



2015-16 public report form submitted by Virgin Australia Airlines Pty Ltd to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name ABN	
	ANZSIC	4900 Air and Space Transport
Organisation	Trading name/s	Virgin Australia Holdings
details	ASX code (if relevant)	VAH
	Postal address	PO Box 1034
		SPRING HILL QLD 4004
		AUSTRALIA
	Organisation	(07) 3295 3000
	phone number	(01)
Reporting	Ultimate parent	Virgin Australia Holdings Limited
structure	Number of	8,823
	employees covered	T.
	in this report	
	submission	
	Other	
	organisations	
	reported on in this	
	report	





Workplace profile Manager

	Deposition level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	5	5	10		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	F M 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0			
		Full-time permanent	11	28	39		
		Full-time contract	0	0	0		
Other executives/General managers	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	F M 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0		
		Full-time permanent	40	101	141		
		Full-time contract	3	1	4		
Senior Managers	-3	Part-time permanent	6	2	8		
		Part-time contract	0	0	0		
		Casual	0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0			
		Full-time permanent	273	397	670		
		Full-time contract	5	6	11		
Other managers	-4	Part-time permanent	50	1	51		
		Part-time contract	2	2	4		
		Casual	5 5 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	4			
Grand total: all managers			398	545	943		





Non-manager

Non-manager occupational	Employment	No. of employees (exc			aduates (if cable)		orentices (if cable)	Total
categories	status	F	M	F	M	F	M	employees
-	Full-time permanent	328	305	0	0	0	0	633
	Full-time contract	13	14	0	0	0	0	27
Professionals	Part-time permanent	88	5	0	0	0	0	93
	Part-time contract	2	1	0	0	0	0	3
	Casual	2	4	0	0	0	0	6
	Full-time permanent	91	1,730	0	0	0	0 ,,	1,821
	Full-time contract	1	3	0	0	0	0	4
Technicians and trade	Part-time permanent	41	128	0	0	0	0	169
	Part-time contract	0	2	. 0	0	0	0	2
	Casual	0	17	0	0	0	0	17
	Full-time permanent	2,078	679	0	0	0	0	2,757
	Full-time contract	5	3	0	0	0	0	8
Community and personal service	Part-time permanent	1,028	95	0	0	0	0	1,123
	Part-time contract	2	0	0	0	0	0	2
	Casual	0	0	0	0	0	0	0
	Full-time permanent	165	29	0	0	0	0	194
	Full-time contract	15	3	0	0	0	0	18
Clerical and administrative	Part-time permanent	59	3	0	0	0	0	62
	Part-time contract	1	. 1	0	0	0	0	2
	Casual	0	0	0	0	0	0	0
	Full-time permanent	47	18	. 0	0	0	0	65
Sales	Full-time contract	3	2	0	0	0	0	5
1	Part-time permanent	13	0	0	0	0	0	13





Non-manager occupational categories	Employment status	No. of employees (exc apprer		No. of gr appli	aduates (if icable)	No. of ap appl	prentices (if icable)	Total employees
	Status	F	M	F	М	F	M	employees
*	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	5	414	0	0	0	0	419
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	2	418	0	0	0	0	420
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	3	0	0	0	0	4
	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	2	6	0	0	0	0	8
	Full-time contract	1	3	0	0	0	0	4
Others	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		3,994	3,886	0	0	0	0	7,880

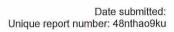




Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies and/or formal strategies in place the SUPPORT GENDER EQUALITY in relation to:	at SPECIFICALLY
1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	
1.2 Retention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	
1.3 Performance management processes? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	
1.4 Promotions? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	
1.5 Talent identification/identification of high potentials? ☑ Yes (you can select policy and/or strategy options)	







Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
Succession planning? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
Training and development? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
Resignations? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
Standalone policy Policy is contained within another policy Standalone strategy Standalone strategy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
.10 Gender equality overall? Yes (you can select policy and/or strategy options)





