





2015-16 public report form submitted by CPA Australia Ltd to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	CPA Australia Ltd 64008392452 9551 Business and Professional Association Services
Organisation details	Trading name/s ASX code (if relevant)	
	Postal address	GPO Box 2820 MELBOURNE VIC 3001 AUSTRALIA
	Organisation phone number	(03) 9606 9606
Reporting structure	Ultimate parent Number of employees covered in this report submission	CPA Australia Ltd 408
	Other organisations reported on in this report	CPA Australia Advice Pty Ltd





Workplace profile Manager

Managar acquirational actagarica	Departing level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	2	2		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
	-1						
Other executives/General managers		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	6	6	12		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
	Part-time contract 0			0	0		
		Casual	0	0	0		
		Full-time permanent	3	8	11		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
Osnica Managara		Casual	0	0	0		
Senior Managers		Full-time permanent	7	5	12		
		Full-time contract	0	1	1		
	-3	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
Other managers	-1	Part-time permanent	0	0	0		
-		Part-time contract	0	0	0		
		Casual	0	0	0		





Managar acquiretional actogorica	Benerting level to CEO	Reporting level to CEO Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO			М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract 0 0					
		Casual	0	0	0		
	Full-time permanent 6 4			10			
		Full-time contract	1				
	-3	-3 Part-time permanent 4 0			4		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers	27	30	57				





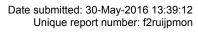
Non-manager

Non-manager occupational	Employment		cluding graduates and ntices)	No. of gr appli	aduates (if cable)	No. of application	prentices (if icable)	Total
categories	status	F	M	F	M	F	М	employees
	Full-time permanent	82	68	0	0	0	0	150
	Full-time contract	2	0	0	0	0	0	2
Professionals	Part-time permanent	19	2	0	0	0	0	21
	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
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	76	30	0	0	0	0	106
	Full-time contract	9	2	0	0	0	0	11
Clerical and administrative	Part-time permanent	28	1	0	0	0	0	29
	Part-time contract	1	0	0	0	0	0	1
	Casual	7	7	0	0	0	0	14
	Full-time permanent	7	10	0	0	0	0	17
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational categories	Employment status	No. of employees (example)	cluding graduates and ntices)		aduates (if		prentices (if icable)	Total employees
Categories		F	M	F	M	F	М	employees
	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
	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		231	120	0	0	0	0	351



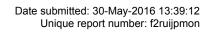




Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.2 Retention? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
□ No □ No, currently under development □ No, insufficient human resources staff □ No, don't have expertise □ No, not a priority
1.3 Performance management processes? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.4 Promotions? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.5 Talent identification/identification of high potentials? ☑ Yes (you can select policy and/or strategy options)







☐ Standalone policy☐ Policy is contained within another policy∑ Standalone strategy
☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.6 Succession planning? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
 No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.7 Training and development? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.8 Resignations? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
□ No □ No, currently under development □ No, insufficient human resources staff □ No, don't have expertise □ No, not a priority
1.9 Key performance indicators for managers relating to gender equality? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.10 Gender equality overall?☑ Yes (you can select policy and/or strategy options)





☐ Standalone policy
□ Policy is contained within another policy
☐ Standalone strategy
☐ Strategy is contained within another strategy
□ No
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
1.11 You may provide details of other formal policies or formal strategies that specifically
support gender equality that may be in place:
Equal Employment Opportunities Policy
Code of Conduct
Diversity and Inclusion Policy
Complaints Policy

1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Managers		Non-managers	
	Female	Male	Female	Male
NUMBER of appointments made	4	6	56	28

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

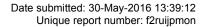
('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

No cell should be left blank, please enter '0' (zero) where there is no data.

	Manag	jers	Non-man	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	2	4	5
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

1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)







No cell should be left blank, please enter '0' (zero) where there is no data.

	Managers		Non-man	agers
	Female Male		Female	Male
Permanent/ongoing full-time employees	2	2	22	15
Permanent/ongoing part-time employees	0	0	5	1
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.

•	.,				
	Organisation name	Gender and NUMBER of chairperson/s (NOT percentage)	Gender and NUMBER of other governing body/board members (NOT percentage)	% target for representation of women on each governing body/board	Year to be reached





		F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	CPA Australia	0	1	4	7	25	2014
02	CPA Australia Advice	0	1	2	2	25	2015
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							





Insufficient human resources staff

☐ Don't have expertise

26							
27							
28							
29							
30							
2.2 If a target relating to the representation of women has not been set for any of the governing bodies listed above, you may specify why below: Governing body/board has gender balance (e.g. 40% women/40% men/20% either) Currently under development							

Do not have control over governing body/board appointments (provide details why):
☐ Not a priority ☐ Other (provide details):
2.3 Do you have a formal selection policy and/or formal selection strategy for governing body/board members for ALL organisations covered in this report? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, in place for some governing bodies/boards ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, do not have control over governing body/board appointments (provide details why):
No, don't have expertiseNo, not a priorityNo, other (provide details):

2.4 Partnership structures only: (only answer this question if your organisation operates under a partnership structure, ie is NOT an incorporated entity (ie Pty Ltd, Ltd or Inc), or an unincorporated entity).

Please enter the total number of female and male equity partners (excluding the managing partner) in the following table against the relevant WGEA standardised manager definitions. Non-equity (salaried) partners need to be included in your workplace profile.

Details of your managing partner should be included separately in the CEO row of your workplace profile.

NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

	Full-	Part-	Full-	Part-
	time	time	time	time
	females	females	males	males
Equity partners who ARE key management				
personnel (KMPs) (excluding your managing				
partner)				

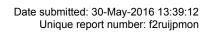




	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who are "Other executives/General managers"				
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

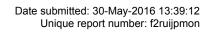
Gender equality indicator 3: Equal remuneration between women and men
Do you have a formal policy and/or formal strategy on remuneration generally? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details):
3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy? Yes (provide details in questions 3.2 and/or 3.3 below) No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, not a priority No, other (provide details):
4 Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.) ☑ Yes. When was the most recent gender remuneration gap analysis 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 No, currently under development No, insufficient human resources staff No, don't have expertise







□ No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) □ No, 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) □ No, non-award employees are paid market rate □ No, not a priority □ No, other (provide details):
4.01 Should you wish to provide details on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like, organisation-wide), please do so below:
 4.1 Were any actions taken as a result of your gender remuneration gap analysis? ☑ Yes - please indicate what actions were taken (more than one option can be selected): ☐ 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/board
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 No unexplainable or unjustifiable gaps identified No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, unable to address cause/s of gaps (provide details why):
No, not a priorityNo, other (provide details):
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities







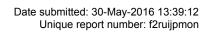
addition to any government funded	funded paid parental leave for PRIMARY CARERS, in It parental leave scheme for primary carers? loyer funded paid parental leave is provided to the primary
By paying the gap betw	veen the employee's salary and the government's paid
scheme), regardless of the period	e's full salary (in addition to the government's paid of time over which it is paid. For example, full pay for 12
weeks or half pay for 24 weeks As a lump sum paymer	nt (paid pre- or post- parental leave, or a combination)
NoNo, currently being considered	
☐ No, insufficient human resource	
No, government scheme is suffNo, don't know how to impleme	
No, not a priorityNo, other (provide details):	
ino, otilei (provide details).	
5.1 Please indicate the MINIM parental leave that is provided for p	UM number of weeks of EMPLOYER FUNDED paid primary carers.
	ide additional details on the eligibility period/s and the leave offered to primary carers, please do so below:
	d for employees to access the MINIMUM amount of ve (ie how long do employees need to be employed to months)?
	nts of employer funded paid parental leave, what is the apployer funded paid parental leave that is provided for
	d for employees to access the MAXIMUM amount of ve (ie how long do employees need to be employed to n months)?
leave for PRIMARY CARERS? In yout the proportion. For example, if parental leave for PRIMARY CARE	tal workforce has access to employer funded paid parental your calculation, you must include casuals when working ALL employees have access to employer funded paid ERS, including casuals, you would enter 100%. If casuals your figure would always be less than 100%.
	esents the actual percentage of employees, or round the tile, e.g. if 23.4% enter 20; if 45.7% enter 50). Primary carer's leave
Percentage:	97
6 Do you provide employer f	e go to 6.2)
INO, INSUMOICIL HUMAN TESOUICE	50 อเตก





□No

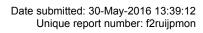
· iguney							
 No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details): 							
	6.1 Please indicate the number of weeks of employer funded paid parental leave that is provided for secondary carers.						
What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.							
Please enter a whole n 10th percentile, (e.g. if		45.7% enter 5		to the nearest			
Percentage:		00001	97				
7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?							
No cell should be left b							
	Primary carer Female	"s leave Male	Secondary car Female	Male			
Managers	1	0	0	0			
Non-managers	22	0	0	6			
8 Provide the NU employment during, or categories).			g the reporting period gender and manage				
This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.							
'Ceased employment' including resignations,			e organisation for wh	natever reason,			
No cell should be left b	lank, please enter						
		ŀ	Female 0	Male 0			
Mana	gers		2	0			
Non-ma	nagers		2	0			
9 Do you have a formal policy and/or formal strategy on flexible working arrangements? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy							







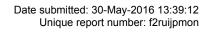
 No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, don't offer flexible arrangements No, not a priority No, other (provide details): 	
Do you have a formal policy and/or formal strategy to support employees or caring responsibilities? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy	with family
No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):	
Do you have any non-leave based measures to support employees with facaring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, services)? Yes No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):	
11.1 Please indicate what measures are in place and if they are available at all (where only one worksite exists, for example a head-office, please select "Available 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 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 respons 	
r i miormation packs to support HEW parents and/of those with either care respons	いいいけんり







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
11.2 Please provide details of any other non-leave based measures that are in place and
whether they are available at all worksites.
Do you have a formal policy and/or formal strategy to support employees who are
12 Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
⊠ Yes (you can select policy and/or strategy options)
Standalone policy
☐ Standardiff policy ☐ Policy is contained within another policy
☐ Standalone strategy
☐ Strategy ☐ Strategy is contained within another strategy
□ Strategy is contained within another strategy
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, not aware of the need
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (please provide details):
Other than a policy and/or strategy, do you have any measures to support employees
who are experiencing family or domestic violence?
selected):
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

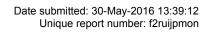






□ Referral of employees to appropriate domestic violence support services for expert advice □ Protection from any adverse action or discrimination based on the disclosure of domestic violence □ Flexible working arrangements □ Provide financial support (e.g. advance bonus payment or advanced pay) □ Offer change of office location □ Emergency accommodation assistance □ Access to medical services (e.g. doctor or nurse) □ Other (provide details): □ Utilisation of paid annual and personal leave □ No, currently under development □ No, insufficient human resources staff □ No, not aware of the need □ No, don't have expertise □ No, not a priority □ No, other (provide details):								
14 Please ti conditions or pra- indicates that a p	ctices are	available te employmen	o your em t term, co		lease note	that not tid	cking a bo	
		Mana				Non-ma		
		male		ale		nale		ale
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work								
Compressed working weeks				Ш				
Time-in-lieu								
Telecommuting								
Part-time work								
Job sharing								
Carer's leave			\boxtimes					
Purchased leave								
Unpaid leave			\boxtimes					
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: Compassionate leave, study leave, volunteer leave, defence force leave, leave without pay 14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below: Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details):								

14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:

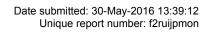






Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

Have you consulted with employees on issues concerning gender equality in your workplace? ☐ Yes ☐ No.
☐ No ☐ No, not needed (provide details why):
 No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)? Survey Consultative committee or group Focus groups Exit interviews Performance discussions
Other (provide details): Discussions following reporting analytics with Senior Leadership and the People & Culture team.
15.2 Please indicate what categories of employees you consulted. 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 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Strategy is contained within another strategy
☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff



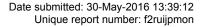




 No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy? ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? ☑ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected): ☐ At induction ☑ At least annually ☐ Every one-to-two years ☐ Every three years or more ☐ Varies across business units ☐ Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:
Other
Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any

information you provide here will appear in your public report.)

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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.
- 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 63.2% females and 36.8% males.

Promotions

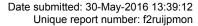
- 2. 41.7% of employees awarded promotions were women and 58.3% were men
 - i. 33.3% of all manager promotions were awarded to women
 - ii. 44.4% of all non-manager promotions were awarded to women.
- 3. 13.5% of your workforce was part-time and 8.3% of promotions were awarded to part-time employees.

Resignations

- 4. 61.7% of employees who resigned were women and 38.3% were men
 - 50.0% of all managers who resigned were women
 - i. 62.8% of all non-managers who resigned were women.
- 13.5% of your workforce was part-time and 12.8% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- . 8.7% of all women who utilised parental leave and ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave and ceased employment before returning to work
- iii. 0.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 7.1% of all non-managers who utilised parental leave and ceased employment before returning to work were women.







Notification and access

CEO sign off confirmation

Name of CEO or equivalent
Confirmation CEO has signed the report

CEO Signature:

Date: