



Public report

2019-20

Submitted by

Legal Name: Service Stream Limited







Organisation and contact details

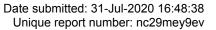
Submitting organisation details	Legal name	Service Stream Limited	
	ABN	46072369870	
	ANZSIC	F Wholesale Trade	
	ANZSIC	3493 Telecommunication Goods Wholesaling	
	Business/trading name/s		
	ASX code (if applicable)	SSM PO Box 14570	
	Postal address		
		MELBOURNE VIC 8001	
		Australia	
	Organisation phone number	(03) 9677 8888	
Reporting structure	Ultimate parent	Service Stream Limited	
	Number of employees covered by this report	2,239	





All organisations covered by this report

Legal name	Business/trading name/s	
Service Stream Limited		
Comdain Services Pty Ltd		
Service Stream Solutions Pty Limited		
Service Stream Communications Pty Ltd		
Total Communications Infrastructure Pty Ltd		
Service Stream Holdings Pty Ltd		
Service Stream Infrastructure Services Pty Ltd		
AMRS (Aust) Pty Ltd		
Comdain Infrastructure Pty Ltd		
Comdain Corporate Pty Ltd		
Comdain Civil Constructions Pty Ltd		
Comdain Civil Constructions (Qld) Pty Ltd		
Comdain Gas (Aust) Pty Ltd		
TechSafe Management Pty Ltd		
Comdain Services (AMS) Pty Ltd		







Workplace profile

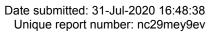
Manager

Manageracinational actaonsis	Deposition level to CEO	Consider two and address		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	1	4	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	10	11
	-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	3	25	28
		Full-time contract	0	0	0
Other executives/General managers	-2	Part-time permanent	3	0	3
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	3	4
		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	1	11	12
		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





Management	Day office bound to OFO	Elavers and at-ta-		No	. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	4	16	20
		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	2	3	5
		Full-time contract	0	0	0
	-4	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	1	1
		Full-time permanent	2	4	6
		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	5	52	57
		Full-time contract	0	1	1
		Part-time permanent	0	1	1
		Part-time contract	0	0	0
		Casual	0	1	1
		Full-time permanent	7	50	57
		Full-time contract	0	2	2
Other managers	-4	Part-time permanent	1	1	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	4	34	38
		Full-time contract	0	0	0
	-5	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	6	6
		Full-time contract	0	0	0
	-6	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			35	226	261



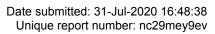




Workplace profile

Non-manager

Non manager equipational estagaries	Employment status	No. of employees (exclude	ding graduates and apprentices)	No. of graduate	es (if applicable)	No. of apprentic	es (if applicable)	Total amplayees
Non-manager occupational categories	Limpioyinient status	F	M	F	M	F	М	Total employees
Professionals	Full-time permanent	51	159	0	6	0	0	216
	Full-time contract	3	4	0	0	0	0	7
	Part-time permanent	11	0	0	0	0	0	11
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	7	1	0	0	0	10
	Full-time permanent	14	493	0	0	0	0	507
	Full-time contract	0	10	0	0	0	0	10
Technicians and trade	Part-time permanent	0	9	0	0	0	0	9
	Part-time contract	0	3	0	0	0	0	3
	Casual	4	78	0	0	0	0	82
	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	218	260	1	0	0	0	479
	Full-time contract	12	23	0	0	0	0	35
Clerical and administrative	Part-time permanent	16	8	0	0	0	0	24
	Part-time contract	1	1	0	0	0	0	2
	Casual	83	498	1	1	0	0	583
	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 (exclude	ing 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	М	F	M	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	•	415	1,553	3	7	0	0	1,978





Reporting questionnaire

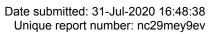
Gender equality indicator 1: Gender composition of workforce

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 □ 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 in 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 in 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	1	19	15	24
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	0	0	0	2
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

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)	10	51
Number of appointments made to NON-MANAGER roles (including promotions)	144	511

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

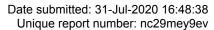
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	8	39	45	182
Permanent/ongoing part-time employees	0	2	6	1
Fixed-term contract full-time employees	2	6	10	18
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	66	257

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.



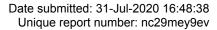




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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.

	Service Stream Ltd						
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)?				
		Female	Male				
	Number	1	3				
	Currently under development,Insufficient resources/expertis	s not been set) nder balance (e.g. 40% women/40% mei please enter date this is due to be comp e erning body/board appointments (provide	n/20% either) bleted				
2.2	Insufficient resources/expertis	election policy or formal selection strateg odies please enter date this is due to be comp	ly is in place) pleted				
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or Yes No		your organisation is an				





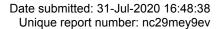


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

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.

3.	Do you have a formal policy and/or formal strategy on remuneration generally?		
	⊠ Ye	s (select all applicable answers)	
	□ No	 Strategy (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Salaries set by awards/industrial or workplace agreements □ Non-award employees paid market rate □ Not a priority □ Other (provide details): 	
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?	
		Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) Currently under development, please enter date this is due to be completed Salaries set by awards/industrial or workplace agreements Insufficient resources/expertise Non-award employees paid market rate Not a priority Other (provide details):	
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?	
		 ☑ To achieve gender pay equity ☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews) ☐ To be transparent about pay scales and/or salary bands ☑ To ensure managers are held accountable for pay equity outcomes ☑ To implement and/or maintain a transparent and rigorous performance assessment process ☐ Other (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)?	
		s - 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)	
	room	☐ 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 cations)	







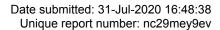
	□ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there m for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) □ Non-award employees paid market rate □ Not a priority □ Other (provide details):
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
	Benchmark like roles both internally and within industry.
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) 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 ☐ 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): ☐ 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. A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.

Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?





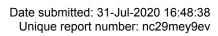
5a.

6.



time of time o	es. (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) by we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please late 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) by over offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid 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) condition 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 In sufficient 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:
	1
carer	ur organisation would like to provide additional information on your paid parental leave for primary rs e.g. eligibility period, where applicable the maximum number of weeks provided, and other agements 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
	• 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
	ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ary carer.

Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?





6a.

7.



☐ No	s, we offer paid parental leave for SECC, we offer paid parental leave for SECC (you may specify why employer funder Currently under development, pleating Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):	NDARY CARERS to paid parental leave	hat is available to women ONe for secondary carers is not	ILY	
6.1	How many days of EMPLOYER FUI amounts of leave are provided (e.g to eligible employees:				d
	r organisation would like to provide RS e.g. eligibility period, other arran				
6.2	What proportion of your total works CARERS? • In your calculation, you MUS □ 10-20% □ 10-20% □ 21-30% □ 31-40% □ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 81-90% □ 91-99% □ 100%				Y
6.3	Please indicate whether your emplo	oyer funded paid p	arental leave for secondary	carers covers:	
	Surrogacy Stillbirth				
	nany MANAGERS have taken parent yees still on parental leave, regardle			/or unpaid)? Include	
	Primary care	r's leave	Secondary carer	's leave	
	Female	Male	Female	Male	

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.

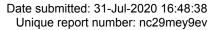
0

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	24	0	0	1

0

0

Managers







- How many MANAGERS, during the reporting period, ceased employment before returning to work from parental 8. 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.

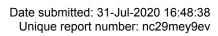
	Female	Male
Managers	0	0

- 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	1	0

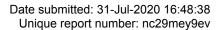
		Female	Male				
	Non-managers	1	0				
•							
9.	Do you have a formal policy and/or formal strategy on flex	tible working arrangements?					
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (you may specify why no formal policy or formal strategy is in place) ✓ Currently under development, please enter date this is due to be completed 						
	☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):						
	9.1 You may indicate which of the following are include	ed in your flexible working arra	ngements strategy:				
	 ☐ A business case for flexibility has been established ☐ Leaders are visible role models of flexible working ☐ Flexible working is promoted throughout the organi ☐ Targets have been set for engagement in flexible w ☐ Targets have been set for men's engagement in fle ☐ Leaders are held accountable for improving workple ☐ Manager training on flexible working is provided thr ☐ Employee training is provided throughout the organent based traini	sation ork xible work ace flexibility bughout the organisation isation anisation icient flexibility ad into client conversations senteeism, increased employee or measures are reported to key measures	engagement) anagement personnel				
10.	Do you have a formal policy and/or formal strategy to sup	port employees with family or o	aring responsibilities?				
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy □ Currently under development, please enter date thi □ Insufficient resources/expertise □ Included in award/industrial or workplace agreement □ Not a priority 	s is due to be completed					







		☐ Other (provide details):
11.		u offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Yes	(you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
	11.1	Please select what support mechanisms are in place and if they are available at all worksites. • Where only one worksite exists, for example a head-office, select "Available at all worksites".
		Employer subsidised childcare Available at some worksites only Available at all worksites Available at all worksites Available at all worksites Available at some worksites only Available at all worksites Available at some worksites only Available at all worksites Available at all worksites Available at all worksites Available at all worksites Available at some worksites only Available at some worksites only Available at some worksites only Available at all worksites Internal support networks for parents Available at all worksites Available at some worksites only Available at all worksites Available at all worksites Available at all worksites Available at some worksites only Available at some worksites only Available at all worksites Available at all worksites Available at some worksites only Available at all worksites Available at all worksites
12.	Do yo violen	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
	⊠ Ye	s (select all applicable answers) ☑ Policy □ Strategy





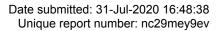


	 No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority ☐ Other (please provide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





			Man	nagers	Non-ma	anagers
			Formal	Informal	Formal	Informal
		Flexible hours of work	\boxtimes			
		Compressed working weeks				\boxtimes
		Time-in-lieu				\boxtimes
		Telecommuting		\boxtimes		\boxtimes
		Part-time work	\boxtimes			
		Job sharing				\boxtimes
		Carer's leave	\boxtimes		\boxtimes	
		Purchased leave				
		Unpaid leave				
	14.4	☐ Currently under development, please enter of Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details): If your organisation would like to provide ad please do so below:		·	o gender equa	lity indicator 4,
This g	ncerr lender e irning ge	equality indicator 5: Consulning gender equality in the vequality indicator seeks information on what consulender equality in the workplace.	vorkplace	e between employe	ers and employ	ees on issues
15.	Have	you consulted with employees on issues con-	cerning gende	er equality in you	ır workplace?	
	⊠ Ye	s (you may specify why you have not consulted with the local consulted with local consulted w	ith employees o	on gender equalit	у)	
	15.1	How did you consult with employees on issu	ues concernin	g gender equalit	y in your work	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				

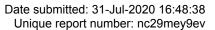






Management

		 ☐ 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.
Ger	nder	equality indicator 6: Sex-based harassment and discrimination
partici	pation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
		s (select all applicable answers) ☐ Policy ☐ Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy? Yes No (you may specify why a grievance process is not included) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
17.	⊠ Yes	provide training for all managers on sex-based harassment and discrimination prevention? - 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 20.2% females and 79.8% males.

Promotions

- 2. 27.4% of employees awarded promotions were women and 72.6% were men
 - 5.0% of all manager promotions were awarded to women
 - ii. 38.1% of all non-manager promotions were awarded to women.
- 3. 2.5% of your workforce was part-time and 1.6% of promotions were awarded to part-time employees.

Resignations

- 4. 21.3% of employees who resigned were women and 78.7% were men
 - i. 17.5% of all managers who resigned were women
 - ii. 21.7% of all non-managers who resigned were women.
- 5. 2.5% of your workforce was part-time and 1.4% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 4.0% 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. 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:
Mr Leigh Mackender	
CEO signature:	Date:
H.	01/09/2020