weeks				
	Time-in-lieu		\boxtimes		
	Telecommuting				
	Part-time work	\boxtimes			
	Job sharing				
	Carer's leave			\boxtimes	
	Purchased leave				
	Unpaid leave				
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):	date this is due	to be completed		
14.4	If your organisation would like to provide ad please do so below:	ditional inform	nation relating to	o gender equa	llity indicator 4,

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?
	□ Ye ⊠ No	s (you may specify why you have not consulted with employees on gender equality) Not needed (provide details why):
		The number of females in our workplace is significantly higher than the number of males. All senior management positions are held by females. Insufficient resources/expertise Not a priority Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5,
		please do so below.
Ge	nder	equality indicator 6: Sex-based harassment and discrimination
The p	reventic	on 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 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?
	⊠ Ye	s (select all applicable answers) Policy Strategy
	□ No	(you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 ✓ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
17.	Do vo	☐ Other (provide details): but 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):
	□ No	(you may specify why this training is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):





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

Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)

Date submitted: 21-May-2018 12:00:13 Unique report number: fkwannjdea





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 85.1% females and 14.9% males.

Promotions

- 2. 100.0% of employees awarded promotions were women and 0.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 12.8% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 95.2% of employees who resigned were women and 4.8% were men
 - i. 100.0% of all managers who resigned were women
 - ii. 95.0% of all non-managers who resigned were women.
- 12.8% of your workforce was part-time and 4.8% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

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

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
Robyn Ede	
CEO signature:	Date: