



Public report

2015-16

Submitted by

Legal Name:

The Law Society Of New South Wales





Organisation and contact details

Submitting organisation details	Legal name	The Law Society Of New South Wales			
	ABN	98696304966			
	ANZSIC	S Other Services 9551 Business and Professional Association Services			
	Business/trading name/s	The Law Society of New South Wales			
	ASX code (if applicable)				
	Postal address	170 Phillip Street SYDNEY NSW 2000 AUSTRALIA			
	Organisation phone number	0299260205			
Reporting structure	Number of employees covered by this report	156			





Workplace profile

Manager

Management	Barantin a laval ta OFO	Faralas manastatatus		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	1	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		
	-1	Full-time permanent	2	0	2		
		Full-time contract	0	0	0		
Other executives/General managers		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	2	2	4		
		Full-time contract	1	1	2		
Senior Managers	-1	Part-time permanent	3	0	3		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	3	4	7		
		Full-time contract	0	0	0		
Other managers	-1	Part-time permanent	1	0	1		
		Part-time contract	11	0	1		
		Casual	0	0	0		
Grand total: all managers			14	9	23		

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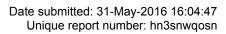


Workplace profile

Non-manager

Non manager appunational estagarias	Employment status	No. of employees (excluding graduates 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	27	21	0	0	0	0	48
	Full-time contract	3	2	0	0	0	0	5
Professionals	Part-time permanent	12	2	0	0	0	0	14
Floressionals	Part-time contract	1	0	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
	Full-time permanent	1	5	0	0	0	0	6
	Full-time contract	0	3	0	0	0	0	3
Technicians and trade	Part-time permanent	1	1	0	0	0	0	2
	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	31	3	0	0	0	0	34
	Full-time contract	3	0	0	0	0	0	3
Clerical and administrative	Part-time permanent	13	0	0	0	0	0	13
	Part-time contract	1	0	0	0	0	0	1
	Casual	3	0	0	0	0	0	3
	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 assumptional estageries	Employment status	No. of employees (excluding	graduates 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	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		96	37	0	0	0	0	133

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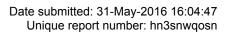
Reporting questionnaire

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.

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?







	☐ 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
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, currently under development ☐ 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:

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.

	Manage	ers	Non-mana	agers
	Female	Male	Female	Male
R of appointments made	2	0	27	9

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.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	2	0	8	0
Permanent/ongoing part-time employees	0	0	2	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.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	1	7	3
Permanent/ongoing part-time employees	0	0	5	0
Fixed-term contract full-time employees	0	0	0	1
Fixed-term contract part-time employees	0	0	1	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

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. 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.

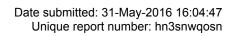




	Organisation name	NUME chairpe (N	er and BER of erson/s OT ntage)	Gender and NUMBER of other governing body/board members (NOT percentage) % target for representation of women on each governing body/board		representation of women on each	Year to be reached
	паше	F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	The Law Society of New South Wales	0	1	11	10	0	
02							
03							
04							
05							
06							
07							
80							
09							
10							
11							
12							
13							
14							
15							
16							
17 18							
19							
20							
21							
22							
23							
24							
25							
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:

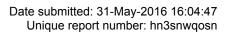
\boxtimes	Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
	Currently under development
	Insufficient human resources staff
	Don't have expertise
	Do not have control over governing body/board appointments (provide details why):
	Not a priority
	Other (provide details):







	2.3	Do you have a formal selection policy and/or formal sele	ection strategy	, for govern	ing body/b	oard 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 appoint 	intments (provi	de details wh	ny):	
		☐ No, don't have expertise				
		☐ No, not a priority ☐ No, other (provide details):				
	2.4	Partnership structures only: (only answer this question structure, ie is NOT an incorporated entity (ie Pty Ltd, Lt				
		Please enter the total number of female and male equity following table against the relevant WGEA standardised need to be included in your workplace profile.				
		Details of your managing partner should be included se	parately in the	CEO row o	f your wor	kplace profile.
		NB: Please ensure that the composition of your governing your equity partners below) is also entered in question 2		d (which ma	y include a	III or some of
			Full-time	Part-time	Full-time	Part-time
		Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)	females	females	males	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 ar 2, please do so below:	ny of your resi	oonses und	er gender e	equality indicator
Ge	nder	equality indicator 3: Equal remune	ration be	tween	wome	n and men
OC.	ilaci	equality indicator of Equal remaine	iation be	, two ciii	WOIIIC	
	l remune er equal	eration between women and men is a key component of impro ity.	oving women's	economic se	curity and p	orogressing
3.	Do yo	ou have a formal policy and/or formal strategy on remuner	ation generall	y?		
	⊠ Ye	es (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	· · · · · · · · · · · · · · · · · · ·				







