



# Public report

2018-19

Submitted by

Legal Name: Collection House Limited







# Organisation and contact details

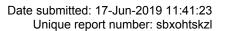
Submitting organisation details	Legal name	Collection House Limited
	ABN	74010230716
	ANZSIC	N Administrative and Support Services 7293 Credit Reporting and Debt Collection Services
	Business/trading name/s	Collection House Ltd
	ASX code (if applicable)	CLH
	Postal address	PO Box 2247 FORTITUDE VALLEY BC QLD 4006 AUSTRALIA
	Organisation phone number	0730173900
Reporting structure	Ultimate parent	Collection House Limited
	Number of employees covered by this report	644





# All organisations covered by this report

Legal name	Business/trading name/s
Collection House Limited	Collection House Ltd
ThinkMe Finance Pty Ltd	
Lion Finance Pty Ltd	
Midstate Credit Management Services	MIDSTATE CREDITCOLLECT PTY LTD
CLH Legal Group Pty Ltd	CLH Legal Group Pty Ltd
Collective Learning and Development	



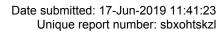




# Workplace profile

# Manager

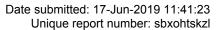
Manager ecoungtional estagories	Poparting level to CEO	Employment status		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	2	5
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	1
	-1	Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
01.		Casual	0	0	0
Other executives/General managers		Full-time permanent	0	1	1
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	3	4
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
O and an Maria annual		Casual	0	0	0
Senior Managers		Full-time permanent	3	6	9
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0







Managar appunational estagarias	Manager occupational categories Reporting level to CEO Employm		No. of employees		
ivianager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	1
	-1	Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	4	5
		Full-time contract	0	0	0
Other managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	15	18	33
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers		_	23	38	61



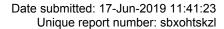




# Workplace profile

# Non-manager

Non manager conjugational actorists	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	applicable) No. of apprentices (if applicable)		
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	28	38	0	0	0	0	66
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	5	1	0	0	0	0	6
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	2	0	0	0	0	2
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
, , , , , , , , , , , , , , , , , , ,	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	203	216	0	0	0	0	419
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	25	23	0	0	0	0	48
	Part-time contract	0	0	0	0	0	0	0
	Casual	26	14	0	0	0	0	40
	Full-time permanent	0	2	0	0	0	0	2
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0







Non-manager accumpational extension		No. of employees (excluding	graduates and apprentices)	No. of graduates	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	M	F	М	Total employees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		287	296	0	0	0	0	583





# Reporting questionnaire

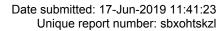
# Gender equality indicator 1: Gender composition of workforce

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 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 standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2018 to 31 March 2019. (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.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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







1.4	Promotions
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	<ul> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	☐ 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
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>✓ Strategy</li> </ul>
	□ 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
	<ul><li>✓ Yes (select all applicable answers)</li><li>✓ Policy</li><li>✓ Strategy</li></ul>
	☐ 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
	<ul> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☑ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.9	Gender equality overall
	<ul><li>✓ Yes (select all applicable answers)</li><li>✓ Policy</li></ul>
	<ul> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> </ul>





1.10 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.

	Mana	Managers		nagers
	Female	Female Male		Male
Permanent/ongoing full-time employees	8	8	20	17
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

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	9	12
Number of appointments made to NON-MANAGER roles (including promotions)	120	82

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

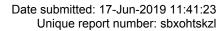
	Mana	Managers		nagers
	Female	Female Male		Male
Permanent/ongoing full-time employees	8	16	119	85
Permanent/ongoing part-time employees	0	1	30	11
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	8	3

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.

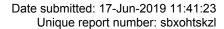
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, 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 governorganisation's name BUT the	ning body is the same as your pare e numerical details of your parent e	ent entity's, you w entity's governing	ill need to add your g body.			
2.1a.1	Organisation name?						
	Collection House Limited						
2.1b.1	How many Chairs on this go	verning body?					
		Female		Male			
	Number	0	1				
2.1c.1	How many other members a	re on this governing body (excluding Female	ng the Chair/s)?	Male			
	Number	2	2				
2.1g.1	☐ Not a priority ☐ Other (provide deta  Are you reporting on any otl ☐ Yes ☑ No	ils): ner organisations in this report?					
2.2	Do you have a formal selection	ion policy and/or formal selection s s report?	strategy for gover	ning body members for A			
	<ul><li>✓ Yes (select all applicable a</li><li>✓ Policy</li><li>✓ Strategy</li></ul>						
	<ul> <li>☐ No (you may specify why no formal selection policy or formal selection strategy is in place)</li> <li>☐ In place for some governing bodies</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> </ul>						
	☐ Do not have control☐ Not a priority☐ Other (provide deta	over governing body appointments (pils):	orovide details why	()			
2.3		rate as a partnership structure (i.e. td, Ltd or Inc; or an "unincorporate		organisation is an			
	☐ Yes ⊠ No						





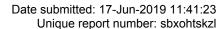


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

# 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.

⊠ Y	es (select all applicable answers)  ☑ Policy ☐ Strategy
□N	<ul> <li>○ (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> </ul>
	☐ 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?
	<ul> <li>Yes (provide details in question 3.2 below)</li> <li>No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>☑ Salaries set by awards/industrial or workplace agreements</li> <li>□ Insufficient resources/expertise</li> </ul>
	<ul><li>☑ Non-award employees paid market rate</li><li>☐ Not a priority</li><li>☐ Other (provide details):</li></ul>
	☐ Not a priority
cond	□ Not a priority □ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken: □ Within last 12 months
cond	□ Not a priority □ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  es - 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
Conc	Not a priority Other (provide details):  a you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): 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
Conc ☐ Y	Not a priority Other (provide details):  a you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 years More than 2 years ago but less than 4 years ago Other (provide details):  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 a for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
Conc  ☐ Yo  ☑ N  room quali	Not a priority Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 years More than 2 years ago but less than 4 years ago Other (provide details): 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







# 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.

)o vou provide EM	PLOYER FUNDED naid n	arental leave for PRIMAR	Y CARERS that is available for wor	nen AND
		parental leave scheme fo		Hell AND
By paying By paying By paying Me over which it is As a lump No, we offer paid ndicate how employ By paying By paying ime over which it is As a lump No, we offer paid paid parental leave i	the gap between the emp the employee's full salary paid. For example, full pay sum payment (paid pre-control leave for primary er funded paid parental leat the gap between the emp the employee's full salary paid. For example, full pay sum payment (paid pre-control leave for primary sor provided to men ONLY): the gap between the emp	(in addition to the government for 12 weeks or half pay for post-parental leave, or a carers that is available to vave is provided to women Coloyee's salary and the government for 12 weeks or half pay for post-parental leave, or a carers that is available to not loyee's salary and the government for salar	ernment's paid parental leave scheme ent's paid scheme), regardless of the ent's paid scheme), regardless of the ent's paid scheme), regardless of the ent's paid parental leave scheme ent's paid scheme), regardless of the ent's paid scheme ent's paid parental leave scheme	Please period of loyer funded
me over which it is ☐ As a lump ☐ No, not available ☐ Currently ☐ Insufficier	paid. For example, full pay sum payment (paid pre- o (you may specify why this under development, pleas It resources/expertise	for 12 weeks or half pay for post- parental leave, or a	combination)	period of
☐ Not a prio	ent scheme is sufficient rity ovide details):			
orimary carer. Do you provide EM	PLOYER FUNDED paid p		REGARDLESS OF GENDER, who is DARY CARERS that is available for for secondary carers?	
Yes No, we offer paid No, we offer paid No (you may spe Currently Insufficier	parental leave for SECON parental leave for SECON cify why employer funded under development, pleas it resources/expertise ent scheme is sufficient	•	ailable to men ONLY (e.g. paternity lea ailable to women ONLY andary carers is not paid)	ave)

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.

7.





	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	3	0	0	4

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	36	0	0	5

- 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 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.

	Female	Male
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.

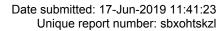
	Female	Male
Non-managers	3	0

9.	Do you have a forma	I policy and/or forma	I 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?

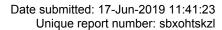
$\boxtimes$	☑ Yes (select all applicable answers)	
	□ Policy	
	☐ Strategy	
	☐ No (you may specify why no formal policy or formal strategy is in place)	
	Currently under development, please enter date this is due to be con	mpleted
	☐ Insufficient resources/expertise	•
	☐ Included in award/industrial or workplace agreement	
	☐ Not a priority	
	Other (provide details):	







11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities employer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye □ No	cyou 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
12.		□ None of the above, please complete question 11.2 below  but have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
	viole	
		es (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 31/12/19







	Instrictent 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?
	<ul> <li>Yes (select all applicable answers)</li> <li>☑ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>☑ Training of key personnel</li> <li>☐ A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>☐ Workplace safety planning</li> <li>☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid leave</li> <li>☐ Confidentiality of matters disclosed</li> <li>☑ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☑ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>☑ Flexible working arrangements</li> <li>☐ Provision of financial support (e.g. advance bonus payment or advanced pay)</li> <li>☐ Offer change of office location</li> <li>☐ Emergency accommodation assistance</li> <li>☐ Access to medical services (e.g. doctor or nurse)</li> <li>☐ Other (provide details):</li> <li>☐ No (you may specify why no other support mechanisms are in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not aware of the need</li> <li>☐ Not ayare of the need</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men?  Ilexible 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.

- Which options from the list below are available? Please tick the related checkboxes.
  Unticked checkboxes mean this option is NOT available to your employees.





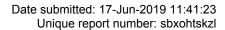
	Mar	Managers		Non-managers	
	Formal	Informal	Formal	Informal	
Flexible hours of work	$\boxtimes$		$\boxtimes$		
Compressed working weeks	$\boxtimes$		$\boxtimes$		
Time-in-lieu		$\boxtimes$		$\boxtimes$	
Telecommuting		$\boxtimes$		$\boxtimes$	
Part-time work	$\boxtimes$		$\boxtimes$		
Job sharing		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

	•		_		_
	Carer's leave	$\boxtimes$		$\boxtimes$	
	Purchased leave				
	Unpaid leave	$\boxtimes$		$\boxtimes$	
14.3	3 You may specify why any of the above option	ns are NOT av	ailable to your e	employees.	
	<ul> <li>☐ Currently under development, please enter d</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>	ate this is due	to be completed		
14.4 If your organisation would like to provide additional information relating to gender or please do so below:				o gender equa	lity 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. Hav	ve you consulted with employees on issues concerning gender equality in your workplace?				
` ⊠ !	No (you may specify why you have not consulted wit Not needed (provide details why):  Policies and strategies directed towards equ Insufficient resources/expertise Not a priority				s the business.
15.3	☐ Other (provide details):  If your organisation would like to provide adoplease do so below.	ditional inform	nation relating to	o gender equa	lity 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.

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





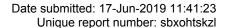


		s (select all applicable answers)  Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (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.	⊠ Yes	u provide training for all managers on sex-based harassment and discrimination prevention?  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):  (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.
- 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 48.1% females and 51.9% males.

# **Promotions**

- 2. 52.8% of employees awarded promotions were women and 47.2% were men
  - i. 50.0% of all manager promotions were awarded to women
  - ii. 54.1% of all non-manager promotions were awarded to women.
- 3. 8.4% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

## Resignations

- 4. 58.7% of employees who resigned were women and 41.3% were men
  - i. 32.0% of all managers who resigned were women
  - ii. 61.3% of all non-managers who resigned were women.
- 5. 8.4% of your workforce was part-time and 14.9% of resignations were part-time employees.

# Employees who ceased employment before returning to work from parental leave

- i. 7.7% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

# Notification and access List of employee organisations: CEO sign off confirmation Name of CEO or equivalent: Anthony Rivas CEO signature: Date: