

Reporting Questionnaire – Word version 2019-20
(for working purposes only)

# Reporting questionnaire

GEI 1: Gender composition of the workforce

IMPORTANT:

* References to the Act mean the *Workplace Gender Equality Act 2012*.
* A formal ‘policy’ and/or ‘formal strategy’ in this questionnaire refers to formal policies and/or strategies that are either stand alone or contained within another formal policy/formal strategy.
* Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2019 to 31 March 2020. (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 strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

More information

* + Policy or strategy may be standalone, AND/OR contained within another policy/strategy.
	+ Policies are the guidelines, rules and procedures developed by an organisation to govern its actions (often in recurring situations). They define the limits (do’s and don’ts) within which decisions must be made.
	+ A strategy is a plan of action designed to achieve one or more of the organisation’s objectives. Strategy fills the gap between “where we are” and “where we want to be”, that is, “how are we going to get there”?

##### Recruitment

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one or both of the last two options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

##### Retention

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one or both of the last two options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

##### Performance management processes

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one or both of the last two options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

##### Promotions

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one or both of the last two options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

##### Talent identification/identification of high potentials

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one or both of the last two options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

##### Succession planning

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one or both of the last two options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

##### Training and development

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one or both of the last two options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

##### Key performance indicators for managers relating to gender equality

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one or both of the last two options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

##### Gender equality overall

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one or both of the last two options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

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

More information

* + This is the total number of promotions made during the reporting period.
	+ ‘Promotion’ means where a person has advanced or been raised to a higher office or rank on an ongoing basis.
	+ Temporary higher duties are NOT considered a promotion. Typically, this does not include movement within a salary band unless it is a move to a higher office or rank.
	+ No cell should be left blank, please enter “0” (zero) where there is no data.

|  | Managers | Non-managers |
| --- | --- | --- |
|  | Female | Male | Female | Male |
| Permanent/ongoing full-time employees  |  |  |  |  |
| Permanent/ongoing part-time employees  |  |  |  |  |
| Fixed-term contract full-time employees |  |  |  |  |
| Fixed-term contract part-time employees  |  |  |  |  |
| Casual employees |  |  |  |  |

##### How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together).

##### More information

* + This is the total number of appointments, internal and external, made during the reporting period.
	+ This should include all appointments from both external and internal sources, e.g. if an employee is appointed to another role within the organisation (PROMOTION OR NOT), they would need to be included.
	+ All appointments need to be included regardless of how they were made, e.g. through recruitment exercises, cold canvassing, previously-submitted resumes.
	+ No cell should be left blank, please enter “0” (zero) where there is no data.

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number of appointments made to MANAGER roles (add the number of internal promotions to the number of external appointments) |  |  |
| Number of appointments made to NON-MANAGER roles (add the number of internal promotions to the number of external appointments) |  |  |

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

More information

* + This is the total number of resignations made during the reporting period.
	+ Resigned refers to employees who have given up their employment voluntarily, NOT those who are subject to redundancies or employer-initiated terminations.
	+ No cell should be left blank, please enter “0” (zero) where there is no data.

|  | Managers | Non-managers |
| --- | --- | --- |
|  | Female | Male | Female | Male |
| Permanent/ongoing full-time employees  |  |  |  |  |
| Permanent/ongoing part-time employees  |  |  |  |  |
| Fixed-term contract full-time employees |  |  |  |  |
| Fixed-term contract part-time employees  |  |  |  |  |
| Casual employees |  |  |  |  |

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

Click here to enter text.

GEI 2: Gender composition of governing bodies

#### 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.

More information

* + For private or publicly listed companies, you will have one or more directors or a board of directors
	+ For trusts, the trustee is the governing body
	+ For partnerships, the governing body is likely to comprise all or some (if elected) partners.
	+ For organisations whose governing body is the same as their parent entity’s governing body, it is still deemed to have a governing body
	+ For religious structures, you may have a canonical advisor, bishop or archbishop
	+ For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body.

##### Please answer the following questions relating to each governing body covered in this report.

* Note: If this report covers more than one organisation, Questions 2.1a through to 2.1g must be answered in **Attachment A** for every organisation covered, 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.

More information

* + You only need to report on the governing bodies of organisations in your corporate structure that have 80 or more employees (unless you are the parent organisation).

###### Organisation name?

Click here to enter text.

###### What gender is the Chair on this governing body? (If the role of the Chair rotates, enter the gender of the Chair at your last meeting).

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

###### How many other members are on this governing body (excluding the Chair/s)?

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

###### Has a target been set to increase the representation of women on this governing body?

(You may select ‘Yes’ ONLY OR ‘No (you may specify why a target has not been set)’ ONLY OR ‘No’ AND ‘Governing body has gender balance’ OR ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  Yes

[ ]  No (you may specify why a target has not been set)

[ ]  Governing body has gender balance (i.e. 40% women/40% men/20% either)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Do not have control over governing body/board appointments (provide details why):

Click here to enter text.

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options at question 2.1d, please proceed to question 2.1g.)

###### What is the percentage (%) target?

Click here to enter text.

###### What year is the target to be reached?

Click here to enter text.

###### Are you reporting on any other organisations in this report?

[ ]  Yes

[ ]  No

(If your answer was ‘Yes’ at question 2.1g, please complete ‘Attachment A’.)

##### Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal selection policy or formal selection strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of ‘In place for some governing bodies’ and the last four options.)

More Information

* + Policy or strategy may be standalone, AND/OR contained within another policy/strategy.

[ ]  Yes (select all applicable answers)

[ ]  Policy

[ ]  Strategy

[ ]  No (you may specify why no formal selection policy or formal selection strategy is in place)

[ ]  In place for some governing bodies

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Do not have control over governing body/board appointments (provide details why):

Click here to enter text.

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

##### Does your organisation operate as a partnership structure (i.e, select NO if your organisation is an “incorporated” entity - Pty Ltd, Ltd or Inc; or an “unincorporated” entity)?

[ ]  Yes

[ ]  No

(If your organisation does not operate under a legal partnership structure, please proceed to question 3.)

##### Enter the number of EQUITY and NON-EQUITY partners (excluding the managing partner) against the WGEA standardised manager and non-manager categories below.

More information

* + Only those engaged under partnership terms and conditions should be included in this table.
	+ Non-equity partners may also be referred to as fixed profit share or fixed-draw partners.
	+ Where a person holds the title of Partner but is engaged on an employment contract they should be reported on in the workplace profile.
	+ The managing partner should be reported on separately in the CEO row of your workplace profile.
	+ The composition of your governing body also needs to be entered in question 2. This may include all or some of your equity partners below.
	+ No cell should be left blank, please enter “0” (zero) where there is no data

| Based on WGEA-defined manager categories EQUITY and NON-EQUITY PARTNERS ONLY |
| --- |
|  | Full-time EQUITY and NON-EQUITY partners | Part-time EQUITY andNON-EQUITY partners |
|  | Females | Males | Females | Males |
| Key management personnel (KMPs) (excluding managing partner)  |  |  |  |  |
| Other executives/general managers  |  |  |  |  |
| Senior managers |  |  |  |  |
| Other managers |  |  |  |  |
| Non-managers |  |  |  |  |

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

Click here to enter text.

GEI 3: Equal remuneration between women and men

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

 More information

* + Policy or strategy may be standalone, AND/OR contained within another policy/strategy

 (You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last five options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Salaries set by awards/industrial or workplace agreements

[ ]  Non-award employees paid market rate

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options at question 3, please proceed to question 4.)

##### Are specific gender pay equity objectives included in your formal policy and/or formal strategy?

(You may select ‘Yes’ OR ‘No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last five options.)

[ ]  Yes (provide details in question 3.2)

[ ]  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

Click here to enter text.

[ ]  Salaries set by awards/industrial or workplace agreements

[ ]  Insufficient resources/expertise

[ ]  Non-award employees paid market rate

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options at question 3.1, please proceed to question 4.)

##### Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?

(You may select one, multiple or all options.)

[ ]  To achieve gender pay equity

[ ]  To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)

[ ]  To be transparent about pay scales and/or salary bands

[ ]  To ensure managers are held accountable for pay equity outcomes

[ ]  To implement and/or maintain a transparent and rigorous performance assessment process

[ ]  Other

Click here to enter text.

#### 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)?

(You may select ‘Yes’ AND one of the three options below ‘Yes’ OR ‘No (you may specify why you have not analysed your payroll for gender remuneration gaps)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR ‘Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no room for discretion in pay changes’ OR one, multiple or all of the second option and the last five options.)

[ ]  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):

Click here to enter text.

[ ]  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

Click here to enter text.

[ ]  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 there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)

[ ]  Non-award employees are paid market rate

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options at question 4, please proceed to question 4.2.)

4.01 You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).

More information

* + a like-for-like gap compares the same or similar roles;
	+ an organisation-wide gap is the difference between the average remuneration of all women and the average remuneration of all men in your organisation.

Click here to enter text.

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

(You may select ‘Yes’ AND at least one of the options below ‘Yes’ OR ‘No (you may specify why no actions were taken resulting from your remuneration gap analysis)’ ONLY OR ‘No’ AND ‘No unexplainable or unjustifiable gaps identified’ OR ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last six options.)

[ ]  Yes – indicate what actions were taken (select all applicable answers):

[ ]  Created a pay equity strategy or action plan

[ ]  Identified cause/s of the gaps

[ ]  Reviewed remuneration decision-making processes

[ ]  Analysed commencement salaries by gender to ensure there are no pay gaps

[ ]  Analysed performance ratings to ensure there is no gender bias (including unconscious bias)

[ ]  Analysed performance pay to ensure there is no gender bias (including unconscious bias)

[ ]  Trained people-managers in addressing gender bias (including unconscious bias)

[ ]  Set targets to reduce any organisation-wide gaps

[ ]  Reported pay equity metrics (including gender pay gaps) to the governing body

[ ]  Reported pay equity metrics (including gender pay gaps) to the executive

[ ]  Reported pay equity metrics (including gender pay gaps) to all employees

[ ]  Reported pay equity metrics (including gender pay gaps) externally

[ ]  Corrected like-for-like gaps

[ ]  Conducted a gender-based job evaluation process

[ ]  Implemented other changes (provide details):

Click here to enter text.

[ ]  No (you may specify why no actions were taken resulting from your remuneration gap analysis)

[ ]  No unexplainable or unjustifiable gaps identified

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Salaries set by awards/industrial or workplace agreements

[ ]  Non-award employees are paid market rate

[ ]  Unable to address cause/s of gaps (provide details why):

Click here to enter text.

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

##### If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

Click here to enter text.

GEI 4: 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

#### “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?

Option 1

[ ]  Yes (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 time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

[ ]  As a lump sum payment (paid pre- or post- parental leave, or a combination)

(If you selected the option above, only answer the corresponding option in questions 5.1 and 5.2.)

Option 2

[ ]  No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate 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 time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

[ ]  As a lump sum payment (paid pre- or post- parental leave, or a combination)

(If you selected the option above, only answer the corresponding option in questions 5.1 and 5.2.)

Option 3

[ ]  No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid 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 scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

[ ]  As a lump sum payment (paid pre- or post- parental leave, or a combination)

(If you selected the option above, only answer the corresponding option in questions 5.1 and 5.2.)

Option 4

(You may select ‘No (you may specify why this leave is not provided)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  No, not available (you may specify why this leave is not provided)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Government scheme is sufficient

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If you selected the option above, please proceed to question 6.)

##### 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 to eligible employees:

Option 1

Click here to enter text.

(Only answer this option if you selected the corresponding option in question 5.)

Option 2

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 to eligible employees:

Click here to enter text.

(Only answer this option if you selected the corresponding option in question 5.)

Option 3

5.1.2 How many weeks of EMPLOYER FUNDED paid parental leave is provided for PRIMARY CARERS that is available for MEN ONLY. If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:

Click here to enter text.

(Only answer this option if you selected the corresponding option in question 5.)

5a If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.

Click here to enter text.

(This optional question is only relevant if you selected Options 1-3 in question 5.)

##### 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.

More information

* + For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.
	+ Select a range from the drop down menu: <10%; 10-20%; 21-30%; 31-40%; 41-50%; 51-60%; 61-70%; 71-80%; 81-90%, 91-99% and100%:

Option 1

|  |
| --- |
| Primary carer’s leave (for both women AND men)% who have access |
| Select range from the drop down menu |

(Only answer this option if you selected the corresponding option in question 5.)

Option 2

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.

More information

* + For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.
	+ Select a range from the drop down menu: <10%; 10-20%; 21-30%; 31-40%; 41-50%; 51-60%; 61-70%; 71-80%; 81-90%, 91-99% and100%:

|  |
| --- |
| Primary carer’s leave (for WOMEN only)% who have access |
| Select range from the drop down menu |

(Only answer this option if you selected the corresponding option in question 5.)

Option 3

5.2.2 What proportion of your total workforce has access to employer funded paid parental leave for primary carer that is available for MEN ONLY?

* + In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

More information

* + For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.
	+ Select a range from the drop down menu: <10%; 10-20%; 21-30%; 31-40%; 41-50%; 51-60%; 61-70%; 71-80%; 81-90%,91-99 and 100%:

|  |
| --- |
| Primary carer’s leave (for MEN only)% who have access |
| Select range from the drop down menu |

(Only answer this option if you selected the corresponding option in question 5.)

#### 5.3 Please indicate whether your employer funded paid parental leave for primary carers covers:

*(You may select one, multiple or all options.)*

#### [ ]  Adoption

#### [ ]  Surrogacy

#### [ ]  Stillbirth

(This question will appear if you selected ‘Yes’ or the second and third option ‘No’ for Q 5)

#### 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?

Option 1

[ ]  Yes

(If you selected the option above, only answer the corresponding option in questions 6.1 and 6.2.)

Option 2

[ ]  No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)

(If you selected the option above, only answer the corresponding option in questions 6.1 and 6.2.)

Option 3

[ ]  No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY

(If you selected the option above, only answer the corresponding option in questions 6.1 and 6.2.)

Option 4

(You may select ‘No (you may specify why this leave is not provided)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Government scheme is sufficient

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If you selected the option above, please proceed to question 7.)

##### How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:

Option 1

Click here to enter text.

(Only answer this option if you selected the corresponding option in question 6.)

Option 2

6.1.1 How many days of EMPLOYER FUNDED paid parental leave is provided for SECONDARY CARERS that is available for MEN ONLY. If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:

Click here to enter text.

(Only answer this option if you selected the corresponding option in question 6.)

Option 3

6.1.2 How many days of EMPLOYER FUNDED paid parental leave is provided for SECONDARY CARERS that is available for WOMEN ONLY. If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:

Click here to enter text.

(Only answer this option if you selected the corresponding option in question 6.)

6a If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.

Click here to enter text.

(This optional question is only relevant if you selected Options 1-3 in question 6.)

##### What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?

* + In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

More information

* + For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.
	+ Select a range from the drop down menu: <10%; 10-20%; 21-30%; 31-40%; 41-50%; 51-60%; 61-70%; 71-80%; 81-90%, 91-99 and 100%:

Option 1

|  |
| --- |
| Secondary carer’s leave% who have access |
| Select range from the drop down menu |

(Only answer this option if you selected the corresponding option in question 6.)

Option 2

6.2.1 You may provide the proportion of your total workforce that has access to employer funded paid parental leave for SECONDARY CARERS that is available for men only?

* + In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

More information

* + For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.
	+ Select a range from the drop down menu: <10%; 10-20%; 21-30%; 31-40%; 41-50%; 51-60%; 61-70%; 71-80%; 81-90%, 91-99 and 100%:

|  |
| --- |
| Secondary carer’s leave (for men only)% who have access |
| Select range from the drop down menu |

(Only answer this option if you selected the corresponding option in question 6.)

Option 3

6.2.2 You may provide what proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS that is available for women only?

* + In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

More information

* + For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.
	+ Select a range from the drop down menu: <10%; 10-20%; 21-30%; 31-40%; 41-50%; 51-60%; 61-70%; 71-80%; 81-90%, 91-99 and 100%:

|  |
| --- |
| Secondary carer’s leave (for women only)% who have access |
| Select range from the drop down menu |

(Only answer this option if you selected the corresponding option in question 6.)

#### 6.3 Please indicate whether your employer funded paid parental leave for secondary carers covers:

 (You may select one, multiple or all options.)

#### [ ]  Adoption

#### [ ]  Surrogacy

#### [ ]  Stillbirth

(This question will appear if you selected ‘Yes’ or the second and third option ‘No’ for Q 6)

#### 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.

More information

* + No cell should be left blank, please enter ‘0’ (zero) where there is no data.

|  |  |  |
| --- | --- | --- |
|  | Primary carer’s leave | Secondary carer’s leave |
|  | Female | Male | Female | Male |
| Managers  |  |  |  |  |

##### 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.

More information

* + No cell should be left blank, please enter ‘0’ (zero) where there is no data.

|  |  |  |
| --- | --- | --- |
|  | Primary carer’s leave | Secondary carer’s leave |
|  | Female | Male | Female | Male |
| Non-managers  |  |  |  |  |

#### 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 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.

|  |  |  |
| --- | --- | --- |
|  | Females | Males |
| Managers |  |  |

##### 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.

|  |  |  |
| --- | --- | --- |
|  | Females | Males |
| Non-managers |  |  |

#### Do you have a formal policy and/or formal strategy on flexible working arrangements?

More information

* + Policy or strategy may be standalone, AND/OR contained within another policy/strategy.

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last five options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Don’t offer flexible arrangements

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options or ‘Yes’ AND ‘Policy’ at questions 9, please proceed to question 10. If you answer was ‘Yes’ AND ‘Strategy’ please complete question 9.1)

##### You may indicate which of the following are included in your flexible working arrangements strategy:

(You may select one, multiple or all options.)

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

[ ]  Leaders are visible role models of flexible working

[ ]  Flexible working is promoted throughout the organisation

[ ]  Targets have been set for engagement in flexible work

[ ]  Targets have been set for men’s engagement in flexible work

[ ]  Leaders are held accountable for improving workplace flexibility

[ ]  Manager training on flexible working is provided throughout the organisation

[ ]  Employee training is provided throughout the organisation

[ ]  Team-based training is provided throughout the organisation

[ ]  Employees are surveyed on whether they have sufficient flexibility

[ ]  The organisation’s approach to flexibility is integrated into client conversations

[ ]  The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)

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

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

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

More information

* + Policy or strategy may be standalone, AND/OR contained within another policy/strategy.

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Included in award/industrial or workplace agreement

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

#### Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?

(You may select ‘Yes’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last three options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options at questions 11, please proceed to question 12)

##### 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”.

(You may select one, multiple or all options AND ‘Available at all worksites’ OR ‘Available at some worksites only’ OR ‘None of the above, please complete question 11.2 below’.)

[ ]  Employer subsidised childcare

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  On-site childcare

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Breastfeeding facilities

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Childcare referral services

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Internal support networks for parents

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave)

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Information packs to support new parents and/or those with elder care responsibilities

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Referral services to support employees with family and/or caring responsibilities

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Targeted communication mechanisms, for example intranet/ forums

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Support in securing school holiday care

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Coaching for employees on returning to work from parental leave

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Parenting workshops targeting mothers

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  Parenting workshops targeting fathers

[ ]  Available at some worksites only

[ ]  Available at all worksites

[ ]  None of the above, please complete question 11.2 below

##### 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.

Click here to enter text.

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

More information

* + Policy or strategy may be standalone, AND/OR contained within another policy/strategy.

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last five options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Included in award/industrial or workplace agreement

[ ]  Not aware of the need

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

#### 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?

(You may select ‘Yes’ AND select one, multiple or all ‘Yes; options OR ‘No (you may specify why no other support mechanisms are in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  Yes (select all applicable answers)

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

[ ]  Training of key personnel

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

[ ]  Workplace safety planning

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

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

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

[ ]  Access to unpaid leave

[ ]  Confidentiality of matters disclosed

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

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

[ ]  Flexible working arrangements

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

[ ]  Offer change of office location

[ ]  Emergency accommodation assistance

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

[ ]  Other (provide details):

Click here to enter text.

[ ]  No (you may specify why no other support mechanisms are in place)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not aware of the need

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

#### 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.

More information

* + This question relates to having an option AVAILABLE in your workplace. It does not relate to whether anyone has ACCESSED the option during the reporting period.
	+ If some or all of the employment terms, conditions or practices listed are available to women and men, and offered in the same way (e.g. if offered formally for one gender, it is offered formally for the other gender), please select YES. The table you then need to complete will not require you to provide gender as an option.
	+ Employers will have at least one of these options available in their workplace, i.e. “carer’s leave”. Under Fair Work Australia, this is a legal requirement.

[ ]  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.

(If your answer was ‘Yes’ at questions 14, please proceed to question 14.1, then proceed to question 14.3.)

(If your answer was ‘No’ at questions 14, please proceed to question 14.2, then proceed to question 14.3.)

##### 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 | [ ]  | [ ]  | [ ]  | [ ]  |
| Compressed working weeks | [ ]  | [ ]  | [ ]  | [ ]  |
| Time-in-lieu | [ ]  | [ ]  | [ ]  | [ ]  |
| Telecommuting | [ ]  | [ ]  | [ ]  | [ ]  |
| Part-time work | [ ]  | [ ]  | [ ]  | [ ]  |
| Job sharing | [ ]  | [ ]  | [ ]  | [ ]  |
| Carer’s leave | [ ]  | [ ]  | [ ]  | [ ]  |
| Purchased leave | [ ]  | [ ]  | [ ]  | [ ]  |
| Unpaid leave | [ ]  | [ ]  | [ ]  | [ ]  |

##### Which options from the list below are available to your employees? Please tick the related checkboxes.

* + Unticked checkboxes mean this option is NOT available to your employees.

|  |  |  |
| --- | --- | --- |
|  | Managers | Non-managers |
|  | Female | Male | Female | Male |
|  | Formal | Informal | Formal | Informal | Formal | Informal | Formal | Informal |
| Flexible hours of work | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Compressed working weeks | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Time-in-lieu | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Telecommuting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Part-time work | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Job sharing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Carer’s leave | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Purchased leave | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Unpaid leave | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

##### You may specify why any of the above options are NOT available to your employees.

(You may select ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last three options.)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

##### If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

Click here to enter text.

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

#### Have you consulted with employees on issues concerning gender equality in your workplace?

(You may select ‘Yes’ OR ‘No (you may specify why you have not consulted with employees on gender equality)’ ONLY OR ‘No’ AND one, multiple or all of the four options.)

[ ]  Yes

[ ]  No (you may specify why you have not consulted with employees on gender equality)

[ ]  Not needed (provide details why):

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options at questions 15, please proceed to question 16)

##### How did you consult with employees on issues concerning gender equality in your workplace?

(You may select one, multiple or all options.)

[ ]  Survey

[ ]  Consultative committee or group

[ ]  Focus groups

[ ]  Exit interviews

[ ]  Performance discussions

[ ]  Other (provide details):

Click here to enter text.

##### Who did you consult?

(You may select ‘All staff’ OR ‘Women only’ OR ‘Men only’ OR one, multiple or all of the last six options)

[ ]  All staff

[ ]  Women only

[ ]  Men only

[ ]  Human resources managers

[ ]  Management

[ ]  Employee representative group(s)

[ ]  Diversity committee or equivalent

[ ]  Women and men who have resigned while on parental leave

[ ]  Other (provide details):

Click here to enter text.

##### If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

Click here to enter text.

GEI 6: Any other matters specified by the Minister: Sex-based harassment and discrimination

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

More information

* + Policy or strategy may be standalone, AND/OR contained within another policy/strategy.

(You may select ‘Yes’ AND ‘Policy’ AND/OR ‘Strategy’ OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple of all of the last four options.)

[ ]  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

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Included in award/industrial or workplace agreement

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options at question 16, please proceed to question 17.)

##### Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?

(You may select ‘Yes’ ONLY OR ‘No (you may specify why no formal policy or formal strategy is in place)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last three options.)

[ ]  Yes

[ ]  No (you may specify why a grievance process is not included)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

#### Do you provide training for all managers on sex-based harassment and discrimination prevention?

(You may select ‘Yes’ and ‘At induction’ ONLY OR ‘Yes’ AND ‘At induction’ AND one of the last four options OR ‘No (you may specify why this training is not provided)’ ONLY OR ‘No’ AND ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last three options.)

[ ]  Yes (select all applicable answers)

[ ]  At induction

[ ]  At least annually

[ ]  Every one-to-two years

[ ]  Every three years or more

[ ]  Varies across business units

[ ]  Other (provide details):

Click here to enter text.

[ ]  No (you may specify why this training is not provided)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

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

Click here to enter text.

### Other

#### 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.)

Click here to enter text.

# Attachment A

If you selected ‘Yes’ to question 2.1g please complete questions 2.1a to 2.1g for each additional organisation.

**Additional Organisation A**

2.1a Organisation name?

Click here to enter text.

2.1b What gender is the Chair on this governing body? (If the role of the Chair rotates, enter the gender of the Chair at your last meeting).

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1c How many other members are on this governing body (excluding the Chair/s)?

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1d Has a target been set to increase the representation of women on this governing body?

(You may select ‘Yes’ ONLY OR ‘No (you may specify why a target has not been set)’ ONLY OR ‘No’ AND ‘Governing body has gender balance’ OR ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  Yes

[ ]  No (you may specify why a target has not been set)

[ ]  Governing body has gender balance (i.e. 40% women/40% men/20% either)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Do not have control over governing body/board appointments (provide details why):

Click here to enter text.

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options above, please proceed to 2.1g.)

2.1e What is the percentage (%) target?

Click here to enter text.

2.1f What year is the target to be reached?

Click here to enter text.

2.1g Are you reporting on any other organisations in this report?

[ ]  Yes

[ ]  No

**Additional Organisation B**

2.1a Organisation name?

Click here to enter text.

2.1b What gender is the Chair on this governing body? (If the role of the Chair rotates, enter the gender of the Chair at your last meeting).

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1c How many other members are on this governing body (excluding the Chair/s)?

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1d Has a target been set to increase the representation of women on this governing body?