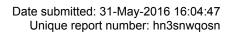
No No No No No	, insufficient human resources staff , included in workplace agreement , don't have expertise , salaries set by awards or industrial agreements , non-award employees paid market rate , not a priority , other (provide details):
3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy? Yes (provide details in 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):
3.2	You have answered yes to question 3.1. Please indicate whether your formal policy or formal strategy includes the following gender pay equity objectives (more than one option can be selected): 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 (Please provide details in question 3.3 below)
3.3	Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives:
	gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there by gaps between what women and men are paid.)
⊠ Yes	s. 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 for dis qualific ☐ No room f assess ☐ No ☐ No	, currently under development , insufficient human resources staff , don't have expertise , salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room cretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations) , salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) , non-award employees are paid market rate , not a priority , 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):
		 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 priority ☐ No, other (provide details):
	4.2	Should you wish to provide additional information on any of your responses under gender equality indicate 3, please do so below:
		equality indicator 4: Flexible working and support for employees nily and caring responsibilities
employ support to comb	ment to ting em oine pa	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 nployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and menaid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental allity and to maximising Australia's skilled workforce.
		u provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded tal leave scheme for primary carers?
		s. (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 ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks







□ N	No, don't know how to implement No, not a priority No, other (provide details):	
5.1	Please indicate the MINIMUM number of for primary carers.	of weeks of EMPLOYER FUNDED paid parental leave that is provided
	6	
Optional. pare	If you wish to provide additional de ental leave offered to primary carers, pleas	etails on the eligibility period/s and the maximum number of paid se do so below:
5.1a		rees to access the MINIMUM amount of employer funded paid ees need to be employed to access this MINIMUM amount - in
	12	
5.1b		yer funded paid parental leave, what is the MAXIMUM number of al leave that is provided for primary carers (in weeks)?
5.1b		
5.1b 5.1c	weeks of employer funded paid parents 14 What is the eligibility period for employ	
	weeks of employer funded paid parents 14 What is the eligibility period for employ parental leave (ie how long do employe	al leave that is provided for primary carers (in weeks)? vees to access the MAXIMUM amount of employer funded paid
	weeks of employer funded paid parents 14 What is the eligibility period for employ parental leave (ie how long do employe months)? 60 What proportion of your total workforc PRIMARY CARERS? In your calculation For example, if ALL employees have according to the proportion of the proposed in the pro	e has access to employer funded paid parental leave for n, you must include casuals when working out the proportion.
5.1 c	weeks of employer funded paid parents 14 What is the eligibility period for employ parental leave (ie how long do employe months)? 60 What proportion of your total workforc PRIMARY CARERS? In your calculation For example, if ALL employees have at CARERS, including casuals, you would figure would always be less than 100%	rees to access the MAXIMUM amount of employer funded paid ses need to be employed to access this MAXIMUM amount – in the has access to employer funded paid parental leave for n, you must include casuals when working out the proportion. It is to employer funded paid parental leave for PRIMARY if enter 100%. If casuals do not have access to this leave, your its the actual percentage of employees, or round the number to
5.1 c	weeks of employer funded paid parents 14 What is the eligibility period for employ parental leave (ie how long do employe months)? 60 What proportion of your total workforc PRIMARY CARERS? In your calculation For example, if ALL employees have at CARERS, including casuals, you would figure would always be less than 100% You may enter a number that represent the nearest 10th percentile, e.g. if 23.4%	gees to access the MAXIMUM amount of employer funded paid sees need to be employed to access this MAXIMUM amount – in the has access to employer funded paid parental leave for n, you must include casuals when working out the proportion. It is to employer funded paid parental leave for PRIMARY is enter 100%. If casuals do not have access to this leave, your to the total percentage of employees, or round the number to we enter 20; if 45.7% enter 50).
5.1 c	weeks of employer funded paid parents 14 What is the eligibility period for employ parental leave (ie how long do employe months)? 60 What proportion of your total workforce PRIMARY CARERS? In your calculation For example, if ALL employees have ac CARERS, including casuals, you would figure would always be less than 100% You may enter a number that represent	wees to access the MAXIMUM amount of employer funded paid sees need to be employed to access this MAXIMUM amount – in the has access to employer funded paid parental leave for n, you must include casuals when working out the proportion. It is to enter 100%. If casuals do not have access to this leave, your to the actual percentage of employees, or round the number to wenter 20; if 45.7% enter 50).





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 blank, please enter '0' (zero) where there is no data.

