



Public report

2016-17

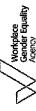
Submitted by Legal Name: Elanor Investors Limited





Organisation and contact details

Submitting organisation details	Legal name	Elanor Investors Limited		
	ABN	33169308187		
	ANZSIC	L Rental, Hiring and Real Estate Services 6712 Non-Residential Property Operators		
	Business/trading name/s			
	ASX code (if applicable)			
	Postal address	GPO Box 1511		
		Sydney NSW 2001		
		AUSTRALIA		
	Organisation phone number	0292398400		
Reporting structure	Ultimate parent	Elanor Investors Limited		
	Number of employees covered by this report	67		





Workplace profile

Manager

Mariager cocupational categories	Reporting level to GEC	Rujų kili protytinė ili kilininė.			North Section (No. 1)	
		Full-time permanent		1		
		Full-time contract	0	0		
CEO/Head of Business in Australia	0	Part-time permanent	0	٥		
		Part-time contract	0	0		
		Casual	0	0		
		Full-time permanent	1	9		
		Full-time contract	0	0		
Key management personnel	+	Part-time permanent	0	0		
		Part-time contract	0	0		
	***	Casual	0	0		
		Full-time permanent	0	9		
		Full-time contract	0	٥		
Senior Managers	-5	Part-time permanent	0	0		
		Part-time contract	0	. 0		
		Casual	0	0		
		Full-time permanent	. 0	9		
		Full-time contract	0	0		
	ကု	Part-time permanent	0	. 0		
		Part-time contract	0	0		
Special Control of the Control of th		Casual	0	0		
Ourer managers		Full-time permanent	0	1		
		Full-time contract	0	0		
	4	Part-time permanent	0	0		
		Part-time contract	0	0	0	
		Casual	0	0		
Grand total: all managers			建制	10k	1.5	

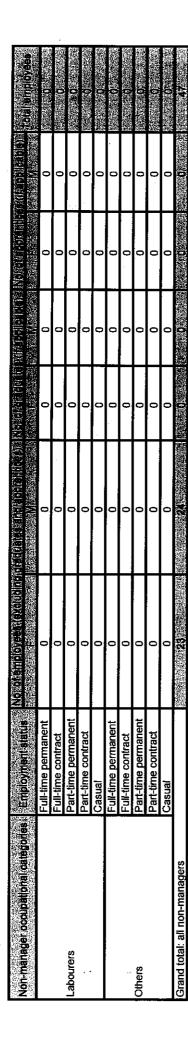


Workplace profile

Non-manager

Dependential to the contract 18 22 0 0 0 e contract 1 0	Non-manager occupational categories	Employment status	Novol employage (excluding)	BY CANADA CONTROL BENEATON OF THE POST OF			Nosorvacii indepitation para nosorvacii esta delega esta delega esta delega esta delega esta delega esta delega Decembra esta delega esta		Total employees
Full-time contract 1		Full-time permanent	18	22	0	0	0	0	
sionals Part-litree permanent 1 0<		Full-time contract	1	0	0	0	0	0	
Casual pertaints and trade 3 2 0 0 0 Casual permanent 0	Professionals	Part-time permanent	1	0	0	0	0	0	
Casual rank of casus and trade class and trade services and trade services and trade transfer to class and trade contract and administrative and driver sortact and drivers and		Part-time contract	3	2	0	0	0	0	
ticans and trade		Casual	0	0	0	0	0	0	
tangeting the partition of the contract of the contract of the partition of the contract of th		Full-time permanent	0	0	0	0	0	0	
Cians and trade Part-line permanent 0		Full-time contract	0	0	0	0	0	0	
Part-time contract 0	Technicians and trade	Part-time permanent	. 0	0	0	0	0	0	
Full-time permanent		Part-time contract	0	0	0	0	0	0	0
Lull-time permanent 0		Casual	0	0	0	ō	0	0	
Light time contract 0		Full-time permanent	0	0	0	0	0	0	
unity and personal service Part-time contract 0 <td>•</td> <td>Full-time contract</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td>	•	Full-time contract	0	0	0	0	0	0	
Part-time contract 0	Community and personal service	Part-time permanent	0	0	0'	0	0	0	0.00
Casual	, sarts	Part-time contract	0	0	0	0	0	0	
Full-time permanent 0	r.	Casual	0	0	. 0	.0	0	0	
Full-time contract 0		Full-time permanent	0	.0	0	0	0 .	0	
If and administrative Part-time permanent 0		Full-time contract	0	0	0	0	0	0 .	
Part-time contract 0	Clerical and administrative	Part-time permanent	0	0	0	0	0	0 .	
Casual 0 <td></td> <td>Part-time contract</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>. 0</td> <td></td>		Part-time contract	0	0	0	0	0	. 0	
Full-time permanent 0		Casual	0	0	0	0	0	0 .	
Full-time contract 0		Full-time permanent	0	0	0	0	0	0	
Part-time permanent 0		Full-time contract	0	0	0	0	0	0	
Part-time contract 0	Sales	Part-time permanent	0	0	0	0	0	0	
Casual 0 0 0 0 Full-time permanent 0 0 0 0 Full-time contract 0 0 0 0 Part-time contract 0 0 0 0 Casual 0 0 0 0		Part-time contract	0	. 0	0	0	0	0 .	
Full-time permanent 0		Casual	0	0	0	0	0	0	
Full-time contract 0 0 0 0 Part-time permanent 0 0 0 0 Part-time contract 0 0 0 0 Casual 0 0 0 0		Full-time permanent	0	0	0	0	0	0	
Part-time permanent 0 0 0 0 Part-time contract 0 0 0 0 Casual 0 0 0 0		Full-time contract	0	0	0	0	0	0	
e contract 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	
		Part-time contract	0	0	0	0	0	0	
		Casual	0	0	0	0	0	0	









Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB. IMPORTANT:

- References to the Act means the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2016 to 31 March 2017. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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





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





1.10 How many new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	0	3
Number of appointments made to NON-MANAGER roles (including promotions)	16	15

1.11 How many employees were promoted during the reporting period against each category below?

IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

	Mana		Non-ma	Non-managers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	0	0	1	1	
Permanent/ongoing part-time employees	0	0	0	0	
Fixed-term contract full-time employees	0	0	0	0	
Fixed-term contract part-time employees	0 .	0	0	0	
Casual employees	0	0	0	0 .	

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

	Mana	gers	Non-ma	Non-managers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	0	0	9	9	
Permanent/ongoing part-time employees	0	0	0	0	
Fixed-term contract full-time employees	0	0	0	0	
Fixed-term contract part-time employees	0	0	0	0	
Casual employees	0	0	0	0	

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.
 - 2.1 Please answer the following questions relating to each governing body covered in this report.
 Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.





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

How many Chairs on this governing body?						
	Female	Male				
Number	0	1				
How many other members are on this governing body (excluding the Chair/s)?						
	Female	Male				
Number	0	3				
 Not a priority Other (provide details): The Group is strongly cor specific objectives for the making to the detriment o 	quantum of males/females at any le	sions on the basis of merit and the se evel would potentially influence decis				
Are you reporting on any other or	ganisations in this report?					
☐ Yes ⊠ No						
	liev and/or formal soloction strate	ory for governing body members f				
Do you have a formal selection po organisations covered in this repo	nt?	agy for governing body members.				
organisations covered in this repo	ort?	y to governing body monitore				
 Strategy No (you may specify why no form In place for some governir 	ort? s) al selection policy or formal selection ng bodies	n strategy is in place)				
organisations covered in this report Yes (select all applicable answers □ Policy □ Strategy □ No (you may specify why no form □ In place for some governir □ Currently under developm □ Insufficient resources/expe	ort? al selection policy or formal selection ng bodies ent, please enter date this is due to l	n strategy is in place) be completed				





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

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	Do y	ou have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	es (select all applicable answers) ☑ Policy
	□ N	☐ Strategy □ (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed
		☐ Insufficient resources/expertise ☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate
		☐ Not a priority ☐ Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		☐ Yes (provide details in question 3.2 below)
		No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) Currently under development, please enter date this is due to be completed
		 ☐ Salaries set by awards/industrial or workplace agreements ☐ Insufficient resources/expertise
		☐ Non-award employees paid market rate
		☐ Not a priority
		Other (provide details): Remuneration decision process of employee is based on merit only and is not gender specific.
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	☐ Ye	es - the most recent gender remuneration gap analysis was undertaken:
		☐ Within last 1-2 years
		☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
	⊠ No	o (you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed
		Insufficient resources/expertise
		☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or ications)
	•	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and then
		om for discretion in pay changes (because pay increases can occur with some discretion such as performance issments)
	asses	Siments) Non-award employees paid market rate
		☐ Not a priority
		Other (provide details): Remuneration of employees is decided on the basis of merit and is not gender specific.
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
		product de conscient





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

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having ter responsibility for the day-to-day care of a child.
	Do y	ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	time of time o	By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please the how employer funded paid parental leave is provided to women ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) on we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid parental leave scheme By paying the employee's full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) on the parental leave is not provided) Currently under development, please enter date this is due to be completed insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided:
		12
5a.	carer	r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? • in your calculation, you MUST INCLUDE CASUALS when working out the proportion.
		21-30%



6.

7.



□ 31-40%

☐ 51: ☐ 61: ☐ 71: ☐ 81: ☑ 91:	-50% -60% -70% -80% -90% -99% 0%			
A "SECONDARY CA primary carer.	ARER" is a member of a	couple or a singl	e carer, REGARDLESS (OF GENDER, who is not the
			SECONDARY CARERS scheme for secondary	that is available for men and carers?
No, we offer paid No (you may spect of the contraction of th	parental leave for SECOI bify why employer funded under development, pleas t resources/expertise ont scheme is sufficient	NDARY CARERS to paid parental leav	hat is available to women e for secondary carers is i	
	ERS have taken parenta parental leave, regardles			and/or unpaid)? Include
	Primary carer	T	Secondary ca	
Management	Female	Male	Female	Male
Managers	0	0	0	0

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

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

- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other pald or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Females	Males
Managers	0	0

- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.





		remaie	Male
	Non-managers	0	0
9.	Do you have a formal policy and/or formal strategy on flex	kible working arrangements?	
	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy ☐ Currently under development, please enter date this ☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements	y is in place) s is due to be completed	
	☐ Not a priority ☐ Other (provide details):	·	
10.	Do you have a formal policy and/or formal strategy to sup	port employees with family or	caring responsibilities?
	∑ Yes (select all applicable answers) ∑ Policy Policy		
	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy ☐ Currently under development, please enter date this ☐ Insufficient resources/expertise	s is due to be completed	
	 ☐ Included in award/industrial or workplace agreemen ☐ Not a priority ☐ Other (provide details): 	ı	
f1.	Do you offer any other support mechanisms, other than le (eg, employer-subsidised childcare, breastfeeding facilitie	pave, for employees with family es)?	or caring responsibilities
	☐ Yes ☐ No (you may specify why non-leave based measures are non-leave ba		
12.	Do you have a formal policy and/or formal strategy to suppriolence?	port employees who are exper	iencing family or domestic
	 ✓ Yes (select all applicable answers) ✓ Policy 		
	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy ☐ Currently under development, please enter date this ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreemen ☐ Not aware of the need ☐ Not a priority	s is due to be completed	·
	Other (please provide details):		
13.	Other than a formal policy and/or formal strategy, do you I employees who are experiencing family or domestic violer		in place to support
	✓ Yes (select all applicable answers)		sellor)
	☐ Workplace safety planning		



14.



□ Access to paid domestic violence le □ Access to unpaid domestic violence □ Access to paid domestic violence le □ Access to unpaid leave □ Confidentiality of matters disclosed ☑ Referral of employees to appropriate □ Protection from any adverse action of provided in the provision of financial support (e.g. access to medical services (e.g. document) □ Courrently under development, pleas □ Insufficient resources/expertise □ Not aware of the need □ Not a priority □ Other (provide details):	e leave (contained in an ave (not contained in an ave (not contained in an e domestic violence supor discrimination based dvance bonus payment nce ctor or nurse)	enterprise/works n enterprise/work poort services for on the disclosur t or advanced pa	place agreement of the	ent)
Where any of the following options are available men?	ilable in your workplac	ce, are those op	tion/s availabl	e to both wome
flexible hours of work				
compressed working weeks time-in-lieu	•			
telecommuting				
part-time work				
 job sharing carer's leave 				
 purchased leave 				
 unpaid leave. Options may be offered both formally and/o 	or informally.			
 ✓ Yes, the option/s in place are available to be ✓ No, some/all options are not available to be 14.1 Which options from the list below are unticked checkboxes mean the 	th women AND men. e available? Please tion is NOT avai	lable to your en	nployees.	
		nagers	 	lanagers
Flexible hours of work	Formal	Informal	Formal	Informal
Compressed working weeks				
Time-in-lieu				
Telecommuting				
Part-time work				
Job sharing		<u> </u>	□ □ □ □	
Carer's leave				
Purchased leave		<u> </u>		⊠
Unpaid leave			□ ⊠	
- p				↓ □ .
14.3 You may specify why any of the above	ve ontions are NOT a	vailable to your	emnlovees	<u> </u>





14.4 If your organisation would like to provide additional information relating to 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	(you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Gen	der	equality indicator 6: Sex-based harassment and discrimination
particip	ation. S	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 (select all applicable answers) ☑ Policy □ Strategy
	□ No	(you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise
		☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 ✓ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.	Do you	provide training for all managers on sex-based harassment and discrimination prevention?





please do so below:

∐ Ye	is - please indicate now often this training is provided:
	☐ At induction
	At least annually
	☐ Every one-to-two years
	Every three years or more
	☐ Varies across business units
	Other (provide details):
⊠ No	(you may specify why this training is not provided)
	Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	☐ Not a priority
	☑ Other (provide details):
•	TBC "
4-4	
17.1	If your organisation would like to provide additional information relating to gender equality indicator 6,

Other

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

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





Gender composition proportions in your workplace

Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press Submit at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce

1. the gender composition of your workforce overall is 35.8% females and 64.2% males.

Promotions

- 2. 50.0% of employees awarded promotions were women and 50.0% were men
 - . 0.0% of all manager promotions were awarded to women
 - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 9.0% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 50.0% of employees who resigned were women and 50.0% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 50.0% of all non-managers who resigned were women.
- 5. 9.0% of your workforce was part-time and 0.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

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

CEO sign off confirmation

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

. •





Public report

2016-17







Organisation and contact details

Submitting organisation details	Legal name	Featherdale Management Pty Limited
	ABN	92163915008
		R Arts and Recreation Services
	ANZSIC	8922 Nature Reserves and Conservation Parks Operation
	Business/trading name/s	Featherdale Wildlife Park
	ASX code (if applicable)	
	Postal address	PO Box 8011 Westpoint Post Shop
		BLACKTOWN NSW 2148
		AUSTRALIA
	Organisation phone number	(02) 9239 8400
Reporting structure	Ultimate parent	Elanor Investors Limited
	Number of employees covered by this report	199





All organisations covered by this report

Legal name	Business/trading name/s
Featherdale Management Pty Limited	Featherdale Wildlife Park
Eaglehawk Hotel Management Pty Limited	Ibis Styles Canberra Eaglehawk
Albany Hotel Management Pty Ltd	Ibis Styles Albany





Workplace profile

Manager

Manager occupational calegones	Reporting level to GEO	Employment Hitter		
		Full-time permanent	0 1	
		Full-time contract	0 0	
	-1	Part-time permanent	0 0	
		Part-time contract	0	
Conjor Monogore		Casual	0 0	
Cellor Malagers		Full-time permanent	0 1	
		Full-time contract	0 0	
	ဇှ	Part-time permanent	0 0 .	
		Part-time contract	0 0	
		Casual	0 0	
		Full-time permanent	4 3	
		Full-time contract	0	
Other managers	-2	Part-time permanent	0 0	
		Part-time contract	0	
		Casual	0	
Grand total: all managers				





Date submitted: Unique report number: kiijk5rojv

Workplace profile

Non-manager

Non-manager occupational categories	Employment status Not dismilloyee		Softe (Circles Soft) (Corp.)			NEAST THE DIE	NEXX TOO AND CRUE COURT TO THE	Total employaes
	Full-time permanent	8	5	0	0	0	0	
	Full-time contract	0	. 0	0	0	0	0	
Professionals	Part-time permanent	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	
Technicians and trade	Part-time permanent	0	2	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	
	Casual	1	0	0	0	. 0	0	
	Full-time permanent	8	5	0	0	1	2	
	Full-time contract	0	0	0	0	0	0	
Community and personal service	Part-time permanent	3	1	0	0	0	0	
	Part-time contract	0	0	0	.0	0	0	
	Casual	47	25	0	0	0	0	
	Full-time permanent	3	0	0	0	. 0	0	
	Full-time contract	0	0	0	0	0	0	
Clerical and administrative	Part-time permanent	1	0	0	0	0	0	
	Part-time contract	0	0	. 0	. 0	0	0	
	Casual	0	0	0	0	0	. 0	
	Full-time permanent	9		0	0	0	0	
	Full-time contract	0	0	0	0	0	0	
Sales	Part-time permanent	1	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	. 0	
	Casual	23	7	0.	0	0	0	
	Full-time permanent	0	0	0	0	0	0	
	Full-time contract	. 0	0	0	0	0	0	
Machinery operators and drivers	Part-time permanent	0	0	0.	0	0	0	
	Part-time contract	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	

Workplace Gender Equality	W Agency

Date submitted: Unique report number: kiijk5rojv

Nor-manager occupational categories	Embloymentistatus	Nesataminios i bataministrio		maderin Parte				To attend to see a
	Full-time permanent	0	0	0	0	0	0	
	Full-time contract	0	. 0	0	0	.0	0	
Labourers	Part-time permanent	0		0	0	0	-0	
	Part-time contract	0	0	0	0	0	0	
	Casual	0	0	0	0	0 .	0	
	Full-time permanent	17	6	0	0	0	0	を という とうかん
	Full-time contract	0	0	0	0	0	0	
Others	Part-time permanent	0	0	0	0	. 0	0	
	Part-time contract	0	0	0	0	0	0	
	Casual	2	9	0	0	0	0	
Grand total: all non-managers		98)			19			





Reporting questionnaire

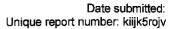
Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB. IMPORTANT:

- References to the Act means the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2016 to 31 March 2017. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment	
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy 	
	 No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority 	
1.2	Retention	
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority 	
1.3	Performance management processes	
	 Yes (select all applicable answers) □ Policy □ Strategy 	
	 No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority 	
	— · · · · · · · · · · · · · · · · · · ·	1







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





1.10 How many new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	6	3
Number of appointments made to NON-MANAGER roles (including promotions)	34	11

1.11 How many employees were promoted during the reporting period against each category below? IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

	Mana	Managers		nagers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	3	2	2	1	
Permanent/ongoing part-time employees	0	0	0	0	
Fixed-term contract full-time employees	0	0	0	0	
Fixed-term contract part-time employees	0	0	0	0	
Casual employees	0	0	27	8	

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

	Mana	Managers		nagers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	4	2	11	5	
Permanent/ongoing part-time employees	0	0	0	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	59	34	

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.
 - 2.1 Please answer the following questions relating to each governing body covered in this report.
 Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.





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

F	Organisation name? Featherdale Wildlife Park Pty L Eaglehawk Hotel Management Albany Hotel Management Pty	Pty Limited			
o.1 F	low many Chairs on this go	verning body?		S	
<u>-</u>			Female	Ma	le
N	lumber	0		4	
.1 F	low many other members a	e on this governing b	oody (excluding the	• Chair/s)?	
-			Female	Ma	le
N	lumber	0		4	
1 A	re you reporting on any oth	er organisations in th	nis report?		
	☐ Yes ⊠ No				
0	o you have a formal selecti rganisations covered in this	on policy and/or form s report?	ial selection strate	gy for governing body	members for
Σ	☑ Yes (select all applicable ar ☐ Policy ☑ Stratecy	nswers)			
	No (you may specify why no ☐ In place for some go ☐ Currently under dev	verning bodies .	•		
	☐ Insufficient resource☐ Do not have control☐ Not a priority☐ Other (provide detai	over governing body a	ppointments (provid	e details why)	
	oes your organisation oper incorporated" entity - Pty Li				tion is an
	☐ Yes ⊠ No				





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

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

es (select all applicable answers)
☑ Policy ☐ Strategy
o (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries set by awards/industrial or workplace agreements
☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
 Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) □ Currently under development, please enter date this is due to be completed □ Salaries set by awards/industrial or workplace agreements □ Insufficient resources/expertise □ Non-award employees paid market rate □ Not a priority ☑ Other (provide details): Remuneration process of employee is based on merit only.
you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
s - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years
☐ Within last 12 months ☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago





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

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
		ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	time of indications of time of paid p	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 over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please the how employer funded paid parental leave is provided to women ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme by paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme by paying the gap between the employee's salary and 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 As a lump sum payment (paid pre- or post- parental leave, or a combination), not available (you may specify why this leave is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government's scheme is sufficient Not a priority Other (provide details):
	5.1.1	How many weeks of EMPLOYER FUNDED paid parental leave is provided for PRIMARY CARERS that is available for WOMEN ONLY (e.g. maternity leave)? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided:
		0
5a.	carers	r organisation would like to provide additional information on your paid parental leave for primary e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2.1	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY?
		In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
		☐ <10% ☐ 10-20% ☐ 21-30% ☐ 31-40%



6.

7.

8.



prima Do ye	☐ 61 ☐ 71 ☐ 81 ☐ 91 ☐ 10 ECONDARY CA	PLOYER FU	INDED paid	l parental lea	ave for SECO	NDARY CAR	ERS that i	ENDER, who is not the s available for men and
☐ Ye ☐ No ☑ No	es o, we offer paid o, we offer paid o (you may spec	parental lear parental lear cify why emp under develot t resources/ent scheme is rity vide details)	ve for SECC ve for SECC cloyer funder comment, pleas expertise s sufficient :	ONDARY CAR ONDARY CAR d paid parent ase enter date	RERS that is a RERS that is a al leave for se e this is due to	available to m available to we condary care be complete	en ONLY (comen ONL) omen ONL) rs is not pa	e.g. paternity leave) Y
			Primary care	er's leave			ary carer's	leave
Mana		Female		Male		Female 0	0	Male
′.1	How many N							
7.1	Include empl	loyees still		rimary carer				carer's leave
7.1		loyees still (P	######################################		S		carer's leave Male
(41			P	rimary carer	s leave	S	econdary o	
łow i eave	Non-manager many MANAGE , regardless of Include those al leave or any	ERS, during when the lo e where par other paid doyment' m	the reporties to commental leave or unpaid leans anyon	rimary carer' male ing period, cenced? was taken ceave is also	s leave Male 0 ceased emplo continuously taken at that	S Fe 0 with any oth time.	emale e returning er leave ty	Male
łow i eave	Non-manager many MANAGE , regardless of Include those al leave or any 'Ceased emp	ERS, during when the lo e where par other paid doyment' m	the reporties to commental leave or unpaid leans anyon	rimary carer' male ing period, cenced? was taken ceave is also	s leave Male 0 ceased emplo continuously taken at that exited the org	S Fe 0 with any oth time.	recondary c emale e returninç er leave ty r whatevel	Male 0 to work from parental pe. For example, where reason, including
eave annua	Non-manager many MANAGE regardless of Include those al leave or any 'Ceased emp nations, redun	ERS, during when the lo e where par other paid doyment' m	the reporties commental leave or unpaid leans anyord dismissal	rimary carer' male ing period, cenced? was taken ceave is also	s leave Male 0 ceased emplo continuously taken at that	yment befor with any oth time. janisation fo	recondary c emale e returninç er leave ty r whatevel	Male 0 to work from parental pe. For example, where
How i	Non-manager MANAGE Tregardiess of Include those al leave or any 'Ceased emp nations, redundations, redundations, reductions,	ERS, during when the less where particular other paid aloyment' mancies and one of the control o	the reporties to any of the reporties of when ere parentally other panent' means	rimary carer' male ing period, cenced? was taken ceave is also he who has ceave is also he was also he who has ceave was also he who has ceave he was also he was al	s leave Male 0 ceased emplo continuously taken at that exited the org Females ing period, commenced? taken continu	yment befor with any oth time. ganisation fo	e returning er leave ty r whatever	Male 0 to work from parental pe. For example, where reason, including
dow i eave innua esigi	Mon-manager Many Manager Many Manager Many Manager Many Manager Many Manager Many Many Many Many Many Many Many Many	ERS, during when the less where particular other paid aloyment' mancies and one of the control o	the reporties to any of the reporties of when ere parentally other panent' means	rimary carer' male ing period, cenced? was taken ceave is also he who has ceave is also he was also he who has ceave was also he who has ceave he was also he was al	s leave Male 0 ceased emplo continuously taken at that exited the org Females ing period, commenced? taken continu	yment befor with any oth time. ganisation fo	e returning er leave ty r whatever	Male 0 g to work from parental pe. For example, where reason, including Males ore returning to work feave type. For example





9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy
	 No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise
	☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy
	☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
	 ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	☐ Yes ☐ No (you may specify why non-leave based measures are not in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	☑ Yes (select all applicable answers) ☑ Policy
	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreements
	☐ Not aware of the need ☐ Not a priority ☐ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	 ✓ Yes (select all applicable answers) ☐ Employee assistance program (including access to a psychologist, chaplain or counsellor) ☐ Training of key personnel ☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☐ Workplace safety planning ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)



14.



	☐ Access to unpaid leave ☐ Confidentiality of matters disclosed ☒ Referral of employees to appropriate ☐ Protection from any adverse action of				iolence
	Flexible working arrangements Provision of financial support (e.g. ac Offer change of office location Emergency accommodation assistar Access to medical services (e.g. doc	dvance bonus payment			
□ No	☐ Other (provide details): o (you may specify why no other support n ☐ Currently under development, please ☐ Insufficient resources/expertise ☐ Not aware of the need	nechanisms are in plac	e) to be completed		
	☐ Not a priority ☐ Other (provide details):				
	e any of the following options are avail	able in your workplac	ce, are those op	tion/s avallabl	e to both women
	men? flexible hours of work		•		
•	compressed working weeks				
•	time-in-lieu telecommutina				
•	part-time work				
•	job sharing carer's leave				
:	purchased leave				
•	unpaid leave.				
	ns may be offered both formally and/or xample, if time-in-lieu is available to wo		man informally	vou would se	lect NO
∐ No	which options are not available to bot Which options from the list below are Unticked checkboxes mean th	e available? Please tid	ck the related cl lable to your en	neckboxes. nployees.	
		Mar	nagers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work	×		⊠	
	Compressed working weeks	×	×		×
	Time-in-lieu				
	Telecommuting		\boxtimes	\boxtimes	\boxtimes
	Part-time work	×			
	Job sharing				
	Carer's leave	×		×	
	Purchased leave				
	Unpaid leave			×	
14.3	You may specify why any of the abov	e options are NOT av	ailable to your	employees.	
	 ☐ Currently under development, please ☐ Insufficient resources/expertise ☑ Not a priority ☐ Other (provide details): 	e enter date this is due	to be completed		
14.4	If your organisation would like to pro	vide additional inforn	nation relating t	to gender equa	ality indicator 4,





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

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

15.	Have you consulted with employees on issues concerning gender equality in your workplace?			
	☐ Ye: ⊠ No	s (you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):		
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.		
Ger	nder	equality indicator 6: Sex-based harassment and discrimination		
partici	pation. S	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 you	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?		
		s (select all applicable answers) Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):		
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy? Yes No (you may specify why a grievance process is not included) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):		
17.	Do you provide training for all managers on sex-based harassment and discrimination prevention?			
	☐ Yes	s - please indicate how often this training is provided: At induction		





17.1	If your organisation would like to provide additional information relating to gender equality indicator 6,
⊠ No	

Other

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

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





Gender composition proportions in your workplace

Important notes:

- 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 65.3% females and 34.7% males.

Promotions

- 2. 74.4% of employees awarded promotions were women and 25.6% were men
 - i. 60.0% of all manager promotions were awarded to women
 - ii. 76.3% of all non-manager promotions were awarded to women.
- 3. 4.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 63.8% of employees who resigned were women and 36.2% were men
 - i. 66.7% of all managers who resigned were women
 - ii. 63.6% of all non-managers who resigned were women.
- 5. 4.5% of your workforce was part-time and 0.9% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

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

CEO sign off confirmation

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





Public report

2016-17

Submitted by

Legal Name:
JCF Management Pty Limited





Organisation and contact details

Submitting organisation details	Legal name	JCF Management Pty Limited			
	ABN	91155119645			
	ANZSIC	G Retail Trade 4211 Furniture Retailing			
•	Business/trading name/s	John Cootes Furniture			
	ASX code (if applicable)				
	Postal address	258 Woodville Road MERRYLANDS NSW 2160 AUSTRALIA			
	Organisation phone number	02 9681 1199			
Reporting structure	Ultimate parent	Elanor Investors Limited			
	Number of employees covered by this report	124			





Date submitted: Unique report number: rfzxlcpcfo

Workplace profile

Manager

(Manager occupational categories	Keporing Byanovee			
		Full-time permanent	1 1	
		Full-time contract	0 0	
Key management personnel	7	Part-time permanent	0 0	
		Part-time contract	0 0	
		Casual	0 0	
		Full-time permanent	2 0	
		Full-time contract	0 0	
Senior Managers	-	Part-time permanent	0 0	
		Part-time contract	0 0	
		Casual	0 0	
		Full-time permanent	0 1	
		Full-time contract	0 0	
	7	Part-time permanent	0 0	
		Part-time contract	0 0	
Commence of the commence of th		Casual	0 0	
		Full-time permanent	1 1	
		Full-time contract	0 0	
	-2	Part-time permanent	0 0	
		Part-time contract	0 0	
		Casual	0 0	
Grand total: all managers				



Workplace profile

Non-manager

Non-manager occupational categories	Emidlovinantistalits Noxolatinis Bya		DAGREGORIAGO TABLESTA DO TABLESTA DA COMPANSON DA COMPANSON DE COMPANS			on the property of the position of the property of the proper		IVA A EMPLOYBEE
	Full-time permanent	0	l l	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	
Professionals	Part-time permanent	0	0	. 0	0	0	0	
`	Part-time contract	. 0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	
	Full-time permanent	0	8	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	
Technicians and trade	Part-time permanent	0	Į .	0	. 0	0	0	
	Part-time contract	0	0	0	0	0	0	0.
	Casual	0	0	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	
Community and personal service	Part-time permanent	0	0	0	0	0	0	
	Part-time contract	0	. 0	0	0	0	.0	
	Casual	0	0	0	0	. 0	0	0.00
	Full-time permanent	5	3	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	
Clerical and administrative	Part-time permanent	5	0	0	0	0	0	
	Part-time contract	0	. 0	. 0	0	0	0	
	Casual	5	0	0	0	0	0	
	Full-time permanent	6	9	0	0	0	0 :	
	Full-time contract	0	0	0	0	0	0	
Sales	Part-time permanent	4	8	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	OK ALL
	Casual	17	6	0	0	0	.0	Feb. 2015
	Full-time permanent	0	4	0	0	0	0	
	Full-time contract	0	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	
	Casual	0	3	0	0	Ó	0	9



Non-manager occupational categories	Employment				KUPIRTADA			Total amol water
	Full-time permanent	0	10	0	0	0	0	100
	Full-time contract	0	0	0	0	0	0	
Labourers	Part-time permanent	0	1	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0.3
	Casual	3	15	0	0	0	0	187
	Full-time permanent	0	0	0	0	0	0	. 0
-	Full-time contract	0	0	0	0	.0	0	
Others	Part-time permanent	0	0	0	0	0	0	0.00
	Part-time contract	0	0	0	0	0	0	
	Casual	0	0	0	0	. 0	0	
Grand total: all non-managers			199					211





Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB. IMPORTANT:

- References to the Act means the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2016 to 31 March 2017. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, insufficient resources/expertise" to any option, this may cover human or financial resources.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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





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





1.10 How many new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

				· · · · · · · · · · · · · · · · · · ·	Female	Male
Number of appointments made to MANAGER roles (including	ng promotic	ons)			2	3
Number of appointments made to NON-MANAGER roles (ii	ncluding pro	omotic	ons)		22	52

1.11 How many employees were promoted during the reporting period against each category below?

IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	2	0
Permanent/ongoing part-time employees	1	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	. 0.	0	0	0

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

	Mana	gers	Non-ma	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	4	1	5
Permanent/ongoing part-time employees	0	0	4	5
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	o	0	0	0

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.
 - 2.1 Please answer the following questions relating to each governing body covered in this report.
 Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.





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

a.1 Organisa	tion name?					
John Coo	tes Furniture Pty Lin	mited				
o.1 How man	y Chairs on this g	overning body?				
			Female		Male	
Number		0		1		
.1 How man	y other members a	are on this governin	ng body (excluding th	ne Chair/s)?		
			Female		Male	
Number		0	<u>.</u>	3		
	Not a priority Other (provide deta	ails):				
	(J					
.1 Are you re	eporting on any ot	ther organisations is	n this report?			
	Yes No		•			
Do you ha organisat	ave a formal select lons covered in th	tion policy and/or fo	ormal selection strate	egy for governir	ng body members	for A
\boxtimes	elect all applicable a Policy Strategy	answers)				
☐ No (you	u may specify why r		olicy or formal selectio	n strategy is in p	lace)	
		velopment, please er	nter date this is due to	be completed		
	Insufficient resource Do not have contro Not a priority Other (provide deta	I over governing bod	ly appointments (provi	de details why)		
Does you	r organisation ope	erate as a partnersh	ip structure (i.e. sele n "unincorporated" e	ct NO if your or	ganisation is an	
_	Yes					
	No					





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

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	Do you have a formal policy and/or formal strategy on remuneration generally?
	☐ Strategy
	☐ No (you may specify why no formal policy or formal strategy is in place)
	Currently under development, please enter date this is due to be completed
	Insufficient resources/expertise
	Salaries set by awards/industrial or workplace agreements
	☐ Non-award employees paid market rate
	☐ Not a priority ☐ Other (provide details):
	Cities (provide details).
	3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
	☐ Yes (provide details in question 3.2 below)
	 ☐ Yes (provide details in question 3.2 below) ☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) ☐ Currently under development, please enter date this is due to be completed
	☐ Salaries set by awards/industrial or workplace agreements
	☐ Insufficient resources/expertise
	☐ Non-award employees paid market rate
	☐ Not a priority
	Other (provide details):
	Remuneration process is on the basis of merit only and is not gender specific.
4.	Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. conducted a gender pay gap analysis)?
	☐ Yes - the most recent gender remuneration gap analysis was undertaken: ☐ Within last 12 months
	☐ Within last 1-2 years
	☐ More than 2 years ago but less than 4 years ago
	Other (provide details):
	oxtimes No (you may specify why you have not analysed your payroll for gender remuneration gaps)
	Currently under development, please enter date this is due to be completed
	Insufficient resources/expertise
	☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
	qualifications)
	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and the
	IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance
	assessments)
	☐ Non-award employees paid market rate
	☐ Not a priority
	Other (provide details):
	40 If your consisting your distance and the second additional target and the second according to the second and the second and the second according to the second and the second according to the seco
	4.2 If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:





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

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5.	A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.
	Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?
	Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
6.	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.
	Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?
	☐ Yes ☐ No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) ☐ No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY ☐ No (you may specify why employer funded paid parental leave for secondary carers is not paid) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Government scheme is sufficient ☐ Not a priority ☐ Other (provide details):
7.	How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include

employees still on parental leave, regardless of when it commenced.



8.

9.

10.



			Primary ca	rer's leave	<u> </u>	Secondary	carers leav	ve	
			Female	Ma	ale	Female		Male	
/lana	gers	0		0	0		0.		
.1			still on parent		ardless of wh	ring the reporting the it commence Sec	d. ondary care		aid)
	Non-manage	ers	3	.,	0	0		0	
ınua	Include thosal leave or an Ceased em	se where y other p ploymer	aid or unpaid	e was taker I leave is als one who ha	o taken at the	/ with any other it time. rganisation for w		ason, includin	
lanag			· · · · · · · · ·	0	remales	0	IVIAI	169	
						· · · · · · · · · · · · · · · · · · ·	•		
	parental leaIncluwhere annu'Cea	ive, regai ide those ial leave sed emp	where paren or any other p	n the leave (stal leave wa paid or unpa sns anyone (commenced? is taken conti iid leave is als	ceased employm nuously with any to taken at that t d the organisation	/ other leav ime.	e type. For ex	amp
	parental leaIncluwhere annu'Cea	ive, regai ide those ial leave sed emp	rdless of whe where paren or any other p loyment' mea	n the leave (stal leave wa paid or unpa sns anyone (commenced? is taken conti iid leave is als	nuously with any to taken at that t	/ other leav ime.	e type. For ex	amp
	parental lea Inclusive annu Cearesignations Non-manage	ive, rega ide those al leave sed emp s, redund	rdless of whe where paren or any other p loyment' mea dancies and d	n the leave of tal leave wat paid or unpains anyone v lismissals.	commenced? is taken contil id leave is als who has exite	nuously with any to taken at that t d the organisation Female	other leavine. on for what	ve type. For ex	amp
∠ Ye:	parental lea Inclusion where annus Cearesignations Non-manage u have a form s (select all ap Nolicy Strategy (you may spe	ecify why under dent resource reflexible brity	rdless of whee where paren or any other ployment' mea dancies and	n the leave of tall leave was anyone will smissals. al strategy of the sease enter decrease ent	commenced? Is taken continuid leave is also who has exited 0 on flexible wo	nuously with any to taken at that to d the organisation Female rking arrangeme	other leavine. on for what	ve type. For ex	amp
⊠ Yes	parental lea Inclusive annument of Cear resignations Non-manage u have a form s (select all applicy Diractions you may speed Currently Insufficient Don't offer Not a price	ecify why under dent resource flexible ority ovide det	rdless of whee where paren or any other ployment' mea dancies and	n the leave of tall leave was anyone with the leave was anyone with the leave was all strategy of the leave enter display of the	commenced? is taken continuid leave is als who has exited o on flexible wo strategy is in plate this is due	nuously with any to taken at that to the organisation Female rking arrangementals	other leavine. on for what	ve type. For exercise ver reason, in Male	amp





11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?					
	⊠ Ye					
		o (you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise				
		☐ Not a priority ☐ Other (provide details):				
	11.1	Please select what support mechanisms are in place and if they are available at all worksites. Where only one worksite exists, for example a head-office, select "Available at all worksites".				
		☐ Employer subsidised childcare ☐ Available at some worksites only				
		☐ Available at all worksites ☐ On-site childcare				
		☐ Available at some worksites only ☐ Available at all worksites				
		☐ Breastfeeding facilities ☐ Available at some worksites only				
		☐ Available at all worksites ☐ Childcare referral services				
		☐ Available at some worksites only ☐ Available at all worksites				
		☐ Internal support networks for parents				
		☐ Available at some worksites only ☐ Available at all worksites ☐ Return Associate to the content of the section of the secti				
		Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave) Available at some worksites only				
		Available at all worksites Information packs to support new parents and/or those with elder care responsibilities				
		Available at 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 ☐ Available at all worksites ☐ None of the above, please complete question 11.2 below				
		Z Note of the above, please complete question 11.2 below				
	11.2	Please provide details of any other support mechanisms, other than leave, that are in place for employees with family or caring responsibilities, and whether they are available at all worksites.				
		None				
12.	Do yo violen	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic ce?				
						





	☐ Yes (select all applicable answers) ☐ Policy
	 ☐ Strategy No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	Included in award/industrial or workplace agreements
	☐ Not aware of the need
	Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	☐ Training of key personnel
	A domestic violence clause is in an enterprise agreement or workplace agreement
	 ☐ Workplace safety planning ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
	Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
	 ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement) ☐ Access to unpaid leave
	☐ Confidentiality of matters disclosed
	Referral of employees to appropriate domestic violence support services for expert advice
	 ☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence ☐ Flexible working arrangements
	☐ Provision of financial support (e.g. advance bonus payment or advanced pay)
	☐ Offer change of office location ☐ Emergency accommodation assistance
	☐ Access to medical services (e.g. doctor or nurse)
	Other (provide details):
	 No (you may specify why no other support mechanisms are in place) □ Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	☐ Not aware of the need ☐ Not a priority
	☐ Other (provide details):
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men?
	flexible hours of work
	 compressed working weeks time-in-lieu
	• telecommuting
	• part-time work
	 job sharing carer's leave
	purchased leave
	 unpaid leave. Options may be offered both formally and/or informally.
	For example, if time-in-lieu is available to women formally but to men informally, you would select NO.
	Yes, the option/s in place are available to both women and men.
	☐ No, some/all options are not available to both women AND men.
	14.1 Which options from the list below are available? Please tick the related checkboxes.
	 Unticked checkboxes mean this option is NOT available to your employees.





· ·					
	Managers		Non-managers		
	Formal	Informal	Formal	Informal	
Flexible hours of work	\boxtimes		\boxtimes		
Compressed working weeks		\boxtimes			
Time-in-lieu	\boxtimes		\boxtimes		
Telecommuting		×			
Part-time work			\boxtimes		
Job sharing		\boxtimes			
Carer's leave			\boxtimes		
Purchased leave					
Unpaid leave		\boxtimes			

		Part-time work			×	
		Job sharing				
		Carer's leave				
		Purchased leave				
		Unpaid leave				
	14.3	You may specify why any of the above optio		_	employees.	, , , , , , , , , , , , , , , , , , ,
		☐ Insufficient resources/expertise ☑ Not a priority ☐ Other (provide details):				
	14.4	if your organisation would like to provide ad please do so below:	ditional inform	ation relating to	o gender equa	lity indicator 4,
		the second production of the second second				
· This ge	ender e	ning gender equality in the valuality in the valuality indicator seeks information on what constants ender equality in the workplace.	_		ers and employ	ees on issues
15.	Have	you consulted with employees on issues con	cerning gende	r equality in you	ır workplace?	
	☐ Ye. ⊠ No	s (you may specify why you have not consulted wi Not needed (provide details why); Insufficient resources/expertise Not a priority Other (provide details):	th employees o	n gender equalit	y)	
	15.3	If your organisation would like to provide ad please do so below.	ditional inform	ation relating to	o gender equa	ility indicator 5,

Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

16. Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?





	⊠ Ye	s (select all applicable answers) Policy Strategy
	□ No	 Grategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 Yes No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
	☐ Ye	s - please indicate how often this training is provided: At induction At least annually Every one-to-two years Every three years or more Varies across business units Other (provide details):
	⊠ No	(you may specify why this training is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
	17.1	If your organisation would like to provide additional information relating to gender equality Indicator 6, please do so below:

Other

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

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





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 40.3% females and 59.7% males.

Promotions

- 2. 100.0% of employees awarded promotions were women and 0.0% were men
 - 100.0% of all manager promotions were awarded to women
 - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 15.3% of your workforce was part-time and 33.3% of promotions were awarded to part-time employees.

Resignations

- 4. 26.3% of employees who resigned were women and 73.7% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 33.3% of all non-managers who resigned were women.
- 5. 15.3% of your workforce was part-time and 47.4% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

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

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
CEp signature:	Date:
	·

.