ABN 47 641 643 874





25 June 2019 Reference: 65102643667

Mr Alfred Moufarrige Chief Executive Officer Servcorp Administration Pty Ltd Level 63 MLC Centre, 19-29 Martin Place SYDNEY NSW 2000

Dear Mr Moufarrige

#### Workplace Gender Equality Agency (Agency) notice of compliance

Thank you for submitting your annual compliance report for the reporting period 1 April 2018 to 31 March 2019. Your organisation (and any subsidiaries listed on your 2018-19 confidential report form cover sheet) **is** compliant with the *Workplace Gender Equality Act 2012* (Act). This letter forms your notice of compliance with the Act until replaced with a new notice of compliance following the 2019-2020 reporting period.

Thank you for your ongoing commitment to the WGEA reporting process and the contribution your organisation/s makes to improving gender equality outcomes in Australian workplaces.

Yours sincerely

Libby Lyons Director



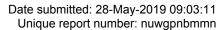


# Public report

2018-19

Submitted by

Legal Name: Servcorp Administration Pty Ltd

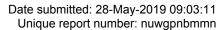






# Organisation and contact details

Submitting organisation details	Legal name	Servcorp Administration Pty Ltd
	ABN	65102643667
	ANZSIC	L Rental, Hiring and Real Estate Services 6712 Non-Residential Property Operators
	Business/trading name/s	
	ASX code (if applicable)	SRV
	Postal address	Level 63 MLC Centre, 19-29 Martin Place SYDNEY NSW 2000 AUSTRALIA
	Organisation phone number	(02) 9231 7616
Reporting structure	Ultimate parent	Servcorp Limited
	Number of employees covered by this report	221

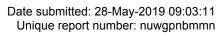






# All organisations covered by this report

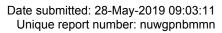
Legal name	Business/trading name/s
Servcorp Administration Pty Ltd	
Servcorp Enterprise Pty Ltd	
Servcorp (North Ryde) Pty Ltd	
Servcorp Adelaide Pty Ltd	
Servcorp Brisbane Pty Ltd	
Servcorp Chifley 29 Pty Ltd	
Servcorp Communications Pty Ltd	
Servcorp It Pty Ltd	
Servcorp Melbourne Virtual Pty Ltd	
Servcorp MLC Centre Pty Ltd	
Servcorp Sydney Virtual Pty Ltd	
Servcorp William Street Pty Ltd	
Servcorp Perth Pty Ltd	
Servcorp Brisbane Riverside Pty Ltd	
Servcorp Melbourne 27 Pty Ltd	
Servcorp Parramatta Pty Ltd	
Office Squared Pty Ltd	
Servcorp Market Street Pty Ltd	
Servcorp North Sydney 32 Pty Ltd	
Servcorp Norwest Pty Ltd	
Servcorp SA 30 Pty Ltd	
Servcorp Sydney 56 Pty Ltd	
Office Squared (Atlas) Pty Ltd	
Servcorp Brisbane 400 Pty Ltd	
Servcorp Docklands Pty Ltd	
Servcorp Hobart Pty Ltd	
Servcorp Southbank Pty Ltd	
Servcorp Western Australia Pty Ltd	
Office Squared (Nexus) Pty Ltd	
Servcorp Sydney 22 Pty Ltd	
Servcorp City Square Pty Ltd	
Servcorp Melbourne 18 Pty Ltd	
Servcorp Barangaroo Pty Ltd	







Legal name Busine	ss/trading name/s
Servcorp Gateway Pty Ltd	





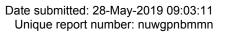


# Workplace profile

# Manager

Managar aggunational actagorica	Departing level to CEO	Employment status		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	4	6
		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	3	4	7
		Full-time contract	0	0	0
Other executives/General managers	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	6	4	10
		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	38	3	41
		Full-time contract	0	0	0
Other managers	-3	Part-time permanent	5	0	5
	Full-time contract	0	0	0	
		Casual	0	0	0
Grand total: all managers			54	16	70

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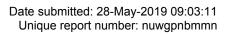


# Workplace profile

#### Non-manager

Non manager conjugational estagaries	Employment status	No. of employees (excluding gra	aduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	6	28	0	0	0	0	34
	Full-time contract	0	0	0	0	0	0	0
Professionals	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
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	90	7	0	0	0	0	97
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	14	0	0	0	0	0	14
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	5	0	0	0	0	0	5
	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

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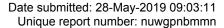






Non manager ecounctional actogories   Employment status		No. of employees (excluding gra	aduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	M	F	М	Total employees
	Full-time permanent	0	1	0	0	0	0	1
	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		115	36	0	0	0	0	151

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# Reporting questionnaire

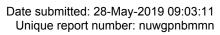
#### Gender equality indicator 1: Gender composition of workforce

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

#### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2018 to 31 March 2019. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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



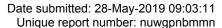


1.4

**Promotions** 



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







1.10 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	4	2	3	0
Permanent/ongoing part-time employees	2	0	1	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

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

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

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	28	2
Number of appointments made to NON-MANAGER roles (including promotions)	94	12

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

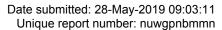
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	16	1	70	9
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	12	1

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.

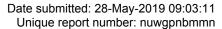






2.1	Please answer the following questions relating to each governing body covered in this report.						
	Note: If this report covers more than o organisation before proceeding to que		will be repeated for each				
	If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.						
2.1a.1	Organisation name?						
	Servcorp Limited						
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	1	2				
	<ul> <li>No (you may specify why a target has not been set)</li> <li>☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Do not have control over governing body/board appointments (provide details why):</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):</li> <li>The board has not set measurable objectives for gender diversity. Appointments are based on the alignment of each applicants expertise with the particular skills required on the Board at that given</li> </ul>						
2.1g.1	Are you reporting on any other organis	sations in this report?					
	☐ Yes ☒ No						
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for g	overning body members for ALL				
	<ul><li>☐ Insufficient resources/expertise</li><li>☐ Do not have control over gover</li></ul>	odies please enter date this is due to be comp	leted				
	☐ Not a priority ☐ Other (provide details):						

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







	Yes
$\boxtimes$	No

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

The Company has not established a written policy concerning diversity. the Company has a culture that both embraces and achieved diversity in its global operations. The establishment of a written policy with measurable objectives for achieving gender diversity would not, in the Board's view, bring any efficiency or greater benefit to the current diverse culture.

The Company is culturally diverse in its employment practices and has a global culture of employing the best qualified available talent for any position regardless of gender, age or race.

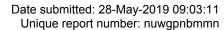
The proportion of women employees in the whole organisation, senior executive positions and on the Board is set out in the following table:

Full time employees	Total no.	Women %	Men %
Consolidated entity	827	82%	18%
Senior Executive	25	44%	56%
Board	5	20%	80%

## 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?
	☐ 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
	☐ Salaries set by awards/industrial or workplace agreements
	☒ Non-award employees paid market rate ☐ Not a priority
	Other (provide details):
4.	Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e.
	conducted a gender pay gap analysis)?
	Within last 12 months
	☐ Within last 1-2 years
	☐ More than 2 years ago but less than 4 years ago
	☐ Other (provide details): ☐ No (you may specify why you have not analysed your payroll for gender remuneration gaps)
	Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no
	room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
	qualifications)
	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance
	assessments)
	☐ Non-award employees paid market rate
	☐ Not a priority
	☐ Other (provide details):

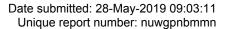






You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide). 4.01

	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)   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 like-for-like gaps   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):   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:
Gon	dor	equality indicator 4: Flexible working and support for employees
		nily and caring responsibilities
employ support to comb	ment to ing em oine pa	will enable the collection and use of information from relevant employers about the availability and utility of 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 id work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental ality and to maximising Australia's skilled workforce.
		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):







time over paid part time over [ No, v paid part [ No, r ] [ No, r	rer which it is paid As a lump sur we offer paid par arental leave is pro- By paying the By paying the rer which it is paid As a lump sur not available (you Currently und Insufficient re Governments Not a priority Other (provide	d. For example, im payment (pai rental leave for provided to men (e gap between the employee's full d. For example, im payment (pai may specify wher development esources/expertischeme is sufficial de details):	full pay for 12 vd pre- or post- porimary carers to DNLY): ne employee's stalary (in additude full pay for 12 vd pre- or post- prhy this leave is splease enter of se ient	weeks or half parental leave that is availab salary and the tion to the go weeks or half parental leave not provided date this is du	pay for 24 weeks, or a combination to men ONLY.  government's pay yernment's paid so yay for 24 weeks, or a combination	n) (Please indic aid parental le cheme), rega	ardless of the period ate how employer for eave scheme ardless of the period
□ No, v paid par [ [ [ time over [ ] ] ] ] [ [ I ] ] [ [ I ] ] [ ] [ ] [	we offer paid par arental leave is progression and the paying the By paying the Progression and the paying the Progression and the paying and the paying are progression and the paying are progression and the paying are progression and the paying are paying and the paying are paying and the paying are paying are paying and the paying are paying the paying are pa	rental leave for provided to men (e gap between the employee's full d. For example, am payment (pai but may specify wher development esources/expertischeme is sufficial de details):	orimary carers to DNLY): ne employee's s I salary (in addifull pay for 12 v d pre- or post- p thy this leave is s, please enter of se ient	chat is availab salary and the tion to the goveeks or half parental leave not provided date this is du	e to men ONLY.  government's paid s vernment's paid s bay for 24 weeks , or a combination	(Please indic aid parental le cheme), rega n)	eave scheme
paid par	arental leave is programmental leave is programment in By paying the yer which it is paid As a lump surnot available (you Currently und Insufficient reading Government in Other (provide CONDARY CARE	rovided to men de gap between the employee's ful d. For example, am payment (pai bu may specify wher development esources/expertischeme is sufficial de details):	ONLY): ne employee's s I salary (in addited full pay for 12 weight of	salary and the tion to the go veeks or half parental leave not provided date this is du	government's pa vernment's paid s pay for 24 weeks , or a combination	aid parental le cheme), rega	eave scheme
time over [ ]  No, r    No No, r    A "SEC primary Do you	By paying the By paying the Per which it is paic As a lump sur not available (you Currently und Insufficient re Government s Not a priority Other (provide	e gap between the employee's full d. For example, am payment (pain to may specify where development esources/expertischeme is sufficial de details):	ne employee's s I salary (in addifull pay for 12 v d pre- or post- p thy this leave is g, please enter of se ient	tion to the goveeks or half parental leave not provided date this is du	vernment's paid s pay for 24 weeks , or a combination	cheme), regann)	
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☐ Yes							
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	we offer paid par						
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[	☐ Not a priority						
	☐ Other (provide						
L		le details):					
l		le details):					
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How ma		S have taken p ental leave, reç	ardless of who		nced.		
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• 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

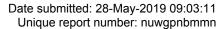
1

Female

Managers

Male

0



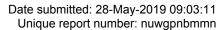




- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid 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

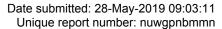
9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Don't offer flexible arrangements</li> <li>Not a priority</li> <li>Other (provide details):</li> <li>Flexible working arrangements have been permitted on many occasions and granted on a case by case basis depending on requirements of both employee and employer.</li> </ul>
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Included in award/industrial or workplace agreement</li> <li>Not a priority</li> <li>Other (provide details):</li> <li>Support is provided where possible on a case by case basis depending on requirements of both employee and employer.</li> </ul>
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	☐ Yes ☐ No (you may specify why non-leave based measures are not in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details): Treated on a case basis depending on requirements of both employee and employer.
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Included in award/industrial or workplace agreements</li> <li>□ Not aware of the need</li> </ul>







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)
<ul><li>☐ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li><li>☐ Training of key personnel</li></ul>
<ul> <li>☐ A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>☐ Workplace safety planning</li> </ul>
<ul> <li>Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> </ul>
Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
☐ Access to unpaid leave ☐ Confidentiality of matters disclosed
<ul> <li>☐ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> </ul>
☐ Flexible working arrangements ☐ Provision of financial support (e.g. advance bonus payment or advanced pay)
☐ Offer change of office location
<ul><li>☐ Emergency accommodation assistance</li><li>☐ Access to medical services (e.g. doctor or nurse)</li></ul>
employee who we were aware was experiencing family of domestic violence.  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):
Where any of the following options are available in your workplace, are those option/s available to both women AND men?
<ul> <li>flexible hours of work</li> <li>compressed working weeks</li> </ul>
• time-in-lieu
<ul> <li>telecommuting</li> <li>part-time work</li> </ul>
<ul> <li>job sharing</li> <li>carer's leave</li> </ul>
purchased leave
<ul> <li>unpaid leave.</li> <li>Options may be offered both formally and/or informally.</li> </ul>
For example, if time-in-lieu is available to women formally but to men informally, you would select NO.
<ul><li>✓ Yes, the option/s in place are available to both women and men.</li><li>✓ No, some/all options are not available to both women AND men.</li></ul>
☐ No, some/all options are not available to both women AND men.







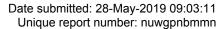
	Mar	nagers	Non-managers		
	Formal	Informal	Formal	Informal	
Flexible hours of work		$\boxtimes$		$\boxtimes$	
Compressed working weeks					
Time-in-lieu		$\boxtimes$			
Telecommuting					
Part-time work		$\boxtimes$		$\boxtimes$	
Job sharing					
Carer's leave					
Purchased leave					
Unpaid leave					

		Job sharing				
		Carer's leave	$\boxtimes$		$\boxtimes$	
		Purchased leave				
		Unpaid leave		$\boxtimes$		
	14.3	You may specify why any of the above option		-	employees.	
		<ul> <li>☐ Currently under development, please enter da</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):</li> <li>Not suitable for our business requirements.</li> </ul>	ate this is due	to be completed		
	14.4	4.4 If your organisation would like to provide additional information relating to gender equality indicator 4 please do so below:				
		equality indicator 5: Consulting gender equality in the w			yees on	issues
		quality indicator seeks information on what consul nder equality in the workplace.	Itation occurs t	oetween employe	ers and employ	ees on issues
15.	Have y	ou consulted with employees on issues conc	erning gende	r equality in you	ır workplace?	
	☐ Yes ⊠ No	(you may specify why you have not consulted with Not needed (provide details why):  Insufficient resources/expertise  Not a priority Other (provide details):	h employees o	n gender equalit	y)	
	15.3	If your organisation would like to provide add please do so below.	litional inform	nation relating to	o gender equa	lity indicator 5,

#### Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

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





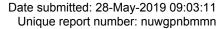


		Select all applicable answers)  Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide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

#### 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 76.5% females and 23.5% males.

#### **Promotions**

- 2. 83.3% of employees awarded promotions were women and 16.7% were men
  - i. 75.0% of all manager promotions were awarded to women
  - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 8.6% of your workforce was part-time and 25.0% of promotions were awarded to part-time employees.

#### Resignations

- 4. 90.0% of employees who resigned were women and 10.0% were men
  - i. 94.1% of all managers who resigned were women
  - ii. 89.2% of all non-managers who resigned were women.
- 5. 8.6% of your workforce was part-time and 0.9% of resignations were part-time employees.

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

- i. 15.4% 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. 100.0% of all 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.

# Notification and access List of employee organisations: CEO sign off confirmation Name of CEO or equivalent: Alfred George Moufarrige CEO signature: Date: