



# Public report

2018-19

Submitted by

Legal Name: **Australian Consumers Association** 





## Organisation and contact details

Submitting organisation details	Legal name	Australian Consumers Association
	ABN	72000281925
	ANZSIC	J Information Media and Telecommunications 5419 Other Publishing (except Software, Music and Internet)
	Business/trading name/s	Choice
	ASX code (if applicable)	
	Postal address	57 Carrington Road
		Marrickville NSW 2204
		AUSTRALIA
	Organisation phone number	0295773341
Reporting structure	Number of employees covered by this report	157

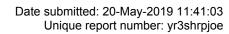




## Workplace profile

### Manager

Managan assumational astonoxica	Departing level to CEO	Financial manager at at at a training		N	o. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	3	6
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	1	4
		Full-time contract	0	1	1
Other executives/General managers	-2	Part-time permanent	0	1	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	1	3
		Full-time contract	0	0	0
Senior Managers	-2	Part-time permanent	0	1	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	0	1
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other managers		Casual	0	0	0
Other managers		Full-time permanent	2	6	8
		Full-time contract	0	1	1
	-2	Part-time permanent	2	1	3
		Part-time contract	0	0	0
		Casual	0	0	0







Managar acquirational actagarica	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	3	4	7
		Full-time contract	0	0	0
	-3	Part-time permanent	2	0	2
		Part-time contract	1	0	1
		Casual	0	0	0
Grand total: all managers			21	21	42

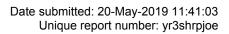




## Workplace profile

### Non-manager

Non manager conjugational estagarias	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	es (if applicable)	No. of apprentic	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	17	27	0	0	0	0	44
	Full-time contract	1	1	0	0	0	0	2
Professionals	Part-time permanent	16	4	0	0	0	0	20
	Part-time contract	5	1	0	0	0	0	6
	Casual	5	1	0	0	0	0	6
	Full-time permanent	2	10	0	0	0	0	12
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	1	1	0	0	0	0	2
	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
Community and personal service	Full-time contract	0	0	0	0	0	0	0
	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	3	0	0	0	0	0	3
	Full-time contract	1	1	0	0	0	0	2
Clerical and administrative	Part-time permanent	8	0	0	0	0	0	8
	Part-time contract	1	0	0	0	0	0	1
	Casual	6	2	0	0	0	0	8
	Full-time permanent	1	0	0	0	0	0	1
	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 assumptional estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyage
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	0	0	0	0	0	0	0
Grand total: all non-managers		67	48	0	0	0	0	115





### Reporting questionnaire

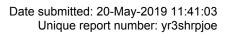
### Gender equality indicator 1: Gender composition of workforce

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

### NB. IMPORTANT:

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

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







1.4	Promotions
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <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>We have worked on a Talent and Succession project as part of the previous 3 year strategy. This is currently on hold whilst we developed our capability profiles to support our new strategy.</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>We have worked on a Talent and Succession project as part of the previous 3 year strategy. This is currently on hold whilst we developed our capability profiles to support our new strategy.</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>We have diversity and inclusion targets, including gender equality targets, for the period 2018-2021.</li> <li>These are not allocated to individual managers as KPIs but managers are expected to help us meet them and we monitor them on a regular basis.</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.9	Gender equality overall





☑ Policy	
☐ Strategy	
☐ No (you may specify why no form	al policy or formal strategy is in place)
Currently under developm	ent, please enter date this is due to be completed
☐ Insufficient resources/expenses	ertise
☐ 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	2	1	5	1
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	1	1	1	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	1	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)	4	5
Number of appointments made to NON-MANAGER roles (including promotions)	32	18

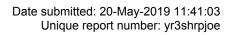
1.12 How many employees resigned during the reporting period against each category below?

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	2	3	1	9
Permanent/ongoing part-time employees	5	1	2	1
Fixed-term contract full-time employees	0	0	1	4
Fixed-term contract part-time employees	0	0	4	2
Casual employees	0	0	11	4

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

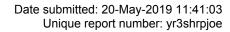
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant 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.







	d of directors, trustees, comm	ing on will have a governing body. In the ittee of management, council or other go verning body for your Australian entity, e	overning authority of the employer'
2.1	Please answer the following	g questions relating to each governing b	ody covered in this report.
	Note: If this report covers m organisation before proceed	nore than one organisation, the question ding to question 2.2.	s below will be repeated for each
		ning body is the same as your parent en ne numerical details of your parent entity	
2.1a. <sup>.</sup>	1 Organisation name?		
	CHOICE		
2.1b.	1 How many Chairs on this go	overning body?	
		Female	Male
	Number	1	0
2.1d.	☐ Yes ☐ No (you may specify why a ☐ Governing body/bo ☐ Currently under dev	ard has gender balance (e.g. 40% women/velopment, please enter date this is due to es/expertise over governing body/board appointments	/40% men/20% either) be completed
2.1g.	1 Are you reporting on any ot ☐ Yes ☑ No	her organisations in this report?	
	Do you have a formal coloct	tion policy and/or formal selection strate	egy for governing body members fo
2.2	organisations covered in th	is report?	
2.2	organisations covered in the  Yes (select all applicable a Policy	is report?	
2.2	organisations covered in the  ☐ Yes (select all applicable a ☐ Policy ☐ Strategy ☐ No (you may specify why r ☐ In place for some g	is report?  answers)  no formal selection policy or formal selection poverning bodies	n strategy is in place)
2.2	organisations covered in the  Yes (select all applicable a Policy Strategy No (you may specify why r In place for some g Currently under dev	is report?  answers)  no formal selection policy or formal selection poverning bodies velopment, please enter date this is due to	n strategy is in place) be completed







	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 ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
		The Board Charter includes a written commitment to gender equality in Board composition and this is considered in director selection processes.
Gen	der	equality indicator 3: Equal remuneration between women and men
	remune r equalit	ration between women and men is a key component of improving women's economic security and progressing y.
3.	Do you	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	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
		<ul> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		<ul> <li>✓ Yes (provide details in question 3.2 below)</li> <li>☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	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.		rou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. cted a gender pay gap analysis)?
	⊠ Yes	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)
	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)
quaiiii	□ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there
IS roo	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).
	We undertake an organisational wide like for like role analysis as part of our annual remuneration review
	process in June each year (often using the WGEA data to assist).
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)
	<ul> <li>☐ Created a pay equity strategy or action plan</li> <li>☒ Identified cause/s of the gaps</li> </ul>
	☐ 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 like-for-like gaps
	<ul> <li>☐ Set targets to reduce any organisation-wide gaps</li> <li>☒ Reported pay equity metrics (including gender pay gaps) to the governing body</li> </ul>
	□ Reported pay equity metrics (including gender pay gaps) to the executive     □ 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):
	Cure, (provide details).
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
	picase do so polow.

## 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.		IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having r 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 e 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 ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) not available (you may specify why this leave is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		12
5a.	carers	r organisation would like to provide additional information on your paid parental leave for primary 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%

Please indicate whether your employer funded paid parental leave for primary carers covers:





6.	12" A	☐ Surrogacy ☐ Stillbirth  ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the
0.	prima Do yo	ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and en, in addition to any government funded parental leave scheme for secondary carers?
		es  o, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) o, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY o (you may specify why employer funded paid parental leave for secondary carers is not paid)  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):
	6.1	How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:
		10
	CAR	ERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.
	6.2	What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY 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% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☐ 100%
	6.3	Please indicate whether your employer funded paid parental leave for secondary carers covers:

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	3	1	1	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	4	0	0	0

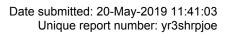
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	1	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	0	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> </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> </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)?
	<ul><li>☐ Yes</li><li>☐ No (you may specify why non-leave based measures are not in place)</li></ul>







	☐ Currently under development, please enter date this is due to be completed
	Insufficient resources/expertise
	Not a priority
	Other (provide details):
44.4	Disconnel of what arranged manhanisms are in place and if they are considered at all wearists.
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".
	where only one worksite exists, for example a near-onice, select. Available at all worksites.
	☐ Employer subsidised childcare
	Available at some worksites only
	☐ Available at 30th worksites
	☐ / Wallable at all Workshes
	☐ Available at some worksites only
	☐ Available at some worksites
	☐ Breastfeeding facilities
	Available at some worksites only
	Available at some worksites
	Childcare referral services
	Available at some worksites only
	Available at all worksites
	☐ Internal support networks for parents
	Available at some worksites only
	Available at all worksites
	Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave
	when an employee returns from leave)
	☐ Available at some worksites only
	☐ Available at all worksites
	☐ Information packs to support new parents and/or those with elder care responsibilities
	☐ Available at some worksites only
	☑ Available at all worksites
	Referral services to support employees with family and/or caring responsibilities
	☐ Available at some worksites only
	Available at all worksites
	☐ Targeted communication mechanisms, for example intranet/ forums
	Available at some worksites only
	☐ Available at all worksites
	Support in securing school holiday care
	Available at some worksites only
	Available at all worksites
	Coaching for employees on returning to work from parental leave
	Available at some worksites only
	Available at all worksites
	Parenting workshops targeting mothers
	Available at some worksites only
	☐ Available at all worksites
	Parenting workshops targeting fathers
	<ul><li>☐ Available at some worksites only</li><li>☐ Available at all worksites</li></ul>
	None of the above, please complete question 11.2 below
	Mone of the above, please complete question 11.2 below
Da	
violen	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
VIOLETT	<del>ce</del> :
⊠ Yes	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 suppor
	employees who are experiencing family or domestic violence?

<ul> <li>✓ Yes (select all applicable answers)</li> <li>☑ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>☐ Training of key personnel</li> <li>☐ A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>☑ Workplace safety planning</li> <li>☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☑ Access to jud domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>☑ Access to unpaid leave</li> <li>☑ Confidentiality of matters disclosed</li> <li>☐ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>☑ Flexible working arrangements</li> <li>☐ Provision of financial support (e.g. advance bonus payment or advanced pay)</li> <li>☐ Offer change of office location</li> <li>☐ Emergency accommodation assistance</li> <li>☐ Access to medical services (e.g. doctor or nurse)</li> <li>☑ Other (provide details):</li> <li>☐ No (you may specify why no other support mechanisms are in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not aware of the need</li> <li>☐ Not aware of the need</li> <li>☐ Not aware of the need</li> <li>☐ Other (provide details):</li> </ul>	ntre
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  • 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.	1
<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>	

- Which options from the list below are available? Please tick the related checkboxes.

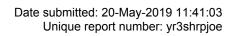
   Unticked checkboxes mean this option is NOT available to your employees.





	Man	agers	Non-ma	anagers
	Formal	Informal	Formal	Informal
Flexible hours of work	$\boxtimes$		$\boxtimes$	
Compressed working weeks	$\boxtimes$		$\boxtimes$	
Time-in-lieu	$\boxtimes$		$\boxtimes$	
Telecommuting	$\boxtimes$		$\boxtimes$	
Part-time work	$\boxtimes$		$\boxtimes$	
Job sharing			$\boxtimes$	
Carer's leave	$\boxtimes$		$\boxtimes$	
Purchased leave				
Unpaid leave	$\boxtimes$		$\boxtimes$	
☐ Currently under development, please enter ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):  14.4 If your organisation would like to provide ac please do so below:		·	o gender equa	lity indicator 4,
der equality indicator 5: Consucerning gender equality in the			yees on i	issues
nder equality indicator seeks information on what cons ning gender equality in the workplace.	sultation occurs t	oetween employe	ers and employ	ees on issues
Have you consulted with employees on issues cor			•	
No (you may specify why you have not consulted w ☐ Not needed (provide details why):	nui empioyees o	ıı gender equalit	y <i>)</i>	

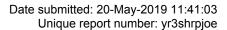
⊠ Ye □ No	s (you may specify why you have not consulted with employees on gender equality)  Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
15.1	How did you consult with employees on issues concerning gender equality in your workplace?
	<ul> <li>Survey</li> <li>Consultative committee or group</li> <li>Focus groups</li> <li>Exit interviews</li> <li>Performance discussions</li> <li>Other (provide details):</li> <li>International Women's Day event for staff to consult with and question female members of our board around equality in the workplace.</li> </ul>
15.2	Who did you consult?
	<ul><li>☑ All staff</li><li>☐ Women only</li></ul>







		<ul> <li>☐ Men only</li> <li>☐ Human resources managers</li> <li>☐ Management</li> <li>☐ Employee representative group(s)</li> <li>☐ Diversity committee or equivalent</li> <li>☐ Women and men who have resigned while on parental leave</li> <li>☐ Other (provide details):</li> </ul>
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Gen	der	equality indicator 6: Sex-based harassment and discrimination
particip	oation. 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?
	⊠ Yes	s (select all applicable answers)  ☐ Policy
	□ 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 ☐ 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 you	u provide training for all managers on sex-based harassment and discrimination prevention?
	⊠ Yes	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):
	□No	(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.)

CHOICE continues to keep an active lens on three key Diversity & Inclusion areas, gender equality, ability functionality and Aboriginal and Torres Strait Islander representation.





### 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 56.1% females and 43.9% males.

### **Promotions**

- 2. 78.6% of employees awarded promotions were women and 21.4% were men
  - i. 60.0% of all manager promotions were awarded to women
  - ii. 88.9% of all non-manager promotions were awarded to women.
- 3. 29.9% of your workforce was part-time and 7.1% of promotions were awarded to part-time employees.

### Resignations

- 4. 52.0% of employees who resigned were women and 48.0% were men
  - i. 63.6% of all managers who resigned were women
  - ii. 48.7% of all non-managers who resigned were women.
- 5. 29.9% of your workforce was part-time and 30.0% of resignations were part-time employees.

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

- 12.5% 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
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

List of employee organisations:	
CEO sign off confirm	
CEO sign off confirm  Name of CEO or equivalent:  Alan Kirkland	Confirmation CEO has signed the report: