



# Public report

2016-17

Submitted by

Legal Name:
Opus Group Limited







# Organisation and contact details

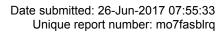
Submitting organisation details	Legal name	Opus Group Limited
	ABN	48006162876
	ANZSIC	C Manufacturing 1611 Printing
	Business/trading name/s	Opus Group Limited
	ASX code (if applicable)	OPG
	Postal address	138 Bonds Road
		Riverwood NSW 2210
		AUSTRALIA
	Organisation phone number	0295332555
Reporting structure	Ultimate parent	Opus Group Limited
	Number of employees covered by this report	363





# All organisations covered by this report

Legal name	Business/trading name/s
Opus Group Limited	Opus Group Limited
McPherson's Printing Pty Ltd	McPherson's Printing Group
Opus Group (Australia) Pty Limited	
Ligare Pty Ltd	Galloping Press
Canprint Holdings Pty Ltd	
Union Offset Co. Pty Limited	Union Offset Printers
CanPrint Communications Pty Limited	Canberra Mailing and Envelopes CanMail
Integrated Print and Logistic Management Pty Limited	



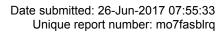




# Workplace profile

# Manager

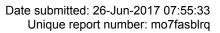
Management and a standard and	Deposition level to 050	Formly we are stated as		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees		
		Full-time permanent	0	0	0		
		Full-time contract	0	1	1		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	0	0		
		Full-time contract	0	1	1		
	1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-1	Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
Other executives/General managers		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-2	Full-time permanent	0	2	2		
		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	1	0	1		
		Full-time contract	0	0	0		
	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
Conjer Managara		Casual	0	0	0		
Senior Managers		Full-time permanent	3	1	4		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		







Manager occupational categories	Reporting level to CEO	Employment status		N	o. of employees
ivianagei occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	1
	-2	Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other managers		Casual	0	0	0
Other managers	-3	Full-time permanent	3	11	14
		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	2	5
		Full-time contract	0	0	0
	-4	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers	_	_	10	21	31



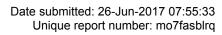




# Workplace profile

## Non-manager

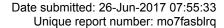
Non manager appunational actogories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	2	3	0	0	0	0	5
	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	2	47	0	0	0	0	49
	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	1	0	0	0	0	1
	Full-time permanent	1	0	0	0	0	0	1
	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	15	9	0	0	0	0	24
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	1	0	0	0	0	2
	Full-time permanent	11	9	0	0	0	0	20
	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	5	80	0	0	2	4	91
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	4	0	0	0	0	4







Non manager equipational estagerica	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates	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	32	36	0	0	1	4	73
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	30	28	0	0	0	0	58
	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		102	219	0	0	3	8	332







# Reporting questionnaire

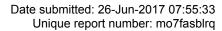
### Gender equality indicator 1: Gender composition of workforce

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

### NB. IMPORTANT:

- References to the Act means the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2016 to 31 March 2017. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	<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></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)         <ul> <li>□ Policy</li> <li>☑ Strategy</li> </ul> </li> <li>□ No (you may specify why no formal policy or formal strategy is in place)             <ul> <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> </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 new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	6	3
Number of appointments made to NON-MANAGER roles (including promotions)	8	18

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

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	4	1	8	18
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

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

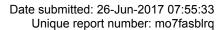
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	2	5	0	8
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.13 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.

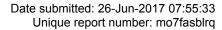






If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

	OPUS Group Limited		
2.1b.1	How many Chairs on this go	verning body?	
		Female	Male
	Number	0	1
2.1c.1	How many other members a	re on this governing body (excludir	ng the Chair/s)?
		Female	Male
	Number	1	2
	☐ Currently under dev ☐ Insufficient resource	ard has gender balance (e.g. 40% wor relopment, please enter date this is du es/expertise over governing body/board appointme	ue to be completed
2.1g.1	Are you reporting on any oth ☐ Yes ☑ No	ner organisations in this report?	
2.2	Do you have a formal selecti organisations covered in this		strategy for governing body members for A
	☐ In place for some go ☐ Currently under dev ☐ Insufficient resource	o formal selection policy or formal selection po	ue to be completed
2.3	Does your organisation oper	rate as a partnership structure (i.e. :	select NO if your organisation is an





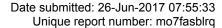


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

## 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.

⊠ Y	es (select all applicable answers) ⊠ Policy
_	☐ Strategy
☐ N	o (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	☐ Salaries set by awards/industrial or workplace agreements
	<ul> <li>Non-award employees paid market rate</li> <li>Not a priority</li> </ul>
	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
	☐ Not a priority
	L.I.Other (provide details):
	Other (provide details):
Havra	
	☐ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?
cond	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:
cond	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months
cond	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years
Cond	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):
Cond	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):  o (you may specify why you have not analysed your payroll for gender remuneration gaps)
Cond	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details): o (you may specify why you have not analysed your payroll for gender remuneration gaps)   Currently under development, please enter date this is due to be completed
Cond	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):  o (you may specify why you have not analysed your payroll for gender remuneration gaps)   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no
Cond	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):  o (you may specify why you have not analysed your payroll for gender remuneration gaps)   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no a for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
Cond	es - the most recent gender remuneration gap analysis was undertaken:  Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):  (you may specify why you have not analysed your payroll for gender remuneration gaps)  Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or fications)
Cond  Ye  No  room qualit	e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):  o (you may specify why you have not analysed your payroll for gender remuneration gaps)   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no a for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
Cond Ye	es you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):   O (you may specify why you have not analysed your payroll for gender remuneration gaps)   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or fications)   Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there om for discretion in pay changes (because pay increases can occur with some discretion such as performance essments)
Cond Ye	eyou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):   O (you may specify why you have not analysed your payroll for gender remuneration gaps)   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no if or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or ficiations)   Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there om for discretion in pay changes (because pay increases can occur with some discretion such as performance essments)   Non-award employees paid market rate
Cond Ye	eyou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):   O (you may specify why you have not analysed your payroll for gender remuneration gaps)   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or fications)   Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there om for discretion in pay changes (because pay increases can occur with some discretion such as performance essments)
Cond Ye  No room qualit	es you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?  es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):  o (you may specify why you have not analysed your payroll for gender remuneration gaps)   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no of for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or fications)   Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there om for discretion in pay changes (because pay increases can occur with some discretion such as performance sesments)   Non-award employees paid market rate   Not a priority
Cond Ye	es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):    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 fications)   Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and the om for discretion in pay changes (because pay increases occur with some discretion such as performance sesments)   Non-award employees paid market rate   Non-award employees paid market rate





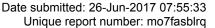


# Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

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?
6.	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary 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?
	<ul> <li>Yes</li> <li>No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)</li> <li>No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY</li> <li>No (you may specify why employer funded paid parental leave for secondary carers is not paid)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Government scheme is sufficient</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
7.	How many 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 care	's leave
	Female	Male	Female	Male
Managers	0	0	0	0

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

	Primary carer	's leave	Secondary care	r's leave
	Female	Male	Female	Male
Non-managers	1	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.

	Females	Males
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.

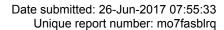
	Female	Male
Non-managers	0	0

q	Do you have a fo	rmal policy and/or t	ormal strategy on f	flevible working	arrangements?

Included in award/industrial or workplace agreement

☐ Not a priority☐ Other (provide details):

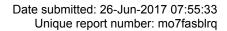
	Policy
	Strategy
	□ No (you may specify why no formal policy or formal strategy is in place)
	Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	Don't offer flexible arrangements
	U Not a priority
	☐ Other (provide details):
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	☐ 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







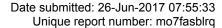
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	<ul> <li>Yes</li> <li>No (you may specify why non-leave based measures are not in place)</li> <li>□ Currently under development, 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>
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> <li>□ Not a priority</li> <li>□ Other (please provide details):</li> </ul>
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?
	<ul> <li>Yes (select all applicable answers)</li></ul>
	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?  I flexible hours of work  Compressed working weeks  Itime-in-lieu  Itelecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.







	es, the option/s in place are available to bo o, some/all options are not available to both				
14.1	Which options from the list below are • Unticked checkboxes mean thi				
		Mar	nagers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work				
	Compressed working weeks				
	Time-in-lieu				
	Telecommuting				
	Part-time work				
	Job sharing				
	Carer's leave				
	Purchased leave				
	Unpaid leave	$\boxtimes$			
	<ul> <li>☐ Currently under development, please</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☒ Other (provide details):</li> <li>compressed working week not a real time staff.</li> </ul>		•		few permaner
14.4	<ul> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☒ Other (provide details):</li> <li>compressed working week not a real</li> </ul>	listic option for majorit	y positions and s	o we have very	·
nder	☐ Insufficient resources/expertise ☐ Not a priority ☑ Other (provide details): compressed working week not a real time staff.  If your organisation would like to prov please do so below:  equality indicator 5: Co	listic option for majority vide additional inform	y positions and s	o we have very	lity indicator
nder ncerr	<ul> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):         compressed working week not a real time staff.</li> <li>If your organisation would like to provide please do so below:</li> </ul>	listic option for majority vide additional inform ensultation weight	y positions and s nation relating t ith emplo	o we have very	ility indicator
nder ncerr gender e erning ge	☐ Insufficient resources/expertise ☐ Not a priority ☑ Other (provide details): compressed working week not a real time staff.  If your organisation would like to prov please do so below:  equality indicator 5: Co ning gender equality in tequality indicator seeks information on what	vide additional information with the workplace at consultation occurs	y positions and s  nation relating t  ith emplo e  between employ	to gender equal	ility indicator of the second
nder ncerr gender e erning ge Have □ Ye	□ Insufficient resources/expertise □ Not a priority □ Other (provide details): compressed working week not a real time staff.  If your organisation would like to prov please do so below:  equality indicator 5: Co ning gender equality in t equality indicator seeks information on what ender equality in the workplace.  you consulted with employees on issue	vide additional information with the workplace at consultation occurs	y positions and s nation relating t  ith emplo e between employ er equality in yo	to gender equality yees on items and employ ur workplace?	issues







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

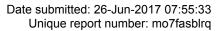
The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

16.	Do yo	ou 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?
		<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	ou 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):  refresher courses implemented at some sites while other sites require managers to follow the grievance policy when faced with any alleged discrimination including sex based
	17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

### Other

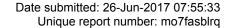
18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(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 31.7% females and 68.3% males.

### **Promotions**

- 2. 38.7% of employees awarded promotions were women and 61.3% were men
  - i. 80.0% of all manager promotions were awarded to women
  - ii. 30.8% of all non-manager promotions were awarded to women.
- 3. 1.1% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

### Resignations

- 4. 13.3% of employees who resigned were women and 86.7% were men
  - i. 28.6% of all managers who resigned were women
  - ii. 0.0% of all non-managers who resigned were women.
- 5. 1.1% of your workforce was part-time and 0.0% of resignations were part-time employees.

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

- i. 0.0% of all women who utilised parental leave ceased employment before returning to work
- ii. N/A men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- 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  Name of CEO or equivalent:  David Walling	Confirmation CEO has signed the report