Standalone policy
Policy is contained within another policy
Standalone strategy
Strategy is contained within another strategy
□No
No, currently under development
No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

- 1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
- 1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Manag	gers	Non-mar	nagers
	Female	Male	Female	Male
NUMBER of appointments made	62	72	387	314

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

	Managers		Non-mar	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	35	64	96	46
Permanent/ongoing part-time employees	5	1	30	1
Fixed-term contract full-time employees	1	2	2	2
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	0	0

1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)

	Managers		Non-mai	nagers
	Female	Male	Female "	Male
Permanent/ongoing full-time employees	24	57	345	204
Permanent/ongoing part-time employees	7	0	125	98





	Manag	gers	Non-mar	nagers
	Female	Male	Female	Male
Fixed-term contract full-time employees	3	0	12	3
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	1	3	3

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.

Organisation name	Gender and NUMBER of chairperson/s (NOT percentage)	Gender and NUMBER of other governing body/board members (NOT percentage)	% target for representation of women on each governing body/board	Year to be reached
----------------------	---	---	---	--------------------





		F (Chair)	M (Chaìr)	F	M	(enter 0 if no target has been set, or enter a % between 1-	(in YYYY format, if no target has been
						100)	set, leave blank)
01	Virgin Australia Airlines	1	0	2	7	0	
02	Virgin Australia International Holdings VAIH	0	1	1	4	0	
03	Velocity Frequent Flyer	0	1	0	4	0	n - 114
04	Virgin Samoa VSAM	1	1	1	4	0	*
05	=			1	:4		
06					-		
07							
08							
09							
10							
11							
12							,
13							+
14					1	1	
15							
16							
17							
18				1			
19							
20							
21		-					





						v
erning bodies lis Governing body/ Currently under nsufficient huma Don't have expe Do not have con Not a priority Other (provide d Virgin Australia Boards, howevereporting. Virgin	sted abov /board ha developm an resour rtise trol over g etails): has not s er there ha Australia	e, you ma s gender land nent ces staff governing et specific as been a a continue	y specify balance (ebbody/boatch body/boatch percentant increases to strive	why below: e.g. 40% wo rd appointn ge targets fe in female	omen/40% men/20 nents (provide det for female represe representation sin	o% either) rails why): entation on its
y/board membe /es (you can se Standald Policy is Standald Strategy No No, in place for selections are selections.	rs for ALL lect policy one policy containe one strate is contai some gov der develo	organisa y and/or st d within a gy ned within erning boo ppment	tions cover trategy opinother pol another s dies/board	ered in this itions) icy strategy		y for governing
	erning bodies lis Governing body/ Currently under nsufficient huma Don't have expe Do not have con Not a priority Other (provide d Virgin Australia Boards, howeve reporting. Virgin representation a Do you hav y/board membe Yes (you can sel Standalo Policy is Standalo Strategy No No, in place for selection of the policy is No, currently und No, insufficient here	erning bodies listed above Governing body/board has Currently under developmensufficient human resource. The condition of the properties of the control over th	erning bodies listed above, you ma Governing body/board has gender li Currently under development nsufficient human resources staff Don't have expertise Do not have control over governing Not a priority Other (provide details): Virgin Australia has not set specific Boards, however there has been a reporting. Virgin Australia continue representation across the business Do you have a formal selection y/board members for ALL organisa Yes (you can select policy and/or st Standalone policy Policy is contained within at Standalone strategy Strategy is contained within No No, in place for some governing boo No, currently under development No, insufficient human resources st	erning bodies listed above, you may specify of Governing body/board has gender balance (efforwardly under development insufficient human resources staff Don't have expertise Do not have control over governing body/boat Not a priority Dither (provide details): Virgin Australia has not set specific percenta Boards, however there has been an increase reporting. Virgin Australia continues to strive representation across the business. Do you have a formal selection policy any/board members for ALL organisations cover (es (you can select policy and/or strategy optomic standalone policy in Standalone strategy in Standalone strategy in Strategy is contained within another solon, in place for some governing bodies/board No, currently under development No, insufficient human resources staff	erning bodies listed above, you may specify why below: Governing body/board has gender balance (e.g. 40% wo Currently under development nsufficient human resources staff Don't have expertise Do not have control over governing body/board appointm Not a priority Other (provide details): Virgin Australia has not set specific percentage targets if Boards, however there has been an increase in female reporting. Virgin Australia continues to strive to increase representation across the business. Do you have a formal selection policy and/or formal y/board members for ALL organisations covered in this if (es (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, in place for some governing bodies/boards No, currently under development	Governing body/board has gender balance (e.g. 40% women/40% men/20Currently under development nsufficient human resources staff Don't have expertise Do not have control over governing body/board appointments (provide defended by the provide details): Virgin Australia has not set specific percentage targets for female representation single reporting. Virgin Australia continues to strive to increase or maintain female representation across the business. Do you have a formal selection policy and/or formal selection strategy y/board members for ALL organisations covered in this report? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, in place for some governing bodies/boards No, currently under development No, insufficient human resources staff