(You may select ‘Yes’ ONLY OR ‘No (you may specify why a target has not been set)’ ONLY OR ‘No’ AND ‘Governing body has gender balance’ OR ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  Yes

[ ]  No (you may specify why a target has not been set)

[ ]  Governing body has gender balance (i.e. 40% women/40% men/20% either)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Do not have control over governing body/board appointments (provide details why):

Click here to enter text.

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options above, please proceed to 2.1g.)

2.1e What is the percentage (%) target?

Click here to enter text.

2.1f What year is the target to be reached?

Click here to enter text.

2.1g Are you reporting on any other organisations in this report?

[ ]  Yes

[ ]  No

**Additional Organisation C**

2.1a Organisation name?

Click here to enter text.

2.1b What gender is the Chair on this governing body? (If the role of the Chair rotates, enter the gender of the Chair at your last meeting).

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1c How many other members are on this governing body (excluding the Chair/s)?

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1d Has a target been set to increase the representation of women on this governing body?

(You may select ‘Yes’ ONLY OR ‘No (you may specify why a target has not been set)’ ONLY OR ‘No’ AND ‘Governing body has gender balance’ OR ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  Yes

[ ]  No (you may specify why a target has not been set)

[ ]  Governing body has gender balance (i.e. 40% women/40% men/20% either)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Do not have control over governing body/board appointments (provide details why):

Click here to enter text.

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options above, please proceed to 2.1g.)

2.1e What is the percentage (%) target?

Click here to enter text.

2.1f What year is the target to be reached?

Click here to enter text.

2.1g Are you reporting on any other organisations in this report?

[ ]  Yes

[ ]  No

**Additional Organisation D**

2.1a Organisation name?

Click here to enter text.

2.1b What gender is the Chair on this governing body? (If the role of the Chair rotates, enter the gender of the Chair at your last meeting).

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1c How many other members are on this governing body (excluding the Chair/s)?

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1d Has a target been set to increase the representation of women on this governing body?

(You may select ‘Yes’ ONLY OR ‘No (you may specify why a target has not been set)’ ONLY OR ‘No’ AND ‘Governing body has gender balance’ OR ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  Yes

[ ]  No (you may specify why a target has not been set)

[ ]  Governing body has gender balance (i.e. 40% women/40% men/20% either)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Do not have control over governing body/board appointments (provide details why):

Click here to enter text.

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options above, please proceed to 2.1g.)

2.1e What is the percentage (%) target?

Click here to enter text.

2.1f What year is the target to be reached?

Click here to enter text.

2.1g Are you reporting on any other organisations in this report?

[ ]  Yes

[ ]  No

**Additional Organisation E**

2.1a Organisation name?

Click here to enter text.

2.1b What gender is the Chair on this governing body? (If the role of the Chair rotates, enter the gender of the Chair at your last meeting).

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1c How many other members are on this governing body (excluding the Chair/s)?

|  |  |  |
| --- | --- | --- |
|  | Female | Male |
| Number: |  |  |

2.1d Has a target been set to increase the representation of women on this governing body?

(You may select ‘Yes’ ONLY OR ‘No (you may specify why a target has not been set)’ ONLY OR ‘No’ AND ‘Governing body has gender balance’ OR ‘Currently under development, please enter date this is due to be completed’ OR one, multiple or all of the last four options.)

[ ]  Yes

[ ]  No (you may specify why a target has not been set)

[ ]  Governing body has gender balance (i.e. 40% women/40% men/20% either)

[ ]  Currently under development, please enter date this is due to be completed

Click here to enter text.

[ ]  Insufficient resources/expertise

[ ]  Do not have control over governing body/board appointments (provide details why):

Click here to enter text.

[ ]  Not a priority

[ ]  Other (provide details):

Click here to enter text.

(If your answer was one of the ‘No’ options above, please proceed to 2.1g.)

2.1e What is the percentage (%) target?

Click here to enter text.

2.1f What year is the target to be reached?

Click here to enter text.

2.1g Are you reporting on any other organisations in this report?

[ ]  Yes

[ ]  No