



**Australian Government**



**Workplace  
Gender Equality  
Agency**



# 2022 - 23 Gender Equality Reporting

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# #Workplace Overview

## Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?  
**Recruitment:** Yes  
Policy; Strategy  
**Retention:** Yes  
Strategy  
**Performance management processes:** Yes  
Policy; Strategy  
**Promotions:** Yes.  
Policy; Strategy  
**Talent identification/identification of high potentials:** YesStrategy  
**Succession planning:** Yes  
Strategy  
**Training and development:** Yes  
Policy; Strategy  
**Key performance indicators for managers relating to gender equality:** YesStrategy
2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?  
YesPolicy; Strategy
4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.  
<p>NA</p>

## Governing Bodies

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

# #Action on gender equality

## Gender Pay Gaps

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

Yes

Strategy

- 1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

Yes

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 reviews); To implement and/or maintain a transparent and rigorous performance assessment process

2. What was the snapshot date used for your Workplace Profile?

31/03/2023

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

<p>NA</p>

## Employer action on pay equality

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

Yes

- 1.1 When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

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

Yes

Identified cause/s of the gaps; 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); Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the executive; Trained people-managers in addressing gender bias (including unconscious bias)

- 1.3 What type of gender remuneration gap analysis has been undertaken?

A by-level gap analysis; An overall organisation-wide gender pay gap

3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

<p>NA</p>

## Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

No  
Not aware of the need

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

Currently under development

Estimated Completion Date: 30/04/2024

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Yes

Date: 21/06/2022

Shareholder:

Yes

Date: 21/06/2022

4. Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?

Yes

5. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

<p>NA</p>

## #Flexible Work

### Flexible Working

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

Yes

Policy; Strategy

**1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:**

**A business case for flexibility has been established and endorsed at the leadership level**

Yes

**The organisation's approach to flexibility is integrated into client conversations**

No

Not aware of the need

**Employees are surveyed on whether they have sufficient flexibility**

Yes

**Employee training is provided throughout the organisation**

No

Not aware of the need

**The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)**

Yes

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

No

Not a priority

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

No

Not aware of the need

Date Created: 28-06-2023

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

Yes

**Leaders are held accountable for improving workplace flexibility**

No

Not a priority

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

Yes

**Targets have been set for men's engagement in flexible work**

No

Not a priority

**Team-based training is provided throughout the organisation**

No

Not aware of the need

**Other:** No

**2. Do you offer any of the following flexible working options to MANAGERS in your workplace?**

**Carer's leave:** Yes

SAME options for women and men Formal options are available

**Compressed working weeks:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Flexible hours of work:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Job sharing:** No

Not a priority

**Part-time work:** Yes

SAME options for women and men Formal options are available

Date Created: 28-06-2023

**Purchased leave:** No

Currently under development

**Estimated Completion Date:** 2023-07-03

**Remote working/working from home:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Time-in-lieu:** Yes

SAME options for women and men

Informal options are available

**Unpaid leave:** Yes

SAME options for women and men Formal options are available

3. **Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**

Yes

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

Yes, women and men

7. **If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

# #Employee Support

## Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

Yes, we offer employer funded parental leave using the primary/secondary carer definition

- 1.1. **Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?**

Yes

- 1.1.a. **Please indicate whether your employer-funded paid parental leave for primary carers is available to:**

All, regardless of gender

- 1.1.b. **Please indicate whether your employer-funded paid parental leave for primary carers covers:**

Birth; Adoption; Surrogacy; Stillbirth



Date Created: 28-06-2023

**1.1.c. How do you pay employer funded paid parental leave to primary carers?**

As a lump sum payment

**1.1.d. Do you pay superannuation contribution to your primary carers while they are on parental leave?**

Yes, on employer funded parental leave

**1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?**

12

**1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?**

91-100%

**1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

Yes

How long is the qualifying period (in months)?

12

**1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 12 months

**1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?**

No

Government scheme is sufficient

**2. If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**

## Support for carers

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

Yes

Strategy

Date Created: 28-06-2023

**2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

**2.1. Employer subsidised childcare**

No

**2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

No

Not a priority

**2.3. Breastfeeding facilities**

Yes

Available at SOME worksites

**2.4. Childcare referral services**

No

Not a priority

**2.5. Coaching for employees on returning to work from parental leave**

Yes

Available at ALL worksites

**2.6. Targeted communication mechanisms (e.g. intranet/forums)**

No

Currently under development

**Estimated Completion Date:**

**2.7. Internal support networks for parents**

No

Currently under development

**Estimated Completion Date:** 2024-03-04

**2.8. Information packs for new parents and/or those with elder care responsibilities**

No

**2.9. Parenting workshops targeting fathers**

No

**2.10. Parenting workshops targeting mothers**

No

**2.11. Referral services to support employees with family and/or caring responsibilities**

No

**2.12. Support in securing school holiday care**

No

**2.13. On-site childcare**

No

**2.14. Other details: No**

- 3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**

## **Sexual harassment, harassment on the grounds of sex or discrimination**

- 1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?**

Yes

Policy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?**

Yes

- 2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?**

**All Managers:**

Yes

At induction

Annually

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.

## Family or domestic violence

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

Yes

Policy

2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Not aware of the need

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

**Offer change of office location**

Yes

**Access to medical services (e.g. doctor or nurse)**

No

Not aware of the need

**Training of key personnel**

No

Not aware of the need

**Referral of employees to appropriate domestic violence support services for expert advice**

Yes

**Workplace safety planning**

Yes

**Access to paid domestic violence leave (contained in an enterprise/workplace agreement)**

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

10

**Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)**

Yes

**Is the leave period unlimited?**

No

**How many days are provided?** 10

**Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)**

Date Created: 28-06-2023

Yes

**Is the leave period unlimited?**

Yes

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Other: No**

**Provide Details:**

2. **If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below**

# Workplace Profile Table

Industry: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	106	129	0	0	235
	Part-time permanent	10	1	0	0	11
Professionals	Full-time permanent	33	70	0	0	103
	Full-time contract	1	3	0	0	4
	Part-time permanent	3	2	0	0	5
	Casual	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	541	346	0	0	888
	Full-time contract	3	1	0	0	4
	Part-time permanent	123	19	0	0	142
	Part-time contract	1	0	0	0	1
	Casual	3	7	0	0	10
Sales Workers	Full-time permanent	19	11	0	0	30
	Part-time permanent	2	0	0	0	2
Labourers	Full-time permanent	0	2	0	0	2

\* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: All Industries

		No. of employees		
Manager category	Employment status	F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	1	4	5
	Part-time permanent	0	1	1
GM	Full-time permanent	0	7	7
SM	Full-time permanent	6	14	20
OM	Full-time permanent	99	103	202
	Part-time permanent	10	0	10

\* Total employees includes Non-binary



# Workplace Profile Table

Industry: Auxiliary Finance and Insurance Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	7	21	0	0	28
	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	0	3	0	0	3
Clerical And Administrative Workers	Full-time permanent	30	24	0	0	54
	Part-time permanent	1	0	0	0	1
Sales Workers	Full-time permanent	17	9	0	0	26
	Part-time permanent	2	0	0	0	2
Labourers	Full-time permanent	0	2	0	0	2

\* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Auxiliary Finance and Insurance Services

		No. of employees		
Manager category	Employment status	F	M	Total*
GM	Full-time permanent	0	1	1
SM	Full-time permanent	0	1	1
OM	Full-time permanent	7	19	26
	Part-time permanent	1	0	1

\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	0	1	0	0	1
Professionals	Full-time permanent	0	1	0	0	1

\* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

		No. of employees		
Manager category	Employment status	F	M	Total*
GM	Full-time permanent	0	1	1

\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Administrative Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	99	107	0	0	206
	Part-time permanent	9	1	0	0	10
Professionals	Full-time permanent	33	66	0	0	99
	Full-time contract	1	3	0	0	4
	Part-time permanent	3	2	0	0	5
	Casual	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	511	322	0	0	834
	Full-time contract	3	1	0	0	4
	Part-time permanent	122	19	0	0	141
	Part-time contract	1	0	0	0	1
	Casual	3	7	0	0	10
Sales Workers	Full-time permanent	2	2	0	0	4

\* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Administrative Services

		No. of employees		
Manager category	Employment status	F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	1	4	5
	Part-time permanent	0	1	1
GM	Full-time permanent	0	5	5
SM	Full-time permanent	6	13	19
OM	Full-time permanent	92	84	176
	Part-time permanent	9	0	9

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	36	30	66
			Non-managers	234	122	357
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	67	51	118
			Non-managers	250	165	416
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	3	1	4
			Non-managers	331	230	562
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	1	1
			Managers	0	1	1
			Non-managers	2	1	3
		Part-time	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	33	7	40
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	1	2
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	1	3

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Administrative Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	1	3	4
			Managers	20	19	39
			Non-managers	349	225	574
	Part-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers		2	2
			Non-managers	48	23	71
	N/A	Casual	CEO, KMPs, and HOBs	2	1	3
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	7	1	8
			Non-managers	23	1	24
	Part-time	Permanent	Non-managers	7		7
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		2	2
			Non-managers		1	1

\* Total employees includes Non-binary



# Workforce Management Statistics Table

Industry: Administrative Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	8	8
	Part-time	Permanent	Managers	1	1
			Non-managers	1	1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Auxiliary Finance and Insurance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

\* Total employees includes Non-binary

# Workforce Management Statistics Table

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# Workforce Management Statistics Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

\* Total employees includes Non-binary

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			Non-managers	250	165	416
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	3	1	4
			Non-managers	331	230	562
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	1	1
			Managers	0	1	1
			Non-managers	2	1	3
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	33	7	40
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	1	2
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	1	3

\* Total employees includes Non-binary



# Workforce Management Statistics Table

Industry: Administrative Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	1	3	4
			Managers	20	19	39
			Non-managers	349	225	574
	Part-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers		2	2
			Non-managers	48	23	71
	N/A	Casual	CEO, KMPs, and HOBs	2	1	3
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	7	1	8
			Non-managers	23	1	24
	Part-time	Permanent	Non-managers	7		7
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		2	2
			Non-managers		1	1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Administrative Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	8	8
	Part-time	Permanent	Managers	1	1
			Non-managers	1	1

\* Total employees includes Non-binary