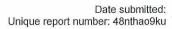
2.4 Partnership structures only: (only answer this question if your organisation operates under a partnership structure, ie is NOT an incorporated entity (ie Pty Ltd, Ltd or Inc), or an unincorporated entity).

No, do not have control over governing body/board appointments (provide details why):

☐ No, don't have expertise No, not a priority

☐ No, other (provide details):

Please enter the total number of female and male equity partners (excluding the managing partner) in the following table against the relevant WGEA standardised manager definitions. Non-equity (salaried) partners need to be included in your workplace profile.







Details of your managing partner should be included separately in the CEO row of your workplace profile.

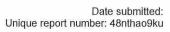
NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

of some of your equity partners below) is also enter	ered in ques	tion Z. I.		
	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)	-		18 II N	
Equity partners who are "Other executives/General managers"		× 11	11	e e
Equity partners who are "Senior managers"	V 6	1 A.A.		*
Equity partners who are "Other managers"			л	

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men

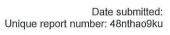
Do you have a formal policy and/or formal strategy on remuneration generally? Yes (you can select policy and/or strategy options)	
Standalone policy	
 ☐ Policy is contained within another policy ☒ Standalone strategy 	
☐ Strategy is contained within another strategy	
No	
No, currently under development	
No, insufficient human resources staff	
No, included in workplace agreement	
No, don't have expertise	
No, salaries set by awards or industrial agreements	
No, non-award employees paid market rate	
☐ No, not a priority ☐ No, other (provide details):	
I No, other (provide details).	
3.1 Are specific gender pay equity objectives included in your formal policy and/or formal	al
strategy?	
Yes (provide details in questions 3.2 and/or 3.3 below)	
□ No	
No, currently under development	
☐ No, insufficient human resources staff ☐ No, don't have expertise	
☐ No, salaries set by awards or industrial agreements	
No, non-award employees are paid market rate	
No, not a priority	
No, other (provide details):	
2.2. Var. have an averaged use to support on 2.4. Places indicate subother variety favored walling	
3.2 You have answered yes to question 3.1. Please indicate whether your formal policy or formal strategy includes the following gender pay equity objectives (more than one option	
can be selected):	