	Primary carer's leave		Secondary carer's leave		
	Female	Male	Female	Male	
Managers	3	0	0	1	
Non-managers	4	0	0	0	

8. Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

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'.

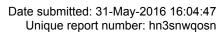
'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

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

	Female	Male	
Managers	0	0	
Non-managers	0	0	

9.	Do yo	u have a formal policy and/or formal strategy on flexible working arrangements?
	⊠ Ye	s (you can select policy and/or strategy options)
		Standalone policy
		☐ Policy is contained within another policy
		Standalone strategy
		Strategy is contained within another strategy
	П No	
	_	, currently under development
		, insufficient human resources staff
		, included in workplace agreement
		, don't have expertise
		, don't offer flexible arrangements
		, not a priority
		, other (provide details):
	_	, ,
	9.1	You may indicate which of the following are included in your flexible working arrangements strategy:
		☐ Leaders are visible role models of flexible working
		☐ Flexible working is promoted throughout the organisation
		Targets have been set for engagement in flexible work
		Targets have been set for men's engagement in flexible work
		Leaders are held accountable for improving workplace flexibility
		Manager training on flexible working is provided throughout the organisation
		Employee training is provided throughout the organisation
		Team-based training is provided throughout the organisation
		Employees are surveyed on whether they have sufficient flexibility
		☐ The organisation's approach to flexibility is integrated into client conversations
		The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)
		Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

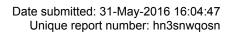
Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body/board







10.		u have a formal policy and/or formal strategy to support employees with family or caring nsibilities?
	⊠ Ye	s (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 , insufficient human resources staff
	☐ No	, included in workplace agreement
		, don't have expertise , not a priority
		, other (provide details):
11.		ou have any non-leave based measures to support employees with family or caring responsibilities (e.g. byer-subsidised childcare, breastfeeding facilities, referral services)?
	⊠ Ye	
	☐ No	
		, currently under development , insufficient human resources staff
		, insufficient numari resources staff , don't have expertise
		, not a priority
		, other (provide details):
	11.1	Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please 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
		☐ Childcare referral services ☐ Available at some worksites only
		Available at all worksites
		 ✓ Internal support networks for parents ☐ Available at some worksites only
		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
		□ 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







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





14. Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

		Mana	gers			Non-managers		
	Female		Male		Female		М	ale
	Formal	Formal Informal		Informal	Formal	Informal	Formal	Informal
Flexible hours of work	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
Compressed working weeks		\boxtimes		\boxtimes		\boxtimes		\boxtimes
Time-in-lieu	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
Telecommuting				\boxtimes		\boxtimes		\boxtimes
Part-time work	\boxtimes		\boxtimes		\boxtimes		\boxtimes	
Job sharing	\boxtimes		\boxtimes		\boxtimes		\boxtimes	
Carer's leave	\boxtimes		\boxtimes		\boxtimes		\boxtimes	
Purchased leave								
Unpaid leave	\boxtimes		\boxtimes		\boxtimes		\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:

Staff may also be granted special leave in exceptional circumstances not covered by any of the above provisions. Special Leave may be paid or unpaid.

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

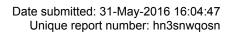
☐ Not a priority☑ Other (provide details):Not routinely requested

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

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

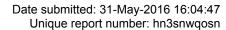
15.	Have you consulted with employees on issues concerning gender equality in your workplace?
	✓ Yes☐ No☐ No, not needed (provide details why):
	 No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):







	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):
	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:
Ger	nder	equality indicator 6: Sex-based harassment and discrimination
partici	pation.	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	s (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 , insufficient human resources staff
	☐ No	, included in workplace agreement
	☐ No.	, don't have expertise , 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?
		☐ No ☐ No, currently under development
		No, insufficient human resources staff







	☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
Does	your workplace provide training for all managers on sex-based harassment and discrimination prevention?
⊠ Yes	s - 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 ☐ No	currently under development insufficient human resources staff don't have expertise not a priority 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

18. 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.)





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 70.5% females and 29.5% males.

Promotions

- 2. 100.0% of employees awarded promotions were women and 0.0% were men
 - i. 100.0% of all manager promotions were awarded to women
 - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 23.1% of your workforce was part-time and 16.7% of promotions were awarded to part-time employees.

Resignations

- 4. 73.7% of employees who resigned were women and 26.3% were men
 - 50.0% of all managers who resigned were women
 - ii. 76.5% of all non-managers who resigned were women.
- 5. 23.1% of your workforce was part-time and 31.6% 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 Name of CEO or equivalent: Michael Tidball	Confirmation CEO has signed the report: