



Public report

2019-20

Submitted by

Legal Name: Collection House Limited







Organisation and contact details

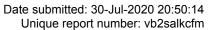
Submitting organisation details	Legal name	Collection House Limited
	ABN	74010230716
	ANZSIC	N Administrative and Support Services 7293 Credit Reporting and Debt Collection Services
	Business/trading name/s	Collection House Ltd
	ASX code (if applicable)	CLH
	Postal address	PO Box 2247 FORTITUDE VALLEY BC QLD 4006 AUSTRALIA
	Organisation phone number	0730173900
Reporting structure	Ultimate parent	Collection House Limited
	Number of employees covered by this report	930





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	



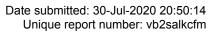




Workplace profile

Manager

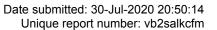
Management	Deposition level to OFO	Email a margint at at a		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	4	4
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-1	Full-time permanent	1	1	2
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
011		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	2	3	5
		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	8	4	12
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Conjer Managara		Casual	0	0	0
Senior Managers		Full-time permanent	3	1	4
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0







Managar accumptional actogorica	Paparting layed to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	1	4	5	
		Full-time contract	0	0	0	
	-2	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
	-3	Full-time permanent	8	6	14	
		Full-time contract	0	0	0	
Other managers		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	25	7	32	
		Full-time contract	0	0	0	
	-4	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers 48 31 79						



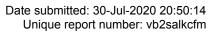




Workplace profile

Non-manager

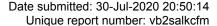
Non manager appunational actogories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	47	67	0	0	0	0	114
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	4	0	0	0	0	0	4
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	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	403	219	0	0	0	0	622
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	62	21	0	0	0	0	83
	Part-time contract	0	0	0	0	0	0	0
	Casual	17	10	0	0	0	0	27
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0







Non manager occupational estagories Employment status		No. of employees (excluding	graduates and apprentices)	No. of graduate	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		533	318	0	0	0	0	851







Reporting questionnaire

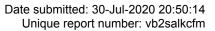
Gender equality indicator 1: Gender composition of workforce

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 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.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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







1.4	Promotions
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority
1.5	Talent identification/identification of high potentials
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority
1.6	Succession planning
	 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 30/06/2021 □ Insufficient resources/expertise □ Not a priority
1.7	Training and development
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed ✓ Insufficient resources/expertise ✓ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	 Yes (select all applicable answers) □ Policy □ Strategy ☑ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed ☑ Insufficient resources/expertise □ Not a priority
1.9	Gender equality overall
	 Yes (select all applicable answers) Policy Strategy No (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed 30/06/2021 Insufficient resources/expertise





☐ Not a priority

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	Male	Female	Male
Permanent/ongoing full-time employees	16	11	40	40
Permanent/ongoing part-time employees	0	0	3	2
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	1

1.11 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)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	32	26
Number of appointments made to NON-MANAGER roles (including promotions)	340	262

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

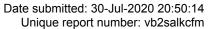
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	14	12	134	82
Permanent/ongoing part-time employees	0	0	26	11
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	7	2

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

Gender equality indicator 2: Gender composition of governing bodies

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

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



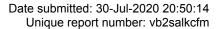




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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

	Collection House Limited							
2.1b.1	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	0	1					
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?					
		Female	Male					
	Number	2	1					
	☐ Currently under development,☐ Insufficient resources/expertise	not been set) nder balance (e.g. 40% women/40% mer please enter date this is due to be comple rning body/board appointments (provide	n/20% either) leted					
2.2	☐ In place for some governing bo☐ Currently under development,☐ Insufficient resources/expertise	election policy or formal selection strategy odies please enter date this is due to be compl	y is in place) leted					
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or I ☐ Yes ☐ No		our organisation is an					





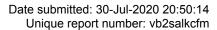


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

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.

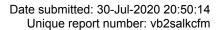
⊠ Y	es (select all applicable answers) ☑ Policy ☑ Strategy
	lo (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed
	 ☐ Insufficient resources/expertise ☐ Salaries set by awards/industrial or workplace agreements
	 Non-award employees paid market rate Not a priority Other (provide details):
3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
	 ☐ Yes (provide details in question 3.2 below) ☑ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) ☑ Currently under development, please enter date this is due to be completed
	30/06/2021 ☐ Salaries set by awards/industrial or workplace agreements
	 ☐ Insufficient resources/expertise ☐ Non-award employees paid market rate ☐ 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.
con	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)? Tes - the most recent gender remuneration gap analysis was undertaken:
con	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)? The most recent gender remuneration gap analysis was undertaken: Within last 12 months
con	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)? The set of 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
con	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 Other (provide details): (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
cond	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)? The set of 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): To (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 in for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
cond	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 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
cond	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)? Tes - 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): To (you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or iffications) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there







	4.1	Did you take any actions as a result of your gender remuneration gap analysis?
	4.1	Did you take any actions as a result of your gender remuneration gap analysis? ☐ 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) 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): ☐ 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 ☐ 30/06/2021
		☐ 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):
		☐ Not a priority
		☐ Other (provide details):
		If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below: An organisation wide remuneration review has recently been conducted in order to implement a new remuneration model with a view to ensure equality across all roles, without specifying gender.
with	fan dicator	equality indicator 4: Flexible working and support for employees nily and caring responsibilities will enable the collection and use of information from relevant employers about the availability and utility of
suppor to com	ting em bine pa	erms, conditions and practices relating to flexible working arrangements for employees and to working arrangements aployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men aid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental ality and to maximising Australia's skilled workforce.
5.		IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
		u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND n addition to any government funded parental leave scheme for primary carers?
	time o	s. (Please indicate how employer funded paid parental leave is provided to the primary carer): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please the how employer funded paid parental leave is provided to women ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme



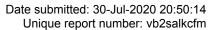


5a.

6.



☐ No paid p	□ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks □ As a lump sum payment (paid pre- or post- parental leave, or a combination) , we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental leave is provided to men ONLY): □ By paying the gap between the employee's salary and the government's paid parental leave scheme □ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks □ As a lump sum payment (paid pre- or post- parental leave, or a combination) , not available (you may specify why this leave is not provided) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Government scheme is sufficient □ Not a priority □ Other (provide details):
5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
	16
carers	r organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
illness	eks at full pay or 32 weeks at half pay, 2 weeks of special paid parental leave for pregnancy related or termination/miscarriage/stillbirth, 5 days personal/sick leave balance added to balance upon return to 2 days paid pre-natal/pre-adoption leave for appointments, 12 months continuous service to be eligible
5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
	☐ <10% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☑ 100%
5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
	☑ Adoption☐ Surrogacy☑ Stillbirth
	CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ry carer.
Do yo	u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and in, in addition to any government funded parental leave scheme for secondary carers?
⊠ Ye □ No □ No	





6a.

7.



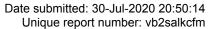
		Primary ca Female	Male	Female	Male
		Primary ca			
			ırer's leave	Secondary care	r's leave
		ERS have taken pare arental leave, regard		the reporting period (paid and memored.	d/or unpaid)? Include
	✓ Adoption✓ Surrogacy✓ Stillbirth				
6.3	Please indica	ite whether your em	ployer funded paic	d parental leave for secondar	y carers covers:
	<10 10- 21- 31- 41- 51- 61- 71-	0% 20% 30% 40% 50% 60% 70% 80% 99%	UST INCLUDE CA	SUALS WHEN WORKING OUT THE	e proportion.
6.2	CARERS?	-		s to employer funded paid pa	
regr alan	nancy related illn	ess or termination/mis	scarriage/stillbirth, 5	ay, 2 weeks of special paid par 5 days personal/sick leave bala on leave for appointments, 12 n	nce added to
f you	ır organisation ERS e.g. eligibi	would like to provid lity period, other arr	e additional inforn angements you ma	nation on your paid parental ay have in place etc, please o	leave for SECONDARY do so below.
	80				
5.1		eave are provided (e		eave is provided for SECOND h of service) enter the MINIM	
	☐ Not a prior☐ Other (pro				

	Female	Male	Female	Male
Non-managers 1	17	0	0	0

Primary carer's leave

8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?

Secondary carer's leave







•	Include thos	e where	parental	leave was ta	aken continuc	usly with an	y other I	eave type.	For example,	where
annua	I leave or any	other p	oaid or un	paid leave is	also taken a	that time.				

•	'Ceased employment' means anyone who has exited the organisation for whatever reason, in	ncluding
resig	nations, redundancies and dismissals.	

	Female	Male
Managers	0	0

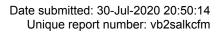
- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from
 - parental leave, regardless of when the leave commenced?

 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	2	0

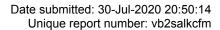
	remale	iviale
Non-managers	2	0
o you have a formal policy and/or formal strategy on flex	ible working arrangements?	
☑ Yes (select all applicable answers) ☑ Policy ☐ Strategy		
No (you may specify why no formal policy or formal strategy	is in place) is due to be completed	
o you have a formal policy and/or formal strategy to supp	port employees with family or	caring responsibilities?
☐ Yes (select all applicable answers) ☐ Policy		
No (you may specify why no formal policy or formal strategy Currently under development, please enter date this Insufficient resources/expertise	is due to be completed	
		or caring responsibilities
Yes No (you may specify why non-leave based measures are not currently under development, please enter date this Insufficient resources/expertise Not a priority Other (provide details):	ot in place) is due to be completed	
☐ Employer subsidised childcare		
	O you have a formal policy and/or formal strategy on flex Yes (select all applicable answers)	o you have a formal policy and/or formal strategy on flexible working arrangements? Yes (select all applicable answers)







	 ☑ 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 ☐ Cooking for applyance on returning to work from parental leave.
	 ☐ 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
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy
	 No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed 31/12/2020
	 ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority
40	Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	 ✓ Yes (select all applicable answers) ✓ Employee assistance program (including access to a psychologist, chaplain or counsellor) ✓ Training of key personnel
	 ☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☐ Workplace safety planning ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)





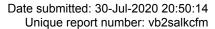
14.



□ No	□ Access to unpaid leave □ Confidentiality of matters disclosed □ Referral of employees to appropriate □ Protection from any adverse action of □ Flexible working arrangements □ Provision of financial support (e.g. ad □ Offer change of office location □ Emergency accommodation assistant □ Access to medical services (e.g. doct □ Other (provide details): □ (you may specify why no other support mount of the content of the content of the need □ Not aware of the need □ Not a priority □ Other (provide details):	r discrimination based vance bonus payment ce for or nurse)	on the disclosur or advanced pa	e of domestic v	iolence
AND Optic	re any of the following options are available men? flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave unpaid leave. ons may be offered both formally and/or example, if time-in-lieu is available to wo es, the option/s in place are available to both Which options from the list below are	informally. men formally but to r th women and men. n women AND men. available? Please tic	nen informally, k the related cl	you would se neckboxes.	
	Unticked checkboxes mean this				
			agers		anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work		<u> </u>		
	Compressed working weeks				
	Time-in-lieu			Ш	
	Telecommuting				
	Part-time work				
	la la la la autora			\boxtimes	
	Job sharing	_			
	Carer's leave				
	Carer's leave			<u> </u>	_

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

14.4



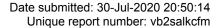




Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

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

15.	паче	nave you consulted with employees on issues concerning gender equality in your workplace?			
	⊠ Ye: □ No	(you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):			
	15.1	How did you consult with employees on issues concerning gender equality in your workplace?			
		□ Survey □ Consultative committee or group □ Focus groups □ Exit interviews □ Performance discussions □ Other (provide details):			
	15.2	Who did you consult?			
		 All staff Women only Men only Human resources managers Management Employee representative group(s) Diversity committee or equivalent Women and men who have resigned while on parental leave Other (provide details): 			
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.			
Ger	nder	equality indicator 6: Sex-based harassment and discrimination			
oartici	ipation.	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.			
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?			
	⊠ Ye	s (select all applicable answers) ☑ Policy ☐ Strategy			







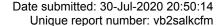
	□ No	(you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):			
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?			
		 Yes No (you may specify why a grievance process is not included) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority □ Other (provide details): 			
17.	Do you provide training for all managers on sex-based harassment and discrimination prevention?				
		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.)

The introduction of a parental leave policy that offers equal amounts of paid leave benefits to both women and men whether primary or secondary carer with an absolute focus on encouraging a greater understanding and recognition of gender equality across our workforce.







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 62.5% females and 37.5% males.

Promotions

- 2. 52.2% of employees awarded promotions were women and 47.8% were men
 - i. 59.3% of all manager promotions were awarded to women
 - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 9.4% of your workforce was part-time and 4.4% of promotions were awarded to part-time employees.

Resignations

- 4. 62.8% of employees who resigned were women and 37.2% were men
 - i. 53.8% of all managers who resigned were women
 - ii. 63.7% of all non-managers who resigned were women.
- 9.4% of your workforce was part-time and 12.8% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 10.5% of all women who utilised parental leave ceased employment before returning to work
- ii. N/A men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

CEO sign off confirmation

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