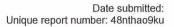
 ☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews) ☐ To be transparent about pay scales and/or salary bands ☐ To ensure managers are held accountable for pay equity outcomes ☒ To implement and/or maintain a transparent and rigorous performance assessment process
☑ Other (Please provide details in question 3.3 below)
Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives: Ongoing review of gender pay gaps and targeted actions to reduce identified differences. A comprehensive analysis of gender pay gaps was undertaken in FY16 confirming that there has been a reduction in the pay gap several groups within the business. Business leaders continue to be partnered with to identify differences to continue to reduce confirmed differences.
Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.) Yes. When was the most recent gender remuneration gap analysis undertaken? Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
No, currently under development No, insufficient human resources staff No, don't have expertise No, 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 ncreases occur only when there is a change in tenure or qualifications) No, salaries for SOME or ALL employees (including managers) are set by awards or ndustrial agreements and there IS room for discretion in pay changes (because pay ncreases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):
4.01 Should you wish to provide details on the type of gender remuneration gap analysis hat has been undertaken (for example like-for-like, organisation-wide), please do so below:
Were any actions taken as a result of your gender remuneration gap analysis? Yes - please indicate what actions were taken (more than one option can be selected): ☐ Created a pay equity strategy or action plan ☐ Identified cause/s of the gaps ☐ Reviewed remuneration decision-making processes ☐ Analysed commencement salaries by gender to ensure there are no pay gaps
Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
Analysed performance pay to ensure there is no gender bias (including unconscious bias)
 ☐ Trained people-managers in addressing gender bias (including unconscious bias) ☐ Set targets to reduce any like-for-like gaps ☐ Set targets to reduce any organisation-wide gaps ☐ Reported pay equity metrics (including gender pay gaps) to the governing
oody/board ⊠ 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 No unexplainable or unjustifiable gaps identified No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, unable to address cause/s of gaps (provide details why):
No, not a priorityNo, other (provide details):
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers? Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
carer): By paying the gap between the employee's salary and the government's paid parental leave scheme
☐ As a lump sum payment (paid pre- or post- parental leave, or a combination) ☐ No ☐ No
 No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details):
5.1 Please indicate the MINIMUM number of weeks of EMPLOYER FUNDED paid parental leave that is provided for primary carers. 10
Optional: If you wish to provide additional details on the eligibility period/s and the maximum number of paid parental leave offered to primary carers, please do so below:
5.1a What is the eligibility period for employees to access the MINIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MINIMUM amount - in months)? 12







- 5.1b If you offer different amounts of employer funded paid parental leave, what is the MAXIMUM number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)?
- 5.1c What is the eligibility period for employees to access the MAXIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MAXIMUM amount in months)?
- 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. For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

Please enter a whole number that represents the percentage of employees to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50).

	Primary carer's leave
Percentage:	100

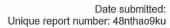
- No, currently being considered
 No, insufficient human resources staff
 No, government scheme is sufficient
 No, don't know how to implement
 No, not a priority
 No, other (provide details):
- 6.1 Please indicate the number of weeks of employer funded paid parental leave that is provided for secondary carers.
- 6.3 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. For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

Please enter a whole number that represents the percentage of employees to the nearest 10th percentile, (e.g. if 23.4% enter 20; if 45.7% enter 50).

	Secondary carer's leave
Percentage:	100

How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?

	Primary carer's leave		Secondary carer's leave		
	Female	Male	Female	Male	
Managers	21	0	0	7	
Non-managers	735	45	60	132	







Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

-	Female	Male
Managers	9	3
Non-managers	64	7

9 Do you have a formal policy and/or formal strategy on flexible working arra ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, included in workplace agreement ☐ No, don't have expertise ☐ No, don't offer flexible arrangements ☐ No, not a priority ☐ No, other (provide details):	ngements
10 Do you have a formal policy and/or formal strategy to support employees we or caring responsibilities? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, included in workplace agreement ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):	ith family
Do you have any non-leave based measures to support employees with far caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, services)? Yes No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):	







11.1 Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please select "Available at all worksites"):
Employer subsidised childcare
Available at some worksites only
Available at all worksites
On-site childcare
Available at some worksites only
Available at all worksites
Breastfeeding facilities
Available at some worksites only
Available at all worksites
Childcare referral services
Available at some worksites only
☑ Internal support networks for parents
Available at some worksites only
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
Referral services to support employees with family and/or caring responsibilities
Available at some worksites only
Available at 30me 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
☐ Available at some worksites only
Available at all worksites
None of the above, please complete question 11.2 below
11.2 Please provide details of any other non-leave based measures that are in place and
whether they are available at all worksites.
whether they are available at all worksites.
12 Do you have a formal policy and/or formal strategy to support employees who are
, , , , , , , , , , , , , , , , , , , ,
experiencing family or domestic violence?
Yes (you can select policy and/or strategy options)
☐ Standalone policy
Policy is contained within another policy
☐ Standalone strategy
Strategy is contained within another strategy
∐ No
No, currently under development





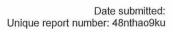
 No, insufficient human resources staff No, included in workplace agreement No, not aware of the need No, don't have expertise No, not a priority No, other (please provide details): 	
Other than a policy and/or strategy, do you have any measures to support employees who are experiencing family or domestic violence? Yes - please indicate the type of measures in place (more than one option can be selected):	
Employee assistance program (including access to a psychologist, chaplain or counsellor)	
 ☐ Training of key personnel ☒ A domestic violence clause is in an enterprise agreement or workplace agreement ☒ Workplace safety planning ☒ Access to paid domestic violence leave (contained in an enterprise/workplace 	
agreement) ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace	
agreement) ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace	
agreement) Access to unpaid leave Confidentiality of matters disclosed Referral of employees to appropriate domestic violence support services for expert advice Protection from any adverse action or discrimination based on the disclosure of domestic violence Flexible working arrangements Provide financial support (e.g. advance bonus payment or advanced pay) Offer change of office location	
☑ Emergency accommodation assistance☑ Access to medical services (e.g. doctor or nurse)☑ Other (provide details):	
 No No, currently under development No, insufficient human resources staff No, not aware of the need No, don't have expertise No, not a priority No, other (provide details): 	
Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):	
Managers Non-managers Female Male Female Male	THE RESIDENCE IN PROPERTY.
Formal Informal Formal Informal Formal Informal Formal Informal Formal Information Informa	150.00

indicates that a particular employment term, condition or practice is not in place):								
	Managers				Non-managers			
	Fe	male	Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work								
Compressed working weeks								
Time-in-lieu						\boxtimes		
Telecommuting			\boxtimes		\boxtimes		\boxtimes	
Part-time work	\boxtimes		\boxtimes		\boxtimes		\boxtimes	





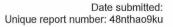
		Managers Female Male			male	anagers Male		
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Infor
Job sharing								
Carer's leave					\boxtimes			
Purchased leave	\boxtimes			а 🗆				
Unpaid leave	\boxtimes		\boxtimes					
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: 14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below: Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details):								
14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below: Gender equality indicator 5: Consultation with employees on issues concerning gender								
equality in the workplace 15 Have you consulted with employees on issues concerning gender equality in your workplace? Yes No No, not needed (provide details why): No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):								
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)? Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details): International Women's Day Forum; Enterprise Bargaining Agreement Negotiations; Equal Employment Opportunity Officers								
15.2 Please in ⊠ All staff	dicate wh	at categori	es of emp	loyees you	consulted	l.		







 Women only Men only Human resources managers Management Employee representative group(s) Diversity committee or equivalent Women and men who have resigned while on parental leave ✓ Other (provide details): All staff are invited to events throughout the year including International Women's Day Forum & White Ribbon Forums across the network. Senior Executives attend these events. The Group Executive, People Culture and Sustainability sends emails to staff promoting these events.
15.3 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, included in workplace agreement ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy? ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected): At induction At least annually Every one-to-two years Every three years or more Varies across business units Other (provide details):
l No







No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
No, other (provide details):

17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:

Other

Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any 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.

. 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 49.8% females and 50.2% males.

Promotions

- 2. 0.0% of employees awarded promotions were women and 0.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 22.1% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 0.0% of employees who resigned were women and 0.0% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 0.0% of all non-managers who resigned were women.
- 5. 22.1% 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. N/A women who utilised parental leave and ceased employment before returning to work
- ii. N/A men who utilised parental leave and ceased employment before returning to work
- 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.





CEO sign off confirmation

Name of CEO or equivalent	JOHN BORGHETTI	
Confirmation CEO has signed to	the report	No
CEO Signature:		Date: 26/05/16