



Public report

2016-17

Submitted by

Legal Name: ACON Health Limited







Organisation and contact details

Submitting organisation details	Legal name	ACON Health Limited		
	ABN	38136883915		
	ANZSIC	S Other Services 9559 Other Interest Group Services n.e.c.		
	Business/trading name/s	ACON		
	ASX code (if applicable)			
	Postal address	414 Elizabeth Street		
		SURRY HILLS NSW 2010		
		Australia		
	Organisation phone number	(02) 9206 2000		
Reporting structure	Number of employees covered by this report	115		

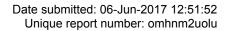




Workplace profile

Manager

Managar acquiretional actorories	Deporting level to CEO	Employment status		1	No. 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	4	1	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	1	1	2
	-2	Full-time contract	0	0	0
Other executives/General managers		Part-time permanent	0	0	0
•		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	10	11
		Full-time contract	0	0	0
Senior Managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	2	2
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other managers		Casual	0	0	0
Outer managers		Full-time permanent	2	5	7
		Full-time contract	0	0	0
	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0







Managar accumational actogorica	Reporting level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
Grand total: all managers			8	20	28		





Workplace profile

Non-manager

Non manager accumational actogories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	
	Full-time permanent	5	2	0	0	0	0	7
	Full-time contract	1	1	0	0	0	0	2
Professionals	Part-time permanent	6	1	0	0	0	0	7
	Part-time contract	1	1	0	0	0	0	2
	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
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	4	13	0	0	0	0	17
	Full-time contract	1	5	0	0	0	0	6
Community and personal service	Part-time permanent	2	3	0	0	0	0	5
	Part-time contract	3	0	0	0	0	0	3
	Casual	0	0	0	0	0	0	0
	Full-time permanent	6	7	0	0	0	0	13
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	4	3	0	0	0	0	7
	Part-time contract	1	3	0	0	0	0	4
	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
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 equipational estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	М	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	3	11	0	0	0	0	14
Grand total: all non-managers		37	50	0	0	0	0	87





Reporting questionnaire

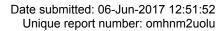
Gender equality indicator 1: Gender composition of workforce

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

NB. IMPORTANT:

- References to the Act means the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2016 to 31 March 2017. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 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 ☐ 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 FY 2017-18 Insufficient resources/expertise Not a priority





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

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	1	3
Number of appointments made to NON-MANAGER roles (including promotions)	11	10

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

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	0	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

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

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

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

Gender equality indicator 2: Gender composition of governing bodies

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

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





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

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

2.1a.1	Organisation name?		
	ACON HEALTH LTD		
2.1b.1	How many Chairs on this governing bo	ody?	
		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	3	6
	☐ Insufficient resources/expertise	please enter date this is due to be comple rning body/board appointments (provide	
2.1g.1	Are you reporting on any other organis ☐ Yes ☑ No	sations in this report?	
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for AL
	☐ In place for some governing bo☐ Currently under development,☐ Insufficient resources/expertise	please enter date this is due to be compl	eted
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		our 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.

The Board has made a commitment through its Diversity Statement to increase representation of women on the Board without setting a specific target. However, attracting women board members to an organisation whose primary purpose is to educate gay men about HIV and its effects on their health continues to prove challenging.

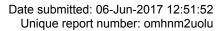
Gender equality indicator 3: Equal remuneration between women and men

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

3.	Do yo	ou have a formal policy and/or formal strategy on remuneration generally?
		es (select all applicable answers) Policy Strategy O (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries set by awards/industrial or workplace agreements Non-award employees paid market rate Not a priority Other (provide details):
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	⊠ No room qualif IS roo	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 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 incations) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there om for discretion in pay changes (because pay increases can occur with some discretion such as performance essments) Non-award employees paid market rate Not a priority Other (provide details):
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

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

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements







supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
		ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	time of Indica	s. (Please indicate how employer funded paid parental leave is provided to the primary carer): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please te how employer funded paid parental leave is provided to women ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), 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:
		18
5a.	carer	r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? • In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
		☐ <10% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☑ 81-90% ☐ 91-99% ☐ 100%





6.		CONDARY CA y carer.	RER" is a member of a	couple or a singl	e carer, REGARDLESS OF	GENDER, who is not the
					SECONDARY CARERS the scheme for secondary ca	at is available for men and arers?
	☐ No,	we offer paid p we offer paid p (you may spec Currently u Insufficient	parental leave for SECON ify why employer funded nder development, pleas resources/expertise nt scheme is sufficient ty	NDARY CARERS to paid parental leave	that is available to men ONL that is available to women O e for secondary carers is not s due to be completed	NLY
	6.1				ve is provided for SECOND of service) enter the MINIM	DARY CARERS? If different UM number of days
		10				
6a.					tion on your paid parental have in place etc, please c	
6.2 What proportion of your total workforce has access to employer funded paid parental leave for SECOI 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%						
7.			RS have taken parenta arental leave, regardles		reporting period (paid and menced.	d/or unpaid)? Include
			Primary carer	's leave	Secondary care	r's leave
			Female	Male	Female	Male
	Manag	ers	0	1	0	0

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

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	1	0	0	1





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

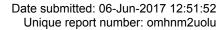
- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
- 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Females	Males
Managers	0	0

- How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from 8.1 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	0	0

		Female	Male				
	Non-managers	0	0				
9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?						
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy 						
	 No (you may specify why no formal policy or formal strategent of the control of th	gy is in place) is is due to be completed					
10.	Do you have a formal policy and/or formal strategy to sup	pport employees with family or	caring responsibilities?				
	☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy						
	 No (you may specify why no formal policy or formal strateg □ Currently under development, please enter date th □ Insufficient resources/expertise ☑ Included in award/industrial or workplace agreeme □ Not a priority □ Other (provide details): 	is is due to be completed					
11.	Do you offer any other support mechanisms, other than leg, employer-subsidised childcare, breastfeeding facilities		or caring responsibilities				
	 Yes No (you may specify why non-leave based measures are r □ Currently under development, please enter date th □ Insufficient resources/expertise □ Not a priority □ Other (provide details): 						
12.	Do you have a formal policy and/or formal strategy to supviolence?	oport employees who are exper	iencing family or domestic				
☐ Yes (select all applicable answers)							







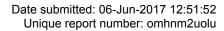
	 ☐ Policy ☐ Strategy ☑ No (you may specify why no formal policy or formal strategy is in place) ☑ Currently under development, please enter date this is due to be completed FY 2017-18 as part of Enterprise Agreement Bargaining ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority ☐ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	 ✓ Yes (select all applicable answers) ☑ Employee assistance program (including access to a psychologist, chaplain or counsellor) ☐ Training of key personnel ☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☐ Workplace safety planning ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to unpaid domestic violence leave (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): ☐ Not (you may specify why no other support mechanisms are in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men? • flexible hours of work
	compressed working weeks
	• time-in-lieu
	 telecommuting part-time work
	part-time work job sharing
	• carer's leave
	purchased leave
	• unpaid leave.
	Options may be offered both formally and/or informally. For example, if time-in-lieu is available to women formally but to men informally, you would select NO.
	☑ Yes, the option/s in place are available to both women and men.☑ No, some/all options are not available to both women AND men.
	14.1 Which options from the list below are available? Please tick the related checkboxes.

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





		Managers		Non-managers			
		Formal	Informal	Formal	Informal		
	Flexible hours of work			\boxtimes			
	Compressed working weeks			\boxtimes			
	Time-in-lieu						
	Telecommuting						
	Part-time work						
	Job sharing						
	Carer's leave						
	Purchased leave						
	Unpaid leave						
14.3 You may specify why any of the above options are NOT available to your employees. Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):							
14.4	If your organisation would like to provide additional information relating to gender equality indicator 4 please do so below:						
	Additional personal leave is available to e	employees with a chro	onic health condi	tion			
	, tautional personal loave to available to a	p.oyooo a o					
	equality indicator seeks information on what lender equality in the workplace.	t consultation occurs	between employ	ers and employ	ees on issues		
5. Have	you consulted with employees on issue	s concerning gende	er equality in yo	ur workplace?	•		
⊠ Ye □ No	es o (you may specify why you have not consu Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):	lted with employees o	on gender equali	ty)			
15.1	How did you consult with employees of	on issues concernin	g gender equal	ity in your wor	kplace?		
	 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						

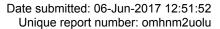






Management

		☐ 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.
Gen	nder	equality indicator 6: Sex-based harassment and discrimination
particip	pation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do you	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
		s (select all applicable answers) Policy Strategy
17.	Do yo	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:
		All staff, not just managers, receive training in EEO and prevention of bullying and sexual harassment.







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 39.1% females and 60.9% males.

Promotions

- 2. 0.0% of employees awarded promotions were women and 0.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 24.3% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 58.8% of employees who resigned were women and 41.2% were men
 - 60.0% of all managers who resigned were women
 - ii. 58.3% of all non-managers who resigned were women.
- 5. 24.3% of your workforce was part-time and 41.2% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

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

List of employee organisations: Australian Services Union

CEO sign off confirmation

Notification and access

Name of CEO or equivalent:	Confirmation CEO has signed the report:
Nicolas Parkhill	John Burne H Mal
CEO signature:	Date:
	6/6/17